



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
Enter Meeting ID: 910 9447 8837#
Passcode: 736519#

February 10, 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 January 27, 2021 Board Meeting.
[1 27 2021 Min.pdf](#)
- 5.c. Direct the General Manager to execute the Endangered Species Act review form for the FEMA-funded backup diesel generator project confirming Casitas Municipal Water District has received this notification and will implement all applicable conditions provided by the US Fish and Wildlife Service for the proposed actions in connection with this project.
[Casitas Backup Diesel Generator Mitigation HMGP 4353-306-55 ESA Review Form for Signature 021021.pdf](#)
- 5.d. Declare Backhoe Unit #111 (1989 John Deere 310C Backhoe [TO310CA750030]) surplus and approve its sale via an auction through the County of Ventura, General Services Agency, Surplus Department in the estimated amount of \$12,000.00.
[Board Memo on Surplus Unit #111 021021.pdf](#)

6. ACTION ITEMS

- 6.a. Award the contract for the Grand Avenue Pipeline Replacement, Specification No. 20-436, to Toro Enterprises in the amount of \$1,444,395, and the President of the Board execute an agreement for said work.
[210210 - Board Memo for Grand Ave Pipeline Replacement Award.pdf](#)
- 6.b. Authorize the General Manager to issue a Task Order to Cannon Corporation for engineering services during construction for a not-to-exceed amount of \$26,540.
[210210 - Board Memo for Grand Ave Pipeline Replacement Award.pdf](#)
[Cannon Grand Ave Water ASA No 2 rev 2021.01.27 \(1\).pdf](#)
- 6.c. Authorize the General Manager to issue a Task Order to Rincon Consultants, Inc., for environmental support services and Native American monitoring services for a not-to-exceed amount of \$161,024.
[210210 - Board Memo for Grand Ave Pipeline Replacement Award.pdf](#)
[RinconGrand Ave Pipeline Replacement Project_Construction Monitoring 01-04-2021_Rev1-29-21.pdf](#)
- 6.d. Authorize the General Manager to issue a Task Order to Oakridge Geoscience, Inc., for geotechnical services for a not-to-exceed amount of \$58,325.
[210210 - Board Memo for Grand Ave Pipeline Replacement Award.pdf](#)
[OakridgeCMWD_GrandAvePIPELINE_UPDATEDCMTPRO_26JAN2021.pdf](#)
- 6.e. Approval of a temporary grant of easement to the Ventura County Watershed Protection District on Assessor Parcel No. 024-0-072-085 for the purpose of steelhead fish surveys.
[Board Memo on Grant of Easement to VCWPD 021021.pdf](#)
[VCWPD Request Letter and Easement Document 021021 ATT1.pdf](#)

- 6.f. Adopt a resolution revising Article VIII (Meetings of the Board of Directors), Section 1 (Time and Place) of the CMWD Bylaws
[Board Memo on Revision to the CMWD Bylaws - Meeting Time 021021.pdf](#)
[CMWD Bylaws Amendment Resolution - Meeting Time 021021 ATT1.pdf](#)
- 6.g. Adopt a resolution setting the time for meetings of the Casitas MWD Board of Directors effective the first day of April 2021.
[CMWD Board Meeting Time and Place Resolution 021021.pdf](#)
- 6.h. Review and approval of revisions to the Casitas MWD System of Business Administration Ordinance.
[Board Memo on revision of Casitas System of Business Admin Ordinance 021021.pdf](#)
[Casitas System of Business Admin Ordinance - Revised 021021 ATT1.pdf](#)
[Ord 12-01 System of Business Administration 021021 ATT2.pdf](#)

7. INFORMATION ITEMS

- 7.a. Recreation Committee Minutes.
[Rec Minutes 020221.pdf](#)
- 7.b. Special Finance Committee Minutes.
[Special Finance Minutes 012221.pdf](#)
- 7.c. State Water Project as of 1/31/21.
[SWP Intertie Project Cost 1-31-21.pdf](#)
- 7.d. Adjudication Report as of 1/31/21.
[Adjudication Charges YTD 1.31.21.pdf](#)
- 7.e. November Financial Summary.
[Financial Statements 11-30-2020 Summary.pdf](#)
- 7.f. Non-budgeted Item Log.
[Non-Budgeted Items Log.pdf](#)
- 7.g. CFD 2013-1 Project Report as of 1/31/21.
[CFD 2013-1 Project Cost 1-31-2021 \(1\).pdf](#)
- 7.h. Investment Report as of 1/31/21.
[Investment Report 1-31-21.pdf](#)

8. GENERAL MANAGER COMMENTS

9. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

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

11. CLOSED SESSION

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

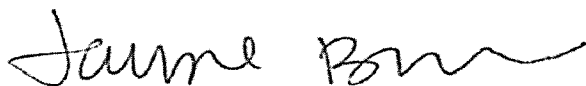
12. ADJOURNMENT

CASITAS MUNICIPAL WATER DISTRICT
 General Fund Check Authorization
 Checks Dated 01/14/21 - 01/27/21
 Presented to the Board of Directors For Approval February 10, 2021

Check	Payee		Description	Amount
001018	Payables Fund Account	# 9759651478	Accounts Payable Batch 012021	\$ 159,401.66
001019	Payables Fund Account	# 9759651478	Accounts Payable Batch 012721	\$ 339,925.00
				<u>\$ 499,326.66</u>
001020	Payroll Fund Account	# 9469730919	Estimated Payroll 02/25/21	\$ 234,000.00
			Total	<u><u>\$ 733,326.66</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, 001018-001020 have been duly audited is hereby certified as correct.



 Janyne Brown, Chief Financial Officer

 Signature

 Signature

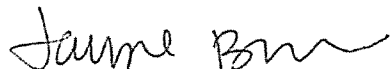
 Signature

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.

001018	A/P Checks:	041814-041859
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	A/P Draft to S.E.I.U.	
	Voids:	

001019	A/P Checks:	041860-041931
	A/P Draft to P.E.R.S	000111
	A/P Draft to State of CA	000113
	A/P Draft to I.R.S.	000110
	A/P Draft to S.E.I.U.	000112
	Voids:	
	041895- Meiners Oaks Ace Hardware - Continuation of detail of check 041894	
	041896- Meiners Oaks Ace Hardware - Continuation of detail of check 041894	



Janyne Brown , Chief Financial Officer

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 01/23/21
Pay Date 01/28/21
have been duly audited and are
hereby certified as correct.

Signed: Jayne Brown
Jayne Brown

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

1/27/2021 1:06 PM
 ENDOR SET: 01 Casitas Municipal Water D
 ANK: * ALL BANKS
 ATE RANGE: 1/14/2021 THRU 1/27/2021

A/P HISTORY CHECK REPORT

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	1/27/2021			041895		
C-CHECK	VOID CHECK	V	1/27/2021			041896		

* * 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:	2			
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET:	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
01			2	0.00	0.00	0.00
			2	0.00	0.00	0.00

ENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/14/2021 THRU 1/27/2021

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE Federal Withholding	D	1/27/2021	36,263.44		000110		36,263.44
00187	CALPERS PEPRA EMPLOYEES PORTION PEBRA EMPLOYER PORTION PERS BUY BACK PERS BUY BACK PEPRA EMPLOYEES PORTION PERS EMPLOYEE PORTION MGMT PERS EMPLOYEE PORTION PEBRA EMPLOYER PORTION PERS EMPLOYER PORTION	D D D D D D D D D D	1/27/2021 1/27/2021 1/27/2021 1/27/2021 1/27/2021 1/27/2021 1/27/2021 1/27/2021 1/27/2021 1/27/2021	408.29CR 467.69CR 130.46 161.96 11,290.21 1,687.71 6,693.90 12,932.78 11,265.68		000111 000111 000111 000111 000111 000111 000111 000111 000111		43,286.72
00180	S.E.I.U. - LOCAL 721 SEIU 721 COPE UNION DUES	D D	1/27/2021 1/27/2021	27.50 757.25		000112 000112		784.75
00049	STATE OF CALIFORNIA State Withholding	D	1/27/2021	14,072.87		000113		14,072.87
00010	AIRGAS USA LLC Gas Cylinder Rental - PL	R	1/20/2021	334.82		041814		334.82
003044	Amazon Capital Services Silicone Mask Strap - FISH Wireless Weather Station -FISH Urinal Cartridge Kit - PL	R R R	1/20/2021 1/20/2021 1/20/2021	16.04 328.17 250.56		041815 041815 041815		594.77
001703	ARNOLD LAROCHELLE MATTHEWS Metter #5088-026 11/20-12/20 Metter #5088-001 12/20 Metter #5088-022 12/20 Annexation El Toro	R R R R	1/20/2021 1/20/2021 1/20/2021 1/20/2021	324.00 7,393.79 884.72 2,610.00		041816 041816 041816 041816		11,212.51
00018	AT & T MOBILITY Acct#287290467941 Acct#287294256431 Acct#287299383384X0121	R R R	1/20/2021 1/20/2021 1/20/2021	245.47 508.02 77.76		041817 041817 041817		831.25
003429	AT&T Acct#8310009376372	R	1/20/2021	1,302.40		041818		1,302.40

VENDOR SET: 01 Casitas Municipal Water D
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 DATE RANGE: 1/14/2021 THRU 1/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03429 I-6393539508	AT&T Acct#8310009376326	R	1/20/2021	1,302.40		041819		1,302.40
00030 I-1900953905	B&R TOOL AND SUPPLY CO Pad Locks - MAINT	R	1/20/2021	350.66		041820		350.66
00679 I-S2733582.001	BAKERSFIELD PIPE & SUPPLY INC Hand Sanitizer - EM	R	1/20/2021	749.14		041821		749.14
00051 I-012021a	BOARD OF EQUALIZATION Underground Storage Tank Fee	R	1/20/2021	416.25		041822		416.25
00051 I-102021	BOARD OF EQUALIZATION Underground Storage Tank Fee	R	1/20/2021	382.15		041823		382.15
00756 I-012021	BOARD OF EQUALIZATION 2020 Sale Tax Return LCRA	R	1/20/2021	232.00		041824		232.00
00229 I-1803074586	BUREAU OF RECLAMATION Reimburse SOD Cost	R	1/20/2021	77,228.16		041825		77,228.16
03021 I-000019-700-701	Central Communications Call Center 12/20	R	1/20/2021	167.60		041826		167.60
00062 I-9009-419113	CONSOLIDATED ELECTRICAL Ethernet Switch - EM	R	1/20/2021	746.71		041827		746.71
04535 I-I-107761	Container Alliance Co. Cargo Container W/Door - EM	R	1/20/2021	3,634.44		041828		3,634.44
00086 I-1680	E.J. Harrison & Sons Inc Acct#500546088	R	1/20/2021	2,234.44		041829		2,234.44
04858 I-021624	Fiona Hutton & Associates, Inc PR Consulting Services - PR	R	1/20/2021	13,034.38		041830		13,034.38
00101 I-8195828	FISHER SCIENTIFIC Liquid Thermometer - LAB	R	1/20/2021	46.60		041831		46.60
01482 I-Dec 20	MICHAEL GIBSON Reimburse Expenses 12/20	R	1/20/2021	151.80		041832		151.80
02217 I-23442	Greg Rents Car Mixer Rental & Concret-LCR	R	1/20/2021	264.22		041833		264.22

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 DATE RANGE: 1/14/2021 THRU 1/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00121	HACH COMPANY							
I-12274740	Pocket Colorimeter - TP	R	1/20/2021	576.95		041834		576.95
00596	HOME DEPOT							
I-6700715	System Float Drum - Unit 130	R	1/20/2021	855.62		041835		855.62
00329	MCMASTER-CARR SUPPLY CO.							
I-51252558	Fuel Gauge/Straps - EM	R	1/20/2021	96.44		041836		96.44
00151	MEINERS OAKS ACE HARDWARE							
I-953052	Bar Flat & Pole Fiber - FISH	R	1/20/2021	57.67		041837		
I-953132	Wheelbarrow & Concrete mix-LCR	R	1/20/2021	155.38		041837		
I-953280	Bond Wire & Screws - Unit 112	R	1/20/2021	26.94		041837		
I-953389	Clamp & Cable Tie - Unit 112	R	1/20/2021	25.21		041837		
I-953505	Painter Tape & Roller - LCRA	R	1/20/2021	27.89		041837		
I-953507	Spec Mix - LCRA	R	1/20/2021	25.27		041837		
I-953585	U-Bend - LCRA	R	1/20/2021	25.31		041837		
I-953632	Tape & Roller - LCRA	R	1/20/2021	19.50		041837		
I-953647	Plywood & Paint - LCRA	R	1/20/2021	251.26		041837		
I-953698	Paint - LCRA	R	1/20/2021	71.86		041837		686.29
01570	Ojai Auto Supply							
I-509552	Battery - Unit 22	R	1/20/2021	128.16		041838		128.16
00165	OJAI LUMBER CO, INC							
I-2101-613510	Douglas Fir-LCRA CM2101-613512	R	1/20/2021	192.52		041839		
I-2101-614823	Redwood Bender Board - LCRA	R	1/20/2021	12.99		041839		205.51
00169	OJAI VALLEY SANITARY DISTRICT							
I-22752	Cust #20594	R	1/20/2021	293.20		041840		293.20
05785	James Pepper							
I-011921	Irrigation Controller Rebate	R	1/20/2021	229.99		041841		229.99
05713	Pops Auto Repair							
I-039	Oil Change & Wipers - Unit 49	R	1/20/2021	623.08		041842		623.08
01439	PRECISION POWER EQUIPMENT							
I-145933	Bar & Chain for Chain Saw-MAIN	R	1/20/2021	178.81		041843		178.81
03392	Pres Tech Equipment Company							
I-INV-000155	Water Tank LID - Unit 150	R	1/20/2021	102.35		041844		102.35

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE: 1/14/2021 THRU 1/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00790	PROFORMA							
I-BI85003315A	Bussiness Cards - UT	R	1/20/2021	134.69		041845		
I-BI85003316A	Safety Vest - SAFE	R	1/20/2021	1,100.13		041845		
I-BI85003370A	Uniform Shirts - TP	R	1/20/2021	1,677.20		041845		2,912.02
001636	PUMP SOURCE USA							
I-800382	Moyno Sludge Pump - TP	R	1/20/2021	3,911.23		041846		3,911.23
002756	SC Fuels							
I-1788565-IN	Gas & Diesel - LCRA	R	1/20/2021	2,040.02		041847		2,040.02
002015	SOUTHERN CALIFORNIA EDISON							
I-0111321	Acct#2397969643	R	1/20/2021	17,587.20		041848		17,587.20
002202	Stanley Pest Control							
I-327550	Monthly Pest Control - WP	R	1/20/2021	170.00		041849		170.00
00767	STATE WATER RESOURCES CONTROL							
I-WD-0183538	Annual Dis Fees Robles Dam	R	1/20/2021	1,326.00		041850		1,326.00
002703	Sunbelt Rentals							
I-108883425-0001	Rent Backup Generator - EM	R	1/20/2021	2,436.56		041851		2,436.56
001959	The Wharf							
I-92594	Work Clothing - EM	R	1/20/2021	1,153.17		041852		1,153.17
002225	UNDERGROUND SERVICE ALERT							
I-20210005	WebTMS Users - ENG	R	1/20/2021	450.00		041853		450.00
10011	VENTURA CONCRETE CUTTING							
I-9310	Core Drill Hole - LCRA	R	1/20/2021	325.00		041854		325.00
00246	VENTURA COUNTY AIR POLLUTION							
I-1043853	Air Permit Fee - LCRA	R	1/20/2021	623.00		041855		623.00
00270	Wells Fargo Bank							
I-011121c	Repair & Calibrate Tool - EM	R	1/20/2021	1,172.00		041856		
I-011121d	Water Filter - LCRA	R	1/20/2021	105.83		041856		1,277.83
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-50014828748	Wacket Neuson PDT 2 - PL	R	1/20/2021	1,768.65		041857		1,768.65
00270	Wells Fargo Bank							
I-011121a	CmwdStaff Events Calendar-MGMT	R	1/20/2021	47.88		041858		
I-011121b	SiteDocs Annual Sub. - SAFE	R	1/20/2021	3,600.00		041858		3,647.88

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02129	Tracy Medeiros							
I-012021	1102WC180000001 01/09-01/22/21	R	1/20/2021	580.00		041859		580.00
00010	AIRGAS USA LLC							
I-9108768874	Welding Supplies - PL	R	1/27/2021	98.46		041860		
I-9108912099	Helmet, Gloves & Jacket - UT	R	1/27/2021	200.56		041860		299.02
03044	Amazon Capital Services							
I-111Y-MN6L-3437	Multimobile USB Modem - EM	R	1/27/2021	60.68		041861		
I-13R3-FXMI-WNHF	Card Hub Adapter - EM	R	1/27/2021	34.08		041861		
I-19RV-7HYP-14PM	Dell Monitor - MGMT	R	1/27/2021	785.68		041861		
I-1FMN-PMLW-6CGN	Asphalt Crack Filler Machine	R	1/27/2021	1,606.66		041861		
I-1H6H-CHQ9-N1GD	Signs - LCRA	R	1/27/2021	149.05		041861		
I-1JPY-Y3VM-QVC6	Manhole Cover - LCRA	R	1/27/2021	209.14		041861		
I-1PVV-4TLF-DPCN	Work Gloves - UT	R	1/27/2021	130.42		041861		
I-1Q9L-J3PR-HG13	Notebooks - PL/LAB	R	1/27/2021	47.29		041861		3,023.00
05787	APWA Ventura							
I-012021	Disaster/Emerg. Rep. Presentat	R	1/27/2021	48.00		041862		48.00
00014	AQUA-FLO SUPPLY							
I-SI1661590	Coupling & Nut Friver - PL	R	1/27/2021	144.69		041863		
I-SI1665000	Coupling & PVC Pipe - PL	R	1/27/2021	162.75		041863		
I-SI1665007	Fittings - PL	R	1/27/2021	126.25		041863		
I-SI1666787	Cable "Zip" Tie - EM	R	1/27/2021	23.45		041863		
I-SI1669926	Fittings - LCRA	R	1/27/2021	57.23		041863		
I-SI1669928	Bushing & Threaded Brass - PL	R	1/27/2021	46.81		041863		561.18
02179	Art Street Interactive							
I-2063	Art Street Upgrade - LCRA	R	1/27/2021	8,887.00		041864		8,887.00
01666	AT & T							
I-000015928754	Acct#9391035541	R	1/27/2021	176.29		041865		176.29
01666	AT & T							
I-000015947383	Acct#9391062398	R	1/27/2021	129.81		041866		129.81
04624	B&K Valves & Equipment, Inc.							
I-943.1-1	30" Check Valve Repack - PL	R	1/27/2021	3,658.00		041867		3,658.00
00030	B&R TOOL AND SUPPLY CO							
I-1900954049	Wheel Saitech Type 1 - UT	R	1/27/2021	74.84		041868		
I-1900954050	Hex Hole Flange - UT	R	1/27/2021	32.86		041868		
I-1900954353	GST Oil - TP	R	1/27/2021	147.61		041868		255.31

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S2783006.001	SS Nipple TBE - EM	R	1/27/2021	24.80		041869		24.80
04111	Roadpost, Inc.							
I-BU01292809	Sat Phone Service - TP	R	1/27/2021	54.80		041870		54.80
03702	Cannon Corporation							
I-74998	De La Garrigue Bridge Rep -ENG	R	1/27/2021	213.00		041871		
I-74999	Rice Bridge Replecement - ENG	R	1/27/2021	213.00		041871		426.00
05789	Joseph Chilcutt							
I-Jan 21	Reimburse Expenses 01/21	R	1/27/2021	185.00		041872		185.00
00062	CONSOLIDATED ELECTRICAL							
I-9009-1000135	RS Logic STD St - EM	R	1/27/2021	3,460.00		041873		
I-9009-419115	Ethernet Switch - EM	R	1/27/2021	743.24		041873		
I-9009-419166	AC Module Input - EM	R	1/27/2021	400.32		041873		4,603.56
00662	Diamond A Equipment							
I-W11801	Transmission Leak Repair-U 121	R	1/27/2021	268.21		041874		268.21
00086	E.J. Harrison & Sons Inc							
I-1359	Acct#500679996	R	1/27/2021	105.32		041875		105.32
00086	E.J. Harrison & Sons Inc							
I-1691b	Acct#500766090	R	1/27/2021	544.23		041876		544.23
00086	E.J. Harrison & Sons Inc							
I-5638a	Acct#1C00114748	R	1/27/2021	60.00		041877		60.00
00086	E.J. Harrison & Sons Inc							
I-5841a	Acct#1C00053370	R	1/27/2021	271.77		041878		271.77
00086	E.J. Harrison & Sons Inc							
I-5862a	Acct#1C00054240	R	1/27/2021	424.98		041879		424.98
00013	FERGUSON ENTERPRISES INC							
I-0743594	Saddle & Shovel - PL	R	1/27/2021	234.62		041880		
I-9676877	Closet Diaphragm Kit - LCRA	R	1/27/2021	185.61		041880		
I-9676921	40 Steel Pipe - LCRA	R	1/27/2021	197.33		041880		617.56
00101	FISHER SCIENTIFIC							
I-0143084	Ricca Chemical - LAB	R	1/27/2021	70.41		041881		70.41

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/14/2021 THRU 1/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00104	FRED'S TIRE MAN							
I-129322	Tires - Unit 80	R	1/27/2021	600.89		041882		
I-129834	Flat Tire - Unit 43	R	1/27/2021	20.00		041882		620.89
02720	Garda CL West, Inc.							
I-20463632	Off Day In-Route	R	1/27/2021	86.52		041883		86.52
02217	Greg Rents							
I-23793	Descomposed Granite - LCRA	R	1/27/2021	380.74		041884		
I-23806	Descomposed Granite - LCR A	R	1/27/2021	152.30		041884		
I-23812	Roller & Triler Rental - LCRA	R	1/27/2021	186.43		041884		719.47
00121	HACH COMPANY							
I-12292430	Nitrate Standar Solution - LAB	R	1/27/2021	49.52		041885		
I-28957	NACL Solution & Chemkey -LAB	R	1/27/2021	290.51		041885		340.03
05746	Hasa Inc.							
I-728177	Chlorine for Ojai Sys. - TP	R	1/27/2021	1,148.63		041886		1,148.63
00596	HOME DEPOT							
I-7813994	Windows - WP	R	1/27/2021	253.04		041887		253.04
00894	HOSE-MAN, INC.							
I-5281415-0001-05	Air Hose - GARAGE	R	1/27/2021	66.86		041888		66.86
00131	JCI JONES CHEMICALS, INC							
I-843845	Chlorine - TP, CM 843857	R	1/27/2021	1,725.00		041889		1,725.00
05744	Kear Groundwater							
I-2555	Hydrogeologic Services - HOBO	R	1/27/2021	3,040.00		041890		3,040.00
02866	Lexipol, LLC							
I-INVPR520	PoliceOne Annual Rate - LCRA	R	1/27/2021	900.00		041891		900.00
00145	MAGNUM FENCE & SECURITY, INC.							
I-13675	Install Access Gate - MAINT	R	1/27/2021	1,781.00		041892		1,781.00
00329	MCMASTER-CARR SUPPLY CO.							
I-52026462	Fittings - EM	R	1/27/2021	35.96		041893		35.96
00151	MEINERS OAKS ACE HARDWARE							
C-954443	PVC Pipe Retun - LCRA	R	1/27/2021	55.77CR		041894		
I-952670	Batteries & Broom - FISH	R	1/27/2021	29.80		041894		
I-953316	Lopper Bypass - TP	R	1/27/2021	62.93		041894		
I-953406	Work Gloves - IT	R	1/27/2021	13.65		041894		
I-953417	Constr. Adhesive & Caulk -FISH	R	1/27/2021	16.37		041894		
I-953575	Batteries & Propane - FISH	R	1/27/2021	27.41		041894		
I-953579	Wipes, Wire Brush & Primer -TP	R	1/27/2021	74.22		041894		

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/14/2021 THRU 1/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-953624 Board Shelf - PL	R	1/27/2021	28.63		041894		
	I-953755 Gloves - LCRA	R	1/27/2021	123.44		041894		
	I-953894 Buckets & Glue - TP	R	1/27/2021	53.58		041894		
	I-953987 Couplings - LCRA	R	1/27/2021	5.47		041894		
	I-954173 Concrete Mix - MAINT	R	1/27/2021	39.58		041894		
	I-954177 Lumber - LCRA	R	1/27/2021	38.87		041894		
	I-954179 Supply Line - LCRA	R	1/27/2021	4.87		041894		
	I-954235 Fittings, Hammer & Pipe Cutter	R	1/27/2021	166.15		041894		
	I-954237 Liner Roll - UT	R	1/27/2021	30.02		041894		
	I-954290 Rakes & Trash Cans - MAINT	R	1/27/2021	107.29		041894		
	I-954294 Plywood & Fittings - LCRA	R	1/27/2021	74.56		041894		
	I-954335 1/2" Rebar - LCRA	R	1/27/2021	316.01		041894		
	I-954353 Contersink, Bolts & Screws-LCR	R	1/27/2021	6.64		041894		
	I-954383 Plier & Tie Wire - LCRA	R	1/27/2021	19.54		041894		
	I-954441 Cement & PVC Pipe - LCRA	R	1/27/2021	65.18		041894		
	I-954570 Concrete Mix - LCRA	R	1/27/2021	15.40		041894		
	I-954594 Pinter Tape & Panit - LCRA	R	1/27/2021	24.95		041894		
	I-954637 Springs - PL	R	1/27/2021	10.51		041894		
	I-954704 Couple & Bushing - TP	R	1/27/2021	8.24		041894		
	I-954835 Wood Stakes - PL	R	1/27/2021	17.70		041894		
	I-954908 Single Cut Key - TP	R	1/27/2021	5.82		041894		
	I-954924 Hose Brass & Conecter - UT	R	1/27/2021	55.36		041894		
	I-954959 Wall Plates & Box Cover - PL	R	1/27/2021	11.75		041894		1,398.17
01673	MICRO SPECIALIST							
	I-010821-10 Microscope Maintenance - LAB	R	1/27/2021	477.00		041897		477.00
03444	Mission Linen Supply							
	I-514042341 Uniform Pants - PL	R	1/27/2021	33.71		041898		
	I-514042342 Uniform Pants - MAINT	R	1/27/2021	26.41		041898		
	I-514042343 Uniform Pants - UT	R	1/27/2021	28.76		041898		
	I-514042345 Uniform Pants - TP	R	1/27/2021	38.28		041898		127.16
01570	Ojai Auto Supply							
	I-508924 Antifreeze - GARAGE	R	1/27/2021	49.57		041899		
	I-509513 Wiper Blades - Unit 95	R	1/27/2021	26.66		041899		
	I-509927 Trailer Connect Kit - Unit 112	R	1/27/2021	15.65		041899		
	I-509994 Stoner Trim & Beam - GARAGE	R	1/27/2021	51.01		041899		
	I-510084 Power Service Diesel - GARAGE	R	1/27/2021	33.08		041899		
	I-510165 Blade - Unit 40	R	1/27/2021	7.68		041899		
	I-510436 Antifreeze - Unit 42	R	1/27/2021	27.16		041899		210.81
0165	OJAI LUMBER CO, INC							
	I-2101-616088 Douglas Fir - LCRA	R	1/27/2021	38.80		041900		38.80

VENDOR SET: 01 Casitas Municipal Water D
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 DATE RANGE: 1/14/2021 THRU 1/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00884	OJAI TERMITE & PEST CONTROL, I							
I-210447	Monthly Rodent Service - MAINT	R	1/27/2021	75.00		041901		75.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-22827	Cust #52921	R	1/27/2021	58.64		041902		58.64
03101	OSTS, Inc.							
I-54058	Auto Crane Training - O&M/LCRA	R	1/27/2021	1,550.00		041903		1,550.00
05713	Pops Auto Repair							
I-040	Pressure Washer Repair-Unit117	R	1/27/2021	680.00		041904		
I-041	Winshield Light Bar - Unit 74	R	1/27/2021	900.00		041904		
I-042	Ford Gauge Cluster - Unit 16	R	1/27/2021	1,157.74		041904		
I-043	Service on Unit 15	R	1/27/2021	3,888.92		041904		6,626.66
00790	PROFORMA							
I-BI85003408B	Permit Agreement Forms - LCRA	R	1/27/2021	1,055.95		041905		1,055.95
02216	Purchase Power							
I-012021	Refill Postage Meter	R	1/27/2021	2,525.00		041906		2,525.00
01114	Quality Equipment & Spray							
C-456702b	Accrue Use Tax	R	1/27/2021	7.86CR		041907		
D-456702a	Accrue Use Tax	R	1/27/2021	7.86		041907		
I-456702	Sprayer Parts - MAINT	R	1/27/2021	108.40		041907		
I-456702a	Shipping - MAINT	R	1/27/2021	21.50		041907		129.90
00788	QUINN COMPANY							
I-WON10015075	Remove & Install Control Panel	R	1/27/2021	1,569.05		041908		1,569.05
00405	R.J. THOMAS MFG. CO., INC.							
I-232680	Tables - LCRA	R	1/27/2021	5,749.60		041909		5,749.60
00306	Rincon Consultants, Inc.							
I-27725	OWS Improvements - ENG	R	1/27/2021	1,048.50		041910		
I-27726	Grand Ave Arborist Service-ENG	R	1/27/2021	728.50		041910		
I-27727	West Ojai Meter Relocation-ENG	R	1/27/2021	4,881.05		041910		6,658.05
00313	ROCK LONG'S AUTOMOTIVE							
I-30918	Oil Change - Unit 84	R	1/27/2021	343.71		041911		343.71
01172	RP BARRICADE							
I-58960	Stop/Slow Paddle - PL	R	1/27/2021	373.87		041912		
I-58961	Winshield LED Lights - Unit 74	R	1/27/2021	1,295.85		041912		
I-58962	Stop/Slow Paddle - PL	R	1/27/2021	186.94		041912		1,856.66

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/14/2021 THRU 1/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01109	SALVADOR LOERA TRANSPORTATION							
I-15389	Fill Sand - PL	R	1/27/2021	430.00		041913		
I-15729	Fill Sand - PL	R	1/27/2021	430.00		041913		
I-15730	Gravel - TP	R	1/27/2021	830.00		041913		
I-15731	Fill Sand & Base - PL	R	1/27/2021	955.00		041913		
I-15936	Base - PL	R	1/27/2021	525.00		041913		3,170.00
02837	Sam Hill & Sons, Inc.							
I-3530	Rincon Main Emerg Reloc - ENG	R	1/27/2021	144,346.25		041914		144,346.25
02756	SC Fuels							
I-1795219-IN	Gas - DO	R	1/27/2021	4,152.24		041915		4,152.24
02115	SOUTHERN CALIFORNIA EDISON							
I-012421	Acct#2266156405	R	1/27/2021	171.34		041916		
I-012721	Acct#2312811532	R	1/27/2021	323.85		041916		495.19
02116	Southern California Gas Co.							
I-012127a	Acct#00801443003	R	1/27/2021	825.64		041917		
I-022721b	Acct#18231433006	R	1/27/2021	315.24		041917		1,140.88
02077	STATE WATER RESOURCES CONTROL							
I-WD-0184270	Rincon Main PL Relocation -ENG	R	1/27/2021	507.00		041918		507.00
02643	Take Care by WageWorks							
I-12018953	Reimburse Med/Dep Care	R	1/27/2021	4,999.80		041919		
I-12031241	Reimburse Med/Dep Care	R	1/27/2021	10.00		041919		5,009.80
01662	TYLER TECHNOLOGIES, INC.							
I-025-321960	UB Monthly Online Fees 02/21	R	1/27/2021	128.00		041920		128.00
03393	Upper Ventura River Groundwater							
I-2101	Bianual Reg. Fee 01/21-06/21	R	1/27/2021	7,450.54		041921		7,450.54
00825	USA BLUEBOOK							
C-429414	Process Gauge - PL	R	1/27/2021	161.88CR		041922		
I-347006	Process Gauge - PL	R	1/27/2021	300.19		041922		138.31
10011	VENTURA CONCRETE CUTTING							
I-9309	Asphaltt Grind & Cut - PL	R	1/27/2021	1,075.00		041923		1,075.00
01396	VULCAN CONSTRUCTION MATERIALS							
I-72810566	Cold Mix - PL	R	1/27/2021	552.38		041924		
I-72814696	Cold Mix - PL	R	1/27/2021	559.42		041924		1,111.80

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/14/2021 THRU 1/27/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02583	WageWorks							
I-INV2515527	FSA Monthly Admin Fee	R	1/27/2021	175.00		041925		175.00
00663	WAXIE SANITARY SUPPLY							
I-79753213	Cleaning Supplies - LCRA	R	1/27/2021	500.86		041926		500.86
05028	Weck Analytical Environmental							
I-W1A0849-casitasmun	Mo Plant Effluent Spec. - LAB	R	1/27/2021	180.00		041927		180.00
04010	CALIFORNIA STATE DISBURSEMENT							
I-CS5202101251837	200000001181291	R	1/27/2021	386.30		041928		386.30
02823	Franchise Tax Board							
I-G08202101251837	STATE TAX GARNISHMENT	R	1/27/2021	500.00		041929		500.00
00124	ICMA RETIREMENT TRUST - 457							
I-DCI202101251837	DEFERRED COMP FLAT	R	1/27/2021	375.00		041930		
I-DI%202101251837	DEFERRED COMP PERCENT	R	1/27/2021	111.60		041930		486.60
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN202101251837	457 CATCH UP	R	1/27/2021	480.77		041931		
I-DCN202101251837	DEFERRED COMP FLAT	R	1/27/2021	7,822.07		041931		
I-DN%202101251837	DEFERRED COMP PERCENT	R	1/27/2021	398.80		041931		8,701.64

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	116	404,918.88	0.00	404,918.88
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	4	94,407.78	0.00	94,407.78
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
			120	499,326.66	0.00	499,326.66
BANK: AP	TOTALS:		120	499,326.66	0.00	499,326.66
REPORT TOTALS:			120	499,326.66	0.00	499,326.66

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: 000008
 000009

Voids:



Janyne Brown , Chief Financial Officer

Signature

Signature

Signature

ENDOR SET: 01 Casitas Municipal Water D
ANK: ADJ ADJUDICATION ACCOUNT
ATE RANGE: 1/14/2021 THRU 1/27/2021

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1703	ARNOLD LAROCHELLE MATTHEWS							
I-2172	Adjudication Litigation 11&12	R	1/20/2021	4,092.00		000008		4,092.00
5782	GSI Water Solutions, Inc							
I-0888.001-1	Hydrologic & Hydrogeologic Con	R	1/20/2021	20,322.26		000009		20,322.26

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	24,414.26	0.00	24,414.26
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:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: ADJ	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			2	24,414.26	0.00	24,414.26
BANK: ADJ	TOTALS:		2	24,414.26	0.00	24,414.26
REPORT TOTALS:			2	24,414.26	0.00	24,414.26

Casitas Municipal Water District
Reimbursement Disclosure Report (1)
Fiscal Year 2020/21
July 1, 2020-June 30, 2021

<u>Date paid</u>	<u>Board of Director/Employee</u>	<u>Description</u>	<u>Amount Paid</u>
7/1/2020	Julia Aranda	Lunch for Crew - Leak at Rincon	\$ 429.00
7/1/2020	John Simon	Safety Boot Stipend	\$ 170.00
7/1/2020	David Van Someren	Safety Boot Stipend	\$ 170.00
7/8/2020	Virgil Clary	Mileage	\$ 201.42
7/15/2020	Gerardo M Herrera	D5 Renewal Fee	\$ 155.00
7/15/2020	Gerardo M Herrera	Water Distribution System O&M Course	\$ 163.53
7/15/2020	Scott Lewis	Winter Term Tuition	\$ 998.14
7/22/2020	Willis Hand	Oil for use at the wellfield	\$ 133.81
7/29/2020	Stuart Birdsey	Themal Paper	\$ 160.59
8/12/2020	Julia Aranda	Steel-toe Boots	\$ 102.90
8/12/2020	Gonzalo Carbajal-Ramirez	Safety Boot Stipend	\$ 170.00
8/12/2020	Virgil Clary	Mileage	\$ 130.81
8/12/2020	Ramiro Garcia	Safety Boot Stipend	\$ 170.00
8/12/2020	Vincent Godinez	Safety Boot Stipend	\$ 170.00
8/12/2020	Spencer Hair	Safety Boot Stipend	\$ 170.00
8/12/2020	Gerardo M Herrera	Safety Boot Stipend	\$ 170.00
8/12/2020	Eric Lara	Safety Boot Stipend	\$ 170.00
8/12/2020	Mario Mariscal	Safety Boot Stipend	\$ 170.00
8/12/2020	Ian McMahon	Safety Boot Stipend	\$ 170.00
8/12/2020	Luis Mejia	Safety Boot Stipend	\$ 170.00
8/12/2020	David Pope	Safety Boot Stipend	\$ 170.00
8/12/2020	Edgar Ramos	Safety Boot Stipend	\$ 170.00
8/12/2020	Michael Robles	Safety Boot Stipend	\$ 170.00
8/12/2020	Greg Romey	Dinner/Drinks - O&M Staff	\$ 346.86
8/12/2020	Jose Ruiz	Safety Boot Stipend	\$ 170.00
8/12/2020	Brian Taylor	Safety Boot Stipend	\$ 170.00
8/26/2020	Gerardo M Herrera	Calss Registration	\$ 170.00
8/26/2020	Gerardo M Herrera	Lunch for Crew - Leak at Rincon 08/19/20	\$ 169.67
8/26/2020	Joe Martinez III	Travel Expenses	\$ 168.43
9/2/2020	Greg Romey	Food & Drinks Leak at rincon Rincon	\$ 455.18
9/2/2020	Brian Taylor	Office Supplies for PL	\$ 154.72
9/9/2020	Alvin Domingo	Lan Analyst Certification	\$ 246.00
9/9/2020	Alvin Domingo	WQE Exam	\$ 280.00
9/9/2020	Joe Evans	Outboard Propeller Unit 136	\$ 161.63
9/9/2020	Luke Soholt	Damtender's Recidence Possessory Interest Tax	\$ 431.21
9/9/2020	Rebekah Vieira	Tuition Reimbursment	\$ 1,800.00
9/16/2020	Luke Soholt	California State Water Resourse Control Board Renewal	\$ 210.00
9/16/2020	Luke Soholt	Water Tretment Plant Operation Course	\$ 164.53
9/23/2020	Scott Lewis	Car Rental 7/31-8/17	\$ 858.75
9/23/2020	Scott Lewis	Hotel 08/02-08/15	\$ 1,257.09
9/30/2020	Lindsay Cao	CWEA Member Renewal	\$ 192.00
9/30/2020	Gonzalo Carbajal-Ramirez	Advance for Trip to Sacramento for Certificate Testing	\$ 409.20
9/30/2020	Vincent Godinez	Advance for Trip to Sacramento for Certificate Testing	\$ 409.20
9/30/2020	Mario Mariscal	Advance for Trip to Sacramento for Certificate Testing	\$ 617.20
9/30/2020	Luis Mejia	Advance for Trip to Sacramento for Certificate Testing	\$ 409.20
9/30/2020	Edgar Ramos	Advance for Trip to Sacramento for Certificate Testing	\$ 617.20
9/30/2020	Cameron Tindle	Advance for Trip to Sacramento for Certificate Testing	\$ 409.20
9/30/2020	Brian Taylor	Door Purchased for PL office	\$ 268.30
10/7/2020	Virgil Clary	Mileage 08/20	\$ 109.19
10/7/2020	Virgil Clary	Mileage 09/20	\$ 190.67
10/21/2020	Michael Gibson	Mileage 07/20	\$ 140.88
10/21/2020	Michael Gibson	Mileage 08/20	\$ 108.10
10/21/2020	Scott Lewis	Fisheries Supplies	\$ 206.83
10/21/2020	Scott Lewis	Car Rental 09/25-10/11	\$ 747.55
10/21/2020	Scott Lewis	Hotel 09/27-10/10	\$ 1,217.45

Casitas Municipal Water District
Reimbursement Disclosure Report (1)
Fiscal Year 2020/21
July 1, 2020-June 30, 2021

10/28/2020	Josh Malagon	IT Training	\$	128.00
11/4/2020	Brian Taylor	Blinds for PL Shop	\$	105.55
11/18/2020	Greg Romey	ASSP Renewal	\$	230.00
11/18/2020	Greg Romey	Whiteboard	\$	179.81
11/25/2020	Michael Shields	Lunch for Crew - Leak at Fordyce	\$	113.11
12/2/2020	Ron Quinine	EMR Red Cross Certification	\$	228.00
12/2/2020	Ron Quinine	Study Material For Certification	\$	159.93
12/23/2020	Oswaldo Gutierrez	Safety Boot Stipend	\$	170.00
12/30/2020	Joel Cox	Meal Reimbursement - Leak at Cuyama/Hwy33	\$	114.52
12/30/2020	Greg Romey	Printed Dry Erase Magnets	\$	180.62
12/30/2020	Greg Romey	Corporate Safety Course	\$	815.00
12/30/2020	Spencer Hair	CPSI Practice Exam	\$	120.00
1/6/2021	Virgil Clary	Mileage 10/20	\$	143.58
1/13/2021	Lindsay Cao	PE Renewal	\$	115.00
1/13/2021	Scott Lewis	Hotel 12/05/20-12/19/20	\$	1,204.70
1/13/2021	Scott Lewis	Fisheries Supplies	\$	130.34
1/13/2021	Scott Lewis	Car Rental 012/04/20-12/20/20	\$	849.40
1/13/2021	Scott Lewis	Tuition Reimbursment Fall 2020	\$	2,053.68
1/20/2021	Michael Gibson	Mileage 12/20	\$	151.80

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

Minutes of the Casitas Municipal Water District
Board Meeting Held
January 27, 2021

A meeting of the Board of Directors was held January 27, 2021. The meeting was held via teleconference.

