



## Board Meeting Agenda

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

Pete Kaiser, Director  
James Word, Director

### CASITAS MUNICIPAL WATER DISTRICT

Meeting to be held at the  
Casitas Board Room  
1055 Ventura Ave.  
Oak View, CA 93022  
March 28, 2018 @ 3:00 P.M.

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

1. Roll Call
2. Public comments (Items not on the agenda – three minute limit).
3. General Manager comments.
4. Board of Director comments.
5. Board of Director Verbal Reports on Meetings Attended.
6. Consent Agenda
  - a. Minutes from the March 14, 2018 meeting.
  - b. Memorandum from Quagga Mussel Committee Members Russ Baggerly and Pete Kaiser regarding concerns and consequences regarding the proposed sale of Table A water to United Water Conservation District.
  - c. Revised Quagga Mussel Committee Minutes of February 26, 2018.
  - d. Recommend approval of Change Order No. 1 in the amount of \$5,010 to Oilfield Electric for District Office Lighting Replacement, Specification 17-396.
  - e. Recommend approval of a purchase order to DTC in the amount of \$9,982.49 for the District and Recreation Phone System Upgrade.

- f. Recommend approval of a contract to Clean Lakes Inc. in the amount of \$5,450 to prepare a Notice of Intent and Aquatic Pesticide Application Plan for coverage under the National Pollutant Discharge Elimination System Permit for Biological Pesticides and Residual Chemical Pesticide Applications from Aquatic Animal Invasive Species Control.

RECOMMENDED ACTION: Adopt Consent Agenda.

7. Review of District Accounts Payable Report for the Period of 3/08/18 - 3/22/18.

RECOMMENDED ACTION: Motion approving report.

8. Request by Mr. Robert Goddard for natural disaster relief of water consumption costs of \$308.99.

RECOMMENDED ACTION: Motion approving recommendation

9. Request by Sue Peterson for natural disaster relief of the conservation penalty of \$270.00.

RECOMMENDED ACTION: Motion approving recommendation

10. General Manager's comments regarding March 2018 diversions.

11. Recommend negotiation of a one year exchange of State Water Contract Table A Water between Casitas Municipal Water District and San Geronio Pass Water Agency.

RECOMMENDED ACTION: Authorize and direct the General Manager to negotiate the terms of the exchange and return the contract to the board for consideration of approval.

12. Request Ventura County Watershed Protection District to approve the one year assignment of State Water entitlements held by Ventura Water and Casitas Municipal Water District to an agency that is outside of Ventura County.

RECOMMENDED ACTION: Direct the General Manager to issue a letter of request for approval to the Ventura County Watershed Protection District.

13. Recommend approval of a Purchase Order to ERS Industrial Services, Inc. in the amount of \$56,650.56 for the removal, cleaning and reinstallation of media in pressure filter #6.

RECOMMENDED ACTION: Motion approving recommendation

14. Information Items:

- a. Water Conservation February Update.
- b. Quagga Committee minutes.
- c. Finance Committee minutes.
- d. State Water Ad-hoc Committee.
- e. Investment Report.

15. Adjournment.

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



Minutes of the Casitas Municipal Water District  
Board Meeting Held  
March 14, 2018

A meeting of the Board of Directors was held March 14, 2018 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 3:00 p.m. President Word led the group in the flag salute.

1. Roll Call

Directors Baggerly, Word, Hicks, Bergen and Kaiser were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were seven staff members and 11 members of the public in attendance.

2. Public comments (Items not on the agenda – three minute limit).

Michael Shapiro a resident of Ojai commented that there have been efforts to recognize water supplies awareness of the public but no new water projects have been presented by the board. I first learned about water supply two years ago and not by this board. Other than three sisters project that was developed by individuals other than this agency, you are relying on plans to conserve and that will cause our community to dry up. Property values will plummet and city revenues will dry up. You are more interested in doing status quo and are you prepared to close down the waterpark? You spent a million dollars in renovating this building and there are no live broadcasts of the meetings and your meetings are scheduled in the day. You are arrogant and irresponsible.

President Word commented in reference to additional water supply I hope you have read our newsletters, and the Ojai Valley News to see the steps we have taken.

Ellen Sklarz discussed the website design and the difficulty in finding the parameters of each stage of the drought. At the OBGMA meeting you said you would determine the next drought stage next month and on the website it says July. I wanted to see the chart. It is under the Water Efficiency Allocation Program on page 19 is where the water demand reduction measures can be

found. She expressed that in redoing the website that this gets more user friendly and more readily available for the community.

3. General Manager comments.

Mr. Wickstrum introduced Julia Aranda as the new Engineering Manager adding that we are happy to have her on staff.

Mr. Wickstrum then reported that we have had a little rainfall but it has not resulted in much movement of water into the canal. We diverted 8-10 acre feet of water. We met with Tico Mutual Water Company regarding their desire to make transitions to ourselves or Ventura River. Future discussions will happen. We are working with Tico to try to help them work through their scenario.

4. Board of Director comments.

Director Baggerly requested that the Quagga Committee minutes in item ten be modified. There is a statement that the board voted 5-0 against the purchase of Table A water sales and that is not the case. The minutes of the meeting have a motion remanding the issue back to the Quagga Mussel Committee. I would like to see them corrected and placed back on the agenda as a consent item. I also sent a memo to President Word on March 2nd regarding the quagga mussel committee meeting and asked him to publish them today and that did not happen. I want these to be published with the revised minutes in consent agenda item as well. I would also like to see a closed session item for state water project sale to another agency under real property negotiations. Mr. Mathews stated he would need more information on that. The real property section requires negotiations.

5. Board of Director Verbal Reports on Meetings Attended.

President Word discussed the positive meeting with the City of Ventura and we are meeting tomorrow with Calleguas. Director Bergen added it was a positive meeting and there are possibilities but there are a lot of pieces and parts that need to happen. President Word added we are all working toward the same goal. Director Hicks asked if any council members were involved and President Word replied no.

Director Bergen reported her attendance at the Upper Ventura River GSA meeting and informed the board that the primary thing is to get the list of well owners and figure out water extraction and delineate big users from minimal users. Director Baggerly said individual well owners may have to post extraction amounts with the department of water rights every year.

6. Consent Agenda

ADOPTED

- a. Minutes from the February 28, 2018 meeting.

Director Bergen mentioned the typo on item 12 in the 3<sup>rd</sup> paragraph to be corrected.