1. CALL TO ORDER

Director Brennan called the meeting to order at 3:01 p.m.

2. ROLL CALL

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

3. AGENDA CONFIRMATION

No changes.

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

Bruce Kuebler and Jim Kentosh requested to speak on information item 8b.

5. CONSENT AGENDA

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

5.b. Minutes of the January 6, 2021 Special Board Meeting.
[1 6 2021 Special Meeting Min.pdf](#)

5.c. Minutes of the January 13, 2021 Board Meeting.
[1 13 2021 Min.pdf](#)

5.d. Minutes of the January 15, 2021 Special Board Meeting.
[1 15 2021 Special Mtg Min.pdf](#)

On the motion of Director Kaiser, seconded by Director Hajas the Consent Agenda was adopted by the following roll call vote:

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

6. ACTION ITEMS

- 6.a. Adoption of a Resolution revising the Casitas Municipal Water District Bylaws Article VI: Section 2.1 (Length of Term) and Section 3 (Board Officer Appointment Process), and Article XI: Sections 2.1 (Board Standing Committees), 2.2 (Executive Committee), and 2.3 (Standing Committee Schedule).
[Board Memo on Adoption of a Resolution revising CMWD Bylaws 012721.pdf 01 15 2021 CMWD Bylaws Amendment Resolution.pdf](#)

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

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

Resolution is numbered 2021-03

- 6.b. Election of Board Officers.
[Officer Assignments 2021.pdf](#)

On the nomination by Director Hajas, seconded by Director Cole, Director Brennan was elected to the position of President by the following roll call vote:

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

On the nomination by Director Hajas, seconded by Director Brennan, Director Spandrio was elected to the position of Vice President by the following roll call vote:

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

On the nomination by Director Brennan, seconded by Director Spandrio Richard Hajas was elected to the position of Secretary by the following roll call vote:

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

On the nomination by Director Brennan, seconded by Director Hajas, Director Cole will hold the position of Assistant Secretary which was approved by the following roll call vote:

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

On the nomination by Director Brennan, seconded by Director Cole, Director Kaiser will be in the At Large position which was approved by the following roll call vote:

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

- 6.c. Presentation of a revision to the Casitas Municipal Water District (Casitas MWD) Bylaws Article VII (Meetings of the Board of Directors): Section 1 (Time and Place). [Board Memo on Revision to the CMWD Bylaws - Meeting Time 012721.pdf](#)

The board was informed that a resolution would be brought back to the future board meeting to determine the time of the board meetings.

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

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

- 6.d. Review and approval of United Water Conservation term sheet regarding purchase of Casitas MWD Table A Article 56 (carryover) State Water Project water supplies and direct staff to file a Notice of Exemption.
[Board Memo on Article 56 Carryover Water Purchase with United WCD 012721.pdf](#) [UWCD Term Sheet 2020 Casitas Art 56 012721 ATT1.pdf](#)
[UWCD comment letter on Art 56 Transfer 012721 ATT2.pdf](#)
[Notice of Exemption - UWCD - Casitas Art 56 Transfer 012721 ATT3.pdf](#) [Attachment to the Notice of Exemption 012721 ATT4.pdf](#)

The Board discussed the proposed purchase of Casitas Table A water by United Water Conservation District with Mr. Collins of United Water providing additional information and supporting a collaborate approach.

Public Comments in opposition to the proposal were provided by Russ Baggerly and Pat Baggerly who expressed concerns regarding quagga mussels and also use of the estuary by transient populations.

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

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

7. DISCUSSION ITEMS/PRESENTATIONS

- 7.a. Discussion of the West Ojai Meter Relocations Evaluation and provide direction

to staff.

[BoardMemo_MeterRelocations_Spec 19-408
202101.pdf](#) [West Ojai Meter Relocation
Evaluation_20210120.pdf](#)

The Board was provided with an update on West Ojai Meter Relocation evaluation, and discussed their concerns and provided direction to staff to look for ways to alleviate homeowner concerns with a single point of contact, providing assistance with permitting process, and supported the relocation of the pipeline. There were some concerns regarding the language to the agreement which will be reviewed by Mr. Mathews. GM Flood will bring the revised agreements back to the board.

8. INFORMATION ITEMS

- 8.a. Monthly Engineering Report for January 2021.
[Monthly Engineering Report.pdf](#)
- 8.b. Letters from Bruce Kuebler (Ventura River Water District) and Mike Hollebrands Meiners Oak Water District) regarding a proposal for Water Agency Partnership Meetings.
[Ventura River WD WATER SUPPLY AGENCY PARTNERSHIP 012720.pdf](#)
[Letter of support Meiners Oaks WD Water Agency Partnership 012723.pdf](#)

Director Spandrio offered some questions on 8.a and suggested that item 8.b. be brought back to the board as a discussion item.

Bruce Kuebler, Ventura River Water District, corrected the record stating the letter was from their board president. He added that the board has unanimous support and in a conversation with Susan Rungren, she is supportive as long as it is informal. Jim Kentosh, Meiners Oaks Water District suggested Casitas sponsoring a group for continued discussions similar to the discussions that were being held by Supervisor Bennett. Participation was encouraged.

9. GENERAL MANAGER COMMENTS

GM Flood informed the board of an upcoming visit of the grand jury who want to understand the districts role and responsibilities. Work is continuing on the replacement of the Arbolada tank. We will be doing a test to tie in the two systems the week of February 15th. There will be a conversion to chloramines in the Ojai System. We have a banner on the website to allow our customers to obtain additional information.

10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

Director Kaiser reported on his attendance on the AWA meeting with Eric Bolt of NOAA discussing issues on continuation of the drought. President Brennan also attended this meeting, the AWA Issues meeting and the water commission of the City of Ventura where they discussed the water shortage contingency plan. President Brennan also listened to the city council meeting and Jim Friedman has been appointed as liaison to the Casitas Water board.

Director Hajas attended AWA event and found it interesting relative to allocating water for agriculture where the October to December water needs were equivalent to summer.

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

President Brennan informed the board of the Ventura Chamber of Commerce annual State of the City Meeting tomorrow.

President Brennan moved the meeting to closed session at 4:15 p.m.

12. CLOSED SESSION

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

President Brennan moved the meeting back to open session at 5:15 p.m. with Mr. Mathews stating the board met in closed session and there was no reportable action taken

13. ADJOURNMENT

President Brennan adjourned the meeting at 5:15 p.m.

Richard Hajas, Secretary

**ESA Review Form for FEMA Funded Projects To be Covered
Under the PBO from the Ventura FWO Jurisdiction in California
(to be submitted to USFWS)**

INSTRUCTIONS: This Endangered Species Act (ESA) Review Form is for proposed projects that may be funded under various FEMA grants programs in California and would be covered under the U.S. Fish and Wildlife Service (USFWS) Programmatic Biological Opinion (PBO) from the Ventura Fish and Wildlife Office (FWO). This form must be filled out by a qualified Biologist¹. As a required component of the PBO, this form assists FEMA in making an effects determination on federally listed species² and their Critical Habitat³ from a Subapplicant’s proposed project. When a Subapplicant’s proposed projects is eligible for inclusion under the PBO, FEMA will submit this completed form to the USFWS and request coverage under the Ventura PBO, thus complying with FEMA’s Section 7 responsibility under the ESA.

There are five sections and a summary table in this form (check the sections being submitted):

- Summary Table,**
- Section A:** Information on the proposed project,
- Section B:** Determination of effects to federally listed species and/or Critical Habitat protected under the ESA,
- Section C:** ESA Review for Not Likely to Adversely Affect (NLAA) and Likely to Adversely Affect (LAA) determinations for proposed projects,
- Section D:** For the Ventura FWO to complete and sign, and
- Section E:** For Subapplicant to complete and sign.

¹ A qualified Biologist consists of an environmental professional with at least a Bachelor’s degree in Biology, Ecology, Natural Resources, Environmental Sciences, or similar field, and has at least two years of experience working with federally listed species, their habitats, and Endangered Species Act implementation in the State of California.

² In this form, the term “federally listed species” includes species listed, or proposed to be listed, as threatened or endangered under Endangered Species Act.

³ In this form, the term “Critical Habitat” refers to designated Critical Habitat and proposed Critical Habitat for federally listed species protected under the Endangered Species Act.

After completing all the applicable sections in this form, please fill out the Summary Table below:

**Summary Table:
Summary of ESA Effects Determination on Federally Listed Species and Critical Habitat^a**

Site/LOP #	Species Name	ESA Effects Determination	Critical Habitat
FEMA Grant # or Disaster # and Project Worksheet #: HMGP- 4353-306-55			
Rincon Pump Plant and Avenue 1 Pump Plant	California red-legged frog (<i>Rana draytonii</i>)	• May affect, and is likely to adversely affect	• No effect
Rincon Pump Plant and Avenue 1 Pump Plant	Southwestern willow flycatcher (<i>Empidonax traillii extimus</i>)	• May affect, but is not likely to adversely affect	• No effect
Rincon Pump Plant and Avenue 1 Pump Plant	Least Bell's vireo (<i>Vireo bellii pusillus</i>)	• May affect, but is not likely to adversely affect	• No effect
Rincon Pump Plant and Avenue 1 Pump Plant	Yellow-billed cuckoo (<i>Coccyzus americanus</i>), Western U.S. DPS	• May affect, but is not likely to adversely affect	• No effect
<u>Notes:</u> ^a Other federally listed species for which there would be no effect are listed in Attachment B.			
<p>Is there a concurrent ESA consultation for this project to address federally listed species <u>not</u> covered under the PBO issued by the Ventura FWO?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Not applicable.</p>			

Note 1: If the Subapplicant's proposed project is under another Federal agency's jurisdiction (e.g., U.S. Forest Service, National Park Service, Bureau of Land Management, Bureau of Reclamation, etc.) or another Federal agency is functioning as the Lead Federal Agency (e.g., U.S. Army Corps of Engineers), then there is no need to prepare this FEMA form.

Note 2: FEMA is not requesting concurrence from the USFWS for sites with a No Effect determination. Instead, FEMA is simply documenting its No Effect determinations for specific sites for internal record-keeping.

Name of Qualified Biologist, Organization, and Date of Preparation:
 Sam Bankston, CDM Smith October 6, 2020

Biologist’s Qualifications:
Professional Degree: B.S. Aquatic Biology, University of California at Santa Barbara
Years of experience working with federally listed species, their habitats, and Endangered Species Act implementation in the State of California: 7 years

SECTION A. INFORMATION ON PROPOSED PROJECT (press F11 to advance to the next field)

A.1. Name of Subapplicant⁴ (Agency Name):
 Casitas Municipal Water District

A.2. Project Name, and FEMA Grant # or Disaster and Project Worksheet (PW) #s:
 Casitas Backup Diesel Generator Mitigation

A.3. Project Location (street address, latitude/longitude, or UTM and Datum/Zone), and Municipality/County/State:

Table 1. Project Site Locations

Site	Municipality	County	State	Latitude	Longitude
Rincon Pump Plant	Ventura	Ventura	California	34.36875	-119.33008
Avenue 1 Pump Plant	Ventura	Ventura	California	34.38222	-119.30470
Avenue 2 Pump Plant	Ojai	Ventura	California	34.42540	-119.28957

Notes:
Bolded locations indicate those being evaluated in this form.

A.4. Description of Subapplicant’s Proposed Project:

Select the applicable project type(s)⁵:

<input type="checkbox"/> Non-Emergency Debris Removal	<input type="checkbox"/> Airport Runway Construction
<input type="checkbox"/> Road and Trail Construction	<input checked="" type="checkbox"/> Facility Disaster Mitigation Activities
<input type="checkbox"/> Utility Construction	<input type="checkbox"/> Building and Facility Construction
<input type="checkbox"/> Rail Line Construction	<input type="checkbox"/> Channelization
<input type="checkbox"/> Flood Control Activities	<input type="checkbox"/> Stormwater Management
<input type="checkbox"/> Culvert Construction	<input type="checkbox"/> Dam Construction
<input type="checkbox"/> Bridge Construction	
<input type="checkbox"/> Bank Protection, Stabilization, and Erosion Control Activities	
<input type="checkbox"/> Detention/Retention, or Basin Water Storage Facility Construction	
<input type="checkbox"/> Linear Water Conveyance Facility Construction	
<input type="checkbox"/> Shoreline Facilities - Recreational or Maritime Use	
<input type="checkbox"/> Shoreline Facilities - Protection	
<input type="checkbox"/> Wildfire Risk Reduction - Defensible Space Creation and Hazardous Fuels Reduction	
<input type="checkbox"/> Wildfire Risk Reduction – Biological Control	

Provide a detailed narrative of the project that clearly describes the scope of work at a sufficient level of detail to support all analysis needed for compliance with the ESA (please note, this will likely include additional detail found in project plans, design drawings, site visits, etc.). Please explain construction methods here (e.g., equipment to be used, access routes, construction work areas, construction staging areas, pile driving methods and materials, etc.), and see Section A.6 below to add further details

⁴ In the case of a Tribe, the term to be used is “Applicant” or “Subapplicant” depending on the specific grant circumstance.

⁵ The term “construction” may include repairing, replacing, relocating, modifying, or demolishing an existing facility or constructing a new facility.

concerning construction duration and timing. Include the Subapplicant’s best management practices⁶ (BMPs) to be implemented and other Subapplicant-planned measures and post-construction activities, if applicable.

The Casitas Municipal Water District (CMWD) is proposing to install stationary electrical 1,000 or 1,500kw generators at three pumping plants in the CMWD water system: (1) Rincon Pump Plant, (2) Avenue 1 Pump Plant, and (3) Avenue 2 Pump Plant. The generators would be located on concrete pads of varying sizes, 31feet (ft) x 11ft (Rincon Pump Plant), 38.25ft x 12ft (Avenue 1 Pump Plant), and 42.75ft x 11ft (Avenue 2 Pump Plant), that would be installed with minimal grading on previously disturbed soils. Geotechnical boring would be conducted at each generator pad location outside of the potential riparian bird nesting season (March 15–September 15) and in advance of project construction. Bores are expected to measure approximately 4 inches in diameter, extending to a depth of 20ft below the ground surface. Each generator would have integrated diesel fuel storage (1,500 or 2,500 gallons). Underground conduit would be installed to connect the generators to new switchgear in nearby existing buildings. Conduit excavations would span from 3ft in width and range from 75ft to 160ft in length. At Avenue 1 Pump Plant, a 40-foot long retaining wall would be constructed as well as minimal drainage improvements. Its construction would require a disturbance area of approximately 50ft x 2ft that would extend to a depth of 5ft. The total ground disturbance of the project is 404 cubic yards, which is divided among the three sites – 123 cubic yards at the Rincon Pump Plant, 164 cubic yards at the Avenue 1 Pump Plant, and 117 cubic yards at the Avenue 2 Pump Plant. The project would entail minimal building or infrastructure modifications. Modifications include coring (six-inch diameter maximum) through concrete walls to connect the transfer switch to the generator. All staging areas would be located adjacent to the pump plants on previously disturbed soils.

The Avenue 2 Pump Plant is situated in a heavily developed suburban area bordered by private residences to the west and North Ventura Avenue and commercial businesses to the east. As such, this site and the surrounding area lacks habitat suitable for species protected under the ESA and was dismissed from further consideration.

Attach project plans, layouts, engineering drawings, if available. Reference those attachments below.

See Attachment C

Describe the construction equipment:

Construction activities would involve mechanized equipment including a crane that would be used to lift the generators into place.

Describe the access routes:

Existing paved roads would be used for construction access at all sites.

Describe the construction staging and work areas:

Construction staging areas would occur within the existing boundaries of each pump plant site and would be restricted to previously disturbed areas. No upgrades to any of the proposed staging areas or access roads would be required for project implementation.

If the Subapplicant’s proposed project includes vegetation removal and/or trimming, describe the vegetation type and the extent that would be removed and/or trimmed. Describe the planned revegetation efforts, which should be consistent with the measures described in the PBO from the Ventura FWO.

No vegetation removal would occur as a result of the project.

A.5. Description of the Action Area⁷:

⁶ The BMPs are measures proposed by the Subapplicant, which are different from the general avoidance and minimization measures and species-specific conservation measures required in the PBO from the Ventura FWO.

⁷ Action Area is defined as all areas to be affected directly or indirectly by the Federal action and not merely the immediate area involved in the action (50 CFR §402.02).

Please attach a map(s), aerial image, photographs, GIS data layers, and other information on the Action Area.

The attachments include: See Figures 1 to 3 and Attachment C

Briefly describe the project footprint⁸, and include the size of the project footprint (acres, square feet, etc.): For both project sites the project footprints, including staging areas and access routes, consist of previously disturbed areas characterized by extensive grading. The project footprint at the Rincon Pump plant would be approximately 0.15 acres while the project footprint for the Avenue 1 Pump plant would be approximately 0.04 acres (Attachment C).

Briefly describe the Action Area in a few sentences including the size of the Action Area (acres, square feet, etc.) and explain the buffer or distance from the project footprint used to define the Action Area:

The Action Area (AA) comprises the two disjunct sites corresponding to the Rincon Pump Plant and Avenue 1 Pump Plant (Figure 1) locations. The proposed AA includes the extent of anticipated ground disturbance at each site (i.e., the project footprint) in addition to a buffer of 500 feet around these areas (disturbance buffer) where there could be impacts resulting from noise, vibration, and dust. Each portion of the AA would encompass approximately 18 acres (Figures 2 and 3); therefore, the total AA would cover approximately 36 acres (Figure 1).

Please include a description of the vegetation communities, aquatic habitats, slope, elevation, ambient noise levels, and any sensitive biological resources in the Action Area.

The portion of the AA corresponding to the Avenue 1 Pump Plant consists of the graded, paved area where pump plant infrastructure is situated (where ground disturbing activities would occur), as well as oak woodland, unmanaged grassland, agricultural development, roads, and a linear patch of riparian habitat bordering San Antonio Creek, within the 500-foot disturbance buffer. No aquatic habitat occurs within this portion of the AA. Excepting areas that appear to have been graded flat to facilitate development, topography within the AA is characterized by steep hillslopes. The average elevation for the AA is approximately 381 feet above mean sea level. The site likely experiences moderate to high levels of ambient noise as a result of heavy vehicular traffic associated with Highway 33. The 500-foot disturbance buffer overlaps with approximately 2 acres of designated critical habitat for California red-legged frog (CRLF) (Figure 2); however, this overlap falls outside of the area where ground disturbing activities would occur.

The portion of the AA corresponding the Rincon Pump Plant includes the graded, filled and compacted area where pump plant infrastructure is situated (where ground disturbing activities would occur), as well as residential development, roads, patches of oak woodland, a segment of Coyote Creek, and part of a stilling basin at the base of the Casitas Dam spillway within the 500-foot disturbance buffer (Figure 3). Although the section of Coyote Creek within the AA is downstream of the Casitas Dam and only receives water from surrounding small drainages, it is characterized as being perennial in nature (USGS 2020). Based on current and historical aerial imagery, the stilling basin provides limited permanent aquatic habitat, the extent of which appears to fluctuate seasonally. The National Wetlands Inventory (NWI) indicates that forested/shrub wetlands may occur in association with the Coyote Creek channel and that an emergent wetland may occur in association with the stilling basin. In addition, a patch of forested/shrub riparian habitat covering approximately 4 acres occurs directly east of the AA. The site is relatively flat with some moderately sloped areas in the eastern half of the AA. The average elevation for this part of the AA is approximately 315 feet above mean sea level. The site likely experiences low to moderate levels of ambient noise generated by vehicular traffic and current CMWD operations associated with the existing pump plant.

Figure 4 shows all sensitive biological resources in the California Natural Diversity Database (CNDDB) within a 10-mile radius of the combined AA. Figure 5 shows all designated Critical Habitat within a 10-mile radius of the combined AA. Attachment A contains the Information for Planning and Consultation (IPaC) Species List.

⁸ Project footprint corresponds to all the areas directly disturbed by implementation of the Subapplicant's proposed project, including structures, construction staging areas, access routes, any areas of ground disturbance, etc.

Attachment B provides a table summarizing ESA effect determinations for all federally listed species with potential to occur in the AA.

References

United States Geological Survey (USGS). 2020. USGS National Hydrography Dataset Best Resolution (NHD) for Hydrologic Unit (HU) 8 - 18070101. Accessed September 2020, <https://viewer.nationalmap.gov/basic/?basemap=b1&category=nhd&title=NHD%20View>

Are any water bodies including rivers, streams, seasonal wetlands (i.e., vernal pools, ponds, wet meadows, etc.), estuaries, or coastal water bodies located within the Action Area?

YES NO

If Yes, will in-water work be needed for completion of the Subapplicant’s proposed project?

YES NO

If No, how far is the water body from the limits of ground disturbance and/or vegetation removal?

For the Rincon Pump Plant site, the limits of ground disturbance would be approximately 130 feet from the nearest surface water resource.

For the Avenue 1 Pump Plant site, the limits of ground disturbance would be approximately 500 feet from the nearest surface water resource.

What is the name of the river, stream, estuary, or coastal water body? If the river/stream is a tributary, provide the name of the receiving water body. For seasonal/annual bodies of water, describe the time of year and the duration of time that water is typically present. Describe the flow of water (i.e., still, slow moving, swift, etc.) anticipated during the scheduled activities for the proposed project.

The nearest stream to the Rincon Pump site is Coyote Creek. This stream is a tributary to the Ventura River, and the segment intersecting the AA is characterized as perennial.

The nearest stream to the Avenue 1 Pump site is San Antonio Creek. This stream is a tributary to the Ventura River and is largely characterized as perennial.

A.6. Proposed Project Schedule and Duration:

Please provide start and end dates (including month and year) of project implementation, number of work days, and number of work hours per day (e.g., 5 days of work for 10 hours per day).

Start Date 9/15/2021 **End Date** 4/28/2022

Number of work days: 162

Number of work hours per day: Construction would be limited to the District’s normal working hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. Construction-related work would consist the five components detailed in Section A.4 and summarized in Table 2 below.

Table 2. Construction Activities

Construction Component	Duration	Estimated Start Date	Estimated End Date
Geotechnical Borings	6 weeks	09/15/2021	10/25/2021
Site Construction (concrete pad installation and drainage improvements)	6 weeks	12/31/2021	2/10/2022
Underground Electrical Work (conduit installation)	4 weeks	2/11/2022	3/10/2022
Generator Installation	4 weeks	3/11/2022	4/7/2022
Site Cleanup	2 weeks	4/15/2022	4/28/2022

To avoid bird nesting season, ground disturbance cannot occur from March 15th through September 15th.

Will any work activities occur during nighttime? If so, please describe them. No

A.7. Outside of FEMA’s Memorandum of Understanding⁹ (MOU) coordination with USACE, has a previous formal or informal ESA consultation or Technical Assistance with the Ventura FWO been initiated or completed for the Subapplicant’s proposed project? This may include a larger project by another Federal agency (e.g., Corps 404 permit, Bureau of Reclamation grant funded project, etc.) that encompasses the proposed project.

YES NO

See Attachment D

SECTION B. DETERMINATION OF EFFECTS TO FEDERALLY LISTED SPECIES AND/OR CRITICAL HABITAT PROTECTED UNDER ESA

B.1. Does the Action Area for the Subapplicant's proposed project have the potential to support federally listed species and/or does it contain Critical Habitat including physical or biological features¹⁰ essential for the conservation of the species? Also, describe the methods and results of any listed species surveys and/or habitat assessments conducted.

Surveys/Habitat Assessment:

NO

It has been determined that the Action Area occurs either:

⁹ The MOU refers to the 2015 Executed Memorandum of Understanding Regarding National Environmental Policy Act, Endangered Species Act, Magnuson-Stevens Fishery Conservation and Management Act, National Historic Preservation Act, Rivers and Harbors Act Section 10 Permits, and Clean Water Act Section 404 Permits for Federal Emergency Management Agency Projects in California, Nevada, and Arizona (and subsequent annual updates).

¹⁰ Per 81 FR 7414, the physical or biological features refer to the features that are present that are essential to the conservation of the species and may require special management considerations or protection, which were formerly referred to as “Primary Constituent Elements.”

a) Outside the range of any federally listed species,
 b) Within the range of a federally listed species but outside of occupied or suitable habitat and outside Critical Habitat, or
 c) Within Critical Habitat designation but lacks the physical or biological features essential for the conservation of the species.

Go to B.2.

YES. List the federally listed species and Critical Habitat that are present or potentially present in the Action Area of the Subapplicant’s proposed project (go to B.2)
 Based existing habitat conditions, and the biology and ecology of species considered, CRLF, least Bell’s vireo (LBV), the southwestern willow flycatcher (SWFL) and yellow-billed cuckoo (YBCU) were identified as having the potential to occur within the proposed AA.

B.2. Could the Subapplicant’s proposed project affect federally listed species and/or Critical Habitat (i.e., the physical or biological features essential for the conservation of the species) in the Action Area?

NO
No Effect. FEMA has determined that implementation of the proposed project would have no effects on federally listed species and/or Critical Habitat. If a No Effect determination has been made for the proposed project, you do not need to complete this form. No notification to FEMA is required.
No consultation with the USFWS is required under the ESA.

YES (go to B.3)

B.3. Briefly describe the species potential to occur onsite, starting with the Information for Planning and Consultation (IPaC) report, and including but not limited to, the closest California Natural Diversity Database (CNDDDB) occurrences, suitable habitat, surveys nearby, Recovery Plan Core Areas, etc.

California Red-legged Frog
 Within a 10-mile radius of the AA there are seven documented occurrences of CRLF (CDFW 2020). Note that populations, individuals, or colonies located within 1/4 mile of each other are generally regarded as a single occurrence in the CNDDDB. Suitable habitat for CRLF occurs within the 500-foot disturbance buffer for each site. For the portion of the AA corresponding to the Rincon Pump Plant the nearest occurrence of CRLF was recorded 1.1 miles southeast of the site, and for the portion of the AA associated with Avenue 1 Pump Plant the nearest occurrence of the species was recorded 0.1 miles west of the site (CDFW 2020). Additionally, the 500-foot disturbance buffer at the Avenue 1 Pump Plant site overlaps with approximately 2 acres of designated critical habitat for CRLF. Although no suitable habitat for CRLF exists within areas where ground disturbing activities are proposed at either site, CRLF may move through these areas during periods of wet weather to reach nearby water features such as Coyote Creek, San Antonio Creek, and the Ventura River mainstem channel. This is unlikely as CRLF typically move along riparian corridors and work areas are generally separated from adjacent stream channels by development including roads that would likely function as barriers to dispersal.

Least Bell’s Vireo
 Within a 10-mile radius of the AA there are five documented occurrences of LBV (CDFW 2020). Suitable habitat, consisting of dense shrub habitat along streams, exists within and near the AA. The nearest documented occurrence of the species was reported as being approximately 1.4 miles from Rincon Pump Plant and 2 miles from the Avenue 1 Pump Plant (CDFW 2020). Based on occurrence records and the presence of suitable habitat, LBV has the potential to occur in the AA during the breeding season (March 15 – July 31) (USFWS 2001).

Southwestern Willow Flycatcher
 No occurrences of SWFL have been recorded within a 10-mile radius of the combined AA (CDFW 2020). However, suitable SWFL breeding habitat consisting of riparian woodland with relatively dense growths of trees and shrubs exists within the 500-foot disturbance buffer at both project sites. Additionally, the southern extent of the Rincon Pump Plant portion of the AA occurs within approximately 130 feet of designated Critical Habitat for

SWFL. Therefore, SWFL has the potential to occur in the both portions of the AA during the breeding season (May 15–July 15) (USFWS 2014).

Yellow-billed cuckoo

No occurrences of YBCU have been recorded within a 10-mile radius of the combined AA (CDFW 2020). Although YBCU generally breed in large blocks of riparian habitat, the species is known use narrow bands of riparian woodland in some instances. Therefore, there is some potential for YBCU to occupy the linear patches of riparian woodland habitat that lie within the 500-foot disturbance buffer at both project sites during the breeding season (May 15–September 15) (Halterman et al. 2015).

References

Halterman, M., M.J. Johnson, J.A. Holmes and S.A. Laymon. 2015. A Natural History Summary and Survey Protocol for the Western Distinct Population Segment of the Yellow-billed Cuckoo: U.S. Fish and Wildlife Techniques and Methods. Accessed December 2020, https://www.fws.gov/southwest/es/Documents/R2ES/YBCU_SurveyProtocol_FINAL_DRAFT_22Apr2015.pdf

U.S. Fish and Wildlife Service (USFWS). 2014. Southwestern Willow Flycatcher (*Empidonax traillii extimus*). Accessed September 2020, https://www.fws.gov/nevada/protected_species/birds/species/swwf.html#:~:text=The%20southwestern%20willow%20flycatcher%20is,in%20early%20to%20mid%2DJuly.

USFWS. 2001. Least Bell's Vireo Survey Guidelines. Accessed September 2020, https://www.fws.gov/ventura/docs/species/protocols/lbv/leastbellsvireo_survey-guidelines.pdf

California Department of Fish and Wildlife (CDFW). 2020. California Natural Diversity Database (CNDDDB) – Commercial version dated August 30, 2020. Accessed September 2020, <https://apps.wildlife.ca.gov/myaccount/login?ReturnUrl=%2frarefind%2fview%2fRareFind.aspx>

B.4. Select the federally listed species that may occur in the Action Area, and select the appropriate ESA determination based on the highest level of potential effects as described below:

- If FEMA has determined that the proposed project May Affect, but is **Not Likely to Adversely Affect (NLAA)** federally listed species and/or their Critical Habitat, the effects would be insignificant, discountable or wholly beneficial¹¹. No adverse effects to listed species, take of individual(s) of a listed species, and/or adverse effects to Critical Habitat will occur. **Complete Sections C.1, C.2, C.3, and C.5 (skip Sections C.4 and C.6) of this form.**
- If FEMA has determined that the proposed project May Affect, and is **Likely to Adversely Affect (LAA)** at least one federally listed species and/or their Critical Habitat, adverse effects to **at least one** federally listed species or **at least one** physical or biological feature of Critical Habitat may occur to reach an LAA determination. This may include, but is not limited to, incidental take¹² of a federally listed species. **Complete Sections C.1 through C.6 of this form.**

Federally Listed Species or Critical Habitat	Applicable ESA Determination
<input checked="" type="checkbox"/> California red-legged frog (CRLF) (<i>Rana draytonii</i>)	<input type="checkbox"/> NLAA or <input checked="" type="checkbox"/> LAA
<input checked="" type="checkbox"/> Least bell's vireo (<i>Vireo bellii pusillus</i>)	<input checked="" type="checkbox"/> NLAA or <input type="checkbox"/> LAA

¹¹ Beneficial effects are contemporaneous positive effects without any adverse effects to the species. Insignificant effects relate to the size of the impact and should never reach the scale where take occurs. Discountable effects are those extremely unlikely to occur. Based on best judgment, a person would not: (1) be able to meaningfully measure, detect, or evaluate insignificant effects; or (2) expect discountable effects to occur. (1998 ESA Section 7 Consultation Handbook)

¹² Take: Under the ESA “take” means to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or attempt to engage in any such conduct [ESA §3(19)].

<input checked="" type="checkbox"/> Southwestern willow flycatcher (<i>Empidonax traillii extimus</i>)	<input checked="" type="checkbox"/> NLAA or <input type="checkbox"/> LAA
<input checked="" type="checkbox"/> Yellow-billed cuckoo (<i>Coccyzus americanus</i>) Western U.S. DPS	<input checked="" type="checkbox"/> NLAA or <input type="checkbox"/> LAA

SECTION C. ESA REVIEW FOR NLAA AND LAA DETERMINATIONS FOR PROPOSED PROJECTS

C.1.

a. Briefly describe the potential effects¹³ from implementation of the Subapplicant’s proposed project(s) in the Action Area. Refer to the PBO or LOC (see Appendix A) from the Ventura FWO for a description of potential effects, and describe additional details as applicable. Please clearly differentiate the appropriate response for each project or project site.

Potential Effects of the Subapplicant’s Proposed Project.	Applicable Project or Site(s)	List Species Potentially Affected	Is Critical Habitat Potentially Affected, including Effects on Specific Physical and Biological Features ¹⁴
<input type="checkbox"/> Erosion, turbidity, and/or sedimentation - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Hazardous materials spills - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input checked="" type="checkbox"/> Change in noise, vibration, lighting, dust, or temperature - There is potential for LBV, SWFL and YBCU to occupy nesting habitat in areas where project-related noise and vibration could disturb breeding activity.	Both sites	SWFL, LBV, YBCU and CRLF	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Introduction of invasive species and pathogens - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> In-water disturbance - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Dewatering of streams, creeks, or wetlands - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Streambed, bank, or shoreline modification, or other alteration of hydrology - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Underwater noise, vibration and sound pressure - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Loss or alteration of vernal pool habitat - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable

¹³ ‘Effects of the action’ is defined as all consequences to listed species or critical habitat that are caused by the proposed action, including the consequences of other activities that are caused by the proposed action. A consequence is caused by the proposed action if it would not occur but for the proposed action and it is reasonably certain to occur. Effects of the action may occur later in time and may include consequences occurring outside the immediate area involved in the action. (50 CFR § 402.17).

¹⁴ Per 81 FR 7414, the physical or biological features refer to the features that are present that are essential to the conservation of the species and may require special management considerations or protection, which were formerly referred to as “Primary Constituent Elements.”

<input type="checkbox"/> Riparian habitat removal or degradation – Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Riparian habitat modification or fragmentation - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Loss or alteration of other suitable habitat for listed species - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input checked="" type="checkbox"/> Trampling, crushing or entrapment – In the unlikely event that CRLF were to occur in active construction areas, individuals could be trampled, crushed or become entrapped.	Both sites	CRLF	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Species capture and relocation - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Barriers to migration and species movement - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Herbicide use - Not applicable	Not applicable	Not applicable	<input type="checkbox"/> Not applicable

b. Describe any additional details on the potential effects on federally listed species not discussed above, including beneficial effects.

NA

c. Describe any additional details on the potential effects on Critical Habitat not discussed above, including beneficial effects. If there are adverse effects, quantify the area (in acres, square feet, etc.) of Critical Habitat affected.

This project would have no effect on nearby Critical Habitat for either CRLF or SWFL because ground disturbance would be restricted to previously disturbed areas outside of designated Critical Habitat. Additionally, secondary construction impacts such as noise and dust would not impact the PBFs of Critical Habitat for either species.

C.2.

a. Please use the check boxes to select the general *Avoidance and Minimization Measures* from the PBO or LOC from the Ventura FWO that are applicable and will be implemented by the Subapplicant to avoid and minimize effects. If any AMMs are not applicable, include a brief justification for exclusion.

General Avoidance and Minimization Measures	Applicable Site(s) or Rationale for AMM Exclusion
<input checked="" type="checkbox"/> GEN AMM-1: Erosion and Sedimentation Prevention Measures	Both project sites.
<input type="checkbox"/> GEN AMM-2: Bank Stabilization	Not applicable because no project activities would take place in or adjacent to existing waterways.
<input checked="" type="checkbox"/> GEN AMM-3: Dust Control Measures	Both project sites.
<input checked="" type="checkbox"/> GEN AMM-4: Spill Control Planning	Both project sites.
<input checked="" type="checkbox"/> GEN AMM-5 Spill Prevention and Pollution Control Measures	Both project sites.
<input checked="" type="checkbox"/> GEN AMM-6 Equipment Inspection and Maintenance	Both project sites.
<input checked="" type="checkbox"/> GEN AMM-7 Fueling Activities	Both project sites.
<input type="checkbox"/> GEN AMM-8: Equipment Staging	Not applicable because no project activities would occur in or near floodplains.
<input checked="" type="checkbox"/> GEN AMM-9: Materials Storage and Disposal	Both project sites.
<input checked="" type="checkbox"/> GEN AMM-10: Fire Prevention	Both project sites.
<input checked="" type="checkbox"/> GEN AMM-11: Waste Management	Both project sites.
<input type="checkbox"/> GEN AMM-12: Work Involving Boats and Barges	No in-water work would be involved with the proposed project; therefore, no considerations for work involving boats and barges would be required.
<input checked="" type="checkbox"/> GEN AMM-13: Work Area Designation to Minimize Disturbance	Both project sites.
<input checked="" type="checkbox"/> GEN AMM-14: Access Routes and Staging Areas	Both project sites.
<input checked="" type="checkbox"/> GEN AMM-15: Environmental Awareness Training for Construction Personnel	Both project sites.
<input checked="" type="checkbox"/> GEN AMM-17 ¹⁵ : Daily Work Hours	Both project sites.
<input checked="" type="checkbox"/> GEN AMM-18: Entrapment Prevention	Both project sites.
<input type="checkbox"/> GEN AMM-19: Water Quality Protection	No project activities would take place in or directly adjacent to existing waterways, therefore no impacts to aquatic resources would occur.
<input type="checkbox"/> GEN AMM-20: Revegetation of Stream Banks	No removal of riparian vegetation would occur as a result of project activities. Therefore revegetation measures would not be required.
<input type="checkbox"/> GEN AMM-21: Restoration of Upland Areas to Pre-Project Conditions	Project activities would result in minimal levels of ground disturbance to upland areas; therefore, restoration measures would not be required.

¹⁵ The general avoidance and minimization measures for this PBO are consistent with other programmatic biological opinions for FEMA’s Program within the state of California, but whose actions fall within other Service field office jurisdiction. For consistency in numbering with other field offices, when the VFWO needed to modify a general avoidance or minimization measure, the measure was given a new number. This may create an appearance of mis-numbering within these measures.

<input type="checkbox"/> GEN AMM-22: Invasive Aquatic Species	The project would not involve any in-water work nor would any work take place within or adjacent to an existing water way.
<input type="checkbox"/> GEN AMM-23: Work below Mean Higher High Water	The project would not involve any in-water work nor would any work take place within or adjacent to an existing water way.
<input type="checkbox"/> GEN AMM-24: Avoidance of Submerged Vegetation	The project would not involve any in-water work nor would any work take place within or adjacent to an existing water way.
<input type="checkbox"/> GEN AMM-25: Minimization of Shading by Overwater Structures	The project would not involve any in-water work nor would any work take place within or adjacent to an existing water way.
<input type="checkbox"/> GEN AMM-26: Water Diversion and Dewatering	The project would not involve any in-water work nor would any work take place within or adjacent to an existing water way.
<input checked="" type="checkbox"/> GEN AMM-27: Biological Monitor	A biological monitor for CRLF will be onsite during conduit excavation work.
<input type="checkbox"/> GEN AMM-28: Landscape Level Conservation Planning	Not applicable because no landscape level plan or conservation strategy in use for CRLF, LBV, SWWF or YBCU that would apply to the AA.

b. List any additional general AMMs or BMPs developed for the Project(s) that would be incorporated into the Subapplicant’s proposed project(s) to avoid and minimize adverse effects. If there are none, simply put “not applicable” below.

The Subapplicant is proposing to implement air pollutant emissions reduction measures recommended by the Ventura County Air Pollution Control District including:

- Ground disturbance shall be limited to the minimum area necessary to complete project construction activities.
- Grading activities shall cease during periods of high winds (greater than 20 miles per hour), averaged over one hour).
- Silt containing material excavated, stockpiled, or transported during construction shall be wetted regularly.
- On-site construction vehicle speed shall be limited to 15 miles per hour in unpaved areas.
- Trucks transporting backfill material to the project site shall be covered or maintain a minimum two-foot freeboard.
- Roadways in the vicinity of the project site(s) access points shall be swept as necessary to prevent the accumulation of silt.
- Truck idling time shall be minimized.
- Engines shall be maintained in good condition and proper tune.

C.3. Please use the check boxes to select the species-specific *Conservation Measures* that are applicable from the PBO or LOC (see Appendix B) from the Ventura FWO, and indicate why implementation of others is not necessary for the Subapplicant’s proposed project to avoid and minimize effects. Delete the tables for the species that do not pertain to this project.

a. The following species are covered for NLAA determinations only under the LOC from the Ventura FWO and accordingly, incidental take coverage is not exempt. Please use the check boxes to select the species that may be affected by the Subapplicant’s proposed project and specify which Species-Specific *Conservation Measures* are applicable. Please refer to the detailed description of the measures included

in Appendix B of the PBO. If a measure is not applicable or not implementable, include justification for exclusion.

b. The following species are covered as LAA determinations under the PBO from the Ventura FWO and accordingly, incidental take coverage may be provided. Please use the check boxes to select the species that may be affected by the Subapplicant’s proposed project and specify which Species-Specific Conservation Measures are applicable. If a measure is not applicable or not implementable, include justification for exclusion.

This project has the potential to affect California Red-Legged Frog (CRLF), California Tiger Salamander (CTS), Central California DPS and/or Santa Barbara DPS and the following Species-Specific Conservation Measures will be implemented in the Subapplicant’s proposed project to avoid and minimize effects:

Species-Specific Conservation Measures - California Red-Legged Frog and California Tiger Salamander, Central California and Santa Barbara DPS	Applicable Site(s) or Rationale for AMM Exclusion
<input checked="" type="checkbox"/> CRLF-CTS-1: Biological Monitor	Both project sites.
<input checked="" type="checkbox"/> CRLF-CTS-2: Seasonal Avoidance	Both project sites.
<input checked="" type="checkbox"/> CRLF-CTS-3: Rain Event Limitations	Both project sites.
<input checked="" type="checkbox"/> CRLF-CTS-4: Pre-construction Survey	Both project sites.
<input checked="" type="checkbox"/> CRLF-CTS-5: Daily Clearance Surveys	Both project sites.
<input type="checkbox"/> CRLF-CTS-6: Environmentally Sensitive Areas	Not applicable because the project would not involve any activities conducted in environmentally sensitive areas.
<input checked="" type="checkbox"/> CRLF-CTS-7: Wildlife Exclusion Fencing	Rincon Pump Plant
<input checked="" type="checkbox"/> CRLF-CTS-8: Entrapment Prevention	Both project sites.
<input checked="" type="checkbox"/> CRLF-CTS-9: Encounters with Species	Both project sites.
<input checked="" type="checkbox"/> CRLF-CTS-10: Species Observations and Handling Protocol	Both project sites.
<input checked="" type="checkbox"/> CRLF-CTS-11: Environmental Awareness Training	Both project sites.
<input type="checkbox"/> CRLF-CTS-12: Disease Prevention and Decontamination Procedures	Not applicable because no work would be conducted in or near aquatic CRLF habitat.
<input type="checkbox"/> CRLF-CTS-13: Pump Screens	Not applicable because there would not be any in-water work.
<input type="checkbox"/> CRLF-CTS-14: Hand Clear Vegetation	Not applicable because the project would not involve vegetation removal.
<input type="checkbox"/> CRLF-CTS-15: Wildlife Passage for Road Improvement	Not applicable because the project would not involve any road improvement work.
<input checked="" type="checkbox"/> CRLF-CTS-16: Accidental Spills, SWPPP, Erosion Control, and BMPs	Both project sites.
<input checked="" type="checkbox"/> CRLF-CTS-17: Site Restrictions	Both project sites.
<input type="checkbox"/> CRLF-CTS-18: Suitable Erosion Control Materials	Not applicable because the project would not use erosion control materials that may cause CRLF to become entangled, trapped, or injured.
<input type="checkbox"/> CRLF-CTS-19: Limitation on Insecticide/Herbicide Use	Not applicable because project activities would not involve the use of insecticides or herbicides.

<input type="checkbox"/> CRLF-CTS-20: Limitation on Rodenticide Use	Not applicable because the project would not involve the use of rodenticides.
<input type="checkbox"/> CRLF-CTS-21: Invasive Non-Native Plant Species Prevention	Not applicable because work would not involve activities that are likely to result in the introduction of non-native plant species.
<input type="checkbox"/> CRLF-CTS-22: Removal of Diversion and Barriers to Flow	Not applicable because there would not be any in-water work.
<input type="checkbox"/> CRLF-CTS-23: Removal of Non-Native Species	Not applicable because work would not occur in areas providing suitable habitat for non-native species, such as bullfrogs, crayfish, and centrarchid fishes.
<input type="checkbox"/> CRLF-CTS-24: Restore Contours of Temporarily Disturbed Areas	Not applicable because the project would not involve ground disturbance in previously undisturbed areas.
<input type="checkbox"/> CRLF-CTS-25: Use of Native Plants for Revegetation	Project activities would be limited to previously disturbed that are sparsely vegetated with ruderal species; therefore, revegetation measures would not be required
<input type="checkbox"/> CRLF-CTS-26: Practices to Prevent Pathogen Contamination in Revegetation and Restoration	Project activities would result in minimal levels of ground disturbance; therefore, neither revegetation nor restoration measures would be required
<input type="checkbox"/> CRLF-CTS-27: Burrow excavation	Not applicable because ground disturbance would not occur in areas where rodent burrows are present.
<input type="checkbox"/> CRLF-CTS-28: Species-Specific Conservation Strategies	Not applicable because the project would not impact California tiger salamander (<i>Ambystoma californiense</i>).
<p><input checked="" type="checkbox"/> This project has the potential to affect riparian birds (RB), such as Least Bell’s vireo, southwestern willow flycatcher, and/or yellow-billed cuckoo and the following Species-Specific Conservation Measures will be implemented in the Subapplicant’s proposed project to avoid and minimize effects:</p>	
Conservation Measure for Riparian birds: Least Bell’s vireo, southwestern willow flycatcher, and yellow-billed cuckoo	Applicable Site(s) or Rationale for AMM Exclusion
<input checked="" type="checkbox"/> RB-1: Habitat Assessment and Seasonal Avoidance	Both project sites.
<input checked="" type="checkbox"/> RB-2: Pre-activity surveys	Both project sites.
<input type="checkbox"/> RB-3: Biological Monitor	Not applicable because the project would not involve activities that may result in take of SWWF or LBV.
<input checked="" type="checkbox"/> RB-4a: Establishment of Buffer	Both project sites.
<input type="checkbox"/> RB-4b: Native Vegetation Remains in Place	Not applicable because the project would not involve vegetation removal.
<input type="checkbox"/> RB-5: Establishment of A VFWO-Approved Restoration Plan	Not applicable because no areas of suitable habitat for SWWF or LBV would be impacted.
<input type="checkbox"/> RB-6: Acreage Restriction	Not applicable because no areas of suitable habitat for SWWF or LBV would be impacted.
<input type="checkbox"/> RB-7: No Permanent Habitat Loss	Not applicable because no areas of suitable habitat for SWWF or LBV would be impacted.

C.4. For LAA projects only. Briefly describe the mechanism(s) of take as it may occur from implementation of the Subapplicant’s proposed project in the Action Area.

Mechanism(s) of Take (e.g. harm, injury, death, capture and relocation)

In the unlikely event that an individual CRLF were to occur in an active construction area and was unable to move out of the area of its in volition, the individual would be subject to non-lethal harm during its subsequent relocation (in accordance with CRLF-CTS-10).

Describe any additional –project-specific measures that would be implemented to reduce the magnitude of take:

NA

Provide an estimate of the magnitude of take for each federally listed species that may result from the Subapplicant’s proposed project, including:

- **Take estimate based on existing population status, if available, otherwise use the area of suitable habitat affected as a surrogate for the take estimate;**
- **References for any materials utilized to develop these estimates; or**
- **Refer to the PBO maximum allowance of incidental take.**

- **Species 1 – Estimated Take**

For CRLF, it is expected that any potential take would be limited to non-lethal harm associated with relocation. As previously described CRLF are unlikely to occur within the project areas because of a lack of suitable habitat. However, given the potential for individuals to move through work active areas and the lack of available site specific CRLF distribution and abundance data, the take estimate will reflect the amount allowable per site as described in the PBO of three juvenile or adult CRLF.

- **Species 2 – Estimated Take**

NA

- **(Add entries for additional species, if needed)**

NA

- **References**

NA

C.5. Provide a summary of FEMA’s NLAA and/or LAA Determinations for Federally Listed Species and Critical Habitat from implementation of the Subapplicant’s proposed project. List all the federally listed species and/or Critical Habitat that could be affected, and summarize those effects as they are presented in this Section. An ESA determination for each federally listed species and/or Critical Habitat is required.

Species: California red-legged frog

Determination Rationale for Species: This project *may affect, and is likely to adversely affect (LAA)* CRLF because of the potential for individuals to occur in the AA when construction activities would take place at which time they could be subject to non-lethal harm in the form of relocation. However, the proposed implementation of General AMMs and CRLF-specific measures described in Sections C.2 and C.3 would minimize any potential adverse effects to the species.

Determination Rationale for Critical Habitat: This project would have *no effect* on CRLF designated Critical Habitat because project-related ground disturbance would be restricted to previously disturbed areas outside of Critical Habitat for the species.

Species: Least Bell’s vireo

Determination Rationale for Species: This project *may affect, but is not likely to adversely affect (NLAA)* LBV because of the temporary and limited nature of project-related disturbance and the proposed implementation of

General AMMs and species-specific measures from the PBO listed in Sections C.2 and C.3 that would reduce the extent and severity of any potential adverse effects to insignificant and discountable levels.

Determination Rationale for Critical Habitat: This project would have *no effect* on LBV designated Critical Habitat because the AA does not occur within or near Critical Habitat for the species.

Species: Southwestern willow flycatcher

Determination Rationale for Species: This project *may affect, but is not likely to adversely affect (NLAA)* SWFL because of the temporary and limited nature of project-related disturbance and the proposed implementation of General AMMs and species-specific measures from the PBO listed in Sections C.2 and C.3 that would reduce the extent and severity of any potential adverse effects to insignificant and discountable levels.

Determination Rationale for Critical Habitat: This project would have *no effect* on SWFL designated Critical Habitat because project-related ground disturbance would be restricted to previously disturbed areas outside of Critical Habitat for the species, and secondary construction impacts such as noise and dust would not impact the PBFs of Critical Habitat for SWFL.

Species: Yellow-billed cuckoo

Determination Rationale for Species: This project *may affect, but is not likely to adversely affect (NLAA)* YBCU because of the temporary and limited nature of project-related disturbance and the proposed implementation of General AMMs and species-specific measures from the PBO listed in Sections C.2 and C.3 that would reduce the extent and severity of any potential adverse effects to insignificant and discountable levels.

Determination Rationale for Critical Habitat: This project would have *no effect* on YBCU designated Critical Habitat because the AA does not occur within or near Critical Habitat for the species.

C.6 For projects with an LAA determination, are there any cumulative effects¹⁶ anticipated from implementation of the Subapplicant’s proposed project, including construction activities? If so, please describe them.

No cumulative effects are anticipated from implementation of the proposed project within proposed the action area.

SECTION D. FOR THE VENTURA FWO TO COMPLETE AND SIGN

Project Name: Casitas Backup Diesel Generator Mitigation

FEMA Grant # or Disaster and Project Worksheet #s: HMGP- 4353-306-55

I concur with FEMA’s determination on federally listed species and critical habitat as described in this ESA Review Form, pursuant to Section 7 of the Endangered Species Act. The proposed projects are covered activities, and the effects to the Federally-listed species presented in this ESA Review Form have been analyzed in the July 2019, Programmatic Biological Opinion (PBO) for the Federal Emergency Management Agency’s Disaster, Mitigation, and Preparedness Programs within the Ventura Fish and Wildlife Office’s Jurisdiction (08EVEN00-2018-F-0700) (programmatic biological opinion).

Take for listed species presented in Section D of this ESA Review Form is exempt under the programmatic biological opinion.

The proposed projects are appended to the July 2019, programmatic biological opinion under the following Service File Number: [FWS will insert TAILS number]. Therefore, no further action pursuant to the Act is

¹⁶ Cumulative effects are those effects of future State or private activities, not involving Federal activities, that are reasonably certain to occur within the action area of the Federal action subject to consultation (50 CFR §402.02).

SECTION E. FOR USFWS TO COMPLETE AND SIGN

Project Name: Casitas Municipal Water District Backup Diesel Generator Project

FEMA Grant # or Disaster and Project Worksheet #s: HMGP- 4353-306-55

I concur with FEMA's determination on federally listed species and critical habitat as described in this ESA Review Form, pursuant to Section 7 of the Endangered Species Act. The proposed projects are covered activities, and the affects to the Federally-listed species presented in this ESA Review Form have been analyzed in the August 2019, Programmatic Biological Opinion for the Federal Emergency Management Agency's Disaster, Mitigation, and Preparedness Programs within the Ventura Fish and Wildlife Office's Jurisdiction (08EVEN00-2018-F-0700) (programmatic biological opinion).


Take for listed species presented in Section D of this ESA Review Form is exempt under the programmatic biological opinion.

The proposed projects are appended to the August 2019, programmatic biological opinion under the following Service File Number: 2021-I-0041. Therefore, no further action pursuant to the Act is necessary for the proposed projects unless new information reveals effects of the action that may affect listed species or critical habitat in a manner or to an extent not previously considered; the action is subsequently modified in a manner that causes an effect to the listed species or critical habitat that was not considered; or a new species is listed or critical habitat designated that may be affected by the identified action.

I do not concur with FEMA's determination for the following reason(s):

Signature is listed below:

MARK ELVIN

 Digitally signed by MARK ELVIN
Date: 2021.01.26 14:07:22 -08'00'

Mark A. Elvin
Section 7 Coordinator
Ventura Fish and Wildlife Office
U.S. Fish and Wildlife Service

January 26, 2021

necessary for the proposed projects unless new information reveals effects of the action that may affect listed species or critical habitat in a manner or to an extent not previously considered; the action is subsequently modified in a manner that causes an effect to the listed species or critical habitat that was not considered; or a new species is listed or critical habitat designated that may be affected by the identified action.

Signature is listed below:

[Name]

**Assistant Field Supervisor
Ventura Fish and Wildlife Office
U.S. Fish and Wildlife Service**

Date

SECTION E. FOR SUBAPPLICANT TO COMPLETE AND SIGN

On behalf of [_____ Casitas Municipal Water District _____] (Subapplicant agency name), I have read the requirements from FEMA's Programmatic Biological Opinion (PBO) with the USFWS that are specific to the subject project and plan to implement them accordingly. I understand that failure to implement the required General Avoidance and Minimization Measures and Species-Specific Conservation Measures may jeopardize funding for the subject project. The [_____ Casitas Municipal Water District _____] (Subapplicant agency name) accepts implementation of the required measures described in this ESA Review Form as a stipulation of funding for [Casitas Backup Diesel Generator Mitigation HMGP 4353-306-55] (project name, FEMA Grant # or Disaster and Project Worksheet #s).

Signature is listed below:

**Print and sign name [Casitas Municipal
Water District] (Subapplicant agency name)**

Date

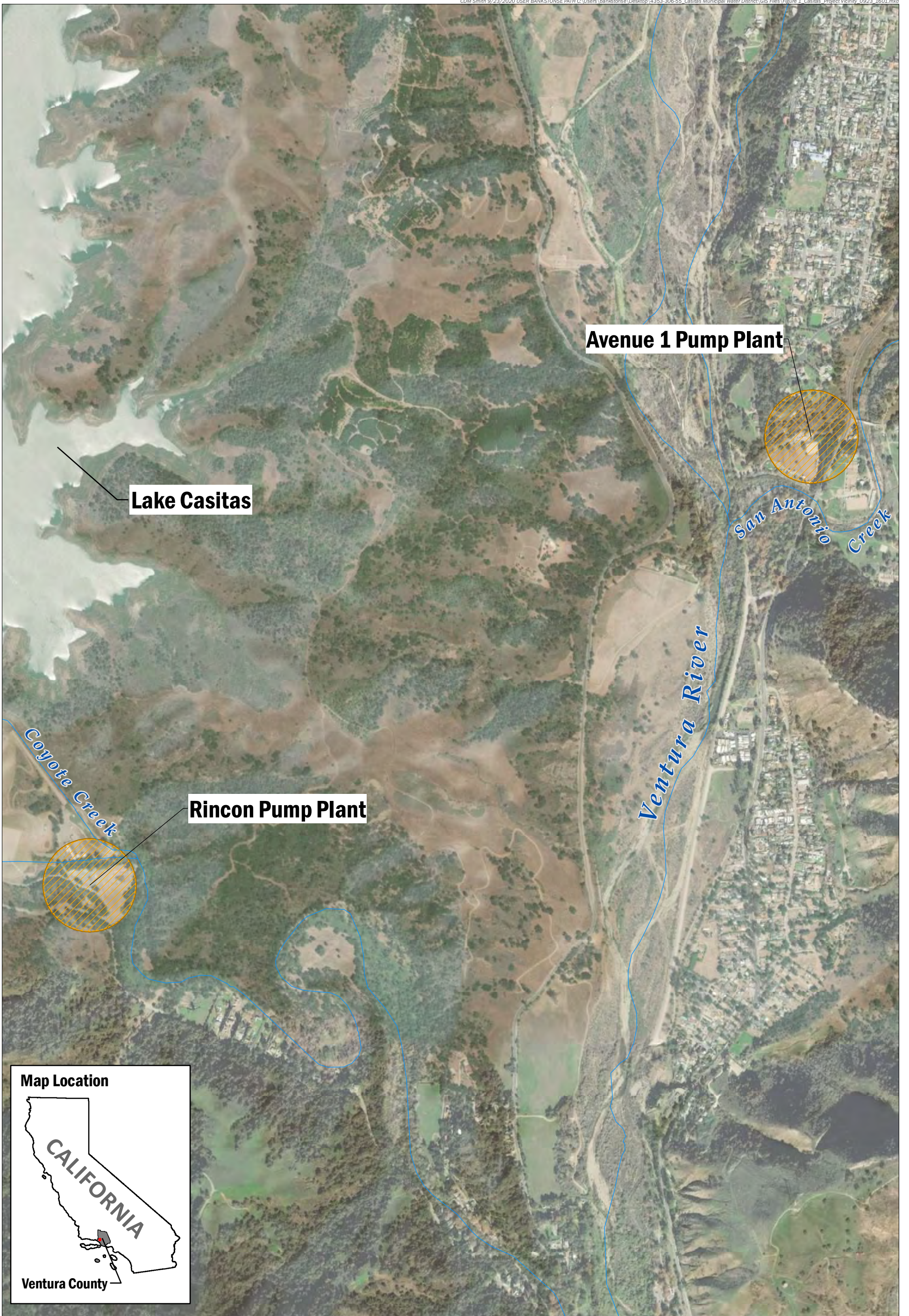


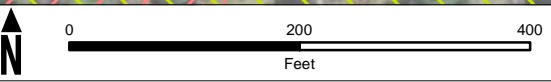
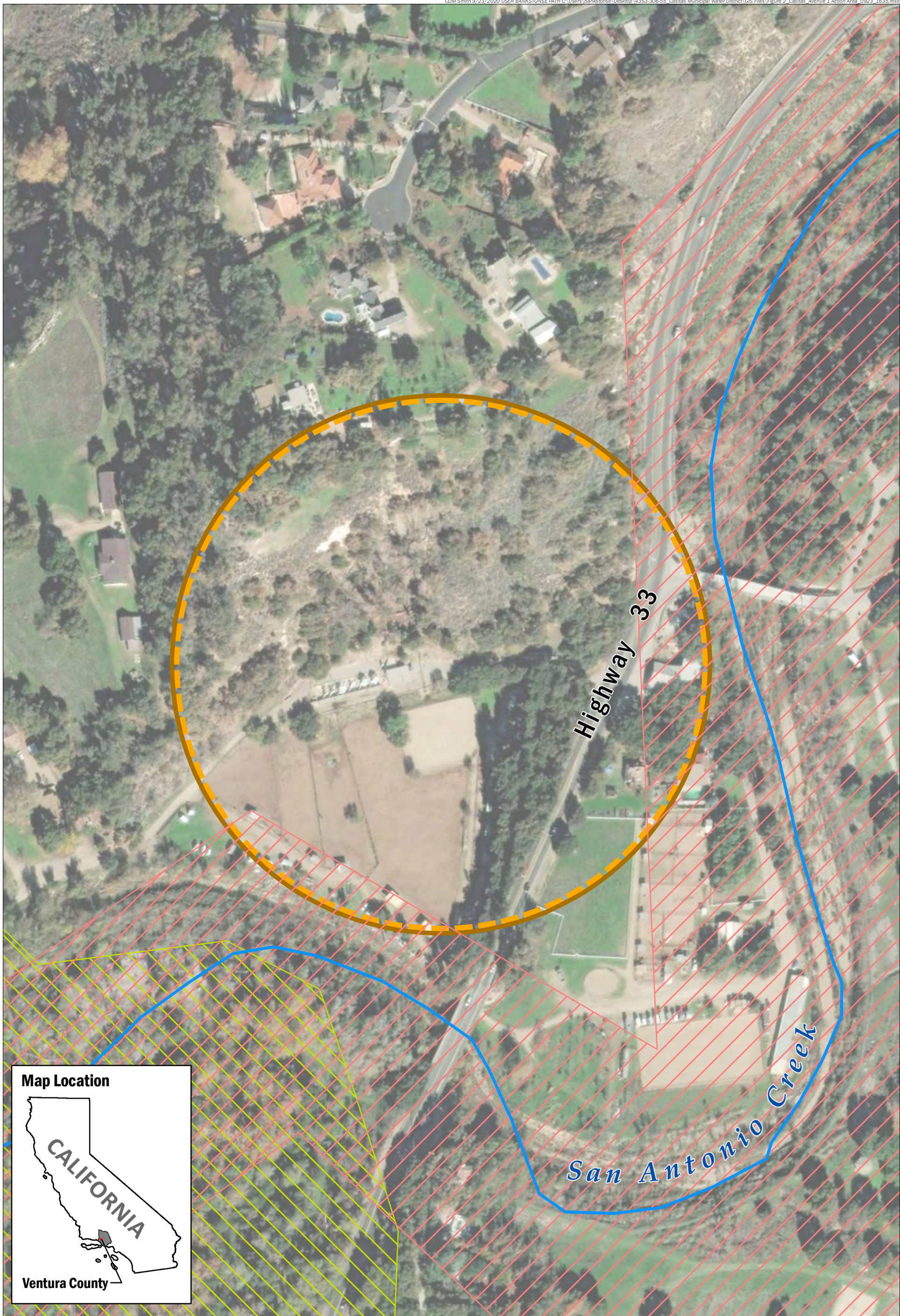
FIGURE 1

PROJECT VICINITY

Casitas Backup Diesel Generator Mitigation

HMGP- 4353-306-55

Casitas Municipal Water District **48**

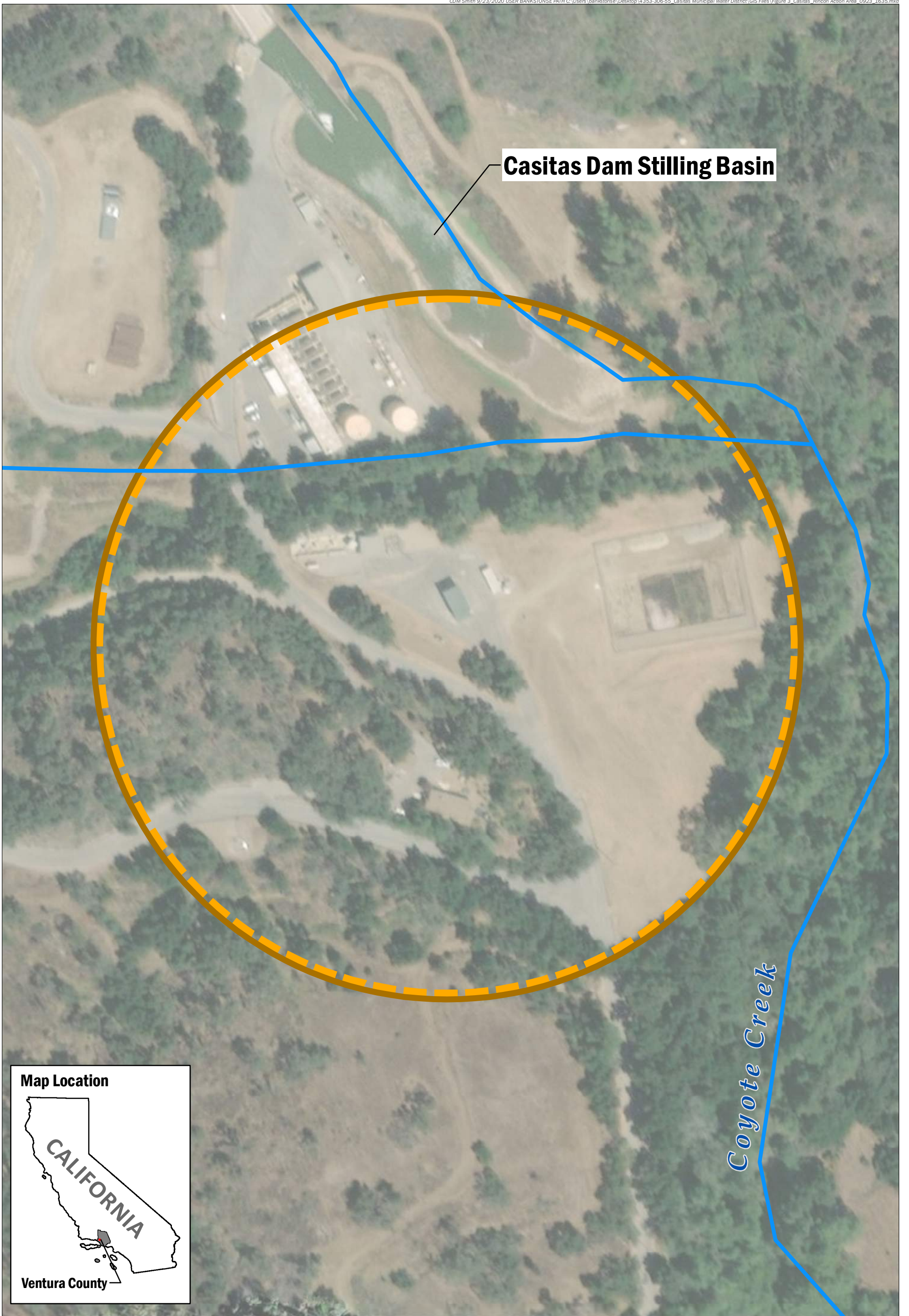


Coordinate System: NAD 1983 HARN StatePlane California V FIPS 0405 Feet
 Projection: Lambert Conformal Conic
 Datum: North American 1983 HARN

Data Source: CDM Smith
 Basemap Source: Esri, USGS, NOAA

- Legend**
- Stream
 - Action Area
 - Critical Habitat
 - California red-legged frog
 - Southwestern willow flycatcher

FIGURE 2
AVENUE 1 PUMP PLANT ACTION AREA
 Casitas Backup Diesel Generator Mitigation
 HMGP- 4353-306-55
 Casitas Municipal Water District **49**

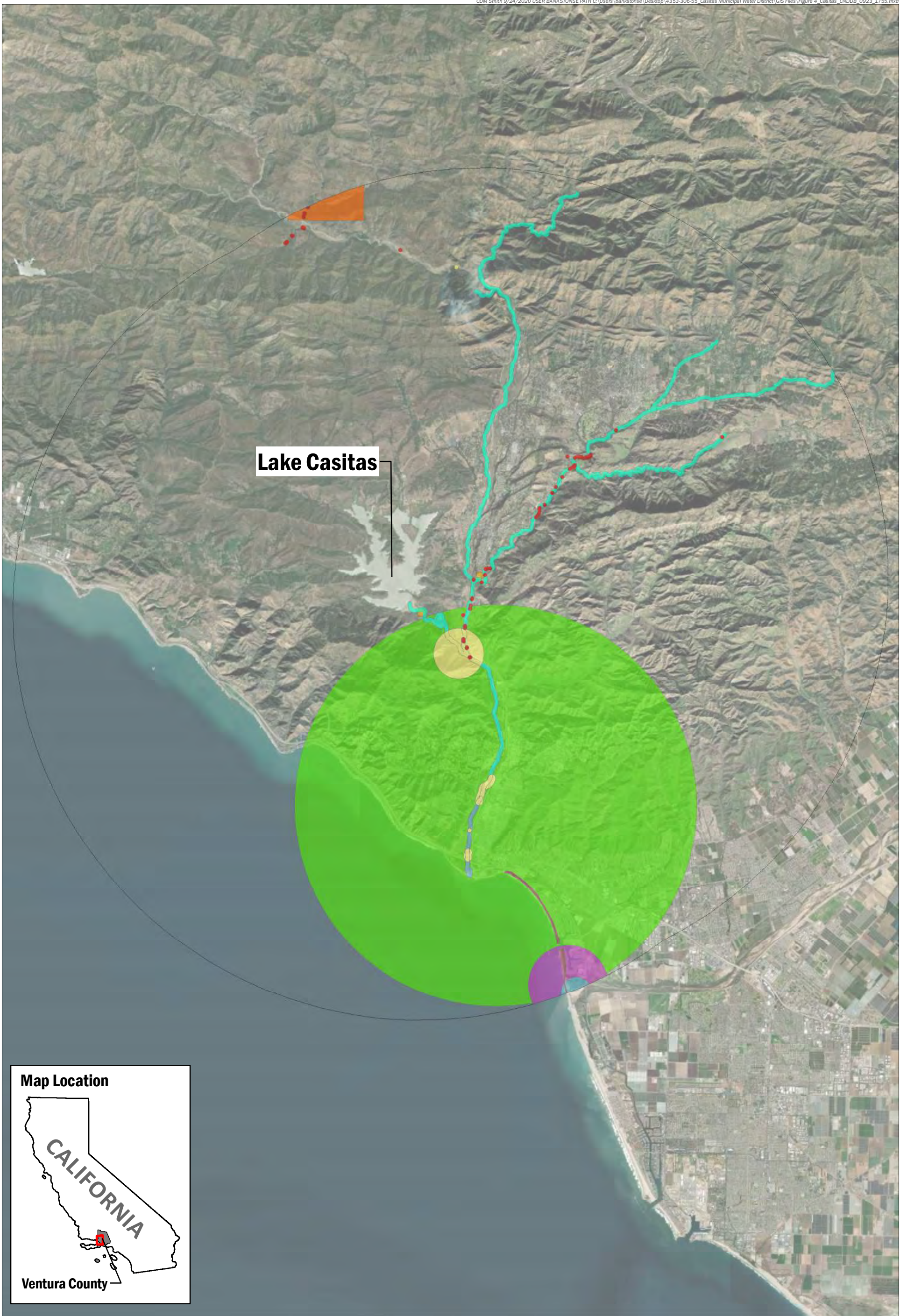


Coordinate System: NAD 1983 HARN StatePlane California V FIPS 0405 Feet
 Projection: Lambert Conformal Conic
 Datum: North American 1983 HARN

Data Source: CDM Smith
 Basemap Source: Esri, USGS, NOAA

- Legend**
- Stream
 - Action Area

FIGURE 3
RINCON PUMP PLANT ACTION AREA
 Casitas Backup Diesel Generator Mitigation
 HMGP- 4353-306-55
 Casitas Municipal Water District **50**



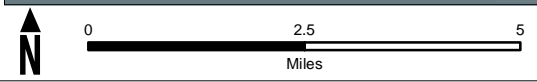
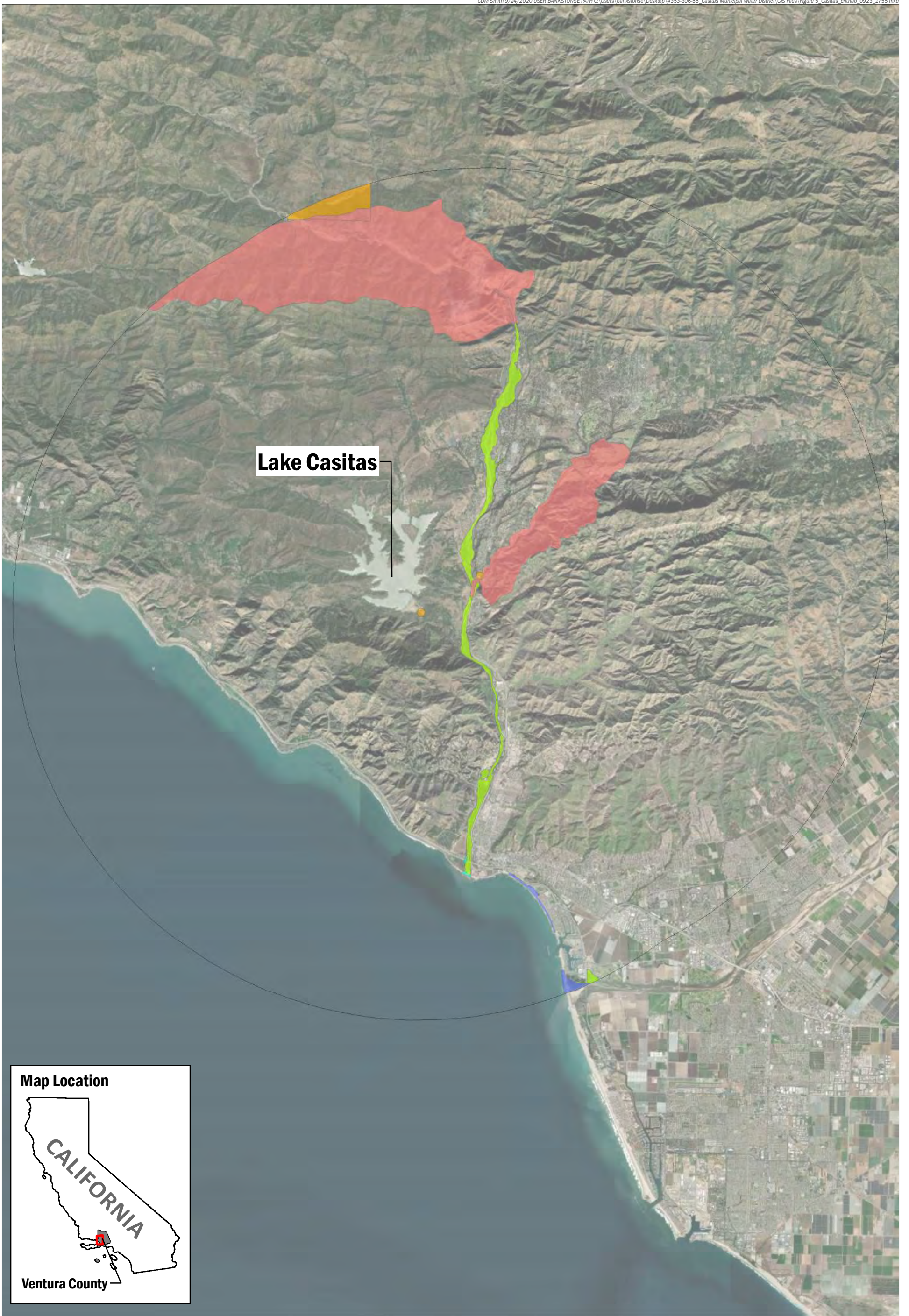
Coordinate System: NAD 1983 HARN StatePlane California V FIPS 0405 Feet
 Projection: Lambert Conformal Conic
 Datum: North American 1983 HARN

Data Source: CDFW
 Basemap Source: Esri, USGS, NOAA

Legend

- 10 Mile Buffer
- Action Area
- CNDDDB Occurrences
- California red-legged frog
- Ventura Marsh milk-vetch
- least Bell's vireo
- California condor
- salt marsh bird's-beak
- steelhead - southern California DPS
- tidewater goby
- western snowy plover

FIGURE 4
CNDDDB OCCURRENCES
 Casitas Backup Diesel Generator Mitigation
 HMGP- 4353-306-55
 Casitas Municipal Water District **51**



Coordinate System: NAD 1983 HARN StatePlane California V FIPS 0405 Feet
 Projection: Lambert Conformal Conic
 Datum: North American 1983 HARN

Data Source: USFWS
 Basemap Source: Esri, USGS, NOAA

- Legend**
- 10 Mile Buffer
 - Action Area
 - Critical Habitat
 - California condor
 - California red-legged frog
 - Southwestern willow flycatcher
 - Tidewater goby
 - Western snowy plover

FIGURE 5
CRITICAL HABITAT
 Casitas Backup Diesel Generator Mitigation
 HMGP- 4353-306-55
 Casitas Municipal Water District **52**

Attachment A
**USFWS Information for Planning and
Consultation (IPaC) Species List**

IPaC resource list

This report is an automatically generated list of species and other resources such as critical habitat (collectively referred to as *trust resources*) under the U.S. Fish and Wildlife Service's (USFWS) jurisdiction that are known or expected to be on or near the project area referenced below. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

Below is a summary of the project information you provided and contact information for the USFWS office(s) with jurisdiction in the defined project area. Please read the introduction to each section that follows (Endangered Species, Migratory Birds, USFWS Facilities, and NWI Wetlands) for additional information applicable to the trust resources addressed in that section.