On the motion of Director Kaiser, seconded by Director Bergen, the consent agenda as corrected was passed by the following roll call vote:

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

7. Review of District Accounts Payable Report for the Period of 2/22/18 - 3/07/18. APPROVED

On the motion of Director Hicks, seconded by Director Kaiser the Accounts Payable Report was approved by the following roll call vote:

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

8. Proposed Fees and Charges for the Casitas Water Adventure at the Lake Casitas Recreation Area.

a. Public Hearing

President Word reported that this is the time and place to hear public comments on the proposed fees for the Casitas Water Adventure and asked the clerk of the board to read the names of the individuals who called or submitted comments regarding the proposed changes. Ms. Vieira stated there were none. President Word then asked for the management report. Park Services Manager Carol Belser and Aquatics Supervisor Aaron Wall spoke to the board regarding the proposed fees and the need to cover their costs. Mr. Wickstrum added that the purpose of the water adventure was an answer to the public wanting a place to cool off and not being able to do so as a result of no body contact in the lake. Director Baggerly added that the concept of a swimming pool at the recreation area was part of the original project that was approved by congress. It was controversial and what we have is a great substitute for a swimming pool.

President Word opened the public hearing at 3:23 p.m. asking for any public comments. Seeing none, he closed the public hearing at 3:24 p.m.

- b. Resolution approving the Preliminary Assessment for the Restructuring and Revision in Fees and Charges for the Lake Casitas Recreation Area and Adopting the Notice of Exemption. ADOPTED

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

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

Resolution is numbered 18-06

9. Notice of preparation of a Draft Environmental Impact Report – State Water Interconnection Project – City of San Buenaventura.

Mr. Wickstrum reported that tomorrow night at 6:00 pm in the Ventura City Council chambers there will be a presentation of the notice of a draft Environmental Impact Report for the State Water Interconnection Project. This is the first phase and has been in the works for a year and a half now to start the first phase of the connection. One year ago we approved over \$200,000 in this study with Calleguas, The City of Ventura, United and ourselves to finance this study. This is to receive public comment on the draft environmental impact report. Please attend and see what has been done in the last year to get this work rolling.

Director Baggerly mentioned that the notice does not mention growth inducement. It will remain vulnerable if it is not reviewed. He also suggested that there are two alternatives, the water advisory group report as an alternative and bringing state water down the coast from Carpinteria as another. Director Kaiser suggested that the district provide written comments.

Director Kaiser moved that staff provide written comments. This was seconded by Director Hicks and passed by the following roll call vote:

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

10. Information Items:

- a. Lake Casitas Monthly Status Report for February.
- b. Water Resources Minutes.
- c. Quagga Committee Minutes.
- d. Water Consumption Report.
- e. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- f. Investment Report.

11. Adjournment.

President Word adjourned the meeting at 3:42 p.m.

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Mary Bergen, Secretary

## MEMORANDUM

To: Jim Word, President, CMWD Board of Directors  
From: Russ Baggerly and Pete Kaiser, Quagga Mussel Committee Members  
Date: March 2, 2018

Subject: Concerns and Consequences Regarding the Proposed Sale of *Table A* Water by CMWD to the United Water Conservation District (UWCD)

As you are aware, the proposal to sell *Table A* water to UWCD was discussed at the Casitas Municipal Water District's regular Board meeting on February 14, 2018. After discussion, the Board sent the proposal to the Quagga Mussel Committee where it was reviewed on February 26th. For reference, the deadline for *Table A* water allocation sales was February 15th at 12:01 am and the deadline for *Table B* water allocation sales is this coming March 15, at 12:01 am. At the committee meeting, representatives of UWCD expressed their desire to purchase *Table A* water from CMWD (even though the deadline for sale of *Table A* water had passed two weeks earlier).

As the meeting evolved, CMWD's committee members clearly stated their concerns about the sale of State water which will become infested by Quagga Mussels as it passes through Pyramid and/or Castaic Lakes (which are already infested) and they are described herein for reference, as follows:

1. While the proposed agreement provides that CMWD would only take responsibility for scheduling the delivery of water from Pyramid Lake and/or Castaic Lake, the totality of the action (consisting of the water sale, transport and delivery) actually constitutes a *Discretionary Project* subject to CEQA and, therefore, an *Initial Study and Environmental Impact Report* is required (especially since the water in question will become infested with Quagga Mussels and represents a significant, unavoidable and unmitigatable impact). Also, the *Initial Study and EIR* must be made available for public review and comment before the proposed project is placed on the CMWD's Board Agenda for action. Typically, for a project of this complexity, completing all the required steps would take about a year (not including legal challenges).
2. The proposed action to adopt an agreement for CMWD to sell *Table A* water or *Table B* water to UWCD would violate *CDFG Code Section 2301(a)(1)* because it could contribute to spreading Quagga Mussels within State waters. Thus, the proposed action could expose CMWD to legal jeopardy and significant financial liability which might far exceed any proceeds received from the proposed sale of *Table A* or *Table B* water. Also, CMWD may still be held liable for civil or criminal action until CDFW officially approves CMWD's *Quagga Mussel Control and Eradication Plan*.
3. In addition, the proposed approval of an infested water sale by CMWD could result in exactly the opposite effect from what CMWD had been trying to accomplish over the last four years (by trying to prevent the spread of Quagga Mussels in Ventura County and, thus, protect Lake Casitas)!

4. The Committee concluded by discussing indemnification of CMWD by UWCD — in response, representatives of UWCD said they would take the concept of indemnification back to their Board.

In conclusion, it might be prudent for CMWD to send a letter to UWCD requesting them to continue an evaluation of the potential liabilities associated with facilitating the transport of contaminated water within State waters (per CDFG Code Section 2301(a) (1)).

Finally, please place this Memo (which includes a report of the Quagga Mussel Committee meeting held on February 26th) in the CMWD Agenda for the next Board of Directors' meeting which is scheduled to be held on March 14, 2018.

**CASITAS MUNICIPAL WATER DISTRICT**

**REVISED MINUTES**  
**Quagga Mussel Committee**

DATE: March 22, 2018  
TO: Board of Directors  
FROM: General Manager, Steven E. Wickstrum  
Re: Committee Meeting of February 26, 2018

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Russ Baggerly  
Director Pete Kaiser  
Steve Wickstrum, General Manager  
Michael Flood, Assistant General Manager

Public: Bruce Dandy, Director, United Water Conservation District  
Antony Emmert, Assistant General Manager, United Water Conservation District  
Katherine Ayres, Associate Ecologist

2. **Public Comments.** None.

3. **Board/Management Comments.** None.

4. **General Manager Comments.**

The General Manager informed the Committee that that the cross-polarization microscope has been received by staff.

5. **Discussion and Overview of the Quagga Summit of January 25, 2018.**

The Committee discussed the information gathered from the Summit. The General Manager has provided staff with specific notes that will improve observations and documentation of maintenance inspection actions. It was apparent that the Department of Fish and Wildlife are progressing with the development of a template for rapid response planning, but no document was available at the time of the Summit.