Location

Ventura County, California



Local office

Ventura Fish And Wildlife Office

☎ (805) 644-1766

📠 (805) 644-3958

2493 Portola Road, Suite B
Ventura, CA 93003-7726

Endangered species

This resource list is for informational purposes only and does not constitute an analysis of project level impacts.

The primary information used to generate this list is the known or expected range of each species. Additional areas of influence (AOI) for species are also considered. An AOI includes areas outside of the species range if the species could be indirectly affected by activities in that area (e.g., placing a dam upstream of a fish population, even if that fish does not occur at the dam site, may indirectly impact the species by reducing or eliminating water flow downstream). Because species can move, and site conditions can change, the species on this list are not guaranteed to be found on or near the project area. To fully determine any potential effects to species, additional site-specific and project-specific information is often required.

Section 7 of the Endangered Species Act **requires** Federal agencies to "request of the Secretary information whether any species which is listed or proposed to be listed may be present in the area of such proposed action" for any project that is conducted, permitted, funded, or licensed by any Federal agency. A letter from the local office and a species list which fulfills this requirement can **only** be obtained by requesting an official species list from either the Regulatory Review section in IPaC (see directions below) or from the local field office directly.

For project evaluations that require USFWS concurrence/review, please return to the IPaC website and request an official species list by doing the following:

1. Draw the project location and click CONTINUE.
2. Click DEFINE PROJECT.
3. Log in (if directed to do so).
4. Provide a name and description for your project.
5. Click REQUEST SPECIES LIST.

Listed species¹ and their critical habitats are managed by the [Ecological Services Program](#) of the U.S. Fish and Wildlife Service (USFWS) and the fisheries division of the National Oceanic and Atmospheric Administration (NOAA Fisheries²).

Species and critical habitats under the sole responsibility of NOAA Fisheries are **not** shown on this list. Please contact [NOAA Fisheries](#) for [species under their jurisdiction](#).

1. Species listed under the [Endangered Species Act](#) are threatened or endangered; IPaC also shows species that are candidates, or proposed, for listing. See the [listing status page](#) for more information.
2. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

The following species are potentially affected by activities in this location:

Birds

NAME

STATUS

California Condor <i>Gymnogyps californianus</i> There is final critical habitat for this species. Your location is outside the critical habitat. https://ecos.fws.gov/ecp/species/8193	Endangered
California Least Tern <i>Sterna antillarum browni</i> No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/8104	Endangered
Least Bell's Vireo <i>Vireo bellii pusillus</i> There is final critical habitat for this species. Your location is outside the critical habitat. https://ecos.fws.gov/ecp/species/5945	Endangered
Light-footed Clapper Rail <i>Rallus longirostris levipes</i> No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/6035	Endangered
Marbled Murrelet <i>Brachyramphus marmoratus</i> There is final critical habitat for this species. Your location is outside the critical habitat. https://ecos.fws.gov/ecp/species/4467	Threatened
Southwestern Willow Flycatcher <i>Empidonax traillii extimus</i> There is final critical habitat for this species. Your location is outside the critical habitat. https://ecos.fws.gov/ecp/species/6749	Endangered
Western Snowy Plover <i>Charadrius nivosus nivosus</i> There is final critical habitat for this species. Your location is outside the critical habitat. https://ecos.fws.gov/ecp/species/8035	Threatened

Amphibians

NAME	STATUS
California Red-legged Frog <i>Rana draytonii</i> There is final critical habitat for this species. Your location overlaps the critical habitat. https://ecos.fws.gov/ecp/species/2891	Threatened

Fishes

NAME	STATUS
------	--------

Tidewater Goby *Eucyclogobius newberryi* Endangered
 There is **final** critical habitat for this species. Your location is outside the critical habitat.
<https://ecos.fws.gov/ecp/species/57>

Crustaceans

NAME	STATUS
Riverside Fairy Shrimp <i>Streptocephalus woottoni</i> There is final critical habitat for this species. Your location is outside the critical habitat. https://ecos.fws.gov/ecp/species/8148	Endangered
Vernal Pool Fairy Shrimp <i>Branchinecta lynchi</i> There is final critical habitat for this species. Your location is outside the critical habitat. https://ecos.fws.gov/ecp/species/498	Threatened

Flowering Plants

NAME	STATUS
California Orcutt Grass <i>Orcuttia californica</i> No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/4923	Endangered
Gambel's Watercress <i>Rorippa gambellii</i> No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/4201	Endangered
Marsh Sandwort <i>Arenaria paludicola</i> No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/2229	Endangered
Salt Marsh Bird's-beak <i>Cordylanthus maritimus</i> ssp. <i>maritimus</i> No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/6447	Endangered
Spreading Navarretia <i>Navarretia fossalis</i> There is final critical habitat for this species. Your location is outside the critical habitat. https://ecos.fws.gov/ecp/species/1334	Threatened

Ventura Marsh Milk-vetch *Astragalus pycnostachyus* var.
lanosissimus

Endangered

There is **final** critical habitat for this species. Your location is outside the critical habitat.

<https://ecos.fws.gov/ecp/species/1160>

Critical habitats

Potential effects to critical habitat(s) in this location must be analyzed along with the endangered species themselves.

This location overlaps the critical habitat for the following species:

NAME	TYPE
California Red-legged Frog <i>Rana draytonii</i> https://ecos.fws.gov/ecp/species/2891#crithab	Final

Migratory birds

Certain birds are protected under the Migratory Bird Treaty Act¹ and the Bald and Golden Eagle Protection Act².

Any person or organization who plans or conducts activities that may result in impacts to migratory birds, eagles, and their habitats should follow appropriate regulations and consider implementing appropriate conservation measures, as described [below](#).

1. The [Migratory Birds Treaty Act](#) of 1918.
2. The [Bald and Golden Eagle Protection Act](#) of 1940.

Additional information can be found using the following links:

- Birds of Conservation Concern <http://www.fws.gov/birds/management/managed-species/birds-of-conservation-concern.php>
- Measures for avoiding and minimizing impacts to birds <http://www.fws.gov/birds/management/project-assessment-tools-and-guidance/conservation-measures.php>
- Nationwide conservation measures for birds <http://www.fws.gov/migratorybirds/pdf/management/nationwidestandardconservationmeasures.pdf>

The birds listed below are birds of particular concern either because they occur on the [USFWS Birds of Conservation Concern](#) (BCC) list or warrant special attention in your project location. To learn more about the levels of concern for birds on your list and how this list is generated, see the FAQ [below](#). This is not a list of every bird you may find in this location, nor a guarantee that every bird on this list will be found in your project area. To see exact locations of where birders and the general public have sighted birds in and around your project area, visit the [E-bird data mapping tool](#) (Tip: enter your location, desired date range and a species on your list). For projects that occur off the

Atlantic Coast, additional maps and models detailing the relative occurrence and abundance of bird species on your list are available. Links to additional information about Atlantic Coast birds, and other important information about your migratory bird list, including how to properly interpret and use your migratory bird report, can be found [below](#).

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, click on the PROBABILITY OF PRESENCE SUMMARY at the top of your list to see when these birds are most likely to be present and breeding in your project area.

NAME

BREEDING SEASON (IF A BREEDING SEASON IS INDICATED FOR A BIRD ON YOUR LIST, THE BIRD MAY BREED IN YOUR PROJECT AREA SOMETIME WITHIN THE TIMEFRAME SPECIFIED, WHICH IS A VERY LIBERAL ESTIMATE OF THE DATES INSIDE WHICH THE BIRD BREEDS ACROSS ITS ENTIRE RANGE. "BREEDS ELSEWHERE" INDICATES THAT THE BIRD DOES NOT LIKELY BREED IN YOUR PROJECT AREA.)

Allen's Hummingbird *Selasphorus sasin*

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

<https://ecos.fws.gov/ecp/species/9637>

Breeds Feb 1 to Jul 15

Bald Eagle *Haliaeetus leucocephalus*

This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities.

<https://ecos.fws.gov/ecp/species/1626>

Breeds Jan 1 to Aug 31

Black Turnstone *Arenaria melanocephala*

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Breeds elsewhere

Burrowing Owl *Athene cunicularia*

This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA

<https://ecos.fws.gov/ecp/species/9737>

Breeds Mar 15 to Aug 31

Clark's Grebe *Aechmophorus clarkii*

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Breeds Jan 1 to Dec 31

<p>Common Yellowthroat <i>Geothlypis trichas sinuosa</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA https://ecos.fws.gov/ecp/species/2084</p>	<p>Breeds May 20 to Jul 31</p>
<p>Golden Eagle <i>Aquila chrysaetos</i> This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities. https://ecos.fws.gov/ecp/species/1680</p>	<p>Breeds Jan 1 to Aug 31</p>
<p>Lawrence's Goldfinch <i>Carduelis lawrencei</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9464</p>	<p>Breeds Mar 20 to Sep 20</p>
<p>Lewis's Woodpecker <i>Melanerpes lewis</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9408</p>	<p>Breeds Apr 20 to Sep 30</p>
<p>Long-billed Curlew <i>Numenius americanus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/5511</p>	<p>Breeds elsewhere</p>
<p>Marbled Godwit <i>Limosa fedoa</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9481</p>	<p>Breeds elsewhere</p>
<p>Nuttall's Woodpecker <i>Picoides nuttallii</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA https://ecos.fws.gov/ecp/species/9410</p>	<p>Breeds Apr 1 to Jul 20</p>
<p>Oak Titmouse <i>Baeolophus inornatus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9656</p>	<p>Breeds Mar 15 to Jul 15</p>
<p>Rufous Hummingbird <i>selasphorus rufus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/8002</p>	<p>Breeds elsewhere</p>

<p>Song Sparrow <i>Melospiza melodia</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA</p>	<p>Breeds Feb 20 to Sep 5</p>
<p>Spotted Towhee <i>Pipilo maculatus clementae</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA https://ecos.fws.gov/ecp/species/4243</p>	<p>Breeds Apr 15 to Jul 20</p>
<p>Tricolored Blackbird <i>Agelaius tricolor</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/3910</p>	<p>Breeds Mar 15 to Aug 10</p>
<p>Whimbrel <i>Numenius phaeopus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9483</p>	<p>Breeds elsewhere</p>
<p>White Headed Woodpecker <i>Picoides albolarvatus</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA https://ecos.fws.gov/ecp/species/9411</p>	<p>Breeds May 1 to Aug 15</p>
<p>Willet <i>Tringa semipalmata</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p>	<p>Breeds elsewhere</p>
<p>Wrentit <i>Chamaea fasciata</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p>	<p>Breeds Mar 15 to Aug 10</p>

Probability of Presence Summary

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read and understand the FAQ “Proper Interpretation and Use of Your Migratory Bird Report” before using or attempting to interpret this report.

Probability of Presence (■)

Each green bar represents the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during a particular week of the year. (A year is represented as 12 4-week months.) A taller bar indicates a higher probability of species presence. The survey effort (see below) can be used to establish a level of confidence in the presence score. One can have higher confidence in the presence score if the corresponding survey effort is also high.

How is the probability of presence score calculated? The calculation is done in three steps:

1. The probability of presence for each week is calculated as the number of survey events in the week where the species was detected divided by the total number of survey events for that week. For example, if in week 12 there were 20 survey events and the Spotted Towhee was found in 5 of them, the probability of presence of the Spotted Towhee in week 12 is 0.25.
2. To properly present the pattern of presence across the year, the relative probability of presence is calculated. This is the probability of presence divided by the maximum probability of presence across all weeks. For example, imagine the probability of presence in week 20 for the Spotted Towhee is 0.05, and that the probability of presence at week 12 (0.25) is the maximum of any week of the year. The relative probability of presence on week 12 is $0.25/0.25 = 1$; at week 20 it is $0.05/0.25 = 0.2$.
3. The relative probability of presence calculated in the previous step undergoes a statistical conversion so that all possible values fall between 0 and 10, inclusive. This is the probability of presence score.

To see a bar's probability of presence score, simply hover your mouse cursor over the bar.

Breeding Season (🟡)

Yellow bars denote a very liberal estimate of the time-frame inside which the bird breeds across its entire range. If there are no yellow bars shown for a bird, it does not breed in your project area.

Survey Effort (|)

Vertical black lines superimposed on probability of presence bars indicate the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps. The number of surveys is expressed as a range, for example, 33 to 64 surveys.

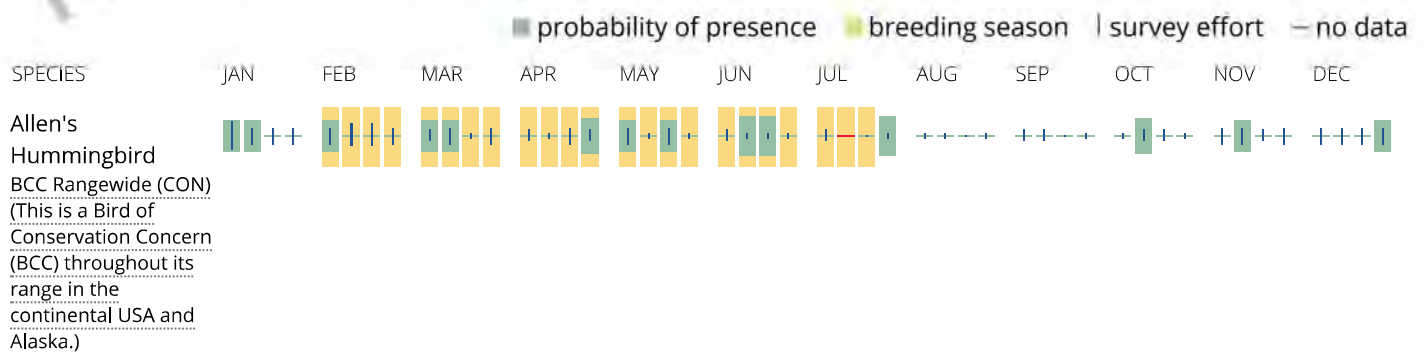
To see a bar's survey effort range, simply hover your mouse cursor over the bar.

No Data (—)

A week is marked as having no data if there were no survey events for that week.

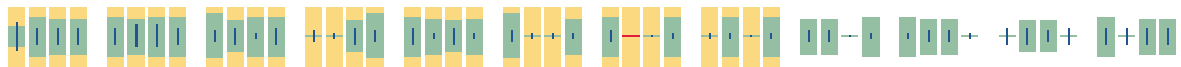
Survey Timeframe

Surveys from only the last 10 years are used in order to ensure delivery of currently relevant information. The exception to this is areas off the Atlantic coast, where bird returns are based on all years of available data, since data in these areas is currently much more sparse.



Bald Eagle

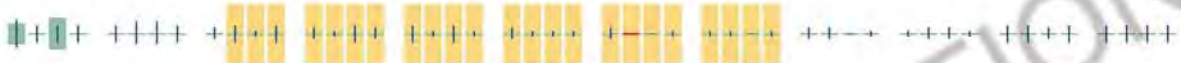
Non-BCC Vulnerable
(This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities.)



Black Turnstone
BCC Rangewide (CON)
(This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.)



Burrowing Owl
BCC - BCR (This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA)



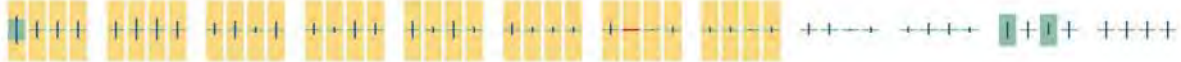
Clark's Grebe
BCC Rangewide (CON)
(This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.)



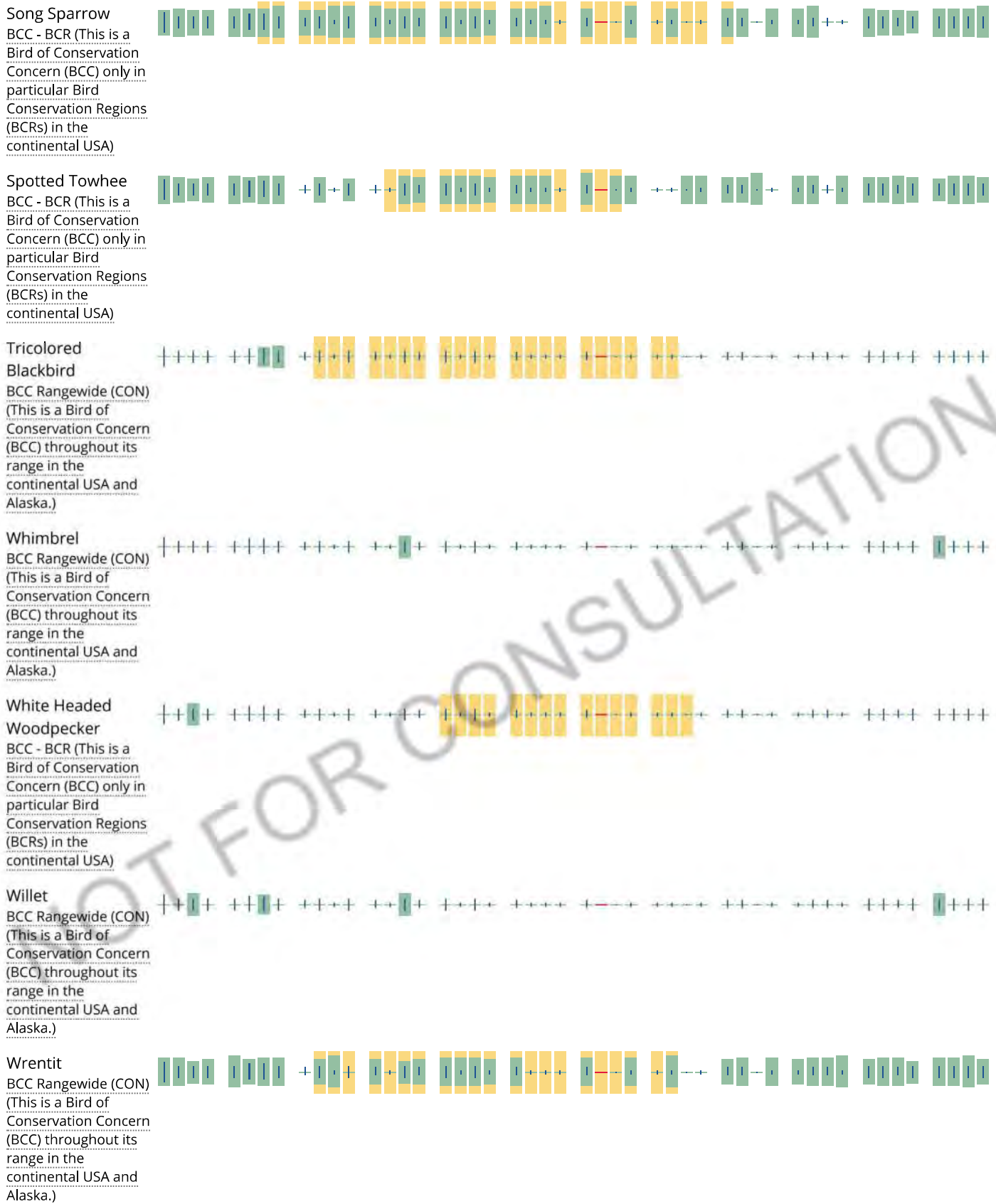
Common Yellowthroat
BCC - BCR (This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA)



Golden Eagle
Non-BCC Vulnerable
(This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities.)







Tell me more about conservation measures I can implement to avoid or minimize impacts to migratory birds.

[Nationwide Conservation Measures](#) describes measures that can help avoid and minimize impacts to all birds at any location year round. Implementation of these measures is particularly important when birds are most likely to occur in the project area. When birds may be breeding in the area, identifying the locations of any active nests and avoiding their destruction is a very helpful impact minimization measure. To see when birds are most likely to occur

and be breeding in your project area, view the Probability of Presence Summary. [Additional measures](#) and/or [permits](#) may be advisable depending on the type of activity you are conducting and the type of infrastructure or bird species present on your project site.

What does IPaC use to generate the migratory birds potentially occurring in my specified location?

The Migratory Bird Resource List is comprised of USFWS [Birds of Conservation Concern \(BCC\)](#) and other species that may warrant special attention in your project location.

The migratory bird list generated for your project is derived from data provided by the [Avian Knowledge Network \(AKN\)](#). The AKN data is based on a growing collection of [survey, banding, and citizen science datasets](#) and is queried and filtered to return a list of those birds reported as occurring in the 10km grid cell(s) which your project intersects, and that have been identified as warranting special attention because they are a BCC species in that area, an eagle ([Eagle Act](#) requirements may apply), or a species that has a particular vulnerability to offshore activities or development.

Again, the Migratory Bird Resource list includes only a subset of birds that may occur in your project area. It is not representative of all birds that may occur in your project area. To get a list of all birds potentially present in your project area, please visit the [AKN Phenology Tool](#).

What does IPaC use to generate the probability of presence graphs for the migratory birds potentially occurring in my specified location?

The probability of presence graphs associated with your migratory bird list are based on data provided by the [Avian Knowledge Network \(AKN\)](#). This data is derived from a growing collection of [survey, banding, and citizen science datasets](#).

Probability of presence data is continuously being updated as new and better information becomes available. To learn more about how the probability of presence graphs are produced and how to interpret them, go the Probability of Presence Summary and then click on the "Tell me about these graphs" link.

How do I know if a bird is breeding, wintering, migrating or present year-round in my project area?

To see what part of a particular bird's range your project area falls within (i.e. breeding, wintering, migrating or year-round), you may refer to the following resources: [The Cornell Lab of Ornithology All About Birds Bird Guide](#), or (if you are unsuccessful in locating the bird of interest there), the [Cornell Lab of Ornithology Neotropical Birds guide](#). If a bird on your migratory bird species list has a breeding season associated with it, if that bird does occur in your project area, there may be nests present at some point within the timeframe specified. If "Breeds elsewhere" is indicated, then the bird likely does not breed in your project area.

What are the levels of concern for migratory birds?

Migratory birds delivered through IPaC fall into the following distinct categories of concern:

1. "BCC Rangewide" birds are [Birds of Conservation Concern](#) (BCC) that are of concern throughout their range anywhere within the USA (including Hawaii, the Pacific Islands, Puerto Rico, and the Virgin Islands);
2. "BCC - BCR" birds are BCCs that are of concern only in particular Bird Conservation Regions (BCRs) in the continental USA; and
3. "Non-BCC - Vulnerable" birds are not BCC species in your project area, but appear on your list either because of the [Eagle Act](#) requirements (for eagles) or (for non-eagles) potential susceptibilities in offshore areas from certain types of development or activities (e.g. offshore energy development or longline fishing).

Although it is important to try to avoid and minimize impacts to all birds, efforts should be made, in particular, to avoid and minimize impacts to the birds on this list, especially eagles and BCC species of rangewide concern. For more information on conservation measures you can implement to help avoid and minimize migratory bird impacts and requirements for eagles, please see the FAQs for these topics.

Details about birds that are potentially affected by offshore projects

For additional details about the relative occurrence and abundance of both individual bird species and groups of bird species within your project area off the Atlantic Coast, please visit the [Northeast Ocean Data Portal](#). The Portal also offers data and information about other taxa besides birds that may be helpful to you in your project review. Alternately, you may download the bird model results files underlying the portal maps through the [NOAA NCCOS Integrative Statistical Modeling and Predictive Mapping of Marine Bird Distributions and Abundance on the Atlantic Outer Continental Shelf](#) project webpage.

Bird tracking data can also provide additional details about occurrence and habitat use throughout the year, including migration. Models relying on survey data may not include this information. For additional information on marine bird tracking data, see the [Diving Bird Study](#) and the [nanotag studies](#) or contact [Caleb Spiegel](#) or [Pam Loring](#).

What if I have eagles on my list?

If your project has the potential to disturb or kill eagles, you may need to [obtain a permit](#) to avoid violating the Eagle Act should such impacts occur.

Proper Interpretation and Use of Your Migratory Bird Report

The migratory bird list generated is not a list of all birds in your project area, only a subset of birds of priority concern. To learn more about how your list is generated, and see options for identifying what other birds may be in your project area, please see the FAQ "What does IPaC use to generate the migratory birds potentially occurring in my specified location". Please be aware this report provides the "probability of presence" of birds within the 10 km grid cell(s) that overlap your project; not your exact project footprint. On the graphs provided, please also look carefully at the survey effort (indicated by the black vertical bar) and for the existence of the "no data" indicator (a red horizontal bar). A high survey effort is the key component. If the survey effort is high, then the probability of presence score can be viewed as more dependable. In contrast, a low survey effort bar or no data bar means a lack of data and, therefore, a lack of certainty about presence of the species. This list is not perfect; it is simply a starting point for identifying what birds of concern have the potential to be in your project area, when they might be there, and if they might be breeding (which means nests might be present). The list helps you know what to look for to confirm presence, and helps guide you in knowing when to implement conservation measures to avoid or minimize potential impacts from your project activities, should presence be confirmed. To learn more about conservation measures, visit the FAQ "Tell me about conservation measures I can implement to avoid or minimize impacts to migratory birds" at the bottom of your migratory bird trust resources page.

Facilities

National Wildlife Refuge lands

Any activity proposed on lands managed by the [National Wildlife Refuge](#) system must undergo a 'Compatibility Determination' conducted by the Refuge. Please contact the individual Refuges to discuss any questions or concerns.

THERE ARE NO REFUGE LANDS AT THIS LOCATION.

Fish hatcheries

THERE ARE NO FISH HATCHERIES AT THIS LOCATION.

Wetlands in the National Wetlands Inventory

Impacts to [NWI wetlands](#) and other aquatic habitats may be subject to regulation under Section 404 of the Clean Water Act, or other State/Federal statutes.

For more information please contact the Regulatory Program of the local [U.S. Army Corps of Engineers District](#).

Please note that the NWI data being shown may be out of date. We are currently working to update our NWI data set. We recommend you verify these results with a site visit to determine the actual extent of wetlands on site.

This location overlaps the following wetlands:

FRESHWATER EMERGENT WETLAND

[PEM1Ch](#)

FRESHWATER FORESTED/SHRUB WETLAND

[PSSA](#)

[PSSC](#)

RIVERINE

[R4SBC](#)

A full description for each wetland code can be found at the [National Wetlands Inventory website](#)

Data limitations

The Service's objective of mapping wetlands and deepwater habitats is to produce reconnaissance level information on the location, type and size of these resources. The maps are prepared from the analysis of high altitude imagery. Wetlands are identified based on vegetation, visible hydrology and geography. A margin of error is inherent in the use of imagery; thus, detailed on-the-ground inspection of any particular site may result in revision of the wetland boundaries or classification established through image analysis.

The accuracy of image interpretation depends on the quality of the imagery, the experience of the image analysts, the amount and quality of the collateral data and the amount of ground truth verification work conducted. Metadata should be consulted to determine the date of the source imagery used and any mapping problems.

Wetlands or other mapped features may have changed since the date of the imagery or field work. There may be occasional differences in polygon boundaries or classifications between the information depicted on the map and the actual conditions on site.

Data exclusions

Certain wetland habitats are excluded from the National mapping program because of the limitations of aerial imagery as the primary data source used to detect wetlands. These habitats include seagrasses or submerged

aquatic vegetation that are found in the intertidal and subtidal zones of estuaries and nearshore coastal waters. Some deepwater reef communities (coral or tubercid worm reefs) have also been excluded from the inventory. These habitats, because of their depth, go undetected by aerial imagery.

Data precautions

Federal, state, and local regulatory agencies with jurisdiction over wetlands may define and describe wetlands in a different manner than that used in this inventory. There is no attempt, in either the design or products of this inventory, to define the limits of proprietary jurisdiction of any Federal, state, or local government or to establish the geographical scope of the regulatory programs of government agencies. Persons intending to engage in activities involving modifications within or adjacent to wetland areas should seek the advice of appropriate federal, state, or local agencies concerning specified agency regulatory programs and proprietary jurisdictions that may affect such activities.

NOT FOR CONSULTATION

Attachment B
**Summary of ESA Effect Determinations for the
Proposed Project**

Attachment C

Design Plans

Attachment B. Summary of ESA Effect Determinations

Summary of ESA Effect Determinations for Federally Listed Species with Potential to Occur in the Action Area for FEMA Grant # HMGP- 4353-306-55

Species Name	Federal Listing Status	Potential to Occur in the Action Area/ESA Effects Determination	Critical Habitat
PLANTS			
California Orcutt grass (<i>Orcuttia californica</i>)	Endangered	No suitable habitat (i.e., deep ephemeral vernal pools underlain by clay soils) exists within the Action Area (AA), and no occurrences of the species have been documented within 10 miles of the project sites (California Department of Fish and Wildlife [CDFW] 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur near Critical Habitat. No effect
Gambel’s watercress (<i>Rorippa gambellii</i>)	Endangered	No suitable habitat (i.e., freshwater and brackish marshes) exists within the AA, and no occurrences of the species have been documented within 10 miles of the project sites (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur near Critical Habitat. No effect
Marsh sandwort (<i>Arenaria paludicola</i>)	Endangered	No suitable habitat (i.e., freshwater marshes) exists within the AA, and no occurrences of the species have been documented within 10 miles of the project sites (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur near Critical Habitat. No effect

Species Name	Federal Listing Status	Potential to Occur in the Action Area/ESA Effects Determination	Critical Habitat
Salt marsh bird's-beak (<i>Cordylanthus maritimus</i> ssp. <i>maritimus</i>)	Endangered	No suitable habitat (i.e., coastal salt marshes) exists within the AA. The nearest documented occurrence was reported as being approximately 9.9 miles from the Rincon Pump Plant site (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur near Critical Habitat. No effect
Spreading navarretia (<i>Navarretia fossalis</i>)	Threatened	No suitable habitat (i.e., vernal pool and alkali playa habitat) exists within the AA, and no occurrences of the species have been documented within 10 miles of the project sites (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur near Critical Habitat. No effect
Ventura marsh milk-vetch (<i>Astragalus pycnostachyus</i> var. <i>lanosissimus</i>)	Endangered	No suitable habitat (i.e., coastal marshes, lagoons, and wetlands) exists within the AA. The nearest documented occurrence was reported as being approximately 5.1 miles from the Rincon Pump Plant site (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur near Critical Habitat. No effect

Species Name	Federal Listing Status	Potential to Occur in the Action Area/ESA Effects Determination	Critical Habitat
BIRDS			
California condor <i>(Gymnogyps californianus)</i>	Endangered	No suitable habitat (i.e., rugged canyons, gorges, and forested mountains) exists within the AA, and no occurrences of the species have been documented within 10 miles of the project sites (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur near Critical Habitat. No effect
California least tern <i>(Sterna antillarum browni)</i>	Endangered	No suitable nesting habitat (i.e., open beaches) exists within or near the AA, and no occurrences of the species have been documented within 10 miles of the project sites (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur within or near any Critical Habitat. No effect
Least Bell's vireo <i>(Vireo bellii pusillus)</i>	Endangered	Suitable habitat (i.e., dense shrub habitat along streams) exists within and near the AA. The nearest documented occurrence was reported as being approximately 1.4 miles from Rincon Pump Plant site and 2 miles from the Avenue 1 Pump Plant site (CDFW 2020). Based on occurrence records and the presence of suitable habitat, least Bell's vireo (LBV) has the potential to occur in the AA. Project impacts on LBV would be limited to construction-related noise, dust and vibration that could disturb LBV nesting and foraging activity. These impacts would be temporary and localized in nature and the implementation of general avoidance and minimization measures and species-specific conservation measures per the PBO would reduce the extent and severity of any potential effects to insignificant and discountable levels. Therefore, the project may affect, but is not likely to adversely affect LBV. May affect, but is not likely to adversely affect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur within or near any Critical Habitat. No effect

Species Name	Federal Listing Status	Potential to Occur in the Action Area/ESA Effects Determination	Critical Habitat
<p>Light-footed Ridgway's rail (<i>Rallus obsoletus levipes</i>; formerly light-footed clapper rail, <i>Rallus longirostris levipes</i>)</p>	<p>Endangered</p>	<p>No suitable habitat (saltwater and brackish water marshes) exists within the AA, and no occurrences of the species have been documented within 10 miles of the project sites (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project.</p> <p>No effect</p>	<p>The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur within or near any Critical Habitat.</p> <p>No effect</p>
<p>Marbled murrelet (<i>Brachyramphus marmoratus</i>)</p>	<p>Threatened</p>	<p>No suitable nesting habitat (i.e., old-growth forests) exists within the AA, and no occurrences of the species have been documented within 10 miles of the project sites (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project.</p> <p>No effect</p>	<p>The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur within or near any Critical Habitat.</p> <p>No effect</p>
<p>Southwestern willow flycatcher (<i>Empidonax traillii extimus</i>)</p>	<p>Endangered</p>	<p>Suitable nesting habitat (i.e., riparian woodland) for southwestern willow flycatcher (SWFL) exists within and near the AA. No occurrences of SWFL have been documented within 10 miles of the project sites; however, designated Critical Habitat for the species exists within approximately 130 feet of the Avenue 1 Pump Plant portion of the AA (CDFW 2020). Based on the presence of suitable habitat, SWFL has the potential to occur within and near the AA. Project impacts on SWFL would be limited to construction-related noise, dust and vibration that could disturb SWFL nesting activity. These impacts would be temporary and localized in nature and the implementation of general avoidance and minimization measures and species-specific conservation measures per the PBO would reduce the extent and severity of any potential effects to insignificant and discountable levels. Therefore, the project may affect, but is not likely to adversely affect SWFL.</p> <p>May affect, but is not likely to adversely affect</p>	<p>The proposed project would have no effect on designated Critical Habitat for the species because the AA does not overlap with Critical Habitat.</p> <p>No effect</p>

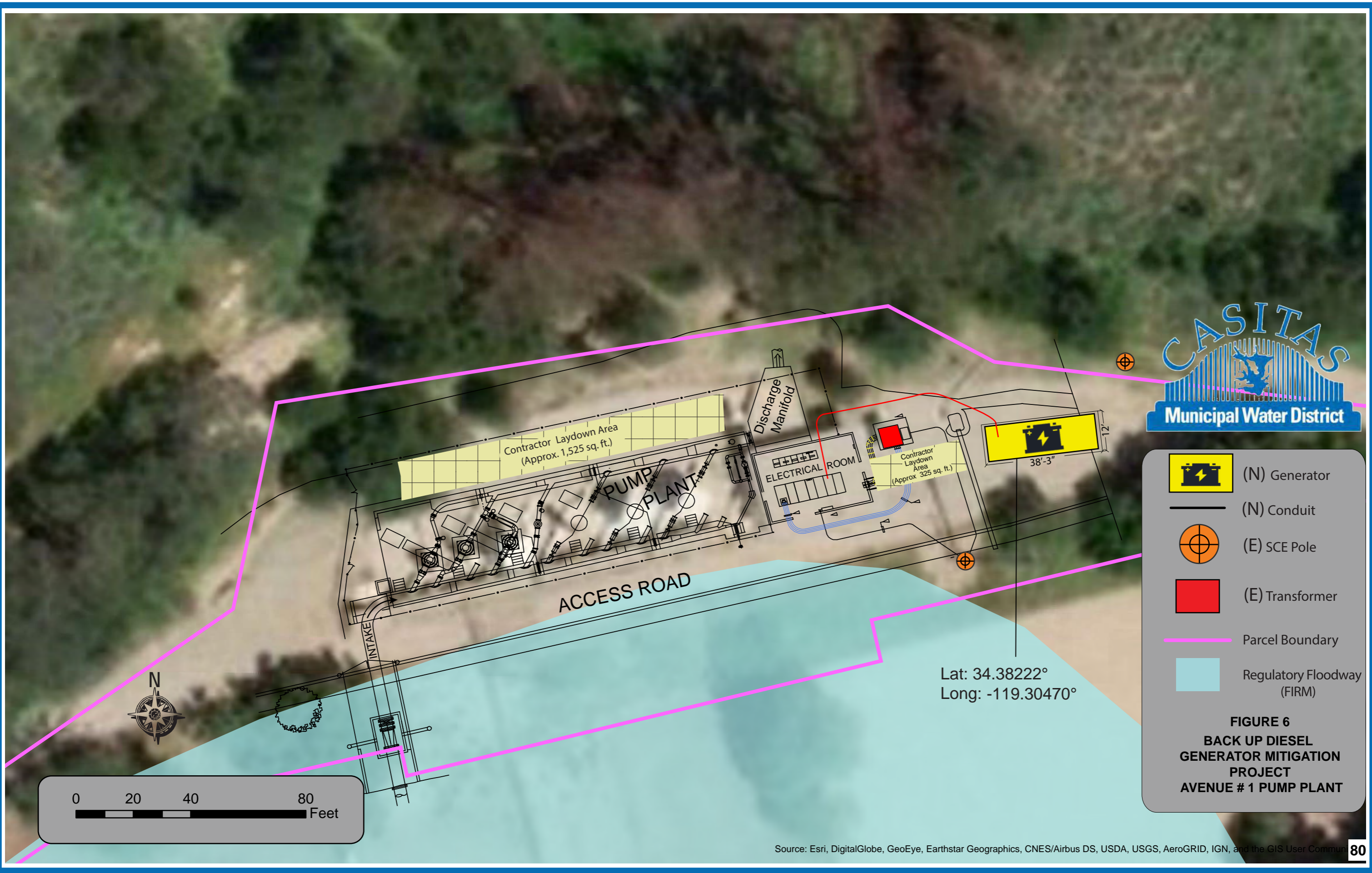
Species Name	Federal Listing Status	Potential to Occur in the Action Area/ESA Effects Determination	Critical Habitat
Western snowy plover (<i>Charadrius alexandrinus nivosus</i>)	Threatened	No suitable habitat (i.e., coastal beaches) exists within or near the AA. The nearest documented occurrence was reported as being approximately 7.5 miles from the Rincon Pump Plant site (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur within or near any Critical Habitat. No effect
Yellow-billed cuckoo, Western U.S. DPS (<i>Coccyzus americanus</i>)	Threatened	No occurrences of yellow-billed cuckoo (YBCU) have been recorded within a 10-mile radius of the combined AA (CDFW 2020). Although YBCU generally breed in large blocks of riparian habitat, the species is known use narrow bands of riparian woodland in some instances. Therefore, there is some potential for YBCU to occupy the linear patches of riparian woodland habitat that lie within the 500-foot disturbance buffer at both project sites during the breeding season (May 15–September 15) (Halterman et al. 2015). Project impacts on YBCU would be limited to construction-related noise, dust and vibration that could disturb YBCU nesting activity. These impacts would be temporary and localized in nature and the implementation of general avoidance and minimization measures and species-specific conservation measures per the PBO would reduce the extent and severity of any potential effects to insignificant and discountable levels. Therefore, the project may affect, but is not likely to adversely affect YBCU. May affect, but is not likely to adversely affect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur within or near any Critical Habitat. No effect

Species Name	Federal Listing Status	Potential to Occur in the Action Area/ESA Effects Determination	Critical Habitat
AMPHIBIANS			
California red-legged frog <i>(Rana draytonii)</i>	Threatened	<p>Suitable habitat for California red-legged frog (CRLF) occurs within or near both parts of the AA. For the portion of the AA corresponding to the Rincon Pump Plant the nearest occurrence of CRLF was recorded 1.1 miles southeast of the site, and for the portion of the AA associated with Avenue 1 Pump Plant the nearest occurrence of the species was recorded 0.1 miles west of the site (CDFW 2020). Additionally, the 500-foot buffer around work areas at the Avenue 1 Pump Plant site overlaps with approximately 2 acres of designated Critical Habitat for CRLF. Although no suitable habitat for CRLF exists within areas where ground disturbing activities are proposed, CRLF may move through these areas during periods of wet weather to reach nearby water features. This is unlikely as CRLF typically move along riparian corridors and work areas are generally separated from adjacent stream channels by development including roads that would likely function as barriers to dispersal. This project may affect, and is likely to adversely affect CRLF because of the potential for individuals to occur in the AA when construction activities would take place at which time they could be subject to non-lethal harm in the form of relocation. However, the proposed implementation of General AMMs and CRLF-specific measures described in Sections C.2 and C.3 would minimize any potential adverse effects to the species.</p> <p>May affect, and is likely to adversely affect</p>	<p>The proposed project would have no effect on designated Critical Habitat for CRLF because ground disturbance would be restricted to existing paved and previously disturbed areas that lack the PBFs of Critical Habitat for the species.</p> <p>No effect</p>

FISH			
<p>Steelhead - southern California DPS <i>(Oncorhynchus mykiss irideus</i> pop. 10)</p>	Endangered	<p>Limited marginal aquatic habitat consisting of Coyote Creek exists within the Rincon Pump Plant portion of the AA. Coyote Creek is unlikely to support flow conditions suitable for steelhead because of the relatively small associated drainage area; however, Coyote Creek is designated as critical habitat for the species. The nearest documented occurrence of the species was reported as being approximately 3.3 miles from the Rincon Pump Plant site (CDFW 2020). No in-water work or project-related impacts on existing aquatic habitats would occur. Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project.</p> <p>No effect</p>	<p>The proposed project would have no effect on designated Critical Habitat for the species because the project would not involve inwater work nor would it directly or indirectly affect existing aquatic habitats.</p> <p>No effect</p>
<p>Tidewater goby <i>(Eucyclogobius newberryi)</i></p>	Endangered	<p>No suitable habitat (i.e., coastal lagoons and estuaries) exists within or near the AA, and no occurrences of the species have been documented within 10 miles of the project sites (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project.</p> <p>No effect</p>	<p>The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur within or near any Critical Habitat.</p> <p>No effect</p>

Species Name	Federal Listing Status	Potential to Occur in the Action Area/ESA Effects Determination	Critical Habitat
CRUSTACEANS			
Riverside fairy shrimp <i>(Streptocephalus woottoni)</i>	Endangered	No suitable habitat (i.e., vernal pools) exists within or near the AA, and no occurrences of the species have been documented within 10 miles of the project sites (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur within or near any Critical Habitat. No effect
Vernal pool fairy shrimp <i>(Branchinecta lynchi)</i>	Endangered	No suitable habitat (i.e., vernal pools) exists within or near the AA, and no occurrences of the species have been documented within 10 miles of the project sites (CDFW 2020). Therefore, no potential direct or indirect effects on the species are anticipated to occur from implementation of the proposed project. No effect	The proposed project would have no effect on any designated or proposed Critical Habitat for the species because the AA does not occur within or near any Critical Habitat. No effect

Source: California Department of Fish and Wildlife (CDFW). 2020. The California Natural Diversity Database (CNDDDB) – Commercial version dated August 30, 2020. Retrieved September, 2020 from <https://apps.wildlife.ca.gov/rarefind/view/RareFind.aspx>



	(N) Generator
	(N) Conduit
	(E) SCE Pole
	(E) Transformer
	Parcel Boundary
	Regulatory Floodway (FIRM)

FIGURE 6
BACK UP DIESEL
GENERATOR MITIGATION
PROJECT
AVENUE # 1 PUMP PLANT







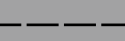

-  (N) Generator
-  (E) SCE Pole
-  (E) Overhead Lines
-  (N) Transformer
-  (E) Chain Link Fence
-  (N) Conduit

FIGURE 5
BACK UP DIESEL
GENERATOR MITIGATION
PROJECT
RINCON PUMP PLANT



Note: Parcel boundary does not appear at this scale.

Lat: 34.36875°
 Long: -119.33008°

31'

11'

ACCESS ROAD

Attachment D
USFWS Correspondence



Julia Aranda <jaranda@casitaswater.com>

Backup Diesel Generator Project

Julia Aranda <jaranda@casitaswater.com>
To: chris_dellith@fws.gov

Fri, Aug 10, 2018 at 2:47 PM





Hi Chris

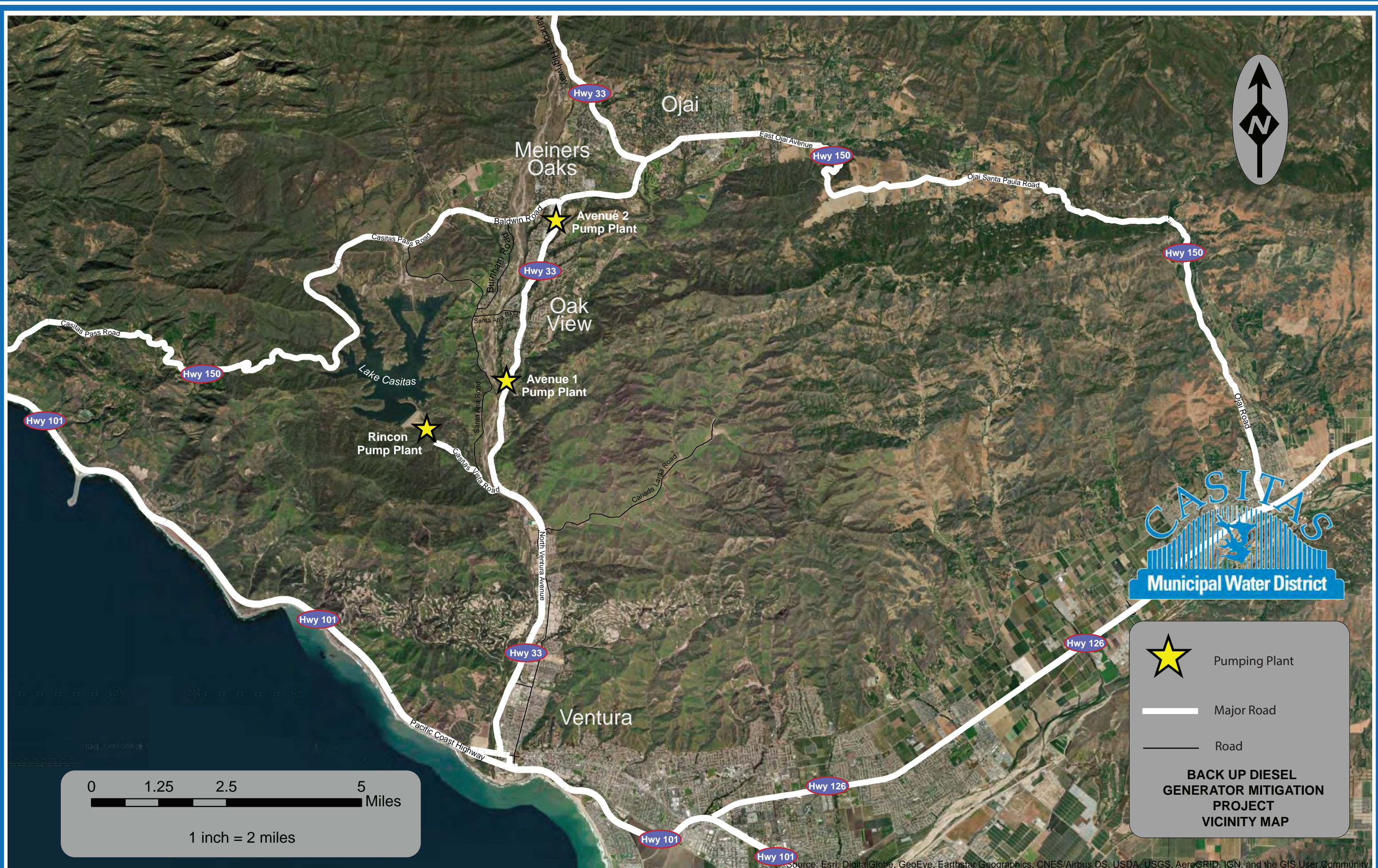
As I mentioned, we are proposing installation of permanent generators at three pump station sites, which we refer to as Rincon, Avenue 1 and Avenue 2. As part of the FEMA grant application process, we must contact FWS to obtain information on endangered/threatened species and/or critical habitat. Please provide whatever information you have in this regard. Thank you for your assistance.




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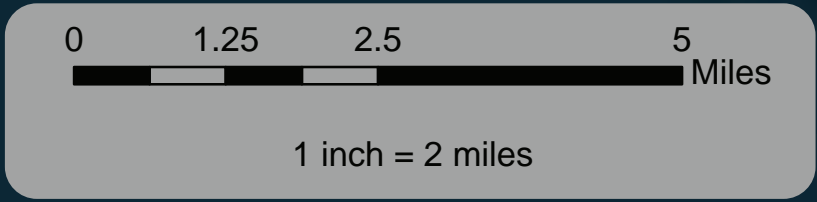
Julia Aranda, PE
Engineering Manager
Casitas Municipal Water District
1055 Ventura Ave
Oak View CA 93022
805.649.2251 x107
818.667.7439 cell

4 attachments

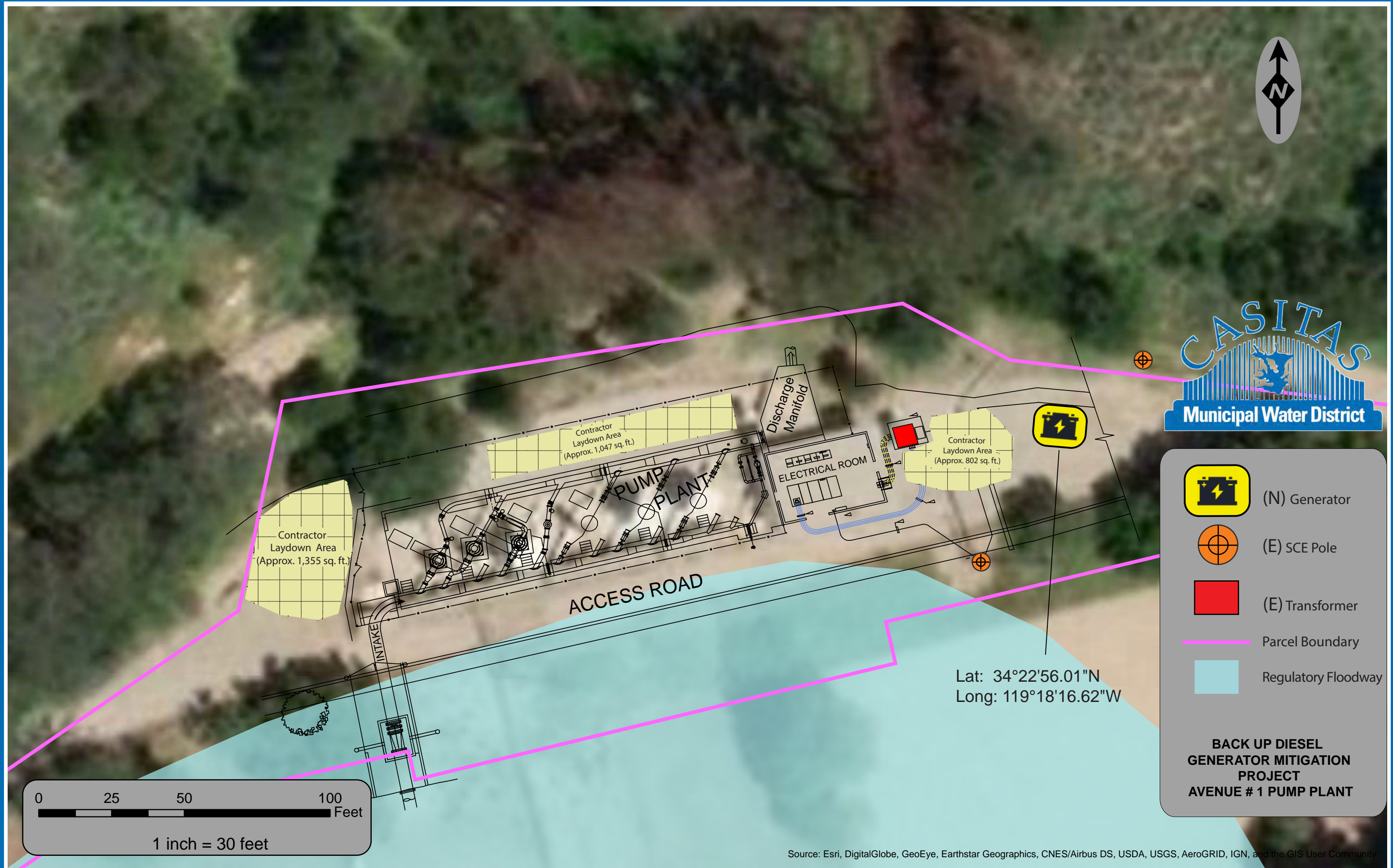
-  **Generator Vicinity Map_reduced.pdf**
1102K
-  **Ave1 PP Site Map_reduced.pdf**
6595K
-  **Ave2 PP Site Map_reduced.pdf**
303K
-  **Rincon PP Site Map_reduced.pdf**
296K





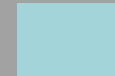


	Pumping Plant
	Major Road
	Road
BACK UP DIESEL GENERATOR MITIGATION PROJECT VICINITY MAP	



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



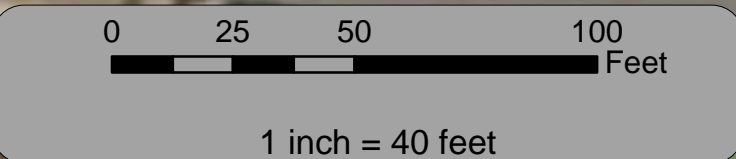
-  (N) Generator
-  (E) SCE Pole
-  (E) Transformer
-  Parcel Boundary
-  Regulatory Floodway





**BACK UP DIESEL
GENERATOR MITIGATION
PROJECT
AVENUE # 1 PUMP PLANT**

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Lat: 34°25'31.47"N
 Long: 119°17'22.51"W










-  (N) Generator
-  (E) SCE Pole
-  (E) Transformer
-  Parcel Boundary

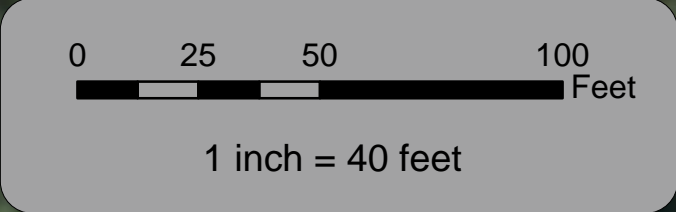
**BACK UP DIESEL
 GENERATOR MITIGATION
 PROJECT
 AVENUE # 2 PLANT**

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



	(N) Generator
	(E) SCE Pole
	(E) Overhead Lines
	(N) Transformer
	(E) Chain Link Fence
	(N) Conduit
	Parcel Boundary

**BACK UP DIESEL GENERATOR MITIGATION PROJECT
RINCON PUMP PLANT**



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Julia Aranda <jaranda@casitaswater.com>

Backup Diesel Generator Project

Chris Dellith <chris_dellith@fws.gov>
To: Julia Aranda <jaranda@casitaswater.com>
Cc: Lena Chang <lena_chang@fws.gov>, Collette Thogerson <collette_thogerson@fws.gov>

Mon, Aug 13, 2018 at 10:52 AM

Hi Julie,

It was nice speaking with you on Friday afternoon. Based on the information you've provided in your original email (with attachments) and during our conversation we don't have any concerns for federally listed species at the proposed emergency generator sites (i.e., Rincon, Avenue 1 and Avenue 2). Although federally listed species are known to occur in the vicinity of the proposed sites, the sites have been previously disturbed and there is no suitable habitat for federally listed species at those particular locations. Thank you for checking with us.

Sincerely,
Chris

=====

Chris Dellith
Senior Fish and Wildlife Biologist
Ventura Field Office
U.S. Fish and Wildlife Service
2493 Portola Rd., Suite B
Ventura, CA 93003
Phone: (805) 677-3308



Visit us on the web: <http://ventura.fws.gov>
"Like" us on [Facebook!](#)

From: Julia Aranda <jaranda@casitaswater.com>
Sent: Friday, August 10, 2018 2:47 PM
To: chris_dellith@fws.gov
Subject: [EXTERNAL] Fwd: Backup Diesel Generator Project

[Quoted text hidden]

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: DECLARE BACKHOE UNIT #111 (1989 JOHN DEERE 310C BACKHOE [TO310CA750030]) SURPLUS AND APPROVE ITS SALE VIA AN AUCTION THROUGH THE COUNTY OF VENTURA, GENERAL SERVICES AGENCY, SURPLUS DEPARTMENT IN THE ESTIMATED AMOUNT OF \$12,000.
DATE: FEBRUARY 3, 2021

RECOMMENDATION:

Declare backhoe Unit #111 (1989 John Deere 310C Backhoe [TO310CA750030]) surplus and approve its sale as presented.

DISCUSSION:

Operations is seeking to remove from our inventory Unit #111 (1989 John Deere 310C Backhoe [TO310CA750030]) that was used by the Treatment Plant to manage the drying beds among other tasks around the plant property.

Due to its age, there are issues with the brakes and hydraulics which have become a safety concern. In addition, the phasing out of this unit will remove a CARB Tier 0 engine from our off-road fleet. This will improve our overall California Air Resources Board (CARB) score, preventing the need to replace or minimize operating times for other heavy equipment units.

The treatment plant will be receiving an interdepartmental transfer of a replacement backhoe so that they can continue to meet their maintenance needs.

The County of Ventura provides surplus equipment disposal services which includes auctioning of equipment.

The County tested a four-day online auction of Unit #111 and received a top bid of \$12,500.00.

These auctions are subject to the potential buyer's post-auction inspection of the equipment.

BUDGETARY IMPACT:

A possible positive impact to the budget equal to the net sale price of the equipment.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: GRAND AVENUE PIPELINE REPLACEMENT, SPECIFICATION NO. 20-436
DATE: 2/10/21

RECOMMENDATION:

- Award the contract for the Grand Avenue Pipeline Replacement, Specification No. 20-436, to Toro Enterprises in the amount of \$1,444,395, and the President of the Board execute an agreement for said work;
- Authorize the General Manager to issue a Task Order to Cannon Corporation for engineering services during construction for a not-to-exceed amount of \$26,540;
- Authorize the General Manager to issue a Task Order to Rincon Consultants, Inc., for environmental support services and Native American monitoring services for a not-to-exceed amount of \$161,024; and
- Authorize the General Manager to issue a Task Order to Oakridge Geoscience, Inc., for geotechnical services for a not-to-exceed amount of \$58,325.

BACKGROUND AND DISCUSSION:

A water transmission study was prepared in 2019 by MKN for the Ojai Water System to optimize and consolidate the water mains to improve system hydraulics and reliability. The study targeted numerous pipelines in poor condition located in Grand Avenue between Los Alamos Drive and Montgomery Street, as well as the 4-inch cast iron pipeline in Lion Street between Grand Avenue and E. Aliso Street.

The project was released for bidding on December 16, 2020. Two options were included: Option A includes a segment on Grand Avenue from Fulton to Shady and Option B includes Lion Street. Only prequalified pipeline contractors were allowed to submit bids. Three bids were received on January 12, 2021 as shown in Table 1. Bids were received via email and opened via conference call/Google Meet. The three lowest bidders were required to submit hardcopies within 24 hours to the District office.

Table 1 – Bid Summary

Bidder	Base Bid Grand Ave	Option A Grand Ave from Fulton to Shady	Option B Lion Street	Total Bid
Engineer's Estimate	\$1,283,400.00	\$413,700.00	\$401,600.00	\$2,098,700.00
Toro Enterprises	\$1,095,795.00	\$348,600.00	\$565,800.00	\$2,010,195.00
Cedro Construction Inc.	\$1,424,922.50	\$412,956.00	\$380,647.00	\$2,218,525.50
Tierra Contracting	\$1,496,200.00	\$603,540.00	\$508,915.00	\$2,608,655.00

The contract documents state the award will be based on the Base Bid only. The lowest bidder for the Base Bid is Toro Enterprises whose bid is considered responsive and responsible and is recommended for award. A detailed bid evaluation is attached. Option A includes a portion of Grand Avenue between Fulton Street and Shady Lane, and Option B includes replacement of the pipeline in Lion Street. The pricing from Toro Enterprises appears reasonable for Option A and the total bid for the base plus Option A in the amount of \$1,444,395.00 is recommended for award. The contract duration is 210 consecutive calendar days for the base bid work; Option A adds 30 days to the contract duration, for a total of 240 days. Lion Street will be packaged as a separate project and released for bidding in February 2021.

Cannon provided engineering design services for these pipelines and system improvements. Cannon submitted a proposal to provide engineering services during construction including pre-construction meeting, RFI and Change Orders, submittal review, field visits and record drawings. The not-to-exceed fee is \$26,540.

The Mitigated Negative Declaration (MND) for the Ojai Water System Improvements adopted by the Board in April 2019 includes environmental mitigation measures. Additionally, two amendments to the MND were made to account for minor changes to the project list. At the District's request, Rincon Consultants, Inc. provided a proposal to perform Worker Environmental Awareness Program (WEAP), pre-construction wildlife survey, archaeological monitoring, paleontological resources, protected tree-monitoring, and Native American monitoring services for this project in an amount not to exceed \$161,024.

Oakridge Geoscience, Inc. provided a proposal to perform geotechnical services in an amount not-to-exceed \$58,325. This includes construction observation and compaction testing to comply with the City of Ojai Encroachment Permit.

BUDGET IMPACT:

The fiscal year (FY) 2020-21 budget includes \$500,000 from CFD 2013-1 for the Grand Avenue Pipeline Replacement. This funding may not be sufficient for anticipated expenditures as shown in Table 2. An additional \$800,000 is requested for FY 20-21. The FY 21-22 budget will include a request for the remainder of the project through completion.

Table 2 – Estimated Project Budget

Description	FY 20-21	FY 21-22	Subtotal
Design	\$47,600	\$0	\$47,600
Construction Contract	\$962,930	\$481,465	\$1,444,395
Engineering Services During Construction	\$17,693	\$8,847	\$26,540
Environmental and Native American Monitoring During Construction	\$107,349	\$53,675	\$161,024
Geotechnical Services During Construction	\$38,883	\$19,442	\$58,325
Contingency (10%)	\$117,445	\$56,343	\$173,788
TOTAL	\$1,291,900	\$619,772	\$1,911,672

- Attachments: Detailed Bid Evaluation
 Proposal from Cannon dated January 27, 2021
 Proposal from Rincon Consultants dated January 29, 2021
 Proposal from Oakridge Geoscience dated January 26, 2021

CASITAS MUNICIPAL WATER DISTRICT
 1055 VENTURA AVENUE
 Oak View, CA 93022
 (805) 649-2251
 SPEC 20-436
 Project: Grand Avenue Pipeline Replacement
 Bid: 1/12/21 2:00 PM

Toro Enterprises Lic.#710580; P.O. Box 6285 Onnard, CA 93031	*Cedro Construction Inc. Lic.#775943; 120 E. Santa Maria St. Santa Paula, CA 93060	Tierra Contracting Lic.#416114; 5484 Overpass Road Santa Barbara, CA 93111
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ITEM#	DESCRIPTION	APPROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
1	Mobilization	1	LS	\$ 80,000.00	\$ 80,000.00	\$ 16,000.00	\$ 16,000.00	\$ 30,000.00	\$ 30,000.00
2	Traffic Control	1	LS	\$ 52,000.00	\$ 52,000.00	\$ 26,465.00	\$ 26,465.00	\$ 75,000.00	\$ 75,000.00
3	WPCP	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 7,702.00	\$ 7,702.00	\$ 4,835.00	\$ 4,835.00
4	Tree Protection Plan	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 26,456.00	\$ 26,456.00	\$ 6,500.00	\$ 6,500.00
5	4-Inch PVC	5	LF	\$ 700.00	\$ 3,500.00	\$ 2,402.00	\$ 12,010.00	\$ 190.00	\$ 950.00
6	6-Inch PVC	30	LF	\$ 540.00	\$ 16,200.00	\$ 1,140.00	\$ 34,200.00	\$ 200.00	\$ 6,000.00
7	8-Inch PVC	440	LF	\$ 190.00	\$ 83,600.00	\$ 280.00	\$ 123,200.00	\$ 204.00	\$ 89,760.00
8	10-Inch PVC	350	LF	\$ 180.00	\$ 63,000.00	\$ 249.00	\$ 87,150.00	\$ 206.00	\$ 72,100.00
9	12-Inch PVC	2760	LF	\$ 115.00	\$ 317,400.00	\$ 215.00	\$ 593,400.00	\$ 208.00	\$ 574,080.00
10	Steel Casing Crossings	3	EA	\$ 17,500.00	\$ 52,500.00	\$ 10,085.00	\$ 30,255.00	\$ 8,500.00	\$ 25,500.00
11	8-Inch Gate Valve	9	EA	\$ 1,200.00	\$ 10,800.00	\$ 1,345.00	\$ 12,105.00	\$ 1,000.00	\$ 9,000.00
12	10-Inch Gate Valve	2	EA	\$ 1,900.00	\$ 3,800.00	\$ 2,219.00	\$ 4,438.00	\$ 1,400.00	\$ 2,800.00
13	12-Inch Gate Valve	15	EA	\$ 2,200.00	\$ 33,000.00	\$ 2,636.00	\$ 39,540.00	\$ 1,600.00	\$ 24,000.00
14	Fire Hydrant Assembly	3	EA	\$ 8,000.00	\$ 24,000.00	\$ 11,859.00	\$ 35,577.00	\$ 5,500.00	\$ 16,500.00
15	Sidewalk, Curb, and Gutter	12	EA	\$ 650.00	\$ 7,800.00	\$ 1,782.00	\$ 21,384.00	\$ 1,250.00	\$ 15,000.00
16	1" Water Service Lateral	42	EA	\$ 2,700.00	\$ 113,400.00	\$ 3,201.00	\$ 134,442.00	\$ 3,200.00	\$ 134,400.00
17	2" Water Service Lateral	3	EA	\$ 4,000.00	\$ 12,000.00	\$ 4,826.00	\$ 14,478.00	\$ 3,600.00	\$ 10,800.00
18	New Meter Box	35	EA	\$ 250.00	\$ 8,750.00	\$ 517.00	\$ 18,095.00	\$ 450.00	\$ 15,750.00
19	New Customer Meter Valve	43	EA	\$ 200.00	\$ 8,600.00	\$ 182.00	\$ 7,826.00	\$ 200.00	\$ 8,600.00
20	Abandon Water Mains	30	EA	\$ 400.00	\$ 12,000.00	\$ 964.00	\$ 28,920.00	\$ 2,500.00	\$ 75,000.00
21	AC Pavement Restoration	17875	SF	\$ 7.32	\$ 130,845.00	\$ 2.90	\$ 51,837.50	\$ 13.00	\$ 232,375.00
22	Foothill Rd and Aliso St Interconnection	1	LS	\$ 29,000.00	\$ 29,000.00	\$ 50,995.00	\$ 50,995.00	\$ 34,500.00	\$ 34,500.00
23	Del Norte Rd Interconnection	1	LS	\$ 26,600.00	\$ 26,600.00	\$ 48,447.00	\$ 48,447.00	\$ 32,750.00	\$ 32,750.00
BASE BID TOTAL AMOUNT FOR BID ITEMS 1 THROUGH 23				\$	1,095,795.00	\$	1,424,922.50	\$	1,496,200.00

* Cedro Construction Inc. Wrote Incorrect Totals

ITEM#	DESCRIPTION	APPROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
A1	Install 6-Inch PVC	40	LF	\$ 400.00	\$ 16,000.00	\$ 991.00	\$ 39,640.00	\$ 235.00	\$ 9,400.00
A2	Install 8-Inch PVC	140	LF	\$ 200.00	\$ 28,000.00	\$ 395.00	\$ 55,300.00	\$ 245.00	\$ 34,300.00
A3	Install 12-Inch PVC	1360	LF	\$ 135.00	\$ 183,600.00	\$ 160.50	\$ 218,280.00	\$ 254.00	\$ 345,440.00
A4	Install Steel Casing Pipe Crossing	1	EA	\$ 18,500.00	\$ 18,500.00	\$ 13,709.00	\$ 13,709.00	\$ 8,500.00	\$ 8,500.00
A5	Install 8-Inch Gate Valve	5	EA	\$ 1,200.00	\$ 6,000.00	\$ 1,669.00	\$ 8,345.00	\$ 1,000.00	\$ 5,000.00
A6	Install 12-Inch Gate Valve	8	EA	\$ 2,200.00	\$ 17,600.00	\$ 2,519.00	\$ 20,152.00	\$ 1,600.00	\$ 12,800.00
A7	Cut and Abandon Water Mains	16	EA	\$ 600.00	\$ 9,600.00	\$ 2,200.00	\$ 35,200.00	\$ 5,500.00	\$ 88,000.00
A8	AC Pavement Restoration	7700	SF	\$ 9.00	\$ 69,300.00	\$ 2.90	\$ 22,330.00	\$ 13.00	\$ 100,100.00
OPTION A TOTAL AMOUNT FOR BID ITEMS A1 THROUGH A8				\$	348,600.00	\$	412,956.00	\$	603,540.00

ITEM#	DESCRIPTION	APPROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
B1	Mobilize	1	LS	\$ 25,500.00	\$ 25,500.00	\$ 13,600.00	\$ 13,600.00	\$ 12,000.00	\$ 12,000.00
B2	Traffic Control	1	LS	\$ 35,800.00	\$ 35,800.00	\$ 4,685.00	\$ 4,685.00	\$ 10,000.00	\$ 10,000.00
B3	WPCP	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 4,267.00	\$ 4,267.00	\$ 3,995.00	\$ 3,995.00
B4	Tree Protection Plan	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,200.00	\$ 4,200.00
B5	4-Inch PVC	20	LF	\$ 700.00	\$ 14,000.00	\$ 792.00	\$ 15,840.00	\$ 190.00	\$ 3,800.00
B6	6-Inch PVC	20	LF	\$ 550.00	\$ 11,000.00	\$ 792.00	\$ 15,840.00	\$ 200.00	\$ 4,000.00
B7	8-Inch PVC	980	LF	\$ 200.00	\$ 196,000.00	\$ 131.00	\$ 128,380.00	\$ 204.00	\$ 199,920.00
B8	Steel Casing in Lion Street	1	LS	\$ 110,000.00	\$ 110,000.00	\$ 40,700.00	\$ 40,700.00	\$ 65,000.00	\$ 65,000.00
B9	8-Inch Gate Valve	8	EA	\$ 1,200.00	\$ 9,600.00	\$ 1,224.00	\$ 9,792.00	\$ 1,000.00	\$ 8,000.00
B10	Fire Hydrant Assembly	2	EA	\$ 8,000.00	\$ 16,000.00	\$ 7,332.00	\$ 14,664.00	\$ 5,500.00	\$ 11,000.00
B11	Sidewalk, Curb, and Gutter	4	EA	\$ 650.00	\$ 2,600.00	\$ 2,234.00	\$ 8,936.00	\$ 1,250.00	\$ 5,000.00
B12	1" Water Service Lateral	24	EA	\$ 3,000.00	\$ 72,000.00	\$ 3,162.00	\$ 75,888.00	\$ 3,200.00	\$ 76,800.00
B13	2" Water Service Lateral	2	EA	\$ 4,500.00	\$ 9,000.00	\$ 4,368.00	\$ 8,736.00	\$ 3,600.00	\$ 7,200.00
B14	New Meter Box	26	EA	\$ 250.00	\$ 6,500.00	\$ 269.00	\$ 6,994.00	\$ 450.00	\$ 11,700.00
B15	New Customer Meter Valve	25	EA	\$ 200.00	\$ 5,000.00	\$ 213.00	\$ 5,325.00	\$ 200.00	\$ 5,000.00
B16	Abandon Water Mains	6	EA	\$ 400.00	\$ 2,400.00	\$ 1,035.00	\$ 6,210.00	\$ 2,500.00	\$ 15,000.00
B17	AC Pavement Restoration	5100	SF	\$ 9.00	\$ 45,900.00	\$ 2.90	\$ 14,790.00	\$ 13.00	\$ 66,300.00
OPTION B TOTAL AMOUNT FOR BID ITEMS B1 THROUGH B17				\$	565,800.00	\$	380,647.00	\$	508,915.00

DIVISION OF WORK OR TRADE				SUBCONTRACTOR		SUBCONTRACTOR		SUBCONTRACTOR	
				Golden State Boring and Pipe Jacking				Benner and Carpenter	
								KOPPL	
								Ayala Boring Inc	

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: GRAND AVENUE PIPELINE REPLACEMENT, SPECIFICATION NO. 20-436
DATE: 2/10/21

RECOMMENDATION:

- Award the contract for the Grand Avenue Pipeline Replacement, Specification No. 20-436, to Toro Enterprises in the amount of \$1,444,395, and the President of the Board execute an agreement for said work;
- Authorize the General Manager to issue a Task Order to Cannon Corporation for engineering services during construction for a not-to-exceed amount of \$26,540;
- Authorize the General Manager to issue a Task Order to Rincon Consultants, Inc., for environmental support services and Native American monitoring services for a not-to-exceed amount of \$161,024; and
- Authorize the General Manager to issue a Task Order to Oakridge Geoscience, Inc., for geotechnical services for a not-to-exceed amount of \$58,325.

BACKGROUND AND DISCUSSION:

A water transmission study was prepared in 2019 by MKN for the Ojai Water System to optimize and consolidate the water mains to improve system hydraulics and reliability. The study targeted numerous pipelines in poor condition located in Grand Avenue between Los Alamos Drive and Montgomery Street, as well as the 4-inch cast iron pipeline in Lion Street between Grand Avenue and E. Aliso Street.

The project was released for bidding on December 16, 2020. Two options were included: Option A includes a segment on Grand Avenue from Fulton to Shady and Option B includes Lion Street. Only prequalified pipeline contractors were allowed to submit bids. Three bids were received on January 12, 2021 as shown in Table 1. Bids were received via email and opened via conference call/Google Meet. The three lowest bidders were required to submit hardcopies within 24 hours to the District office.

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The contract documents state the award will be based on the Base Bid only. The lowest bidder for the Base Bid is Toro Enterprises whose bid is considered responsive and responsible and is recommended for award. A detailed bid evaluation is attached. Option A includes a portion of Grand Avenue between Fulton Street and Shady Lane, and Option B includes replacement of the pipeline in Lion Street. The pricing from Toro Enterprises appears reasonable for Option A and the total bid for the base plus Option A in the amount of \$1,444,395.00 is recommended for award. The contract duration is 210 consecutive calendar days for the base bid work; Option A adds 30 days to the contract duration, for a total of 240 days. Lion Street will be packaged as a separate project and released for bidding in February 2021.

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BUDGET IMPACT:

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CASITAS MUNICIPAL WATER DISTRICT
 1055 VENTURA AVENUE
 Oak View, CA 93022
 (805) 649-2251
 SPEC 20-436
 Project: Grand Avenue Pipeline Replacement
 Bid: 1/12/21 2:00 PM

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3	WPCP	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 7,702.00	\$ 7,702.00	\$ 4,835.00	\$ 4,835.00
4	Tree Protection Plan	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 26,456.00	\$ 26,456.00	\$ 6,500.00	\$ 6,500.00
5	4-Inch PVC	5	LF	\$ 700.00	\$ 3,500.00	\$ 2,402.00	\$ 12,010.00	\$ 190.00	\$ 950.00
6	6-Inch PVC	30	LF	\$ 540.00	\$ 16,200.00	\$ 1,140.00	\$ 34,200.00	\$ 200.00	\$ 6,000.00
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11	8-Inch Gate Valve	9	EA	\$ 1,200.00	\$ 10,800.00	\$ 1,345.00	\$ 12,105.00	\$ 1,000.00	\$ 9,000.00
12	10-Inch Gate Valve	2	EA	\$ 1,900.00	\$ 3,800.00	\$ 2,219.00	\$ 4,438.00	\$ 1,400.00	\$ 2,800.00
13	12-Inch Gate Valve	15	EA	\$ 2,200.00	\$ 33,000.00	\$ 2,636.00	\$ 39,540.00	\$ 1,600.00	\$ 24,000.00
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23	Del Norte Rd Interconnection	1	LS	\$ 26,600.00	\$ 26,600.00	\$ 48,447.00	\$ 48,447.00	\$ 32,750.00	\$ 32,750.00
BASE BID TOTAL AMOUNT FOR BID ITEMS 1 THROUGH 23				\$	1,095,795.00	\$	1,424,922.50	\$	1,496,200.00

* Cedro Construction Inc. Wrote Incorrect Totals

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A4	Install Steel Casing Pipe Crossing	1	EA	\$ 18,500.00	\$ 18,500.00	\$ 13,709.00	\$ 13,709.00	\$ 8,500.00	\$ 8,500.00
A5	Install 8-Inch Gate Valve	5	EA	\$ 1,200.00	\$ 6,000.00	\$ 1,669.00	\$ 8,345.00	\$ 1,000.00	\$ 5,000.00
A6	Install 12-Inch Gate Valve	8	EA	\$ 2,200.00	\$ 17,600.00	\$ 2,519.00	\$ 20,152.00	\$ 1,600.00	\$ 12,800.00
A7	Cut and Abandon Water Mains	16	EA	\$ 600.00	\$ 9,600.00	\$ 2,200.00	\$ 35,200.00	\$ 5,500.00	\$ 88,000.00
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OPTION A TOTAL AMOUNT FOR BID ITEMS A1 THROUGH A8				\$	348,600.00	\$	412,956.00	\$	603,540.00

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B1	Mobilize	1	LS	\$ 25,500.00	\$ 25,500.00	\$ 13,600.00	\$ 13,600.00	\$ 12,000.00	\$ 12,000.00
B2	Traffic Control	1	LS	\$ 35,800.00	\$ 35,800.00	\$ 4,685.00	\$ 4,685.00	\$ 10,000.00	\$ 10,000.00
B3	WPCP	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 4,267.00	\$ 4,267.00	\$ 3,995.00	\$ 3,995.00
B4	Tree Protection Plan	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,200.00	\$ 4,200.00
B5	4-Inch PVC	20	LF	\$ 700.00	\$ 14,000.00	\$ 792.00	\$ 15,840.00	\$ 190.00	\$ 3,800.00
B6	6-Inch PVC	20	LF	\$ 550.00	\$ 11,000.00	\$ 792.00	\$ 15,840.00	\$ 200.00	\$ 4,000.00
B7	8-Inch PVC	980	LF	\$ 200.00	\$ 196,000.00	\$ 131.00	\$ 128,380.00	\$ 204.00	\$ 199,920.00
B8	Steel Casing in Lion Street	1	LS	\$ 110,000.00	\$ 110,000.00	\$ 40,700.00	\$ 40,700.00	\$ 65,000.00	\$ 65,000.00
B9	8-Inch Gate Valve	8	EA	\$ 1,200.00	\$ 9,600.00	\$ 1,224.00	\$ 9,792.00	\$ 1,000.00	\$ 8,000.00
B10	Fire Hydrant Assembly	2	EA	\$ 8,000.00	\$ 16,000.00	\$ 7,332.00	\$ 14,664.00	\$ 5,500.00	\$ 11,000.00
B11	Sidewalk, Curb, and Gutter	4	EA	\$ 650.00	\$ 2,600.00	\$ 2,234.00	\$ 8,936.00	\$ 1,250.00	\$ 5,000.00
B12	1" Water Service Lateral	24	EA	\$ 3,000.00	\$ 72,000.00	\$ 3,162.00	\$ 75,888.00	\$ 3,200.00	\$ 76,800.00
B13	2" Water Service Lateral	2	EA	\$ 4,500.00	\$ 9,000.00	\$ 4,368.00	\$ 8,736.00	\$ 3,600.00	\$ 7,200.00
B14	New Meter Box	26	EA	\$ 250.00	\$ 6,500.00	\$ 269.00	\$ 6,994.00	\$ 450.00	\$ 11,700.00
B15	New Customer Meter Valve	25	EA	\$ 200.00	\$ 5,000.00	\$ 213.00	\$ 5,325.00	\$ 200.00	\$ 5,000.00
B16	Abandon Water Mains	6	EA	\$ 400.00	\$ 2,400.00	\$ 1,035.00	\$ 6,210.00	\$ 2,500.00	\$ 15,000.00
B17	AC Pavement Restoration	5100	SF	\$ 9.00	\$ 45,900.00	\$ 2.90	\$ 14,790.00	\$ 13.00	\$ 66,300.00
OPTION B TOTAL AMOUNT FOR BID ITEMS B1 THROUGH B17				\$	565,800.00	\$	380,647.00	\$	508,915.00

DIVISION OF WORK OR TRADE				SUBCONTRACTOR		SUBCONTRACTOR		SUBCONTRACTOR	
				Golden State Boring and Pipe Jacking				Benner and Carpenter	
								KOPPL	
								Ayala Boring Inc	



January 27, 2021

Virgil Clary
Civil Engineer
Casitas Municipal Water District
1055 N. Ventura Avenue
Ventura, CA 93001

PROJECT: GRAND AVE. WATER MAIN REPLACEMENT

Virgil:

The Grand Ave. water main replacement project has gone out to bid, and will begin construction soon. Our team is available to provide the District with construction support services during the construction phase of this project. The work hours assumed for each of the following tasks are based on our previous project experience with similar projects. The actual time required may vary based on the selected contractor and the requested level of involvement. The construction period is scheduled to be completed in 210 days.