6. **Discussion regarding Quagga Issues concerning Annual Table A Water Transfers.**

The General Manager stated that United has expressed interest in a one-year purchase of 2,863 acre-feet of Casitas' Table A water. The purchase by United would be in-lieu of Casitas providing the water to the State's Turn-back Pools A or B. The purchase has been accomplished in the years prior to multi-year pools and prior to Lake Piru becoming infected with quagga mussels. During the Board meeting of February 14, 2018, the Board referred the United proposal to the Quagga committee for further consideration.

Director Baggerly stated that the District cannot be complicit with any action that could be interpreted as moving quagga mussels closer to Lake Casitas, and that supplying water to Lake Piru for discharge into the Lower Piru Creek would result in quagga moving closer to Lake Casitas.

The Committee opened the discussion to the members of United in attendance. Director Dandy expressed United's position with quagga, an extended drought that has reduced Lake Piru to 12,000 acre-feet in storage, and environmental requirements to release 7 cubic feet per second from the Santa Felicia Dam. Director Dandy did not agree with Director Baggerly's concern of liability resulting from the transfer of Table A water. Mr. Emmert described various flow conditions that are likely to occur during the extension of the drought and that water could be applied to sections of Lower Piru Creek and Santa Clara River that would desiccate any quagga transmission. Mr. Emmert suggested that there could be language changes to the draft agreement to indicate that the Table A water would only be released in a low flow manner and to locations where desiccation is likely to occur. The Committee commented that there would also have to be an iron clad transfer of liability to United clause, if such a clause is possible.

7. **Discussion concerning Quagga infestation at Lake Piru.**

The Committee heard from Katherine Ayeres regarding quagga research and findings at Lake Piru. The use of copper sulfate pentahydrate appears to be the preferred chemical for the treatment of quagga and a special local need permit is being pursued by United.

8. **Rapid Response Plan Update.**

The Committee was informed that staff is working on the permitting process.

9. **Discussion regarding a Ventura Watershed Reconnaissance and Actions.**

Director Kaiser asked if there is a need to perform a full reconnaissance of the watershed for quagga mussel and concerns he has regarding trespassing at Matilija Reservoir. Fisheries staff is vigilant at observing any unusual aquatic species as they search for trout in the local watershed. The trespass is a concern and that Ventura County Watershed Protection District has been called several times regarding trespass at Matilija Dam and Reservoir. Sheriff intervention may be necessary.

10. **Discussion concerning fish plantings at Lake Casitas.**

The Committee asked if there is a policy that states which fish hatcheries are acceptable to Casitas for the planting of trout. Staff have worked closely with the Department of Fish and Wildlife and it is understood by all that only fish from the Fillmore Hatchery is accepted at Lake Casitas. Any other hatchery must be checked by Casitas staff for non-presence of invasive species (quagga and zebra mussels) and only feed by a well water source. It was suggested that this be considered for the Ordinance.

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**CASITAS MUNICIPAL WATER DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** STEVE WICKSTRUM, GENERAL MANAGER  
**FROM:** TODD EVANS, ASSISTANT CIVIL ENGINEER  
**SUBJECT:** DISTRICT OFFICE LIGHTING REPLACEMENT, SPECIFICATION 17-396  
CHANGE ORDER #1  
**DATE:** MARCH 22, 2018

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**RECOMMENDATION:**

It is recommended that the Board of Directors:

Authorize the General Manager to execute Change Order No 1 in the amount of \$5,010.00 with Oilfield for said work and the Board authorize staff to proceed with the administration of the contract.

**BACKGROUND AND DISCUSSION:**

On November 15, 2017, The Board adopted a resolution accepting Oilfield Electric's bid to replace the existing T-12 light fixtures with LED fixtures and automated controls. The new system is designed to be in compliance with Title 24 requirements.

On December 7<sup>th</sup>, 2017 the District signed an agreement with Oilfield Electric for \$103,900.00 to do the work.

It was determined later that additional electrical outlets were needed in the Boardroom. During installation of the lighting portion of the project certain difficulties were encountered due to age and method of construction of the building. These factors resulted in the electricians having to spend additional time to affect the installation of the lighting.

Oilfield Electric Company has successfully completed several projects for Casitas. Their contractor license is current and they are currently registered with DIR. The project is Categoricaly Exempt from CEQA under Section 15301(a). The FY 2017-18 Capital Budget includes \$150,000 to complete the replacement of the office lighting.

CASITAS MUNICIPAL WATER DISTRICT  
CHANGE ORDER NO. 1

DATE: March 21, 2018

PROJECT: District Office Lighting Replacement Spec No. 17-396
CONTRACTOR: Oilfield Electric
ADDRESS: 1801 N. Ventura Ave, Ventura, CA 93001

ITEM	DESCRIPTION OF WORK	UNIT PRICE	TOTAL
1	Installation of 5 additional duplex receptacles (Labor & Material)	LS	\$2,250.00
2	24 man hours needed for unforeseen installation difficulties and light sensor tweaking.	\$115/hr	\$2,760.00

TOTAL AMOUNT OF CHANGE ORDER NO. 1 \$5,010.00

ORIGINAL CONTRACT AMOUNTS \$103,900.00

PREVIOUS APPROVED CHANGE ORDER AMOUNT \$ -0-

NEW CONTRACT AMOUNT \$108,910.00

EXTENSION OF CONTRACT TIME -0- DAYS

CASITAS MUNICIPAL WATER DISTRICT

APPROVED: \_\_\_\_\_  
STEVEN E. WICKSTRUM  
GENERAL MANAGER

ACCEPTED:

By: \_\_\_\_\_ DATE: \_\_\_\_\_

Name Printed \_\_\_\_\_

**CASITAS MUNICIPAL WATER DISTRICT  
Interdepartmental Memorandum**

**Date:** Thursday, March 15, 2018  
**To:** Steve Wickstrum, General Manager  
**From:** Kevin Nguyen, Information System/Network Administrator  
**Subject:** **District and Recreation Phone System Upgrade**

**Recommendations:** I recommend that the Board of Directors approve the purchase order to DTC in the amount of \$9982.48.

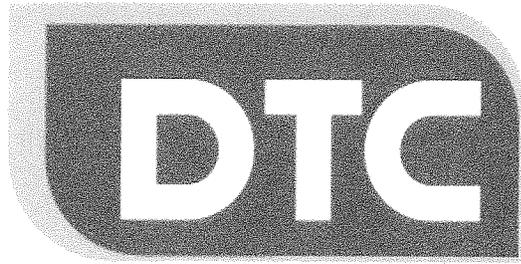
**Background:** District and Recreation office current phone systems are approaching 10 years old and are coming to an end of life for support and services. NEC SV9100 system is an upgrade that will extend the life of the current system to another 7 to 10 years and will also address some of the issues we currently have with our systems.