Task 3. Bidding Phase Support

Task 3.1. RFI Review, Responses, and Bid Support

During the bidding phase, we will process and respond to up to four requests for information (RFIs) received from the potential contractors bidding on the work. We will evaluate the request and provide a response that can be used to distribute to all the bidders or for the District to include in any Addendums necessary. This task will also include any minor revisions to the plans to clarify the bidding documents.

Task 4. Grand Avenue Construction Phase Support

Task 4.1 Kickoff Meeting

We will attend a pre-construction meeting with the selected contractor, District staff, and other appropriate utility agency representatives. This meeting will provide an opportunity for thorough review of the project plans, compliance requirements, and construction schedule, prior to the start of work.

Task 4.2 Periodic Site Visits

We will perform at least two monthly field visits and two monthly virtual meetings with the contractor and District staff. These visits can be to review project progress or clarify design intent of the project. The field visits will be documented after each visit, listing what we observed and noting any issues that should be addressed by the District.

Task 4.3 Submittal Reviews

Each Shop Drawing submittal received from the contractor will be reviewed for its completeness and conformance to the project specifications and District standards by the Design Engineer. Draft shop drawing submittals will be distributed to the District for review and final comments before being returned to the contractor for action. We have assumed review of 12 submittals total, including resubmittals.

Task 4.4 RFI Review and Responses

The process of reviewing and responding to RFIs is vital to keeping the project on schedule and resolving issues before they become "claims" or "project delays". RFIs received from the contractor will be addressed and responded to via email by Cannon's Design Engineer and will be returned to the contractor in a timely manner. We will review and respond up to six RFIs total for this project.

Task 4.5 Review Change Orders

In addition to the RFI reviews, we will provide a recommendation of approval or denial as to our opinion of whether or not our RFI responses warrant a change order to the contractor. If they are warranted, we will review for completeness and accuracy, and provide the District with our recommendation on approval of the requested amount.

Task 4.6 Record Drawings

At the end of the project we will prepare record drawings based on redline information provided by the contractor and the field inspection crew. We will include all observed deviations noted during our field visits, as well as any modifications made through the RFI or change order process. The changes will be compiled and noted on the plans to monument the final installed facility.

Attached is the Additional Services Agreement to cover the costs of these additional services. If this meets your approval, please sign and return to me.

If you have any questions or comments, please do not hesitate to call me.

Sincerely,



Michael J. Kielborn, PE, LEED AP
Principal Engineer
C 70112



ADDITIONAL SERVICES AGREEMENT

<u>Project Client:</u>	Casitas Municipal Water District	<u>Date:</u>	January 27, 2021
<u>Project Name:</u>	Grand Avenue Water Main Replacement	<u>Project Number:</u>	200114
<u>Phase No./Name:</u>	3 – Bidding Phase Support & 4 – Construction Phase Support	<u>CMWD TO No:</u>	2019-40

Description of Additional Services and/or Materials:

Addition of bidding and construction phase services for the project.

Additional tasks shall include:

Task 3.1 – Bidding Support	\$ 500
Task 4.1 – Kickoff Meeting	\$ 754
Task 4.2 – Periodic Site Visits / Meetings	\$ 9,358
Task 4.3 – Submittal Reviews	\$ 5,826
Task 4.4 – RFI Review and Responses	\$ 2,262
Task 4.5 – Review Change Orders	\$ 2,262
Task 4.6 – As-Built Plans	<u>\$ 5,578</u>
Total	<u>\$ 26,540</u>

Proposed Contract Modification

Current Contract Design Fee:	\$ 149,180.00
Proposed Additional Service Fee:	<u>\$ 26,540.00</u>
Total Proposed Contract Fee:	\$ 175,720.00

Reimbursable expenses are included in this additional service agreement.

Authorization:

In witness whereof, the parties hereto have caused this agreement consisting of the Request for Additional Services, and the original signed contract and any other necessary and applicable documents to be executed and effective as of the date and year first above written. Payment is due within 30 days of completion of work.

Any additions and/or corrections to this agreement will be addressed in a separate agreement.

<u>Casitas Municipal Water District</u>	<u>Cannon</u>
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X _____	X _____
	Larry Kraemer, PE
	Director – Public Infrastructure Division

Date _____	Date _____
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**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: GRAND AVENUE PIPELINE REPLACEMENT, SPECIFICATION NO. 20-436
DATE: 2/10/21

RECOMMENDATION:

- Award the contract for the Grand Avenue Pipeline Replacement, Specification No. 20-436, to Toro Enterprises in the amount of \$1,444,395, and the President of the Board execute an agreement for said work;
- Authorize the General Manager to issue a Task Order to Cannon Corporation for engineering services during construction for a not-to-exceed amount of \$26,540;
- Authorize the General Manager to issue a Task Order to Rincon Consultants, Inc., for environmental support services and Native American monitoring services for a not-to-exceed amount of \$161,024; and
- Authorize the General Manager to issue a Task Order to Oakridge Geoscience, Inc., for geotechnical services for a not-to-exceed amount of \$58,325.

BACKGROUND AND DISCUSSION:

A water transmission study was prepared in 2019 by MKN for the Ojai Water System to optimize and consolidate the water mains to improve system hydraulics and reliability. The study targeted numerous pipelines in poor condition located in Grand Avenue between Los Alamos Drive and Montgomery Street, as well as the 4-inch cast iron pipeline in Lion Street between Grand Avenue and E. Aliso Street.

The project was released for bidding on December 16, 2020. Two options were included: Option A includes a segment on Grand Avenue from Fulton to Shady and Option B includes Lion Street. Only prequalified pipeline contractors were allowed to submit bids. Three bids were received on January 12, 2021 as shown in Table 1. Bids were received via email and opened via conference call/Google Meet. The three lowest bidders were required to submit hardcopies within 24 hours to the District office.

Table 1 – Bid Summary

Bidder	Base Bid Grand Ave	Option A Grand Ave from Fulton to Shady	Option B Lion Street	Total Bid
Engineer's Estimate	\$1,283,400.00	\$413,700.00	\$401,600.00	\$2,098,700.00
Toro Enterprises	\$1,095,795.00	\$348,600.00	\$565,800.00	\$2,010,195.00
Cedro Construction Inc.	\$1,424,922.50	\$412,956.00	\$380,647.00	\$2,218,525.50
Tierra Contracting	\$1,496,200.00	\$603,540.00	\$508,915.00	\$2,608,655.00

The contract documents state the award will be based on the Base Bid only. The lowest bidder for the Base Bid is Toro Enterprises whose bid is considered responsive and responsible and is recommended for award. A detailed bid evaluation is attached. Option A includes a portion of Grand Avenue between Fulton Street and Shady Lane, and Option B includes replacement of the pipeline in Lion Street. The pricing from Toro Enterprises appears reasonable for Option A and the total bid for the base plus Option A in the amount of \$1,444,395.00 is recommended for award. The contract duration is 210 consecutive calendar days for the base bid work; Option A adds 30 days to the contract duration, for a total of 240 days. Lion Street will be packaged as a separate project and released for bidding in February 2021.

Cannon provided engineering design services for these pipelines and system improvements. Cannon submitted a proposal to provide engineering services during construction including pre-construction meeting, RFI and Change Orders, submittal review, field visits and record drawings. The not-to-exceed fee is \$26,540.

The Mitigated Negative Declaration (MND) for the Ojai Water System Improvements adopted by the Board in April 2019 includes environmental mitigation measures. Additionally, two amendments to the MND were made to account for minor changes to the project list. At the District's request, Rincon Consultants, Inc. provided a proposal to perform Worker Environmental Awareness Program (WEAP), pre-construction wildlife survey, archaeological monitoring, paleontological resources, protected tree-monitoring, and Native American monitoring services for this project in an amount not to exceed \$161,024.

Oakridge Geoscience, Inc. provided a proposal to perform geotechnical services in an amount not-to-exceed \$58,325. This includes construction observation and compaction testing to comply with the City of Ojai Encroachment Permit.

BUDGET IMPACT:

The fiscal year (FY) 2020-21 budget includes \$500,000 from CFD 2013-1 for the Grand Avenue Pipeline Replacement. This funding may not be sufficient for anticipated expenditures as shown in Table 2. An additional \$800,000 is requested for FY 20-21. The FY 21-22 budget will include a request for the remainder of the project through completion.

Table 2 – Estimated Project Budget

Description	FY 20-21	FY 21-22	Subtotal
Design	\$47,600	\$0	\$47,600
Construction Contract	\$962,930	\$481,465	\$1,444,395
Engineering Services During Construction	\$17,693	\$8,847	\$26,540
Environmental and Native American Monitoring During Construction	\$107,349	\$53,675	\$161,024
Geotechnical Services During Construction	\$38,883	\$19,442	\$58,325
Contingency (10%)	\$117,445	\$56,343	\$173,788
TOTAL	\$1,291,900	\$619,772	\$1,911,672

Attachments: Detailed Bid Evaluation
 Proposal from Cannon dated January 27, 2021
 Proposal from Rincon Consultants dated January 29, 2021
 Proposal from Oakridge Geoscience dated January 26, 2021

CASITAS MUNICIPAL WATER DISTRICT
 1055 VENTURA AVENUE
 Oak View, CA 93022
 (805) 649-2251
 SPEC 20-436
 Project: Grand Avenue Pipeline Replacement
 Bid: 1/12/21 2:00 PM

Toro Enterprises Lic.#710580; P.O. Box 6285 Oxnard, CA 93031	*Cedro Construction Inc. Lic.#775943; 120 E. Santa Maria St. Santa Paula, CA 93060	Tierra Contracting Lic.#416114; 5484 Overpass Road Santa Barbara, CA 93111
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ITEM#	DESCRIPTION	APPROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
1	Mobilization	1	LS	\$ 80,000.00	\$ 80,000.00	\$ 16,000.00	\$ 16,000.00	\$ 30,000.00	\$ 30,000.00
2	Traffic Control	1	LS	\$ 52,000.00	\$ 52,000.00	\$ 26,465.00	\$ 26,465.00	\$ 75,000.00	\$ 75,000.00
3	WPCP	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 7,702.00	\$ 7,702.00	\$ 4,835.00	\$ 4,835.00
4	Tree Protection Plan	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 26,456.00	\$ 26,456.00	\$ 6,500.00	\$ 6,500.00
5	4-Inch PVC	5	LF	\$ 700.00	\$ 3,500.00	\$ 2,402.00	\$ 12,010.00	\$ 190.00	\$ 950.00
6	6-Inch PVC	30	LF	\$ 540.00	\$ 16,200.00	\$ 1,140.00	\$ 34,200.00	\$ 200.00	\$ 6,000.00
7	8-Inch PVC	440	LF	\$ 190.00	\$ 83,600.00	\$ 280.00	\$ 123,200.00	\$ 204.00	\$ 89,760.00
8	10-Inch PVC	350	LF	\$ 180.00	\$ 63,000.00	\$ 249.00	\$ 87,150.00	\$ 206.00	\$ 72,100.00
9	12-Inch PVC	2760	LF	\$ 115.00	\$ 317,400.00	\$ 215.00	\$ 593,400.00	\$ 208.00	\$ 574,080.00
10	Steel Casing Crossings	3	EA	\$ 17,500.00	\$ 52,500.00	\$ 10,085.00	\$ 30,255.00	\$ 8,500.00	\$ 25,500.00
11	8-Inch Gate Valve	9	EA	\$ 1,200.00	\$ 10,800.00	\$ 1,345.00	\$ 12,105.00	\$ 1,000.00	\$ 9,000.00
12	10-Inch Gate Valve	2	EA	\$ 1,900.00	\$ 3,800.00	\$ 2,219.00	\$ 4,438.00	\$ 1,400.00	\$ 2,800.00
13	12-Inch Gate Valve	15	EA	\$ 2,200.00	\$ 33,000.00	\$ 2,636.00	\$ 39,540.00	\$ 1,600.00	\$ 24,000.00
14	Fire Hydrant Assembly	3	EA	\$ 8,000.00	\$ 24,000.00	\$ 11,859.00	\$ 35,577.00	\$ 5,500.00	\$ 16,500.00
15	Sidewalk, Curb, and Gutter	12	EA	\$ 650.00	\$ 7,800.00	\$ 1,782.00	\$ 21,384.00	\$ 1,250.00	\$ 15,000.00
16	1" Water Service Lateral	42	EA	\$ 2,700.00	\$ 113,400.00	\$ 3,201.00	\$ 134,442.00	\$ 3,200.00	\$ 134,400.00
17	2" Water Service Lateral	3	EA	\$ 4,000.00	\$ 12,000.00	\$ 4,826.00	\$ 14,478.00	\$ 3,600.00	\$ 10,800.00
18	New Meter Box	35	EA	\$ 250.00	\$ 8,750.00	\$ 517.00	\$ 18,095.00	\$ 450.00	\$ 15,750.00
19	New Customer Meter Valve	43	EA	\$ 200.00	\$ 8,600.00	\$ 182.00	\$ 7,826.00	\$ 200.00	\$ 8,600.00
20	Abandon Water Mains	30	EA	\$ 400.00	\$ 12,000.00	\$ 964.00	\$ 28,920.00	\$ 2,500.00	\$ 75,000.00
21	AC Pavement Restoration	17875	SF	\$ 7.32	\$ 130,845.00	\$ 2.90	\$ 51,837.50	\$ 13.00	\$ 232,375.00
22	Foothill Rd and Aliso St Interconnection	1	LS	\$ 29,000.00	\$ 29,000.00	\$ 50,995.00	\$ 50,995.00	\$ 34,500.00	\$ 34,500.00
23	Del Norte Rd Interconnection	1	LS	\$ 26,600.00	\$ 26,600.00	\$ 48,447.00	\$ 48,447.00	\$ 32,750.00	\$ 32,750.00
BASE BID TOTAL AMOUNT FOR BID ITEMS 1 THROUGH 23				\$	1,095,795.00	\$	1,424,922.50	\$	1,496,200.00

* Cedro Construction Inc. Wrote Incorrect Totals

ITEM#	DESCRIPTION	APPROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
A1	Install 6-Inch PVC	40	LF	\$ 400.00	\$ 16,000.00	\$ 991.00	\$ 39,640.00	\$ 235.00	\$ 9,400.00
A2	Install 8-Inch PVC	140	LF	\$ 200.00	\$ 28,000.00	\$ 395.00	\$ 55,300.00	\$ 245.00	\$ 34,300.00
A3	Install 12-Inch PVC	1360	LF	\$ 135.00	\$ 183,600.00	\$ 160.50	\$ 218,280.00	\$ 254.00	\$ 345,440.00
A4	Install Steel Casing Pipe Crossing	1	EA	\$ 18,500.00	\$ 18,500.00	\$ 13,709.00	\$ 13,709.00	\$ 8,500.00	\$ 8,500.00
A5	Install 8-Inch Gate Valve	5	EA	\$ 1,200.00	\$ 6,000.00	\$ 1,669.00	\$ 8,345.00	\$ 1,000.00	\$ 5,000.00
A6	Install 12-Inch Gate Valve	8	EA	\$ 2,200.00	\$ 17,600.00	\$ 2,519.00	\$ 20,152.00	\$ 1,600.00	\$ 12,800.00
A7	Cut and Abandon Water Mains	16	EA	\$ 600.00	\$ 9,600.00	\$ 2,200.00	\$ 35,200.00	\$ 5,500.00	\$ 88,000.00
A8	AC Pavement Restoration	7700	SF	\$ 9.00	\$ 69,300.00	\$ 2.90	\$ 22,330.00	\$ 13.00	\$ 100,100.00
OPTION A TOTAL AMOUNT FOR BID ITEMS A1 THROUGH A8				\$	348,600.00	\$	412,956.00	\$	603,540.00

ITEM#	DESCRIPTION	APPROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
B1	Mobilize	1	LS	\$ 25,500.00	\$ 25,500.00	\$ 13,600.00	\$ 13,600.00	\$ 12,000.00	\$ 12,000.00
B2	Traffic Control	1	LS	\$ 35,800.00	\$ 35,800.00	\$ 4,685.00	\$ 4,685.00	\$ 10,000.00	\$ 10,000.00
B3	WPCP	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 4,267.00	\$ 4,267.00	\$ 3,995.00	\$ 3,995.00
B4	Tree Protection Plan	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,200.00	\$ 4,200.00
B5	4-Inch PVC	20	LF	\$ 700.00	\$ 14,000.00	\$ 792.00	\$ 15,840.00	\$ 190.00	\$ 3,800.00
B6	6-Inch PVC	20	LF	\$ 550.00	\$ 11,000.00	\$ 792.00	\$ 15,840.00	\$ 200.00	\$ 4,000.00
B7	8-Inch PVC	980	LF	\$ 200.00	\$ 196,000.00	\$ 131.00	\$ 128,380.00	\$ 204.00	\$ 199,920.00
B8	Steel Casing in Lion Street	1	LS	\$ 110,000.00	\$ 110,000.00	\$ 40,700.00	\$ 40,700.00	\$ 65,000.00	\$ 65,000.00
B9	8-Inch Gate Valve	8	EA	\$ 1,200.00	\$ 9,600.00	\$ 1,224.00	\$ 9,792.00	\$ 1,000.00	\$ 8,000.00
B10	Fire Hydrant Assembly	2	EA	\$ 8,000.00	\$ 16,000.00	\$ 7,332.00	\$ 14,664.00	\$ 5,500.00	\$ 11,000.00
B11	Sidewalk, Curb, and Gutter	4	EA	\$ 650.00	\$ 2,600.00	\$ 2,234.00	\$ 8,936.00	\$ 1,250.00	\$ 5,000.00
B12	1" Water Service Lateral	24	EA	\$ 3,000.00	\$ 72,000.00	\$ 3,162.00	\$ 75,888.00	\$ 3,200.00	\$ 76,800.00
B13	2" Water Service Lateral	2	EA	\$ 4,500.00	\$ 9,000.00	\$ 4,368.00	\$ 8,736.00	\$ 3,600.00	\$ 7,200.00
B14	New Meter Box	26	EA	\$ 250.00	\$ 6,500.00	\$ 269.00	\$ 6,994.00	\$ 450.00	\$ 11,700.00
B15	New Customer Meter Valve	25	EA	\$ 200.00	\$ 5,000.00	\$ 213.00	\$ 5,325.00	\$ 200.00	\$ 5,000.00
B16	Abandon Water Mains	6	EA	\$ 400.00	\$ 2,400.00	\$ 1,035.00	\$ 6,210.00	\$ 2,500.00	\$ 15,000.00
B17	AC Pavement Restoration	5100	SF	\$ 9.00	\$ 45,900.00	\$ 2.90	\$ 14,790.00	\$ 13.00	\$ 66,300.00
OPTION B TOTAL AMOUNT FOR BID ITEMS B1 THROUGH B17				\$	565,800.00	\$	380,647.00	\$	508,915.00

DIVISION OF WORK OR TRADE				SUBCONTRACTOR		SUBCONTRACTOR		SUBCONTRACTOR	
				Golden State Boring and Pipe Jacking				Benner and Carpenter	
								KOPPL	
								Ayala Boring Inc	



Rincon Consultants, Inc.

180 North Ashwood Avenue
Ventura, California 93003

805 644 4455 OFFICE AND FAX

info@rinconconsultants.com
www.rinconconsultants.com

January 6, 2021 (*revised January 29, 2021*)
Project No: 20-10688

Virgil Clary
Senior Project Manager
Casitas Municipal Water District
1055 Ventura Ave
Oak View, CA 93022
Via email: vclary@casitaswater.com

Subject: Proposal to Provide Biological and Paleontological Resources Monitoring During Construction of the Grand Avenue Pipeline Replacement Project, Ventura County

Dear Mr. Clary:

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to Casitas Municipal Water District (Casitas) to provide environmental support services for the Grand Avenue Pipeline Replacement Project (Project). Per our conversation with you on November 18, 2020 (and follow-up conversation on January 28, 2021), we understand the construction of the Project will be completed within approximately 240 calendar days (approximately 171 working days) between March 15, 2021 through November 9, 2021. This proposal describes our understanding of the Project, our proposed scope of work, our proposed schedule for completion of the work program, and our cost proposal for the assignment.

UNDERSTANDING OF THE PROJECT

Rincon prepared an Initial Study-Mitigated Negative Declaration (IS-MND) for the Ojai Valley Water System Pipeline Upgrade Project on behalf of Casitas Municipal Water District (District) to comply with the California Environmental Quality Act (CEQA). The subject Project was analyzed within the IS-MND and the accompanying Mitigation Monitoring and Report Program (MMRP) requires implementation of mitigation measures to address potentially significant impacts resulting from the Project. In accordance with Section 15164 of the State CEQA Guidelines, a lead agency shall prepare an Addendum to an MND if some changes or additions are necessary which will not have significant new impacts or substantially increase previously identified significant impacts. After adoption of the Final MND by the Casitas Board of Directors on April 24, 2019 and approval of the project, additional pipeline segments were added to the proposed project. An Addendum was prepared and adopted by the Casitas Board of Directors on March 27, 2020.

Since the adoption of the first Addendum, two new components are proposed to be added to the proposed project: 1) a connection at the intersection of Del Norte and Cuyama, and 2) a segment on Signal Street from Summer to Grand. Rincon is working to prepare a second Addendum which will describe the details of the Ojai Water System Improvements Project and compare the impacts resulting



from these additions to those identified in the Ojai Water System Improvements Project Initial Study-Mitigated Negative Declaration and first Addendum.

The Grand Avenue Pipeline Replacement Project would primarily involve open-cut trenching and replacement of segments of pipeline which are undersized and approaching the end of their service life. If trenchless methods are required, construction may include pipe bursting, jack and bore, and horizontal directional drilling if preliminary design shows utility conflicts, significant traffic control requirements, or other issues with the potential to interfere with trenching activities. Pipelines will typically be eight to twelve inches in diameter and would require a three-foot wide trench in which to work and place the pipe. Trenches would generally be no more than five feet deep. The Grand Avenue component is partially located within the jurisdiction of the City, and partially within the County. A new 12-inch water transmission main would be installed along Grand Avenue, including a new 1,500-linear-foot water pipeline between Los Alamos Drive west to Shady Lane, and a 1,450-linear-foot pipeline between Fulton Street to Montgomery Street. Laterals would be connected along 1,200 linear feet of pipe between Shady Lane and Fulton Street that would be abandoned. The 25-linear-foot above-ground section of water main at the intersection of Grand Avenue and Signal Street would also be replaced with a deep storm drain crossing and involve 250 linear feet of water main replacement in this area. Interconnections to the Matilija Conduit would be made at the intersections of Grand Avenue and Los Alamos Drive, Grand Avenue and Montgomery Street, and Aliso Street and Foothill Road. The general purpose of the Project is to improve fire flow and replace aging mains, not to increase pipeline capacity to serve additional customers.

The Project is required to implement the MMRP for the Ojai Water System Improvements Project approved by Casitas. Therefore, per your request Rincon prepared a scope of work to comply with the mitigation measures identified below:

- BIO-2: Worker Environmental Awareness Program
- BIO-3: Pre-Construction Wildlife Survey
- BIO-7: Nesting Bird Surveys
- GEO-1: Paleontological Resources
- CUL-2: Native American Monitoring

In addition, the IS-MND prepared for the Grand Avenue Pipeline Replacement Project requires an Arborist Study and Tree Protection Plan (TPP) to minimize impacts to trees during Project implementation (Measure BIO-17). Therefore, we propose to conduct protected tree monitoring based on the Arborist Report and Tree Protection Plan (TPP) authored by Rincon in November 2020 for the Grand Avenue Water Main Replacement Project. Most of the study area is located within the City of Ojai. An approximate 1,000-foot section of Grand Avenue between Los Alamos Drive and Golden West Avenue aligns with the border between the City and unincorporated County. Protected trees situated north of this border are under County jurisdiction.

SCOPE OF WORK

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

Under Task 1, we will provide overall Project management and coordination. The Rincon PM, arborist monitor, and paleontological monitor will be available to attend project meetings, including one site meeting with Casitas and up to 30 weekly progress meeting/conference calls throughout the project (no



more than 0.5 hour in length). The Rincon PM will provide QA/QC on all deliverables prior to submittal to Casitas. The Rincon PM is available to attend other meetings on request to be billed on a time and materials basis in accordance with the fee schedule provided. This task includes budget to manage the Native American monitor, coordinate monitoring, and QA/QC daily field logs and site photographs.

Task 2. Worker Environmental Awareness Program (BIO-2)

Per the BIO-2 Mitigation Measure, all personnel associated with Project construction are required to attend a Worker Environmental Awareness Program (WEAP) training, conducted by a qualified biologist, to aid workers in recognizing special status biological resources potentially occurring in the Project area. This training will include information about southern California steelhead, San Bernardino ringneck snake, coast patch-nosed snake, and hoary bat, as well as other special-status species with potential to occur in the Project area. The specifics of this program will include identification of special-status species and habitats, a description of the regulatory status and general ecological characteristics of special-status resources, and review of the limits of construction and measures required to avoid and minimize impacts to biological resources within the work area. A fact sheet conveying this information will also be prepared for distribution to all contractors, their employees, and other personnel involved with construction of the Project. All employees will sign a form provided by the trainer documenting they have attended the WEAP and understand the information presented to them. The crew foreman will be responsible for ensuring crew members adhere to the guidelines and restrictions designed to avoid impacts to special status species.

In addition, per the Tree Protection Plan, the training will include educational components of the Tree Protection Plan. A Rincon certified arborist will provide education to all personnel about the Tree Protection Zone (TPZ). The education will include explanation of importance of the TPZ signage and the protocol for working within TPZs, per the Tree Protection Plan.

Under this task, Rincon PM and qualified biologist, paleontological monitor, and Rincon certified arborist will prepare training materials and facilitate one training program to all personnel who will be on site during the subject Project. The training will be facilitated on-site and will be attended by all construction crew members. We assume up to **5 hours** will be required to prepare the training materials, and **6 hours** will be required to for the biologist, paleontological monitor, and arborist to facilitate the training (including mobilization to the site location). One additional onsite training can be provided, if necessary, and is included in our cost.

Task 3. Pre-Construction Wildlife Survey (BIO-3)

Under this task, a Rincon qualified biologist will conduct a pre-construction wildlife survey no more than seven days prior to initiation of ground disturbance and vegetation removal activities adjacent to Fox Canyon Barranca (e.g., work between Day Road and Drown Avenue, on Grand Avenue). The pre-construction survey will be conducted on foot inside the Project footprint, including a 50-foot buffer around the Project footprint with inaccessible areas (i.e., private lands) surveyed with binoculars, as practicable. The biologist will document existing conditions and search for special-status species (i.e., San Bernardino ringneck snake and coast patch-nosed snake). If San Bernardino ringneck snake and coast patch-nosed snake are found, individual animals shall be relocated to similar habitat away from construction activities, at least 200 feet from any area of Project construction.



Rincon will summarize the results of the surveys in a memorandum which will be prepared and submitted to Casitas within two weeks following completion of the survey. A brief e-mail summary of survey results will be submitted to Casitas on the day of each survey. We expect the survey will require **6 hours** of staff time; and the memo report will require **8 hours** of staff time to prepare.

Task 4. Nesting Bird Surveys (BIO-7)

Under this task, a Rincon qualified biologist will conduct a pre-construction nesting bird survey no more than seven days prior to initiation of ground disturbance and vegetation removal activities. The nesting bird pre-construction survey will be conducted on foot inside the project footprint, including a 100-foot buffer (300-foot for raptors), and in inaccessible areas (e.g., private lands) from afar using binoculars to the extent practicable. If nests are found, an avoidance buffer (dependent upon the species, the proposed work activity, and existing disturbances associated with land uses outside of the site) will be determined and demarcated by the qualified biologist with bright orange construction fencing, flagging, construction lathe, or other means to mark the boundary. All construction personnel will be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. No ground disturbing activities can occur inside this buffer zone until the avian biologist has confirmed breeding/nesting is completed, and the young have fledged the nest. Encroachment into the buffer zone can occur only at the discretion of the qualified biologist.

We have budgeted for up to two nesting bird surveys in case the project is delayed for more than seven days after initial commencement. We anticipate each survey will require 12 hours of staff time (two biologists, 6-hour survey day). Therefore, we have budgeted **24 hours** to complete up to two nesting bird surveys.

Rincon will summarize the results of the surveys in two separate memoranda which will be prepared and submitted to Casitas within two weeks following completion of the survey. A brief e-mail summary of survey results will be submitted to Casitas on the day of each survey. We expect each of the reports will require **9 hours** of staff time to prepare.

Task 5. Paleontological Monitoring and Reporting (GEO-1)

Task 5.1. Paleontological Monitoring

The entire project area is underlain by geologic units with low paleontological sensitivity (i.e., undivided Holocene alluvium). Pursuant to Mitigation Measure GEO-1, Rincon will provide a qualified paleontological monitor to spot-check each new excavation within the project area to assess the potential for paleontological resources to be recovered from the project site. The qualified paleontological monitor may determine that periodic spot-check monitoring is no longer warranted and may recommend ceasing monitoring entirely.

Spot-checks will entail the inspection of excavated or graded areas and trench sidewalls for evidence of paleontological resources, and an evaluation of the sediments for sign (e.g., grain size and sorting, paleosols, etc.) that they have the potential to support paleontological resources. Monitoring procedures may also include on site sample screening of sedimentary matrix for the presence of microfossils, at the discretion of the Principal Paleontologist. All field work will be conducted in accordance with project safety requirements. The monitoring will be performed under the direction of Rincon Paleontological Principal Investigator, David Daitch, Ph.D., who exceeds the Society of Vertebrate Paleontology's standards for a Principal Paleontologist. Rincon assumes spot-checks will be performed



for any new ground disturbing activities during the construction period. We have assumed that all construction activities will be completed within 240 calendar days (approximately 171 work-days), and the contractor anticipates excavation will be completed over 57 days (one-third of the project schedule). Therefore, we have assumed a maximum of up to eight new excavations may occur over the length of the project over 57 excavation days, requiring **eight full-time monitoring days (10-hour days inclusive of travel)**. Pursuant to Mitigation Measure GEO-1, monitoring should be reinstated (if monitoring has ceased) if any new ground disturbances are required and reduction or suspension would need to be reconsidered by the Qualified Paleontologist. Rincon assumes negative findings for paleontological resources; however, if the site is determined to have higher paleontological sensitivity than the geological mapping indicates, or if fossils are recovered during spot-checks, increased paleontological monitoring, up to full time monitoring of all ground disturbance may be warranted. If additional monitoring days are needed, Rincon can provide additional monitoring days for an additional fee.

Given the quantity, types, and condition of fossil resources potentially discovered is impossible to predict, the current cost estimate does not include expenses related to the treatment and curation of fossil specimens. Should fossils be recovered during monitoring, Rincon will immediately prepare an estimate for the anticipated costs associated with documentation and reporting requirements for the discovery.

Task 5.2. Coordination, Data Management and Reporting

Rincon will maintain daily monitoring logs, site photos and geologic descriptions throughout the monitoring period. At the completion of monitoring Rincon will prepare a negative findings letter report outlining the methodology of paleontological monitoring at the Project site, describing the construction activity and duration, describing the lithology of the depositional units exposed during excavations, and presenting the results of the monitoring. The report will include all monitoring logs and photos from the monitoring activity. We expect the post-construction paleontological monitoring report will require approximately **15 hours** of staff time to complete. In addition, this task includes staff time (**25 hours**) to schedule monitoring, QAQC field logs, and manage data collected from the field (e.g., photographs).

Task 6. Native American Monitoring

The City of Ojai requires ground-disturbing activities be observed by a Native American monitor when in proximity to a known resource. Because cultural resources are known to be in the vicinity of the project area, Mr. Pat Tumamait (a Native American Monitor from the Barbareño/Ventureño Band of Mission Indians), will be on site during the construction phase to monitor all ground disturbing activities. We have assumed that all construction activities will be completed within 240 calendar days (approximately 171 work-days), and the contractor anticipates all ground-disturbing work will be completed within 57 workdays, requiring **up to 57 full-time monitoring days (9-hour days inclusive of travel)**. Management of the Native American monitor is included under Task 1.

If Native American resources are found during ground disturbing activities for the project, Rincon will notify Casitas immediately. The Native American monitor shall have the authority to redirect work in the case of finds that require further evaluation. Such finds include archaeological resources. The monitor may charge a 4-hour minimum for any day that the monitor is on site for less than 4 hours. Our cost includes up to daily submittal of field monitoring logs and photographs on a weekly basis at the end of each monitoring week. Our cost does not include any additional fieldwork beyond the monitoring, nor does this include any efforts towards the recordation and/or evaluation of any resources. Any additional services such as site recordation and/or evaluations would be provided on a case-by-case basis, if needed, but only upon your written approval of a separate work order.



Task 7. Protected Tree Monitoring

We propose to supply an International Society of Arboriculture (ISA) Certified Arborist to assist Casitas in minimizing impacts to protected trees from the adverse effects of trenching and other construction activities during the Grand Avenue Pipeline Replacement Project.

The monitor will be on site for construction activities (including pruning, trenching, excavation, and operation of heavy equipment) that occur within the tree protection zone (TPZ) of approximately 111 protected trees within the study area (Project component plus a 20-foot buffer). A daily log will be completed by either the arborist which documents all root and branch cuts. Daily logs and photographs will be submitted to Casitas within two weeks following Project completion.

We anticipate up to **105 ISA Certified Arborist monitoring days (4-hour days inclusive of travel)** will be needed (3 half-days days per week, from March 15 through November 9, 2021; 35 weeks). If additional days are needed, they will be provided on a time and materials basis under an addendum to this scope of work.

Assumptions

In addition to the assumptions identified above, several other assumptions have been utilized in characterizing this scope of work and associated budget. Should any of these assumptions need to be adjusted during execution of the Project, the scope and budget may need to be expanded.

- Monitoring will be negative for paleontological resources; if a resource is identified Rincon will provide a scope amendment to evaluate or treat the resource
- All ground-disturbing work will be completed within 57 workdays
- Monitoring will be negative for Native American resources; if a resource is identified Rincon will provide a scope amendment to evaluate or treat the resource
- Rincon will sub-contract Native American monitoring to Pat Tumamait, a member of the Barbareño/Ventureño Band of Mission Indians
- A Negative Findings letter report (for paleontological resources) will suffice for final Project reporting and will be accepted electronically.
- One round of revisions in response to Casitas comments on each submitted document (Pre-Construction Wildlife and Nesting Bird Survey Findings Report, and Paleontological Monitoring Negative Findings Memoranda); comments will be provided in a consolidated and editable, electronic format
- Casitas will schedule the WEAP training with the construction crew such that training can be facilitated to all personnel at the Project site at one time. If all personnel are not trained at once, on-site training will be provided, under the proposed cost.
- Oversight of impacts to protected trees for the Project may be conducted by either a certified arborist or biologist working under the supervision of the certified arborist or Casitas district representative (Project Manager, inspector, etc.) based on the TPP. A daily log that documents all root and branch cuts will be completed by either the arborist or representative, whomever is on site.



- Costs have been allocated to tasks based on the above methodology, but specific costs may be re-allocated among tasks and/or direct costs within the authorized amount.
- The Project footprint will be within the existing roadway and as a result no tree removals will be conducted. If a protected tree dies or is damaged to the point requiring removal during construction activities, the Ojai Community Development Director and Public Works Director may require mitigation measures. A tree replacement plan and/or appraisals may be required and can be provided under an addendum to this scope of work.

Schedule

Rincon is prepared to initiate this scope of work immediately upon written notice to proceed. Assuming a March 15, 2021 construction start date, we anticipate the Worker Environmental Awareness Training will be facilitated on March 15, 2021 to all contractors, their employees, and other personnel involved with construction of the Project. The pre-construction nesting bird survey will be initiated within the week prior to the start of mobilization by the contractors onsite. The pre-construction wildlife surveys will be conducted at least seven days prior to initiation of ground disturbance and vegetation removal activities in areas adjacent to Franklin Barranca. Arborist monitoring will commence when construction activities (including pruning, trenching, excavation, and operation of heavy equipment) occur within the tree protection zone (TPZ) of protected trees within the study area (Project component plus a 20-foot buffer). Paleontological compliance monitoring will begin when new excavation activities commence.

Cost

Rincon will provide biological, paleontological, archaeological resource, and Native American services to Casitas, in accordance with our proposed scope of work, and with our On-Call Services Agreement dated June 10, 2020, on a time-and-materials basis for an estimated budget of **\$161,024**. A summary breakdown of our estimated cost is presented in the cost table overleaf.