This item is not budgeted but highly recommended to keep the District and Recreation phone systems working properly.

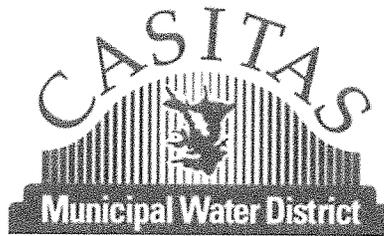
	District	Recreation	Total
NEC SV9100 Upgrade	\$4158.28	\$5824.20	\$9982.48

- Included taxes and shipping as applicable.

Proj # 18875



# SV9100 Upgrade Proposal For Casitas Municipal Water District



- SV9100 Upgrade for Ventura
- SV9100 Upgrade for Oak View

**Prepared for:**

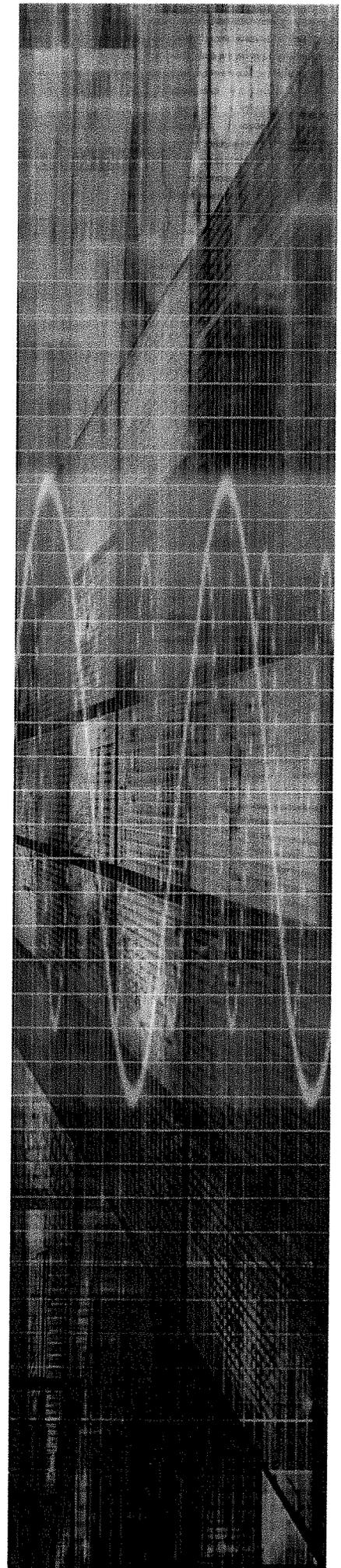
Kevin Nguyen, Project Manager  
Casitas Municipal Water District

**Prepared by:**

Jeremy Owen, Account Manager  
DTC – [www.DTC4You.com](http://www.DTC4You.com)

**Prepared On: 3/7/2018**

Statement of Work #1  
Version #1



## Table of Contents

Contact Information.....	3
DTC Company Profile .....	3
Proposed Solutions.....	4
UNIVERGE SV9100 Communications Solutions .....	4
UNIVERGE® VM8000 InMail Solution with Email Notification .....	5
NEC Software Assurance Program.....	6
Schedule of Equipment and Services .....	8
Payment Terms.....	10
Terms and Conditions – Casitas Municipal Water District.....	10
<b>Acceptance</b> .....	<b>13</b>

**Contact Information**

**END USER**

Company Name:	<b>Casitas Municipal Water District</b>
Site Address:	1055 Ventura Avenue, Oak View, CA 93022
Primary Contact Name / Title:	Kevin Nguyen, Project Manager
Contact Address:	1055 Ventura Avenue, Oak View, CA 93022
Phone Number:	(805) 649-2251                      E-mail:    knguyen@casitaswater.com

**PROVIDER OF SERVICES**

Company Name:	<b>Digital Telecommunications Corp</b>
Address:	25709 Rye Canyon Road, Santa Clarita, CA 91355
Primary Contact Name / Title:	Jeremy Owen
Phone Number:	661-964-2534                      E-mail:    jowen@dtc4you.com

**DTC Company Profile**

DTC is a full-service communications systems integrator. Each client is offered technological solutions to integrate communications and data network systems that provide streamlined cost and management advantages through enhanced performance. Commitment to quality first means that DTC stays focused on fast-paced technology for the benefit of our customers through factory trained experts, certified technicians, and experienced management.

The DTC management team has a per-person average of over twenty-five years of telecommunication experience. This is the team that ensures quality of product and service through continued innovation, education, and continual evaluation of the needs of the customer.

DTC has been an exclusive NEC dealer since 1987. Offering the highest quality voice communications portfolio while staying competitive in the market, NEC aligns with our values at DTC of providing our customers the best solutions and service. Based on metrics of sales volume, technical expertise, and customer satisfaction, DTC is one of only a handful of NEC dealers have reached and maintained the prestigious Triple Diamond status.

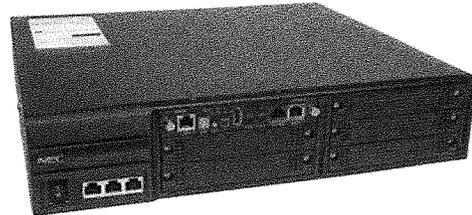
DTC's corporate office is centrally located near Los Angeles in Santa Clarita, California, with a satellite office in San Diego, California. DTC supports over 2,000 systems from San Diego to Sacramento. DTC's supported customer base includes many national accounts, extending our coverage network from the Western States to the Eastern Seaboard. We have installed and maintained voice and data equipment for a wide range of businesses, from small, start-up ventures to large, multi-site enterprises with thousands of endpoints at each branch. Our customers include traditional offices, hotels, healthcare networks and hospitals, school districts and universities, and city and county governments.



## Proposed Solutions

### UNIVERGE SV9100 Communications Solutions

NEC's UNIVERGE® SV9100 is the unified communications (UC) solution of choice for small and medium businesses (SMBs) who don't want to be left behind. Designed to fit your unique needs, the UNIVERGE SV9100 platform is a powerful communications solution that provides SMBs with the efficient, easy-to-deploy, mobile technology that they require.



Reliable and adaptable, the SV9100 is built on cutting-edge technology that supports voice, unified communications and collaboration, unified messaging, and mobility out-of-the-box, all the while remaining easy to manage.

From very small businesses to ones with up to almost a thousand employees, NEC offers the SV9100 in two variations to meet the needs of each:

- The SV9100E is for small to medium businesses that wish to take full advantage of what IP and Unified Communications has to offer.
- The SV9100S is for small businesses that just want the basics, but also want a system that will grow with their company and will migrate to the SV9100E when ready.