RINCON CONSULTANTS, INC.
 CMWD, BIO and CR Support for the
 Grand Ave Pipeline Replacement Project

Environmental Services Program

Tasks	Labor	Direct Expense	Total Budget
Task 1: Project Management, Meetings and QA/QC	\$12,815	\$68	\$12,883
Task 2: Worker Environmental Awareness Program (BIO-2)			
Task 2.1: Preparation of Training Materials	\$695		\$695
Task 2.2: Facilitate Training to Contractors	\$900	\$68	\$968
Task 3: Pre-Construction Wildlife Survey (BIO-3)	\$690	\$118	\$808
Task 3.1: Memo report	\$1,085		\$1,085
Task 4: Pre-Construction Nesting Bird Survey (2) (BIO-7)	\$2,760	\$236	\$2,996
Task 4.1: Memo report (2)	\$1,197		\$1,197
Task 5: Paleontological Monitoring (GEO-1)			
Task 5.1: Monitoring (up to eight 10-hour days)	\$9,200	\$942	\$10,142
Task 5.2: Coordination, Data Management, and Reporting	\$5,356		\$5,356
Task 6: Native American Monitoring (up to 57, 9-hour days)	\$56,840		\$56,840
Task 7: Protected Tree Monitoring (BIO-17) (105 days, 4 hour days)	\$60,725	\$7,329	\$68,054
TOTAL PROJECT BUDGET	\$152,263	\$8,761	\$161,024

Direct Cost Summary

Vehicle Costs	\$ 2,776
Standard Field Pack	\$ 5,795
Trimble GPS	\$ 190
Subtotal Additional Costs:	\$ 8,761

We appreciate the continued opportunity to assist Casitas with this important project. If you have questions about this proposal, please do not hesitate to contact us.

Sincerely,

Rincon Consultants, Inc.

Lindsay D. Griffin
 Senior Biologist/Project Manager

Steven J. Hongola
 Principal Biologist

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: GRAND AVENUE PIPELINE REPLACEMENT, SPECIFICATION NO. 20-436
DATE: 2/10/21

RECOMMENDATION:

- Award the contract for the Grand Avenue Pipeline Replacement, Specification No. 20-436, to Toro Enterprises in the amount of \$1,444,395, and the President of the Board execute an agreement for said work;
- Authorize the General Manager to issue a Task Order to Cannon Corporation for engineering services during construction for a not-to-exceed amount of \$26,540;
- Authorize the General Manager to issue a Task Order to Rincon Consultants, Inc., for environmental support services and Native American monitoring services for a not-to-exceed amount of \$161,024; and
- Authorize the General Manager to issue a Task Order to Oakridge Geoscience, Inc., for geotechnical services for a not-to-exceed amount of \$58,325.

BACKGROUND AND DISCUSSION:

A water transmission study was prepared in 2019 by MKN for the Ojai Water System to optimize and consolidate the water mains to improve system hydraulics and reliability. The study targeted numerous pipelines in poor condition located in Grand Avenue between Los Alamos Drive and Montgomery Street, as well as the 4-inch cast iron pipeline in Lion Street between Grand Avenue and E. Aliso Street.

The project was released for bidding on December 16, 2020. Two options were included: Option A includes a segment on Grand Avenue from Fulton to Shady and Option B includes Lion Street. Only prequalified pipeline contractors were allowed to submit bids. Three bids were received on January 12, 2021 as shown in Table 1. Bids were received via email and opened via conference call/Google Meet. The three lowest bidders were required to submit hardcopies within 24 hours to the District office.

Table 1 – Bid Summary

Bidder	Base Bid Grand Ave	Option A Grand Ave from Fulton to Shady	Option B Lion Street	Total Bid
Engineer's Estimate	\$1,283,400.00	\$413,700.00	\$401,600.00	\$2,098,700.00
Toro Enterprises	\$1,095,795.00	\$348,600.00	\$565,800.00	\$2,010,195.00
Cedro Construction Inc.	\$1,424,922.50	\$412,956.00	\$380,647.00	\$2,218,525.50
Tierra Contracting	\$1,496,200.00	\$603,540.00	\$508,915.00	\$2,608,655.00

The contract documents state the award will be based on the Base Bid only. The lowest bidder for the Base Bid is Toro Enterprises whose bid is considered responsive and responsible and is recommended for award. A detailed bid evaluation is attached. Option A includes a portion of Grand Avenue between Fulton Street and Shady Lane, and Option B includes replacement of the pipeline in Lion Street. The pricing from Toro Enterprises appears reasonable for Option A and the total bid for the base plus Option A in the amount of \$1,444,395.00 is recommended for award. The contract duration is 210 consecutive calendar days for the base bid work; Option A adds 30 days to the contract duration, for a total of 240 days. Lion Street will be packaged as a separate project and released for bidding in February 2021.

Cannon provided engineering design services for these pipelines and system improvements. Cannon submitted a proposal to provide engineering services during construction including pre-construction meeting, RFI and Change Orders, submittal review, field visits and record drawings. The not-to-exceed fee is \$26,540.

The Mitigated Negative Declaration (MND) for the Ojai Water System Improvements adopted by the Board in April 2019 includes environmental mitigation measures. Additionally, two amendments to the MND were made to account for minor changes to the project list. At the District's request, Rincon Consultants, Inc. provided a proposal to perform Worker Environmental Awareness Program (WEAP), pre-construction wildlife survey, archaeological monitoring, paleontological resources, protected tree-monitoring, and Native American monitoring services for this project in an amount not to exceed \$161,024.

Oakridge Geoscience, Inc. provided a proposal to perform geotechnical services in an amount not-to-exceed \$58,325. This includes construction observation and compaction testing to comply with the City of Ojai Encroachment Permit.

BUDGET IMPACT:

The fiscal year (FY) 2020-21 budget includes \$500,000 from CFD 2013-1 for the Grand Avenue Pipeline Replacement. This funding may not be sufficient for anticipated expenditures as shown in Table 2. An additional \$800,000 is requested for FY 20-21. The FY 21-22 budget will include a request for the remainder of the project through completion.

Table 2 – Estimated Project Budget

Description	FY 20-21	FY 21-22	Subtotal
Design	\$47,600	\$0	\$47,600
Construction Contract	\$962,930	\$481,465	\$1,444,395
Engineering Services During Construction	\$17,693	\$8,847	\$26,540
Environmental and Native American Monitoring During Construction	\$107,349	\$53,675	\$161,024
Geotechnical Services During Construction	\$38,883	\$19,442	\$58,325
Contingency (10%)	\$117,445	\$56,343	\$173,788
TOTAL	\$1,291,900	\$619,772	\$1,911,672

- Attachments: Detailed Bid Evaluation
 Proposal from Cannon dated January 27, 2021
 Proposal from Rincon Consultants dated January 29, 2021
 Proposal from Oakridge Geoscience dated January 26, 2021

CASITAS MUNICIPAL WATER DISTRICT
 1055 VENTURA AVENUE
 Oak View, CA 93022
 (805) 649-2251
 SPEC 20-436
 Project: Grand Avenue Pipeline Replacement
 Bid: 1/12/21 2:00 PM

Toro Enterprises Lic.#710580; P.O. Box 6285 Onnard, CA 93031	*Cedro Construction Inc. Lic.#775943; 120 E. Santa Maria St. Santa Paula, CA 93060	Tierra Contracting Lic.#416114; 5484 Overpass Road Santa Barbara, CA 93111
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ITEM#	DESCRIPTION	APPROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
1	Mobilization	1	LS	\$ 80,000.00	\$ 80,000.00	\$ 16,000.00	\$ 16,000.00	\$ 30,000.00	\$ 30,000.00
2	Traffic Control	1	LS	\$ 52,000.00	\$ 52,000.00	\$ 26,465.00	\$ 26,465.00	\$ 75,000.00	\$ 75,000.00
3	WPCP	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 7,702.00	\$ 7,702.00	\$ 4,835.00	\$ 4,835.00
4	Tree Protection Plan	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 26,456.00	\$ 26,456.00	\$ 6,500.00	\$ 6,500.00
5	4-Inch PVC	5	LF	\$ 700.00	\$ 3,500.00	\$ 2,402.00	\$ 12,010.00	\$ 190.00	\$ 950.00
6	6-Inch PVC	30	LF	\$ 540.00	\$ 16,200.00	\$ 1,140.00	\$ 34,200.00	\$ 200.00	\$ 6,000.00
7	8-Inch PVC	440	LF	\$ 190.00	\$ 83,600.00	\$ 280.00	\$ 123,200.00	\$ 204.00	\$ 89,760.00
8	10-Inch PVC	350	LF	\$ 180.00	\$ 63,000.00	\$ 249.00	\$ 87,150.00	\$ 206.00	\$ 72,100.00
9	12-Inch PVC	2760	LF	\$ 115.00	\$ 317,400.00	\$ 215.00	\$ 593,400.00	\$ 208.00	\$ 574,080.00
10	Steel Casing Crossings	3	EA	\$ 17,500.00	\$ 52,500.00	\$ 10,085.00	\$ 30,255.00	\$ 8,500.00	\$ 25,500.00
11	8-Inch Gate Valve	9	EA	\$ 1,200.00	\$ 10,800.00	\$ 1,345.00	\$ 12,105.00	\$ 1,000.00	\$ 9,000.00
12	10-Inch Gate Valve	2	EA	\$ 1,900.00	\$ 3,800.00	\$ 2,219.00	\$ 4,438.00	\$ 1,400.00	\$ 2,800.00
13	12-Inch Gate Valve	15	EA	\$ 2,200.00	\$ 33,000.00	\$ 2,636.00	\$ 39,540.00	\$ 1,600.00	\$ 24,000.00
14	Fire Hydrant Assembly	3	EA	\$ 8,000.00	\$ 24,000.00	\$ 11,859.00	\$ 35,577.00	\$ 5,500.00	\$ 16,500.00
15	Sidewalk, Curb, and Gutter	12	EA	\$ 650.00	\$ 7,800.00	\$ 1,782.00	\$ 21,384.00	\$ 1,250.00	\$ 15,000.00
16	1" Water Service Lateral	42	EA	\$ 2,700.00	\$ 113,400.00	\$ 3,201.00	\$ 134,442.00	\$ 3,200.00	\$ 134,400.00
17	2" Water Service Lateral	3	EA	\$ 4,000.00	\$ 12,000.00	\$ 4,826.00	\$ 14,478.00	\$ 3,600.00	\$ 10,800.00
18	New Meter Box	35	EA	\$ 250.00	\$ 8,750.00	\$ 517.00	\$ 18,095.00	\$ 450.00	\$ 15,750.00
19	New Customer Meter Valve	43	EA	\$ 200.00	\$ 8,600.00	\$ 182.00	\$ 7,826.00	\$ 200.00	\$ 8,600.00
20	Abandon Water Mains	30	EA	\$ 400.00	\$ 12,000.00	\$ 964.00	\$ 28,920.00	\$ 2,500.00	\$ 75,000.00
21	AC Pavement Restoration	17875	SF	\$ 7.32	\$ 130,845.00	\$ 2.90	\$ 51,837.50	\$ 13.00	\$ 232,375.00
22	Foothill Rd and Aliso St Interconnection	1	LS	\$ 29,000.00	\$ 29,000.00	\$ 50,995.00	\$ 50,995.00	\$ 34,500.00	\$ 34,500.00
23	Del Norte Rd Interconnection	1	LS	\$ 26,600.00	\$ 26,600.00	\$ 48,447.00	\$ 48,447.00	\$ 32,750.00	\$ 32,750.00
BASE BID TOTAL AMOUNT FOR BID ITEMS 1 THROUGH 23				\$	1,095,795.00	\$	1,424,922.50	\$	1,496,200.00

* Cedro Construction Inc. Wrote Incorrect Totals

ITEM#	DESCRIPTION	APPROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
A1	Install 6-Inch PVC	40	LF	\$ 400.00	\$ 16,000.00	\$ 991.00	\$ 39,640.00	\$ 235.00	\$ 9,400.00
A2	Install 8-Inch PVC	140	LF	\$ 200.00	\$ 28,000.00	\$ 395.00	\$ 55,300.00	\$ 245.00	\$ 34,300.00
A3	Install 12-Inch PVC	1360	LF	\$ 135.00	\$ 183,600.00	\$ 160.50	\$ 218,280.00	\$ 254.00	\$ 345,440.00
A4	Install Steel Casing Pipe Crossing	1	EA	\$ 18,500.00	\$ 18,500.00	\$ 13,709.00	\$ 13,709.00	\$ 8,500.00	\$ 8,500.00
A5	Install 8-Inch Gate Valve	5	EA	\$ 1,200.00	\$ 6,000.00	\$ 1,669.00	\$ 8,345.00	\$ 1,000.00	\$ 5,000.00
A6	Install 12-Inch Gate Valve	8	EA	\$ 2,200.00	\$ 17,600.00	\$ 2,519.00	\$ 20,152.00	\$ 1,600.00	\$ 12,800.00
A7	Cut and Abandon Water Mains	16	EA	\$ 600.00	\$ 9,600.00	\$ 2,200.00	\$ 35,200.00	\$ 5,500.00	\$ 88,000.00
A8	AC Pavement Restoration	7700	SF	\$ 9.00	\$ 69,300.00	\$ 2.90	\$ 22,330.00	\$ 13.00	\$ 100,100.00
OPTION A TOTAL AMOUNT FOR BID ITEMS A1 THROUGH A8				\$	348,600.00	\$	412,956.00	\$	603,540.00

ITEM#	DESCRIPTION	APPROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
B1	Mobilize	1	LS	\$ 25,500.00	\$ 25,500.00	\$ 13,600.00	\$ 13,600.00	\$ 12,000.00	\$ 12,000.00
B2	Traffic Control	1	LS	\$ 35,800.00	\$ 35,800.00	\$ 4,685.00	\$ 4,685.00	\$ 10,000.00	\$ 10,000.00
B3	WPCP	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 4,267.00	\$ 4,267.00	\$ 3,995.00	\$ 3,995.00
B4	Tree Protection Plan	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,200.00	\$ 4,200.00
B5	4-Inch PVC	20	LF	\$ 700.00	\$ 14,000.00	\$ 792.00	\$ 15,840.00	\$ 190.00	\$ 3,800.00
B6	6-Inch PVC	20	LF	\$ 550.00	\$ 11,000.00	\$ 792.00	\$ 15,840.00	\$ 200.00	\$ 4,000.00
B7	8-Inch PVC	980	LF	\$ 200.00	\$ 196,000.00	\$ 131.00	\$ 128,380.00	\$ 204.00	\$ 199,920.00
B8	Steel Casing in Lion Street	1	LS	\$ 110,000.00	\$ 110,000.00	\$ 40,700.00	\$ 40,700.00	\$ 65,000.00	\$ 65,000.00
B9	8-Inch Gate Valve	8	EA	\$ 1,200.00	\$ 9,600.00	\$ 1,224.00	\$ 9,792.00	\$ 1,000.00	\$ 8,000.00
B10	Fire Hydrant Assembly	2	EA	\$ 8,000.00	\$ 16,000.00	\$ 7,332.00	\$ 14,664.00	\$ 5,500.00	\$ 11,000.00
B11	Sidewalk, Curb, and Gutter	4	EA	\$ 650.00	\$ 2,600.00	\$ 2,234.00	\$ 8,936.00	\$ 1,250.00	\$ 5,000.00
B12	1" Water Service Lateral	24	EA	\$ 3,000.00	\$ 72,000.00	\$ 3,162.00	\$ 75,888.00	\$ 3,200.00	\$ 76,800.00
B13	2" Water Service Lateral	2	EA	\$ 4,500.00	\$ 9,000.00	\$ 4,368.00	\$ 8,736.00	\$ 3,600.00	\$ 7,200.00
B14	New Meter Box	26	EA	\$ 250.00	\$ 6,500.00	\$ 269.00	\$ 6,994.00	\$ 450.00	\$ 11,700.00
B15	New Customer Meter Valve	25	EA	\$ 200.00	\$ 5,000.00	\$ 213.00	\$ 5,325.00	\$ 200.00	\$ 5,000.00
B16	Abandon Water Mains	6	EA	\$ 400.00	\$ 2,400.00	\$ 1,035.00	\$ 6,210.00	\$ 2,500.00	\$ 15,000.00
B17	AC Pavement Restoration	5100	SF	\$ 9.00	\$ 45,900.00	\$ 2.90	\$ 14,790.00	\$ 13.00	\$ 66,300.00
OPTION B TOTAL AMOUNT FOR BID ITEMS B1 THROUGH B17				\$	565,800.00	\$	380,647.00	\$	508,915.00

DIVISION OF WORK OR TRADE				SUBCONTRACTOR		SUBCONTRACTOR		SUBCONTRACTOR	
				Golden State Boring and Pipe Jacking				Benner and Carpenter	
								KOPPL	
								Ayala Boring Inc	



PO Box 2540, Camarillo, California 93011
www.Oakridgegeo.com
805-603-4900

January 26, 2021

Proposal No. OGI0298

Casitas Municipal Water District
1055 Ventura Avenue
Oak View, California 93022

Attention: Mr. Virgil Clary

Subject: Updated Proposal for Materials Testing Services, Grand Avenue Pipeline Replacement, Casitas Municipal Water District Specification No. 20-436, Ojai, California

Dear Virgil:

Oakridge Geoscience, Inc. (OGI), is pleased to present this proposal for Casitas Municipal Water District's (CMWD) Grand Avenue Pipeline Replacement project in Ojai, California. The work is being performed in accordance with CMWD specifications and involves the following components:

- Installation of about 4,100 feet of 12-inch and 8-inch PVC C900 water pipeline in Grand Avenue with short segments of 4-, 6-, and 10-inch pipes;
- Connections/crossings/valves at about six intersection locations;
- Installing 61 service laterals plus additional connections such as blow off valves, fire hydrant assemblies; and
- Repaving of the streets above the trench excavations.

The pipe bedding is to consist of imported sand per CMWD Standard Specifications and the trench backfill is to consist of native soil with rocks larger than 6 inches removed. We have assumed:

- Seventy-five (75) feet of pipe can be installed and backfilled on average in one day;
- One crossing/street intersection piping can be completed in one day;
- Six (6) service laterals will be placed on average per day during the lateral installation phase;
- Asphalt concrete paving will be placed on aggregate base per standard City of Ojai and County of Ventura standard plans/details;
- All work will be performed in normal day time work hours (from about 8 AM to 4 PM). If night work is required, a State of California mandated prevailing wage surcharge may apply; and
- Prevailing wage requirements for our technician (inspector/tester per DIR requirements).

A DBE/SWBE/SBE Certified Firm

CONSTRUCTION MATERIALS TESTING SCOPE OF WORK

Material testing services for the pipeline alignments within the project streets are based on our review of the project plans and previous experience with similar projects in the area. Based on review of the project plans, density testing is proposed for the sand bedding, soil backfill, aggregate base, and asphalt layers. The near-surface soil materials along Grand Avenue (alluvial fan deposits) can range from clay to granular soils (gravel, cobbles and boulders in a silty sand matrix). Jetting of the sand bedding is not recommended. We suggest the contractor moisture condition the sand prior to placing the sand bedding and compact the sand by mechanical methods (whacker or other equipment). Trench backfill will be native soil materials screened to remove rocks larger than 6 inches and compacted to a minimum of 90 percent relative compaction (RC, 95 percent RC in upper 12 inches below pavement sections). Asphalt density will be tested per CMWD/City of Ojai requirements (every 20 feet of pipe placement). In preparation of this proposal, we assumed the contractor can install an average of 75 feet of pipeline per day. We also have assumed testing will be required for about 20 days of the construction period for the sand base and asphalt pavement.

Task 1 – Density Testing of Sand Bedding, Trench Backfill Aggregate Base, and Asphalt Concrete

Observe and test import (fill sand), native soil trench backfill, aggregate base, and asphalt materials to determine the engineering properties of the soils for construction purposes. This includes both field (compaction) and laboratory testing. Reports of laboratory tests will be submitted to CMWD following completion of the individual laboratory tests. Notice of compliance or non-compliance with the project specifications will be provided to CMWD based on the test results. Daily reports of test results of on-site compaction testing will be submitted to the CMWD.

Per your email dated November 16, the work will be performed in the City of Ojai and City engineering staff have requested full time observation and testing consistent with OGI's previously submitted quality control plan. We have assumed an average of six hours per day for observation and testing plus about one hour travel to the site from our laboratory in Camarillo. Our project manager will be Mr. Craig Prentice. We will coordinate our work/time onsite with CMWD staff/onsite construction manager to focus our onsite time during testing hours. Typically, we will plan to arrive once trenching has exposed subgrade and bedding sand is placed and ready for compaction (normally mid-morning) and will leave the site once the daily backfill operations have been completed. We will work with your onsite construction manager to minimize our time onsite during backfill operations.

Summary Report. Upon completion of the testing services, we will prepare a summary report documenting field test locations, material types, field density test results, and associated laboratory test results.

ESTIMATED MANHOURS, TESTS, FEE, AND SCHEDULE

The anticipated scope items, manhours, and number of laboratory tests are summarized in the following table. The testing estimate assumes a six-hour-per-field visit. Services will be provided by Mr. Shawn Prentice. We have assumed the testing services will be provided as a task order under our existing on-call agreement.

Table 1. Estimated Manhours, Tests, and Fee

Task	No of Site Visits	No. of Hours	No. of Lab Tests	Estimated Fee (\$)
Field Testing				
Compaction Testing (Pipeline installation, 75 ft/day, 4100 ft, 57 days x 7 hrs per day)	57	400	--	\$ 42,000
Compaction Testing (Intersections, 4 days x 6 hrs per day)	4	24	--	2,520
Compaction Testing (Lateral installation, 6 laterals per day, 10 days x 4 hours per day)	10	40	--	4,200
Nuclear Density Gauge (71 days x \$75/day)	71	-	--	5,325
Summary Report	-	16	--	2,000
Laboratory Testing				
Proctor Curves	-	-	6	1,290
Grainsize	-	-	3	495
Sand Equivalent	-	-	3	495
Estimated Totals:	71	464	12	\$ 58,325

DELIVERABLES

OGI will provide Daily Reports documenting field test results at the end of each day of testing. Laboratory test results will be provided on an ongoing basis as the laboratory tests are completed. We will provide a summary report documenting field test locations, material types, field density test results, and associated laboratory test results upon completion of the testing services.

CLOSURE

Thank you for the opportunity to provide this proposal to the Casitas Municipal Water District for construction materials testing services for the Grand Avenue Pipeline Replacement project in Ojai, California. Please contact us if you have any questions on our proposed scope or fee.

Sincerely,

OAKRIDGE GEOSCIENCE, INC.


Craig Prentice
Principal

Copies Submitted: (1 via email)

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: **Approval of a temporary grant of easement to the Ventura County Watershed Protection District on Assessor Parcel No. 024-0-072-085 for the purpose of steelhead fish surveys.**
Date: February 4, 2021

RECOMMENDATION:

The Board approve the grant of easement as presented.

BACKGROUND:

Casitas MWD is in receipt of a request for temporary grant of easement from the Ventura County Watershed Protection District for the purposes of conducting steelhead fish surveys on Assessor's parcel number 024-0-072-085.

Casitas MWD obtained ownership of Assessor's parcel number 024-0-072-085 as a result of the acquisition of Golden State Water Company's Ojai water system in 2017.

DISCUSSION:

The Ventura County Watershed Protection District (VCWPD) is requesting a temporary grant of easement (five-year term with the option of an additional five years) for the purpose of steelhead fish surveys on San Antonio Creek in conjunction with the VCWPD's operating permit for the San Antonio Spreading Grounds upstream of this location.

While this work is being conducted on Casitas MWD property (Mutual Well facility), the actual survey work will be done in the San Antonio streambed which is outside of the District's security fencing and can be accessed for the public right-of-way.

The language of the easement fully indemnifies Casitas MWD in VCPWD's activities connected with the easement.

VCPWD proposes a payment of \$100 per year for the easement.



county of ventura

Jeff Pratt
Agency Director

Central Services
Joan Araujo, Director

Engineering Services
Christopher Cooper, Director

Roads & Transportation
David Fleisch, Director

Water & Sanitation
Joseph Pope, Director

Watershed Protection
Glenn Shephard, Director

December 30, 2020

Casitas Municipal Water District
1055 Ventura Avenue
Oak View, CA 93022

JAN 25 2021

SUBJECT: Steelhead Fish Surveys
San Antonio Creek, Ventura County, California
Assessor's Parcel No. 024-0-072-085

Dear Casitas Municipal Water District:

The Ventura County Watershed Protection District (District) is seeking permission to conduct steelhead fish surveys in the portion of San Antonio Creek traversing your property. The proposed field surveys will be conducted by biologists working on foot who will observe and inventory juvenile steelhead fish, and/or steelhead nests (redds) in the creek bed gravel. The biologists will enter San Antonio Creek via District owned land or public right-of-ways. We had permission in the past for this project with Golden State Water Company.

The surveys are being conducted to support permit compliance for operation the San Antonio Creek Spreading Grounds Rehabilitation Project, a groundwater recharge and supply project in the Ojai Valley. The purpose of the project is to increase groundwater recharge and storage in the Ojai Valley Groundwater Basin, thereby enhancing the reliability of production from local water supply wells.

By signing and returning the enclosed Grant of Temporary Easement, you will be giving the District permission to conduct the proposed steelhead surveys on your property. The district would like to begin the surveys on or after January 5, 2021. We ask that you give this matter your immediate consideration.

Because the steelhead surveys will provide a general public benefit, rather than a personal benefit to you, the District is proposing to pay you \$100.00 per year for the right to conduct the surveys on your property. The juvenile fish surveys shall be conducted once per month from March through June (i.e., 4 juvenile fish surveys annually), and redd surveys shall be conducted two times per month from December through May (i.e., 12 redd surveys annually). Each survey up and down the length of San Antonio Creek will take approximately one day to complete, so the biologists will be at your property for about an hour at most per survey. Please note that three of the juvenile fish surveys (in March,

April, and May) shall be conducted concurrently with the bi-monthly "redds" surveys, resulting in a total of 13 maximum surveys annually.

The following documents are enclosed for your consideration:

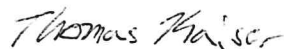
1. *An Acquisition Statement*, in compliance with state and federal law;
2. *A Statement of the Basis for Just Compensation*, as required by state and federal law;
3. A copy of the booklet entitled *Acquisition of Private Property for Public Purposes*, which is designed to answer commonly asked questions regarding the public acquisition of private property;
4. Two copies of the proposed *Grant of Temporary Easement*; and

Please sign and return the Grant of Temporary Easement. I have enclosed a postage-paid business reply envelope.

It is the County's intention that this acquisition be completed by voluntary negotiation. This offer is not being made under threat of eminent domain.

Thank you very much for your consideration of this offer. If you have questions regarding the proposed surveys, please call Megan Doran (805) 477-1976. If you have any questions regarding the offer for the Grant of Temporary Easement, or any of the enclosed documents, you may contact me at (805) 654-5147, or by email at Thomas.kaiser@ventura.org.

Very truly yours,



Thomas Kaiser
Real Property Agent
Real Estate Services
Central Services

Enclosures

~~Recorded at the request of and
When recorded return to:~~

Public Works Agency
County of Ventura
Attn: Real Estate Services
800 S. Victoria Avenue
Ventura, CA 93009-1640

A. P. # # 028-0-080-050
Instrument # 10,164.29TE

No Fee Required
(Govt. Code Sec. 6103 & 27383)
Rev. & Tax. Code Sec. 11922)

TEMPORARY EASEMENT DEED

(San Antonio Creek)

FOR A VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged,
for the consideration and upon the terms hereinafter provided,

CASITAS MUNICIPLE WATER DISTRICT ("Grantor")

do(es) hereby GRANT to

VENTURA COUNTY WATERSHED PROTECTION DISTRICT ("District")

a temporary non-exclusive easement and right-of-way for the purpose of conducting field surveys on foot to observe and inventory juvenile steelhead and redds (gravel nests) in San Antonio Creek and related purposes, in, on, over, and across that certain real property located in the State of California, County of Ventura, and more particularly described and depicted on Exhibit "A", attached hereto and made a part hereof (the "Property").

Grantor has executed this Grant of Temporary Easement, hereinafter called "Easement" with the understanding and intention that:

1. TERM. The term of this Easement shall be five (5) years. Said term shall commence on the date this Easement is fully executed and delivered by Grantor and shall terminate on December 31, 2025.

2. CONSIDERATION. The District shall pay to the order of the Grantor, as consideration in full for the rights and interest granted herein, the sum of \$500.00. Said sum shall be paid in full within 60 days after acceptance of this Easement by District.

3. OPTION. District may, at its option, extend this Easement for an additional five (5) year term commencing on January 1, 2020. Such Option shall be exercised by the Director of Public Works, giving written notice to Grantor no later than December 31, 2025. Such extension shall be on all the terms and conditions as stated herein.

4. ADDITIONAL CONSIDERATION. Should District elect to exercise its Option, District shall pay to the order of Grantor a rental of \$500.00 as consideration in full for the rights and interest granted herein for the extended term of the Easement. Said sum shall be paid within 60 days after the date of the notice to exercise the Option.

5. HOLDOVER. Intentionally omitted.

6. RESTORATION OF PROPERTY. District agrees that upon termination of this Easement it will return the herein described real property as nearly as practicable to its original condition, taking into consideration the nature of the work being performed.

7. INDEMNIFICATION. District shall hold Grantor harmless from any and all damages to personnel of said District while conducting the field surveys on the herein referenced real property.

8. COMPLETE UNDERSTANDING. This Easement constitutes the entire understanding between the parties with respect to the subject matter hereof, superseding all negotiations, prior discussions, and preliminary agreements or understandings, written or oral. This Easement may not be amended except in writing by the parties hereto or their successors or assigns.

9. SPECIAL PROVISIONS. If applicable, all other provisions of this Easement are contained in Exhibit "B", which is attached hereto and made a part hereof by reference. Exhibit "B" is is not applicable.

10. ACCEPTANCE AND RECORDATION. It is the intent of the parties that the District will accept this Easement but that the Easement shall not be recorded. Because the Easement will not be recorded, Grantor's signatures do not need to be notarized.

11. PARTIES BOUND AND BENEFITED. By Grantor's offer and execution, and District's acceptance of this Easement, the covenants and conditions herein contained shall apply to and bind both Grantor and District and their respective heirs, successors,

executors, administrators, and assigns; and Grantor and District shall both be jointly and severally liable hereunder.

CASITAS MUNICIPLE WATER DISTRICT

Date: _____

By: _____
Title:

If you wish to be notified in advance when District personnel will be on your property, please provide us with your telephone number.

Telephone (day) _____

Telephone (evening) _____

APPROVED:

Charles E. Alvarez, Manager
Real Estate Services Division
Public Works Agency

_____, 20__

SPECIAL PROVISIONS

Juvenile fish surveys shall be conducted once per month from March through June (i.e., 4 juvenile fish surveys annually), and redd surveys shall be conducted two times per month from December through May (i.e., 12 redd surveys annually). Each survey will take approximately one day to complete. The biologists will enter San Antonio Creek via District owned land or public right-of-ways.

Please note that three of the juvenile fish surveys (in March, April, and May) shall be conducted concurrently with the bi-monthly red surveys, resulting in a total of 13 maximum surveys annually.



• **Casitas Municipal Water District**
APN:0280080050

the Property

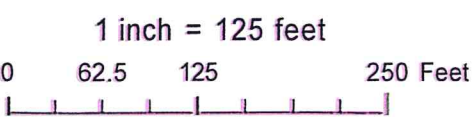


Exhibit A



MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: **Adoption of a Resolution revising the Casitas Municipal Water District (Casitas MWD) Bylaws Article VIII (Meetings of the Board of Directors): Section 1 (Time and Place).**
Date: February 4, 2021

RECOMMENDATION:

Board of Directors adopt the resolution as presented.

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 were presented at the January 27, 2021 Board Meeting and the Board of Directors directed staff to prepare a resolution reflecting the agreed-upon revisions.

Article XIII (Adoption and Amendment of Bylaws) of the current Casitas MWD bylaws states:

'Proposed amendments shall be presented in writing at a regular meeting of the Board of directors and may be adopted at the next regular meeting, provided at least 14 days have elapsed since the first meeting.'

DISCUSSION:

The Board of Directors agreed to the following changes to Article VIII (Meetings of the Board of Directors); Section 1 (Time and Place) in order to change the meeting time for Regular Board Meetings.

Article VIII: Meetings of the Board of Directors

Section 1: Time and Place

Current Language:

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 on the second and fourth Wednesdays of each month at 3:00 p.m. 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.

Recommended Revision:

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.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO.

RESOLUTION AMENDING CASITAS MUNICIPAL WATER DISTRICT BYLAWS

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 on the second and fourth Wednesdays of each month at 3:00 p.m. 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;” and

WHEREAS Bylaws Article XIII provides in pertinent part that, “Proposed amendments shall be presented in writing at a regular meeting of the Board of Directors and may be adopted at the next regular meeting, provided at least 14 days have elapsed since the first meeting. Amendments [to the Bylaws] shall be approved by resolution of the Board.”

BE IT RESOLVED that the Casitas Municipal Water District Board of Directors does hereby approve and adopt the attached Bylaws amendment, to become effective immediately.

PASSED AND ADOPTED this ____ day of February, 2021, upon the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

Brian Brennan – Board President

CERTIFICATION:

I, Rebekah Vieira, Clerk 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 February, 2021.

Secretary

Proposed Amendments to Casitas Municipal Water District Bylaws

1. Replace Article VIII (Meetings of the Board of Directors), Section 1. (Time and Place) with the following language:

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.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO.

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 5:00 PM.

Brian Brennan, President

ATTEST:

Richard Hajas, Secretary

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: Review and approval of revisions to the Casitas MWD System of Business Administration Ordinance.
Date: February 4, 2020

RECOMMENDATION:

The Board of Directors approve the ordinance as presented.

BACKGROUND:

The current Casitas MWD System of Business Ordinance 12-01 was adopted by the Board of Directors in 2012 (attached).

At the August 2020 Finance Committee Meeting, staff requested that the Committee Members provide a markup of the existing ordinance for discussion at the September 2020 Committee Meeting.

The Finance Committee provided a list of suggested edits at the September 2020 Finance Committee Meeting.

A final revision of the recommended revised ordinance was produced by the Finance Committee in November 2020.

DISCUSSION:

Since its passage in 2012, there have been changes to District job titles and other changes that prompts revisions to the District's System of Business Administration ordinance.

Staff requested that the Finance Committee Members provide their desired edits, staff incorporated them and then the draft ordinance reached its current state at the November 2020 Finance Committee Meeting.

The final draft of the System of Business Administration ordinance was presented to the District's Counsel and Auditor for review (Auditor comments attached).

Subsequent to the approval of this ordinance, a revision to the Casitas MWD bylaws will be brought forward by staff to remove the reference to the old ordinance (12-1) that exists in Article XII (Administration of District Business); Section 5.8 (Ordinance Prescribing a System of Business Administration).

District Auditor's Comments on the revised Casitas MWD System of Business Administration Ordinance:

Regarding Business Ordinance 12-01, I didn't see any issues with your changes and I liked your comments (especially the use of positive pay). The only thing I would caution is the use of credit cards – it does allow for more flexibility, but can also be easier to utilize for non-business purposes.

CASITAS MUNICIPAL WATER DISTRICT

ORDINANCE #XX-XX

AN ORDINANCE OF CASITAS MUNICIPAL WATER DISTRICT
PRESCRIBING A SYSTEM OF BUSINESS ADMINISTRATION

WHEREAS, Section 71304 of the California Water Code provides that the Board of Directors may prescribe by ordinance a system of business administration; and

WHEREAS, it is desirable to have a system of business administration relative to accounting, auditing, and disbursement of moneys by Casitas; and

WHEREAS, it is desirable to change the signature requirements for the general fund bank account;

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

1. Budget. The General Manager is hereby directed to prepare annually a fiscal budget no later than the second regular meeting in May. The budget so planned and submitted shall reflect the general policies of the Board of Directors and the anticipated expenditures to carry out such policies. The General Manager shall submit the budget in such form and substance that it will clearly reflect the planned program of Casitas' operations and improvements and will comply with the form prescribed by the County Auditor.

Obligations shall be incurred only within the detailed provisions of the applicable budget, subject to the following exceptions:

a. Unbudgeted obligations may be incurred within the limits of funds available for expenditures in the fiscal year if approved in advance by the Board of Directors or upon approval by the General Manager if necessary for protection of life or property. The Chief Financial Officer shall maintain and present to the Board of Directors a monthly log of Board approved unbudgeted obligations incurred for the current fiscal year. The log is to include the title and description of the obligation, Board approval date, and a running total of the amount obligated.

b. The General Manager may make transfers between detailed budget items within a single department provided the amounts budgeted within the department for capital outlay and operation and maintenance, respectively, are not exceeded. The Board shall routinely be advised of said transfers.

2. Purchase of Materials, Supplies, and Services. The General Manager is hereby authorized to execute purchase orders and contracts not exceeding \$35,000.00 without prior Board approval. All purchases in excess of \$2,500 shall normally be supported by an executed purchase order or contract, and all proposed expenditures shall be verified to ascertain that provision has been included in the budget for the activity or expense intended. Exceptions might be an emergency situation, an order that does not arrive on time, the need for supplies that are not in the warehouse, or services that need to be performed in order to determine what needs to be replaced and/or repaired.

In these instances, an invoice and requisition will be furnished that fully explains the reason for not following normal procedures along with the approval of the supervisor who accepts responsibility for incurring the expenditures.

In the General Manager's absence, or an emergency situation the Assistant General Manager or Executive Administrator will have authorization to purchase materials, supplies and services not exceeding \$35,000.

a. No purchase order shall be issued unless moneys for payment of Casitas' obligations thereunder are available for expenditure under the budget applicable to the year in which such purchase order is issued.

b. No purchase order shall be issued unless it relates to the operation and maintenance of Casitas or Ventura River Project facilities or to a construction project approved by the Board.

c. From time to time, by resolution, the Board of Directors shall adopt a statement of terms and conditions applicable to construction, alteration or repair of Casitas' facilities in the form prescribed by Casitas' attorney. The General Manager shall be authorized to approve change orders as recommended by the Engineer providing the total increased cost of all change orders does not exceed 5 percent of the total contract amount or \$35,000 whichever is greater.

d. The General Manager in his/her purchasing decisions shall consider costs of transportation to firms outside the County as opposed to firms inside the County when making purchasing decisions and shall also consider any taxes to be paid on items outside the County as being an extra cost, while those sales taxes inside the County may be discounted from the total bid when considering award. Should the differences in bid price be greater than those amounts of transportation and taxes, the General Manager shall award the purchase of goods and services to the lowest responsible bidder.

3. Credit Cards. The General Manager may acquire business credit cards issued in the name of the District for designated use by the General Manager, the Assistant General Manager, the Executive Administrator, and the Operations Manager. The credit cards may be used at the sole discretion and approval of the General Manager, the Assistant General Manager, Executive Administrator, and the Operations Manager only for the official business of the District, such as business travel, business expenditures and vendor payments, within the limits set forth by District ordinance or credit card limit, whichever is less.

a. The credit cards are not to be given or loaned to others, regardless of the circumstances. If credit card(s) are lost, stolen or if there is a billing dispute or unauthorized use, the cardholder must advise the credit card company and the Chief Financial Officer immediately. A disputed item must be noted on the cardholder's Statement of Account so it will not be paid until the problem is resolved and the cardholder shall immediately notify the card issuer of such dispute.

b. No members of the Board of Directors will be issued credit cards.

c. Administration shall safeguard all documents that contain credit card information pursuant to the Identity Theft Prevention Program.

d. Cardholders may not use their credit card for cash advances from banks, credit

unions or automatic teller machines. This prohibition similarly extends to cash equivalents such as bank checks, traveler's checks and electronic cash transfers.

e. Receipts for all credit card expenditures must be promptly turned into Accounts Payable along with the credit card monthly statement and appropriate budget account number by each transaction. Any receipts for meals or entertainment must clearly indicate the names of all persons attending the meal and the business purpose of the meeting. An audit of the cardholder purchases will occur on a monthly basis by Accounts Payable, and/or Accounting/ Customer Service Supervisor, and/or Chief Financial Officer.

f. Misuse of the credit card or noncompliance with this ordinance, as determined by the General Manager, may result in the revocation of the credit card and its privileges. Misuse may also result in employee discipline, up to and including termination and may be subject to the provisions and penalties of Government Code 8314 and the Penal Code.

g. Employees that are separating from service with the District must turn in the District-issued purchasing credit card prior to the last day of employment along with all receipts. The Chief Financial Offer will be responsible for canceling the credit card.

4. Collection and Deposit of Revenues. A "General Fund Bank Account" shall be established and maintained in a bank designated by the Board of Directors and all revenue, unless otherwise provided, shall be deposited therein. The Board of Directors may, from time to time, direct the General Manager to establish and maintain special bank accounts for the handling of funds received or set aside for specific purposes.

An "Adjudication Charges Bank Account" shall be established and maintained in a bank designated by the Board of Directors and all revenue, unless otherwise directed, received from the specific billing of these adjudication charges shall be deposited therein. All such revenues shall be accounted for in a manner that will indicate the source and amount of the adjudication charge collected.

All revenue collected shall be accounted for in a manner that will indicate the source, nature, and amount of each collection. Collections so made shall be deposited intact in the bank accounts established.

5. Disbursements. Routine financial obligations of Casitas shall be paid from a special fund designated as the "Payables Fund Account" established in a bank designated by the Board of Directors. Funds in the Payables Fund Account shall be replenished from time to time from the General Fund Account in order to enable Casitas to meet its routine fiscal obligations. The General Manager shall assure that checks made from the General Fund Account to replenish the "Payables Fund Account" shall not exceed the total amount of the bi-monthly payables list. Disbursements from the Payables Fund Account shall be authorized:

- a. By a check signed by any combination of the following two electronic or actual signatures:
 - The General Manager, Chief Financial Officer, Assistant General Manager, Executive Administrator, and any member of the Board of Directors.

Under no circumstances shall any person authorized under this ordinance to sign checks of Casitas sign a blank or incomplete check. Any person who does not comply with this provision shall be subject to disciplinary action up to and including termination.

An audit of all claims against Casitas shall be made prior to presentation of the checks for signature. Such audit shall consist of a verification as to accuracy and completeness of all documents supporting payment; i.e., copy of purchase order, executed receiving and inspection report, and vendor's invoice or statement. Reimbursable personal expense claims shall be approved by the General Manager. Personal expenditures for which reimbursement may be claimed shall include only expenses incurred while an employee, officer, or director is acting in his official capacity as a Casitas representative. All claims for reimbursement must be for goods or services which are ordinary and necessary for the fulfillment of Casitas duties, and such expenses shall, where practicable, be documented by checks, receipts, or other evidence, such evidence to be submitted at the time request for reimbursement is made.

A separate voucher authorization list covering disbursements made from the Payables Fund Account showing check number, payee, description of materials or services purchased, and amount shall be prepared and accompany each General Fund Account check presented for signature. Each list shall be certified correct by the Casitas Chief Financial Officer and submitted to the Board of Directors for ratification.

b. A petty cash fund of \$800 shall be maintained, and expenditures may be made from this fund only for individual expenditures not in excess of \$75.00. Expenditures may be made for postage, freight and express bills, invoices for materials, reimbursement of personal expenses, meal allowances, and in payment of encroachment permit fees, licenses, or other charges levied by a county, state agency, public utility, or railroad company in connection with the granting to Casitas of rights in property owned or controlled by such grantors and other similar purposes.

c. Funds transferred to the Payables Fund Account and all other withdrawals from the General Fund Account shall be authorized by the signatures of any two members of the Board of Directors.

d. Payroll obligations of Casitas shall be paid from a special fund designated as the "Payroll Fund Account" established in a bank designated by the Board of Directors. The Payroll Fund Account shall be replenished on a biweekly basis in the amount of the biweekly payroll from the General Fund Account in order to enable Casitas to meet its payroll obligations. Disbursements from the Payroll Fund Account shall be authorized:

(1) By a check signed by any combination of the following two electronic or actual signatures:

- The General Manager, Chief Financial Officer, Assistant General Manager, Executive Administrator and any member of the Board of Directors.

(3) Under the payroll system, at the option of each of Casitas' employees, either issue a payroll check to said employee in the amount of such employee's net pay as computed, or credit said net pay to the bank account of such employee. Statements shall be provided to employees electing to have their net pay so credited.

(4) Under no circumstances shall any person authorized under this ordinance to sign checks of Casitas sign a blank or incomplete check. Any person who does not comply with this provision shall be subject to disciplinary action up to and including termination.

The Chief Financial Officer shall be responsible for the password security within the Accounting Software for check signing digital signatures. This password will be required to be entered into the system by the General Manager, Chief Financial Officer, Assistant General Manager, or Executive Administrator before each check writing batch for all funds. A payroll check register shall be maintained to keep a record of all checks written.

e. A separate voucher authorization list covering disbursements made from the General Fund Account showing check number, payee, description of the transaction, and amount shall be prepared and accompany each check presented for signature. The list shall be certified correct by the Casitas Chief Financial Officer and submitted to the Board of Directors for approval.

f. Disbursements from special bank accounts established for the handling of funds received or set aside for specific purposes, other than the Payables Fund Account or the Payroll Fund Account, shall be accomplished pursuant to instructions approved by the Board of Directors.

g. Disbursement from the Adjudication Charges Bank Account shall be made by check and issued as payment for those invoices and expenses incurred specifically for actual adjudication and litigation costs. Disbursements from the Adjudication Charges Bank Account shall be authorized by a check signed by any combination of the following two electronic or actual signatures: General Manager, Assistant General Manager, Chief Financial Officer and Executive Administrator. The Chief Financial Officer shall make a report to the Board of Directors at every Board meeting showing the adjudication revenue collected, checks issued, finance charges incurred, beginning account balance and ending account balance for the period reported.

h. From time to time, a check will need to be voided. There are two main types of voids a system generated void or vendor requested void.

A system generated void occurs when processing a vendor payment and there are too many itemized line items in the description field. This results in the automatic printing of the line items on the proceeding check. When this occurs the proceeding check prints the itemized line item in the description field and VOID is automatically printed on the check stub section. The voided check is filed away along with the invoice.

A vendor requested void occurs when a vendor claims a payment has not been received. When a claim is made either Accounts Payable or the Chief Financial Officer confirms with the bank that the payment has not been cashed. If it is confirmed the check has cleared the vendor is provided an electronic copy of the cleared check. If it has not been cleared a stop payment at the bank is placed on the issued check. A stop payment can be placed in one of two ways (1) call the bank account manager and provide the check number, date, amount, and vendor name or (2) through the online banking portal. Once confirmation has been received for the stop payment Accounts Payable voids the check in the Accounting Software. The check is reissued with the next scheduled check run.

i. Bank reconciliations for all bank accounts are to be completed by the last day of the following month. Each bank account shall have their own respective reconciliation. A reconciliation packet/report is to be prepared by the Accounting/ Customer Service Supervisor

showing the bank balance along with the bank statement, the general ledger balance, and all supporting documentation. The report is to be reviewed and signed off by the Chief Financial Officer. All deposits received and checks cashed in each bank account shall be reconciled to the general ledger account activity. An outstanding check register must also be maintained and included with the monthly bank reconciliations. If at any time there is a discrepancy an investigation of the activity will be completed by the Accounting/ Customer Service Supervisor and/or Chief Financial Officer.

6. Powers, functions, and duties assigned herein to the General Manager, Assistant General Manager, Executive Administrator and those assigned to the Chief Financial Officer, with the exception of the signing of checks, may be delegated by them to the staff member acting in their respective capacities when they are absent from the office.

7. Bidding Requirements. The General Manager is directed to establish a bidding procedure for the District. For purchases up to \$2,500 no requisition is required; from \$2,500 to \$34,999 three informal written bids are required; \$35,000 and over requires formal bids consisting of written specs of goods and services with written bid after appropriate public notice.

a. Bidding Requirements for Small Projects: If, in the opinion of the General Manager, it is difficult for the District to obtain bids for small jobs, the General Manager may award purchase orders for work at a cost equal to or less than \$5,000 if the following requirements are met:

- There are funds available in the unencumbered budget for the work.
- An estimate is made by staff of the cost of the work before the Purchase Order is issued.
- The work can be completed on a time-and-materials basis.
- The District is provided a bill detailing the cost of time and materials.

b. Sole Source Purchases. The General Manager can approve sole source purchasing as an exception to section 7 for any of the following reasons:

- Only one available supplier with no available competition.
- Equipment that was purchased with bidding competition but support, spare parts and repairs have to be provided by factory reps with protected territory.
- Services that have been bid out and results have been damaging to Casitas.
- Products used to maintain system standard when significant spare parts inventories need to be maintained and readily available.
- Utility Companies with which you have to work.
- Purchases that require significant staff time to get to the location to conduct the business in comparison to the cost of item.
- Agreements on Deposits
- Sources to Call in Emergencies

8. Permits. It shall be the general policy of the Board of Directors of Casitas Municipal Water District not to get permits from other public agencies, which are exempted by Governmental Code Section 53091, or for recreation due to its federal enclave status. However, Casitas shall get permits where, in the opinion of the Board of Directors, it is appropriate to do so.

ADOPTED this day of _____ 2021.

Brian Brennan, President
Casitas Municipal Water District

ATTEST:

Richard Hajas, Secretary
Casitas Municipal Water District

CASITAS MUNICIPAL WATER DISTRICT

ORDINANCE #12-01

AN ORDINANCE OF CASITAS MUNICIPAL WATER DISTRICT
PRESCRIBING A SYSTEM OF BUSINESS ADMINISTRATION

WHEREAS, Section 71304 of the California Water Code provides that the Board of Directors may prescribe by ordinance a system of business administration; and

WHEREAS, it is desirable to have a system of business administration relative to accounting, auditing, and disbursement of moneys by Casitas; and

WHEREAS, it is desirable to change the signature requirements for the general fund bank account;

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

1. Budget. The General Manager is hereby directed to prepare annually a fiscal budget no later than the second regular meeting in May. The budget so planned and submitted shall reflect the general policies of the Board of Directors and the anticipated expenditures to carry out such policies. The General Manager shall submit the budget in such form and substance that it will clearly reflect the planned program of Casitas' operations and improvements and will comply with the form prescribed by the County Auditor.

Obligations shall be incurred only within the detailed provisions of the applicable budget, subject to the following exceptions:

a. Unbudgeted obligations may be incurred within the limits of funds available for expenditures in the fiscal year if approved in advance by the Board of Directors or upon approval by the General Manager if necessary for protection of life or property.

b. The General Manager may make transfers between detailed budget items within a single department provided the amounts budgeted within the department for capital outlay and operation and maintenance, respectively, are not exceeded. The Board shall routinely be advised of said transfers.

2. Purchase of Materials, Supplies, and Services. The General Manager is hereby authorized to execute purchase orders and contracts not exceeding \$20,000.00 without prior Board approval, provided that this limitation shall not apply to replenish warehouse stores stock. Purchases for this purpose shall be made in an amount equal to but not exceeding an amount necessary to maintain the minimum quantities of stock on hand as determined by the General Manager to be economical and necessary for Casitas' needs. All purchases in excess of \$300 shall normally be supported by an executed purchase order or contract, and all proposed expenditures shall be verified to ascertain that provision has been included in the budget for the activity or expense intended. Exceptions might be an emergency situation, an order that does not arrive on time, the need for supplies that are not in the warehouse, or services that need to be performed in order to determine what needs to be replaced and/or repaired. In these instances, an invoice and

requisition will be furnished that fully explains the reason for not following normal procedures along with the approval of the supervisor who accepts responsibility for incurring the expenditures. The General Manager may delegate to the Accounting Manager authority to execute individual purchase orders up to \$1,000.

In the General Managers absence, or an emergency situation the Assistant to the General Manager will have authorization to purchase materials, supplies and services not exceeding \$20,000.

a. No purchase order shall be issued unless moneys for payment of Casitas' obligations thereunder are available for expenditure under the budget applicable to the year in which such purchase order is issued.

b. No purchase order shall be issued unless it relates to the operation and maintenance of Casitas or Ventura River Project facilities or to a construction project approved by the Board.

c. From time to time, by resolution, the Board of Directors shall adopt a statement of terms and conditions applicable to construction, alteration or repair of Casitas' facilities in the form prescribed by Casitas' attorney. The General Manager shall be authorized to approve change orders as recommended by the Engineer providing the total increased cost of all change orders does not exceed 5 percent of the total contract amount or \$20,000, whichever is greater.

d. The General Manager in his purchasing decisions shall consider costs of transportation to firms outside the County as opposed to firms inside the County when making purchasing decisions and shall also consider any taxes to be paid on items outside the County as being an extra cost, while those sales taxes inside the County may be discounted from the total bid when considering award. Should the differences in bid price be greater than those amounts of transportation and taxes, the General Manager shall award the purchase of goods and services to the lowest responsible bidder.

3. Credit Cards. The General Manager may acquire business credit cards issued in the name of the District for designated use by the General Manager and/or the Assistant to the General Manager, and business credit cards authorized and controlled by the General Manager for purchases at vendors (i.e., Sears, Home Depot). The credit cards may be used at the sole discretion and approval of the General Manager and/or the Assistant to the General Manager only for the official business of the District, such as business travel, business expenditures and vendor payments, within the limits set forth by District ordinance or credit card limit, whichever is less.

a. The credit cards are not to be given or loaned to others, regardless of the circumstances. If credit card(s) are lost, stolen or if there is a billing dispute or unauthorized use, the cardholder must advise the credit card company and the Accounting Manager/Treasurer immediately. A disputed item must be noted on the cardholder's Statement of Account so it will not be paid until the problem is resolved and the cardholder shall immediately notify the card issuer of such dispute.

b. No members of the Board of Directors will be issued credit cards.

c. Administration shall safeguard all documents that contain credit card information pursuant to the Identity Theft Prevention Program.

d. Cardholders may not use their credit card for cash advances from banks, credit unions or automatic teller machines. This prohibition similarly extends to cash equivalents such as bank checks, traveler's checks and electronic cash transfers.

e. Receipts for all credit card expenditures must be promptly turned into the Accounts Payable along with the credit card monthly statement and appropriate budget account number by each transaction. Any receipts for meals or entertainment must clearly indicate the names of all persons attending the meal and the business purpose of the meeting. An audit of the cardholder purchases will occur on a monthly basis by Accounts Payable.

f. Misuse of the credit card or noncompliance with this ordinance, as determined by the General Manager, may result in the revocation of the credit card and its privileges. Misuse may also result in employee discipline, up to and including termination and may be subject to the provisions and penalties of Government Code 8314 and the Penal Code.

g. Employees that are separating from service with the District must cancel and turn in the District-issued purchasing credit card prior to the last day of employment.

4. Collection and Deposit of Revenues. A "General Fund Bank Account" shall be established and maintained in a bank designated by the Board of Directors and all revenue, unless otherwise provided, shall be deposited therein. The Board of Directors may, from time to time, direct the General Manager to establish and maintain special bank accounts for the handling of funds received or set aside for specific purposes.

All revenue collected shall be accounted for in a manner that will indicate the source, nature, and amount of each collection. Collections so made shall be deposited intact in the bank accounts established.

5. Disbursements. Routine financial obligations of Casitas shall be paid from a special fund designated as the "Payables Fund Account" established in a bank designated by the Board of Directors. Funds in the payables fund account shall be replenished from time to time from the general funds account in order to enable Casitas to meet its routine fiscal obligations. The General Manager shall assure that checks made from the General Fund to replenish the "Payables Fund Account" shall not exceed the total amount of the bi-monthly payables list. Disbursements from the payables fund account shall be authorized:

a. By a check signed by any combination of the following two electronic or actual signatures:

- The General Manager, Accounting Manager, Assistant to the General Manager and any member of the Board of Directors.

Under no circumstances shall any person authorized under this ordinance to sign checks of Casitas sign a blank or incomplete check. Any person who does not comply with this provision shall be subject to severe disciplinary action.

An audit of all claims against Casitas shall be made prior to presentation of the checks for signature. Such audit shall consist of a verification as to accuracy and completeness of all documents supporting payment; i.e., copy of purchase order, executed receiving and inspection report, and vendor's invoice or statement. Should a vendor not honor Casitas purchase orders but

provide the lowest price for an item, the General Manager may issue a payables check to the vendor for the item receiving in return an invoice for the item for audit purposes. Reimbursable personal expense claims shall be approved by the General Manager. Personal expenditures for which reimbursement may be claimed shall include only expenses incurred while an employee, officer, or director is acting in his official capacity as a Casitas representative. All claims for reimbursement must be for goods or services which are ordinary and necessary for the fulfillment of Casitas duties, and such expenses shall, where practicable, be documented by checks, receipts, or other evidence, such evidence to be submitted at the time request for reimbursement is made.

A separate voucher authorization list covering disbursements made from the payables fund account showing check number, payee, description of materials or services purchased, and amount shall be prepared and accompany each general fund check presented for signature. Each list shall be certified correct by the Casitas Accounting Manager and submitted to the Board of Directors for ratification. Signatures of a majority of the Board members on the voucher list shall constitute Board approval.

b. A petty cash fund of \$800 shall be maintained, and expenditures may be made from this fund only for individual expenditures not in excess of \$75.00. Expenditures may be made for postage, freight and express bills, invoices for materials, reimbursement of personal expenses, meal allowances, and in payment of encroachment permit fees, licenses, or other charges levied by a county, state agency, public utility, or railroad company in connection with the granting to Casitas of rights in property owned or controlled by such grantors and other similar purposes.

c. Funds transferred to the payables fund account and all other withdrawals from the general fund account shall be authorized by the signatures of any two members of the Board of Directors.

d. Payroll obligations of Casitas shall be paid from a special fund designated as the "Payroll Fund Account" established in a bank designated by the Board of Directors. The payroll fund account shall be replenished on a biweekly basis in the amount of the biweekly payroll from the general fund account in order to enable Casitas to meet its payroll obligations. Disbursements from the payroll fund account shall be authorized:

(1) By a check signed by electronic signatures of the General Manager and the Accounting Manager.

(2) By a check signed by any combination of the following two signatures:

- The General Manager, Accounting Manager, Assistant to the General Manager and any member of the Board of Directors.

(3) Under the payroll system, at the option of each of Casitas' employees, either issue a payroll check to said employee in the amount of such employee's net pay as computed, or credit said net pay to the bank account of such employee. Statements shall be provided to employees electing to have their net pay so credited.

(4) Under no circumstances shall any person authorized under this ordinance to sign checks of Casitas sign a blank or incomplete check. Any person who does not comply with this provision shall be subject to severe disciplinary action.

The payroll register shall be used as the voucher authorization list for payroll disbursements. Each list shall be certified correct by the Casitas Accounting Manager and submitted to the Board of Directors for ratification. Signatures of a majority of the Board members on the voucher list shall constitute Board approval.

The Accounting Manager shall be responsible for the password security within the Incode Accounting Software for check signing digital signatures. This password will be required to be entered into the system by the Accounting Manager or Assistant to the General Manager before each check writing batch for all funds. A payroll check register shall be maintained to keep a record of all checks written.

e. A separate voucher authorization list covering disbursements made from the general fund account showing check number, payee, description of the transaction, and amount shall be prepared and accompany each check presented for signature. The list shall be certified correct by the Casitas Accounting Manager and submitted to the Board of Directors for approval. Signature of a majority of the Board members on the voucher authorization list shall constitute approval of claims and authorization for the signatures of any two members of the Board of Directors in payment of same.

f. Disbursements from special bank accounts established for the handling of funds received or set aside for specific purposes, other than the payables fund account or the payroll funds account, shall be accomplished pursuant to instructions approved by the Board of Directors.

6. Powers, functions, and duties assigned herein to the General Manager, Assistant to the General Manager and those assigned to the Accounting Manager, with the exception of the signing of checks, may be delegated by them to the staff member acting in their respective capacities when they are absent from the office.

7. Bidding Requirements. The General Manager is directed to establish a bidding procedure for the District. For purchases up to \$75 no requisition is required. From \$76 to \$1,000 one informal written bid is required; from \$1,001 to \$34,999 three informal written bids are required; \$35,000 and over requires formal bids consisting of written specs of goods and services with written bid after appropriate public notice.

a. Bidding Requirements for Small Projects: If, in the opinion of the General Manager, it is difficult for the District to obtain bids for small jobs, the General Manager may award purchase orders for work at a cost equal to or less than \$5,000 if the following requirements are met:

- There are funds available in the unencumbered budget for the work.
- An estimate is made by staff of the cost of the work before the Purchase Order is issued.
- The work can be completed on a time-and-materials basis.
- The District is provided a bill detailing the cost of time and materials.

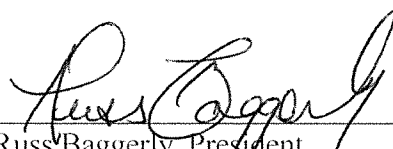
b. Sole Source Purchases. The General Manager can approve sole source purchasing as an exception to section 7 for any of the following reasons:

- Only one available supplier with no available competition.


- Equipment that was purchased with bidding competition but support, spare parts and repairs have to be provided by factory reps with protected territory.
- Services that have been bid out and results have been damaging to Casitas.
- Products used to maintain system standard when significant spare parts inventories need to be maintained and readily available.
- Utility Companies with which you have to work.
- Purchases that require significant staff time to get to the location to conduct the business in comparison to the cost of item.
- Agreements on Deposits
- Sources to Call in Emergencies

8. Permits. It shall be the general policy of the Board of Directors of Casitas Municipal Water District not to get permits from other public agencies, which are exempted by Governmental Code Section 53091, or for recreation due to its federal enclave status. However, Casitas shall get permits where, in the opinion of the Board of Directors, it is appropriate to do so.

ADOPTED this 26th day of September, 2012.


 Russ Baggerly, President
 Casitas Municipal Water District

ATTEST:


 Bill Hicks, Secretary
 Casitas Municipal Water District

CASITAS MUNICIPAL WATER DISTRICT

MINUTES

Recreation Committee

(this meeting was held telephonically)

DATE: February 4, 2021
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Recreation Committee Meeting of February 2, 2021, at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**

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

2. **Public Comments.**

None

3. **Board/Management comments.**

Director Kaiser made comments about the excellent state of the park's maintenance, dumping issues out near the Wadleigh Arm/Saddle dike, and the possibility looking into a fee for walk-in customers.

Director Brennan indicated that he would like to change the regular schedule for the Recreation Committee to the 2nd Tuesday of each month (Director Kaiser concurred).

Director Kaiser and Director Brennan agreed that Director Kaiser will be the chair of this committee for the current term.

4. **Review of the December 2020 Recreation Report**

PSM Martinez reviewed the report with the Committee, noting the closure of the park to camping on December 7th, reopening of camping on January 25th, night fishing, park maintenance, park attendance, advertising and revenues.

Director Kaiser asked questions about vaccination of District employees.

Director Brennan made comments regarding County vaccination schedules.

GM Flood indicated that Park Rangers had been offered vaccinations through the Ventura County Sheriff's office and that the balance of staff might be eligible in a few months.

5. **Review of Incidents and Comments.**

DO Evans presented the LCRA incident statistics including customer service issues, occupancy, medical situations, Sheriff contacts and violations. He also indicated that great teamwork is going on at the LCRA with Park Rangers helping perform needed maintenance.

Director Kaiser asked questions about water contacts, tree maintenance, and arborist services.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES

Finance Committee

(this meeting was held telephonically)

DATE: February 4, 2021
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Special Finance Committee Meeting of January 22, 2021 at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Angelo Spandrio
Director Neil Cole
General Manager, Michael Flood
Executive Administrator, Rebekah Vieira
Chief Financial Officer, Janyne Brown
2. **Public Comments.**
None
3. **Board/Management comments.**
None
4. **Review of the Financial Statements for November 2020**
CFO Brown made comments regarding the statements including revenues, expenses, and the Safety and Garage budgeted credit.

Director Spandrio made comments regarding revenues and salary expenses.

Director Cole made comments regarding the garage expenses.
5. **Review of the Consumption Report for November 2020.**
GM Flood made comments regarding the report.
6. **Review of the Adjudication Report.**
Director Spandrio made comments regarding December's report.

CFO Brown indicated December's water consumption will be billed next week.

GM Flood made comments regarding expenses for the current fiscal year.
7. **Review of Investment Report.**
Director Spandrio asked that staff look at placing checking account funds in a money market or similar interest-bearing account.

CFO Brown explained the various deposits/payments that move through the account and that Casitas is credited service fees but will review the potential for gaining interest.

8. **Review of Casitas MWD Cafeteria Plan Deduction.**

Director Spandrio asked questions about audits, the District's CAFR, deductions, system attributes, and the possible use of a CPA.

Director Cole indicated that he was glad that the mistake was found and a CPA would likely not improve detection of this situation.

CFO Brown indicated that this issues was beyond the purview of the District's auditor and that the District has already filed with the IRS for a refund. Refund checks will be issued to employees shortly and further research will be brought back to the Committee in a few months.



Casitas Municipal Water District
State Water Project - Interconnect Project Costs
As of 1/31/2021

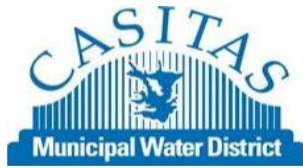
Project No:	Project Name:	Costs paid to date	Encumbered	Total Encumbered & Cost To Date
378	State Water Interconnect - Calleguas to Casitas	115,142.20	0.00	115,142.20
527	State Water Interconnect - Carpinteria to Casitas	227,568.98	730,417.41	957,986.39
606	State Water Interconnect - Ventura to Casitas	224,240.57	25,001.78	249,242.35
Project(s) Cost To Date:				<u>1,322,370.94</u>



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

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Notes
Revenue	(48,685)	(48,893)	(48,945)	(49,160)	(49,090)	(48,787)	31	-	-	-	-	-	(293,529)
Expenses													
Legal	-	26,378	15,228	-	29,451	4,917	4,625	-	-	-	-	-	80,599
Other Pro Fees	-	-	-	-	-	-	20,322	-	-	-	-	-	20,322
Bank Fees	-	-	-	-	130	-	-	-	-	-	-	-	130
Net Total	(48,685)	(22,515)	(33,717)	(49,160)	(19,509)	(43,870)	24,978	-	-	-	-	-	(192,477)
Cash Collected	948	2,630	44,674	48,421	47,746	50,454	46,985	-	-	-	-	-	241,858
Cash Disbursed	-	(26,378)	(15,228)	(0)	(29,573)	(4,917)	(24,955)	-	-	-	-	-	(101,052)
Accounts Payable	-	-	-	-	(8)	-	8	-	-	-	-	-	(0)
Accounts Receivable	47,737	46,263	4,271	738	1,344	(1,667)	(47,016)	-	-	-	-	-	51,671
Net Total	48,685	22,515	33,717	49,160	19,509	43,870	(24,978)	-	-	-	-	-	192,477

Note: Data as of 1/31/2021



**Casitas Municipal Water District
Revenue & Expense Report
For the Month Ending, November 30th, 2020**

% of the Year Completed: 41.67%

	Current Budget (a)	Current Period Balance	Year to Date Balance (b) FY2021	Prior Year to Date Balance FY2020
Water (Sales, Service, Standby, Delinquency)	11,291,107	1,249,637	7,490,811	5,845,308
Taxes & Assessments	5,089,525	73,113	136,917	107,202
Miscellaneous	4,621,933	160,718	178,472	233,455
Water Rev Other (Grant)	888,271	872	200,593	176,014
Recreation- Operations	3,584,355	218,026	1,444,396	1,288,528
Recreation- Water Park	240,079	-	(75)	615,182
Total Revenue	25,715,270	1,702,366	9,451,113	8,265,688

Total Encumbered (c)	Budget Remaining (a)-(b)-(c)	% YTD Budget (b)/(a)	% YTD Budget Encumbered (b+c)/(a)
-	3,800,296	66.34%	66.34%
-	4,952,608	2.69%	2.69%
-	4,443,461	3.86%	3.86%
-	687,678	22.58%	22.58%
-	2,139,959	40.30%	40.30%
-	240,154	-0.03%	-0.03%
-	16,264,157	36.75%	36.75%

Expenses

	Current Budget (a)	Current Period Balance	Year to Date Balance (b) FY2021	Prior Year to Date Balance FY2020
Administration	4,398,674	181,021	2,059,124	(774,555)
Board of Directors	273,957	11,081	66,051	86,814
District Maintenance	596,320	43,406	261,595	212,324
Electrical Mechanical	3,137,437	219,148	1,033,222	1,023,460
Engineering	1,593,530	118,948	463,583	708,207
Fisheries	514,913	38,256	199,328	197,076
Information Technology	283,675	25,101	115,373	137,431
Management	1,756,207	116,644	598,320	506,477
Pipeline	1,705,675	143,550	681,844	618,723
Recreation - Operations / Maint. / PR / Water Pk	4,588,785	328,894	1,614,199	2,628,798
Retirees	544,397	41,740	207,890	255,906
Safety / Garage	129,800	19,015	109,825	86,277
Utilities Maintenance	830,968	87,476	389,005	281,362
Water Conservation - P/R	831,134	59,054	299,598	230,967
Water Quality- Lab	735,598	53,030	240,335	244,327
Water Treatment	1,970,320	154,224	703,118	783,913
Total Expenses	23,891,390	1,640,588	9,042,410	7,227,507

10,017	2,329,533	46.81%	47.04%
-	207,906	24.11%	24.11%
23,307	311,418	43.87%	47.78%
28,765	2,075,450	32.93%	33.85%
893,569	236,377	29.09%	85.17%
716	314,870	38.71%	38.85%
6,536	161,765	40.67%	42.98%
57,209	1,100,679	34.07%	37.33%
43,385	980,446	39.98%	42.52%
42,943	2,931,643	35.18%	36.11%
-	336,507	38.19%	38.19%
29,358	(9,383)	84.61%	107.23%
1,816	440,147	46.81%	47.03%
206,496	325,040	36.05%	60.89%
37,557	457,706	32.67%	37.78%
358,868	908,334	35.69%	53.90%
1,740,542	13,108,438	37.85%	45.13%

Net **1,823,880** **61,778** **408,703** **1,038,182**

Debt Service

	Current Budget (a)	Current Period Balance	Year to Date Balance (b)	Prior Year to Date Balance
CFD 2013-1	-	-	-	-
Mira Monte	-	-	0.16	963
State Water Bonds	-	83	154	168
Total Debt Service	-	83	154	1,131

Total Encumbered (c)	Budget Remaining (a)-(b)-(c)	% YTD Budget (b)/(a)	% YTD Budget encumbered (b+c)/(a)
-	-	0.00%	0.00%
-	(0)	0.00%	0.00%
-	(154)	0.00%	0.00%
-	(154)	0.00%	0.00%

Capital	Current Budget (a)	Current Period Balance	Year to Date Balance (b) FY2021	Prior Year to Date Balance	Total Encumbered (c)	Budget Remaining (a)-(b)-(c)	% YTD Budget (b)/(a)	% YTD Budget encumbered (b+c)/(a)
	Administration	-	-	-	-	-	-	0.00%
Board of Directors	-	-	-	-	-	-	0.00%	0.00%
District Maintenance	8,500	-	-	-	-	8,500	0.00%	0.00%
Electrical Mechanical	217,500	7,788	13,775	61,646	10,988	192,737	6.33%	11.39%
Engineering	17,675,000	104,388	1,529,128	2,775,715	1,803,546	14,342,326	8.65%	18.86%
Fisheries	-	-	-	4,365	5,408	(5,408)	0.00%	0.00%
Information Technology	-	-	-	1,764	-	-	0.00%	0.00%
Management	-	-	-	-	-	-	0.00%	0.00%
Pipeline	38,000	-	-	7,131	16,265	21,735	0.00%	42.80%
Recreation - Operations / Maint. / PR / Water Pk	7,000	-	-	27,211	-	7,000	0.00%	0.00%
Retirees	-	-	-	-	-	-	0.00%	0.00%
Safety / Garage	103,500	-	31,254	48,251	46,307	25,939	30.20%	74.94%
Utilities Maintenance	60,000	-	5,452	12,520	11,916	42,633	9.09%	28.95%
Water Conservation - P/R	-	-	-	-	-	-	0.00%	0.00%
Water Quality- Lab	150,000	-	17,662	7,929	-	132,338	11.77%	11.77%
Water Treatment	170,000	-	27,362	84,278	-	142,638	16.10%	16.10%
Total Capital	18,429,500	112,176	1,624,632	3,030,811	1,894,430	14,910,437	8.82%	19.09%

Rincon Pipeline Repair at Ayers Creek Materials (8/26)	-		
Rincon Pipeline Repair at Ayers Creek (9/2)	260,000		
CPI Solutions- Boardroom Audio-Visual Upgrade (9/9)	43,400		
Full time IT Technician Position (9/23)	48,120		
Rincon Pipeline Repair at Ayers Creek Change Order (10/14)	20,684		
DWR planning & Design of Delta Conveyance Project (10/14)	54,000		
Robles Facility Fish Screen Blast Cleaning (10/28)	40,000		
Fiona Hutton & Assoc. Strategic Comm. Workplan (10/28)	154,000		
Enviro. Consul.for Ventura-Santa Barbara Counties Intertie (11/12)	60,000		
Water Resource Plan- Stantec Consulting Service (12/9)	43,418		
Cost Share of Foothill Road Maintenance (12/16)	231		
Board Approved unbudgeted items	723,853	-	-

Net assets, End of year (17,329,473) (50,481) (1,216,083) (1,993,760)
 (Total Revenue-Total Expenses-Total Debt Service-Total Capital-Unbudgeted Items)

	Beginning of Fiscal Year Balance	Year to Date Balance
General Fund Balance	2,876,089	3,569,385
U.S Bank Investments	14,312,132	12,006,813
U.S Bank Money Market Account	45,370	28,419
LAIF	478	480
County of Ventura Investment (COVI)	3,003	3,041
CFD-2013-1 Improvement Bond	14,134,551	12,457,847
Total Reserves	31,371,623	28,065,985

November Summary

- Water consumption/ revenue remains slightly higher year over year. November delinquency fees are approx. \$89k lower compared to prior month however its still trending high compared to prior year assessed fees.
- Majority of the capital expenses relate to CFD 2013-1 projects (Mutual Well #7, Emily & Canada Pipeline Replacement, Cuyama, Palomar & El Paseo pipeline replacement). Additional capital expenses include Ayers Creek pipeline repair and paving.
- Despite the current challenges Recreation revenue is up about \$61k

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

	Bonds Proceeds Received (1)	Interest Earned (2)	Expense (3)	Balance Series B (1)+(2)+(3)
2017 Subtotal	42,658,223.98	24,046.16	(36,886,093.06)	
TOTAL	42,658,223.98	24,046.16	(36,886,093.06)	5,796,177.08
2018 Subtotal	-	77,279.16	-	
TOTAL	42,658,223.98	101,325.32	(36,886,093.06)	5,873,456.24
2019 Subtotal	-	102,268.61	(1,486,814.43)	
TOTAL	42,658,223.98	203,593.93	(38,372,907.49)	4,488,910.42
2020 Subtotal	-	15,749.77	(4,404,999.69)	
TOTAL	42,658,223.98	219,343.70	(42,777,907.18)	99,660.50
2021 January		0.51		
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
2021 Subtotal	-	0.51	-	
TOTAL	42,658,223.98	219,344.21	(42,777,907.18)	99,661.01

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

	Bonds Proceeds Received (1)	Interest Earned (2)	Expense (3)	Balance Series C (1)+(2)+(3)
2019 Subtotal	13,570,000.00	12,284.84	-	
TOTAL	13,570,000.00	12,284.84	-	13,582,285
2020 Subtotal	-	48,026.34	(1,362,971.53)	
TOTAL	13,570,000.00	60,311.18	(1,362,971.53)	12,267,339.65
2021 January		62.37		
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
2021 Subtotal	-	62.37	-	
TOTAL	13,570,000.00	60,373.55	(1,362,971.53)	12,267,402.02

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

Purchase of Ojai System	34,481,628.00
Extension Contract	366,371.55
Meter Cost	2,038,093.51
Received Project reimbursements:	<u>7,254,785.65</u>
	44,140,878.71
	-
Total funds remaining for improvement Series B:	99,661.01
Total funds remaining for improvement Series C:	12,267,402.02
Total Funds Remaining	12,367,063.03
Received Project reimbursements:	7,254,785.65
Projects Cost YTD:	7,248,178.41
Projects Pending Reimbursement:	<u>(6,607.24)</u>
Total Funds Remaining less pending Reimbursement:	<u>12,373,670.28</u>

Reimbursement requests are based on the total cost of the project which includes what has been encumbered. We are working on cleaning up what truly should be encumbered. As a result several PO's were closed as the project or that specific vendors contract have been completed. The actual invoices came in lower than what the PO was originally issued for thus resulting in a credit. As work continues on the CFD projects the amount we have over requested will be drawn down.

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

Project No:	Project Name:	Costs pending Reimbursement
400	Ojai System Masterplan	375,336.49
420	Sunset Place Pipeline Replacement	800,402.48
421	Cuyama, Palomar and El Paseo Roads Pipeline Replacement	191,142.42
422	South San Antonio Street and Crestview Drive Pipeline	89,258.17
423	West and East Ojai Avenue Pipeline Replacement	423,062.06
424	Running Ridge Zone Hydraulic Improvement	363,340.85
425	Well Rehabilitation Replacement	1,133,287.96
426	Valve & Appurtenance Replacement	1,136,704.53
427	Fairview Pipeline Replacement	0.00
428	Mutual Wellfield Pipeline	136,439.57
429	Grand Ave Pipeline	36,343.46
430	Signal Booster Zone Hydraulic Improvements	239,728.08
431	Emily Street Pipeline Replacement	1,114,255.39
432	Casitas-Ojai System Interties	78,158.82
522	Ojai Arc Flash Study	119,839.00
611	Mutual Replacement Well	438,973.36
411	Replace San Antonio #3 Well	33,932.51
506	Ojai SCADA UPS Units	11,447.67
509	Hypochlorite Tanks OS	16,067.98
511	Ojai Wellfield Cla-Vals	4,273.91
512	Well Monitoring Upgrades 07/2018	1,520.76
514	Ojai Wellfield Mag Meters 07/2018	18,876.70
433	Ojai 12" pipeline replac	271,253.99
434	Heidelberger PP Ret. Wal	29,479.63
435	Plesant Ave/Daily Rd Pip	62,644.70
436	OWS Tank/Valt Fall Impro	23,262.21
437	Wellvield VFDs	99,145.71
Project(s) Cost To Date:		7,248,178.41