Today's SMBs must be powered by smart solutions. That's why NEC provides you with the broadest range of industry-specific communications solutions—so you can easily make quicker, more informed business decisions, drive loyalty, and keep ahead of your competitors

### User Licensing UNIVERGE SV9100

	Standard User	Premium User
<b>IP Client:</b> Right to use an IP Endpoint	X	X
<b>Voice Mail:</b> Mailbox with Email Notification (InMail/UM8000)	X	X
<b>Mobility:</b> Mobile Extension "twin" internal extension with another phone, i.e. home/mobile/remote office	X	X
<b>UC Suite:</b> Web Client, Desktop Client, Voice Mail integration, and Microsoft Outlook Integration	X	X
<b>UC Suite Attendant/CRM Integration:</b> UC Attendant features plus supported CRM integrations	N/A	X
<b>Contact Center Agent:</b> Activates embedded contact center functionality and enables Agent login	N/A	X

### Features:

- Future-proof Unified Communications solution for the multi-gen workforce
- Simplified user licensing
- Excellent warranty
- Low Total Cost of Ownership
- Vertical market-specific solutions
- Voice/UC/UM fully integrated
- Comprehensive contact center suite

- Broad range of mobility applications/devices
- Wide range of end-points
- Delivers on NEC's green initiatives
- Safeguards your investment
- SV9100E: System capacity up to 1296 ports
- SV9100S: System capacity up to 48 ports

**Benefits:**

- Comply with all regulatory standards
- Deliver on NEC's green initiatives
- Safeguard your investment

**UNIVERGE® VM8000 InMail Solution with Email Notification**

**For today's small-to-medium size business' (SMB), there is simply no place for long call-holding periods, incorrect call routing or lost messages. While organizations seek the right solution to address these issues, they also expect improved efficiency, economy and convenience.**

VM8000 InMail is ideal for SMBs wishing to ensure that all callers get to the people and information that they need without prohibitive hold times or dropped calls. It provides digitally- integrated voice messaging capabilities and Automated Attendant features to meet an SMB's communication needs both now and in the future.

**Improved customer satisfaction**

VM8000 InMail's robust Automated Attendant feature set ensures customer calls are routed to the appropriate people and answered quickly and efficiently. When customers call in, an instruction menu announcement plays to provide them a choice of dialing options. They can simply direct themselves to the required person without being placed on hold or having their calls dropped.

**Never miss a customer contact**

VM8000 InMail with Email notification\* provides an entry level Unified Messaging solution for organizations looking to start experiencing the benefits of Unified Communications. With Email notification, the system automatically sends an Email to an employee's inbox when a new voicemail message is received.

The Email notification can also include the recorded message as a .wav file attachment which can be listened to with the recipient's media player (such as Windows Media Player). For mobile workers this message can be received via their Smartphone ensuring they never miss an important call while away from their desks.

**Improved employee productivity**

Employees can also efficiently manage their calls and messages with easy one-touch access to voicemail features. With VM8000 InMail's advanced call processing capabilities, employees no longer need to manually direct and route callers. The Automated Attendant routes each incoming call based upon the time-of-day and day-of-the-week. The VM8000 InMail solution can even provide different announcements and dialing options for each number in the office.

**Simple setup, installation & maintenance**

VM8000 InMail is digitally integrated with the system's central processing unit to provide increased speed and accuracy to the voice-mail system. Additionally, Windows®-based PC Pro enables online centralized HTML-based programming access. When employees use this intuitive browser-based software with its easy-to-follow wizards, programming time and mistakes are significantly reduced.

**Intuitive user interface**

The VM8000 InMail solution's interface is simple to learn and easy to use. Pre-recorded voice prompts offer a step-by-step guide on how to use all of the solution's features.

\* Email notification feature is optional

The VM8000 InMail solution includes the following essential Voicemail and Auto Attendant features listed below:  
Voicemail

- Conversation Recording
- Answering Machine Emulation
- Fax Detection
- Interactive Soft-keys
- Message Count Display
- Programmable Voice Prompts
- Three Personalized Mailbox Greetings
- Message Forwarding
- Announcement Mailbox for One-Way Information
- Remote or Local Message Notification (on or offsite)
- Remote Programming via WebPro/PCPro Voice Mailbox
- Auto-Help Voice Prompts
- Auto-Forward to Mailbox
- Programmable Individual Security Code
- Real Time and Date Stamp
- One-Touch Forwarding
- One-Touch Mailbox Access
- One-Touch Message Retrieval
- One-Key Call to Sender
- Confidential / Urgent / Future Message Delivery Options • Guest & Group/Department Mailbox Types

Automated Attendant

- Answer Schedule Tables
- Park and Page
- Capture Caller ID
- Flexible answering Based on Trunk Time of Day and Day of Week
- Single Digit Transfer
- Individual Trunk Greetings
- Three Day, Night, and Holiday Greetings

## NEC Software Assurance Program

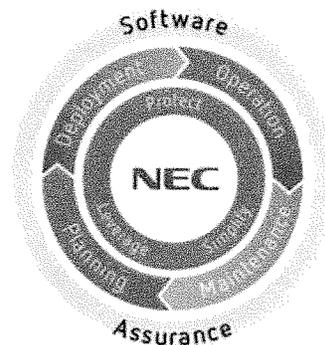
### Definition

Software Assurance is NEC's software subscription and support program, specially designed to complement your existing NEC software licenses and systems.

NEC Corporation of America solutions are designed to last, but they continually look to add new functionality and enhancements to keep your systems and applications up-to-date with the latest technological advancements. With Software Assurance, DTC can work with you to access future software versions and schedule upgrades whenever the needs of your business dictate. Because both software upgrades and technical support are included, it ensures your software deployments run smoothly, your business remains efficient, and you always have the peace of mind that comes with knowing that your organization's communications solutions are stable, secure and up to date.

### Software Assurance

- Protects your technology investment;
- Ensures that your software is always current;



- Supports the software lifecycle from planning and deployment to operation and maintenance.

Software Assurance is available in increments of one to five years and is included in your system purchase. You have the option to purchase an extension of software assurance when the contract period expires.

### Benefits

NEC Software Assurance makes it easy to maintain the latest software and technology. Maintaining a current Software Assurance contract offers significant benefits:

- **Protect Technology Investments:** Maintaining current systems and applications, with guaranteed access to NEC technical experts through DTC, ensures that you have the latest technology and tools to stay competitive. With DTC and NEC technical support professionals, you receive fast, responsive access to support services and resources for your NEC platforms and applications.
- **Mitigate Unforeseen Costs:** Software Assurance enables you to stay current as technology evolves, alleviating unexpected costs and complexity of a radical upgrade. The fixed annual contract includes bug fixes, service packs, enhancements, and new software releases. You'll never have to worry about unforeseen software expenditures again!
- **Increase Productivity:** NEC's certified technical support professionals and DTC assist you by quickly addressing system issues and maintaining business efficiency, maximizing uptime. By partnering with DTC, you can be assured of service continuity for your system to keep it working properly, allowing your in-house IT staff to focus on other priorities.
- **Simplify Budget Planning:** Because you renew your subscription to NEC's Software Assurance Program annually through DTC, you can plan your software expenditures without the concern of unexpected upgrade costs. Annual and multi-year contracts are available and eliminate unexpected costs for bug fixes, service packs, enhancements, and new software releases.



**Schedule of Equipment and Services**

**SV8100 Upgrade to SV9100 (Oak View) District Office**

Qty	Part Number	Description	Unit Sell	Ext Sell
		<b>NEC Platform</b>		
1	Q24-UW000000107853	SV9100 Migration Kit-E	\$1,660.50	\$1,660.50
2	Q24-UW000000107895	CHS2U INT Battery Kit	\$132.84	\$265.68
1	BE114053	SV9100 HW Migration License	Incl.	Incl.
24	BE114042	SV9100 Resource-License 01	\$2.77	\$66.48
24	BE117313	SV9100 RESOURCE LIC-01 FR LIC	Incl.	Incl.
16	BE114153	SV9100 Standard User-License 01	\$16.61	\$265.76
16	BE117316	SV9100 STANDARD USER-01 FR LIC	Incl.	Incl.
		<i>Sub-Total for NEC Platform</i>		<b>\$2,258.42</b>
		<b>Miscellaneous</b>		
1	MISC	MISCELLANEOUS INSTALLATION MATERIALS	\$87.75	\$87.75
		<i>Sub-Total for Miscellaneous</i>		<b>\$87.75</b>
		<b>Services</b>		
		<b>Installation and Design</b>		\$1,585.04
1	Labor-Phone	On-Site Installation, Telephone Set Placement, Connecting the existing (or new) Telephone Services, 1st Day In-Service Coverage	Incl.	Incl.
1	Labor-Advanced	Advanced Implementation & design: In-House Programming & System Assembly	Incl.	Incl.
		<b>First Year Support</b>		
1	PartsWarranty	1st Year Parts Warranty	Incl.	Incl.
1	Support8X5	1st Year 8x5 Labor Support	Incl.	Incl.
		<i>Sub-Total for Services</i>		<b>\$1,585.04</b>
		<b>NEC Software Assurance</b>		
29	BE115105	SWA PSA SV9100 Unit	\$7.83	\$227.07
		<i>Sub-Total for NEC Software Assurance</i>		<b>\$227.07</b>
		<b>TOTAL PRICE</b>		<b>\$4,158.28</b>

Pricing excludes taxes and is valid until 5/6/2018  
 QuoteID: E7FCA3881E552DA8E308D6852205ADB6431656949537037



**SV8100 Upgrade to SV9100 (Ventura) LCRA**

Qty	Part Number	Description	Unit Sell	Ext Sell
		<b>NEC Platform</b>		
1	Q24-UW000000107853	SV9100 Migration Kit-E	\$1,660.50	\$1,660.50
1	Q24-UW000000107895	CHS2U INT Battery Kit	\$132.84	\$132.84
1	BE114053	SV9100 HW Migration License	Incl.	Incl.
1	Q24-FR000000106831	GCD-IN Server II	\$1,383.75	\$1,383.75
10	BE114042	SV9100 Resource-License 01	\$2.77	\$27.70
24	BE117313	SV9100 RESOURCE LIC-01 FR LIC	Incl.	Incl.
1	BE114475	SV9100 Contact Center Module-License	\$719.55	\$719.55
16	BE117316	SV9100 STANDARD USER-01 FR LIC	Incl.	Incl.
		<i>Sub-Total for NEC Platform</i>		<b>\$3,924.34</b>
		<b>Miscellaneous</b>		
1	MISC	MISCELLANEOUS INSTALLATION MATERIALS	\$87.75	\$87.75
		<i>Sub-Total for Miscellaneous</i>		<b>\$87.75</b>
		<b>Services</b>		
		<b>Installation and Design</b>		\$1,585.04
1	Labor-Phone	On-Site Installation, Telephone Set Placement, Connecting the existing (or new) Telephone Services, 1st Day In-Service Coverage	Incl.	Incl.
1	Labor-Advanced	Advanced Implementation & design: In-House Programming & System Assembly	Incl.	Incl.
		<b>First Year Support</b>		
1	PartsWarranty	1st Year Parts Warranty	Incl.	Incl.
1	Support8X5	1st Year 8x5 Labor Support	Incl.	Incl.
		<i>Sub-Total for Services</i>		<b>\$1,585.04</b>
		<b>NEC Software Assurance</b>		
29	BE115105	SWA PSA SV9100 Unit	\$7.83	\$227.07
		<i>Sub-Total for NEC Software Assurance</i>		<b>\$227.07</b>
		<b>TOTAL PRICE</b>		<b>\$5,824.20</b>

Pricing excludes taxes and is valid until 5/6/2018  
 QuoteID: E7FCA3881E552DA8E308D6852205ADB6431656755439815

**Grand Total Price: \$9,982.48**

Any taxes or shipping fees included in this Schedule of Equipment and Services are estimates and may be adjusted on the final invoice.



**Payment Terms**

Percent Due	Amount Due	Terms
50%	\$4991.24	Upon Quote Acceptance
40%	\$3992.99	Upon Delivery and Installation
10%	\$998.25	Upon Acceptance of Completed Project

**Terms and Conditions – Casitas Municipal Water District**

**These Terms and Conditions (“Contract”) of DTC are an integral portion of the proposal and the Bid Schedule of Materials & Services entered into with Casitas Municipal Water District (“Customer”).**

(1) HEADINGS: The headings contained in this Contract are for convenience only and will not affect in any way the meaning or interpretation of this Contract.

(2) CONTACT INFORMATION: (i) If the contact information set forth in this Contract changes, the party making the change will provide written notification of the change. (ii) The Customer will provide a project management liaison and an escalation contact. In case of employee personal leave, the Customer’s project management liaison or other Customer representative will provide an alternate contact.

(3) TERMS OF PURCHASE: (i) The Customer understands and will adhere to the Payment Terms set forth in this Contract. (ii) Unless otherwise stated, quoted prices do not include freight or shipping. Any applicable shipping or freight charges will be invoiced at time of purchase. (iii) Sales, use, or any other applicable taxes (except those taxes from which the Customer has claimed exemption) arising out of or related to the order or the equipment or services delivered are not included in the price, except as specifically stated on the invoice. All such taxes are the Customer’s responsibility.

(4) PAYMENT TERMS: Unless otherwise stipulated by terms specific to a particular invoice, Payment Terms are net 10 calendar days from receipt of DTC’s invoice.

(5) DEFAULT: In the event the Customer fails to make undisputed payments as stipulated, when and as due, DTC shall have the right to re-enter the premises and take possession of the equipment with due process of the law.

(6) NON-CANCELLABLE: (i) Orders are non-cancellable except by written consent of DTC on terms which indemnify DTC against any loss due to actual labor services reasonably rendered prior to cancellation and/or any restocking or cancellation fees charged by the manufacturer. (ii) In the event of an accepted cancellation of an order, applicable restocking and cancellation fees or travel costs may be recharged to the Customer. (iii) Software Assurance (SWA), which is any subscription or collection of subscriptions for support from one or more manufacturers, is an annual, non-refundable expense that DTC may incur on the Customer’s behalf and for which the Customer agrees to pay DTC. SWA cannot be cancelled once DTC has made the purchase.

(7) DELIVERY AND INSTALLATION: (i) DTC shall exert its best efforts to meet estimated deliveries and schedules but in no case will DTC exert less than commercially reasonable efforts. (ii) In the event conditions at the Customer’s site prevent DTC from completing installation for a period of thirty (30) days after the stated installation schedule, DTC may deliver the equipment to the Customer, and the contracted Purchase Price shall be due in full.

(8) PROJECT SCHEDULE: (i) The Cut Date is the date which the Customer has committed for the system or application purchased to be installed and functional at the Customer’s location. (ii) The Go Live Date is the date on which the Customer plans to have the equipment fully enabled in the Customer’s production environment. If the Go Live Date is not simultaneous with the Cut Date, the



Cut Date shall serve as the payment schedule landmark. (iii) DTC will make every effort to meet the Customer's schedule. DTC will appoint a Project Manager to assist the Customer's representative in identifying landmark steps that must be completed. It is the Customer's responsibility to ensure that tasks under the Customer's purview are completed in a timely manner, including those tasks assigned to any outside contractor that the Customer has hired. If the Cut Date is delayed because the Customer failed to complete necessary tasks according to the Project Schedule, the Customer may be subject to additional charges. (iv) Neither party shall be penalized for delays caused by declared government emergencies, civil disturbance, strikes, or other causes beyond the control of DTC or the Customer.

(9) CHANGES: (i) DTC will make every effort to assist the Customer in making certain that the project is implemented with the original Schedule of Equipment as originally envisioned in the Scope of Work. If new circumstances require changes to the Schedule of Equipment or the Scope of Work, the Project Schedule is likewise subject to change. (ii) A change to the original Schedule of Equipment or Scope of Work requires a Change Order. Additional equipment, software, and/or labor required to accommodate the Change Order are subject to different pricing from the original bill of materials. A Change Order does not affect the payment terms for the original project.

(10) INSURANCE: (i) The Customer shall keep the equipment delivered to the Customer's premises insured against any loss or damage by all risks, including but not limited to fire, theft, or the elements, for an amount not less than the balance due on the full Purchase Contract price. (ii) DTC carries the appropriate Worker's Compensation insurance and Public Liability and Property Damage insurance. All insurance complies with local, state and federal laws.

(11) WARRANTY: (i) For a period of one year beginning on the date of delivery, DTC shall repair or replace defective equipment and provide required maintenance resulting from normal operations, but not from misuse or abuse, nor from repairs made by any other firm or person not specifically authorized in writing by DTC. (ii) Should any equipment that was installed, added, moved or changed by a DTC technician malfunction as a result of our work, and that malfunction is reported to DTC within 90 days, DTC will correct the problem free of charge. (iii) This warranty is expressly limited to the correction of the malfunction and does not apply when a malfunction is caused by misuse, abuse, damage or negligence by the Customer or employees, agents or representatives. The warranty does not apply to existing items that were not installed, added to, changed, moved or repaired by DTC or the alteration of any item from the original design or performance standards by anyone other than a DTC employee. Malfunctions caused by performance degradation due to the original design, operation or usage being "out-of-tolerance" from the original equipment standards, industry standards, or generally accepted standards are also exempt from this warranty.

(12) EXTENDED MAINTENANCE: (i) For system expansion equipment and software after DTC's Year 1 Warranty, manufacturer's software support subscriptions and DTC full service support will be prorated to be coterminous with an existing Extended Service and Maintenance Contract. The price of the contract will be adjusted accordingly on the next billing cycle. (ii) For new systems after DTC's Year 1 Warranty, manufacturer's software support subscriptions and DTC full service support can be prorated to be coterminous with an existing Extended Service and Maintenance Contract and added to that contract or the equipment can be placed under a separate contract at the Customer's request. (iii) The price for DTC Year 2 Extended Maintenance will be determined and the Customer informed within 30 days of completion of installation. Year 2 Extended Maintenance will be billed automatically upon expiration of DTC's Year 1 Warranty. (iv) If a manufacturer support subscription is on an earlier renewal cycle than expiration of DTC's Year 1 Warranty, DTC will invoice the support subscription renewal separately from the DTC Maintenance portion of the Year 2 contract amount.

(13) TITLE AND POSSESSION: (i) Title to the equipment and right of possession thereto shall be and remain with DTC until the Purchase Contract is paid in full. (ii) The Customer shall not sell, transfer, pledge, mortgage or hypothecate the equipment without the written consent of DTC prior to the Purchase Contract being paid in full.

(14) ASSIGNMENT: (i) This Contract may not be assigned by any party without the prior written consent of the other parties. Any consented assignee of rights or benefits of this Contract shall be subject to all the terms and provisions of it. (ii) This Contract shall be binding upon, and inure to the benefit of the parties hereto, their legal representatives, successors and assigns. (iii) Nothing express or implied in this Contract is intended to confer upon any person other than the Customer and DTC, or their respective successors or assigns, any rights, remedies or obligations whatsoever.

(15) WAIVER/MODIFICATION/AMENDMENT: No waiver, modification or amendment of this Contract shall be valid or binding unless the same is in writing and duly executed by both Customer and DTC.

(16) NOTICE: (i) All notices between DTC and the Customer provided for herein shall be sent: (i.i) by confirmed facsimile; by guaranteed overnight mail, with tracing capability; by postage prepaid first class United States mail, with tracing capability; by email, addressed to the other party at their respective addresses as set forth above, with confirmed receipt. (ii) Notices shall be deemed provided when sent except as otherwise set forth in this Contract. Both parties agree to promptly notify the other of any changes in addresses. (iii) Any documents received by facsimile transmission by either party containing signatures of approval of the other party shall be deemed originals and therefore fully enforceable.

(17) INTERPRETATIONS: The Customer and DTC agree that this Contract's terms will be construed fairly and not in favor of or against a party, regardless of which party drafted the Contract's terms.

(18) PROFESSIONAL RELATIONSHIP: (i) The Customer and DTC are independent contractors with respect to each other. Nothing in this Contract will be deemed to create an employee/employer relationship, a partnership, or a joint venture between the Customer and DTC. (ii) Neither party shall make any statements on behalf of or otherwise purporting to bind the other in any contract or otherwise related agreement. (iii) Both parties further agree and acknowledge that neither party has the authority to and shall not sign any contract on behalf of the other party or any of its subsidiaries or affiliates. (iv) The Customer shall not obligate DTC or any of its subsidiaries or affiliates to do any other act that would bind DTC or any of its subsidiaries or affiliates in any manner.

(19) **FORCE MAJEURE:** Other than the payment of commissions to DTC as provided in this Contract, the Customer and DTC will not be deemed in default of this Contract, nor held responsible for any cessation, interruption, or delay in the performance of obligations to provide such services hereunder due to causes beyond its reasonable control, including, but not limited to, natural disaster, act of God, labor controversy, civil disturbance, disruption of the public markets, terrorism, war or armed conflict, or the inability to obtain sufficient materials or services required in the conduct of business from vendors or other parties, including Internet access, or any change in or adoption of any law, judgment or decree.

(20) **CONFIDENTIALITY:** (i) The Customer and DTC each acknowledge that in performance of this Contract, each party has and will continue to disclose to the other, proprietary and confidential information ("Confidential Information"), including, but not limited to, client lists. The Customer and DTC agree that each party shall: (i.i) keep such Confidential Information of the other party in strict confidence; not disclose Confidential Information of the other party to any third parties or to any of its employees not having a legitimate need to know such information, and then only if such third parties or employees have first agreed in writing to keep such information confidential pursuant to the same terms as set forth in this Contract; not use Confidential Information of the other party for any purpose not directly related to and necessary for the performance of its obligations under this Contract (unless required to do so by a court of competent jurisdiction or a regulatory body having authority to require such disclosure); return all Confidential Information and all copies thereof to the other party within ten (10) business days of the termination of this Contract. In the alternative, a party may request that the Confidential Information be destroyed. The party destroying the information must certify in writing to its destruction within ten (10) business days of when the request for destruction was made. (ii) The term Confidential Information, as used herein, does not include information which: (ii.i) becomes generally available to the public other than as a result of a disclosure by a party hereto, its representatives, or its agents; was available to the receiving party on a non-confidential basis prior to its disclosure hereunder by a party or its agents; becomes available on a non-confidential basis from a third-party source provided that such third party source is not bound by a confidentiality agreement with the other party hereto; is independently developed by the receiving party without the use of, or reference to, the disclosing party's Confidential Information.

(21) **BOOKS AND RECORDS:** Each party shall keep and maintain books and records in accordance with industry standards. After reasonable notice, a party will make such records available for inspection and copying by another party at a reasonable time and place during normal business hours.

(22) **PUBLICITY AND REFERENCES:** (i) Neither party shall make use of the other party's name, pictures, work product, or proprietary information in any publicity efforts without first obtaining the written approval of the other party. (ii) Neither party will publicize the terms of this Contract, or any matter related to this Contract, without first obtaining the written approval of the other party. (iii) Neither party will use the other's contact information as a reference for applications with other businesses not party to this Contract without first obtaining permission from the referral contact.

(22) **INDEMNIFICATION:** (i) The Customer and DTC each hereby agree to indemnify and hold harmless each other, their officers, directors, employees, and members against any act or omission caused by the indemnitor's negligence or willful misconduct. (ii) Customer and DTC shall indemnify and hold each other harmless from and against any and all loss, damage, cost, expense or liability (including reasonable attorney's fees) except to the extent it arises from the gross negligence or willful misconduct of the party seeking indemnification in connection with the Services provided or used herein. Customer shall indemnify and hold DTC harmless from any and all damage, loss and liability, including reasonable attorney's fees, arising out of or related to Client's possession, use or resale of any product installed by DTC, provided that the same was not caused solely by DTC's fault. This obligation shall survive the expiration or termination of this Contract. Customer shall hold harmless DTC and DTC invitees, agents and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the outsourced service, hardware, installation or maintenance work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or damage to or destruction of property including the loss of use resulting and (2) is caused in whole or in part by any act or omission of the Customer, any subcontractor of the Customer, anyone directly or indirectly employed by the Customer. Except as to personal injury, DTC's maximum liability shall be limited in any event to the actual direct damages incurred by the Customer, which are caused solely by the acts or omissions of DTC. Customer agrees to notify in writing promptly as to the specifics of any claim for damages and to provide DTC with a reasonable opportunity to investigate.

(23) **TERM AND TERMINATION:** (i) This contract shall be in force from the date of signed acceptance until the date of Project Sign-Off. (ii) Project Sign-Off will occur when the equipment is installed and tested. At that time, any remaining portion of the Purchase Price will be due and payable by the Customer. (iii) In the event that either party files or initiates proceedings or has proceedings filed or initiated against it, seeking liquidation, reorganization or other relief (such as appointment of a trustee, receiver, liquidator, custodian or such other official) under any bankruptcy, insolvency or other similar law, and such petition is not discharged within sixty (60) days of filing, or in the event that either party is in default under the terms or conditions of this Contract, including, but not limited to, any terms or conditions contained in any Schedules or amendments thereto, the non-defaulting party shall provide written notice of the default. The defaulting party shall have ten (10) days from the effective date of the written notice in which to cure monetary default(s), and thirty (30) days from the effective date of the written notice in which to cure non-monetary default(s). In the event the default is not cured within the cure period, then this Contract may be terminated, at the option of the non-defaulting party. (iv) In the event Customer fails to cure a default for non-payment of amounts due under any payment schedule or invoice, in addition to terminating this Contract, DTC may retain all prepaid retainers and recover all remaining sums due under all Schedules outstanding at the time of the default.

(24) **SEVERABILITY:** This Contract shall be severable. Should any of its terms or provisions be determined by a court of competent jurisdiction to be invalid or ineffective for any reason, all of the remaining terms and provisions shall remain in full force and effect.

(25) **ENTIRE AGREEMENT:** This Contract shall constitute the entire agreement between DTC and the Customer with respect to the subject matter herein, and shall supersede any and all prior Contracts between DTC and the Customer regarding the subject matter herein. Neither the Customer nor DTC shall be bound by any oral agreement or representation irrespective of when made or by

whom.

(26) ACCEPTANCE OF TERMS AND CONDITIONS: By signing below, the Customer confirms their acceptance of the Terms and Conditions set forth in this document and gives DTC the ability to proceed. In addition, by signing the customer acknowledges that they will undertake site preparations and meet network specifications as required for completion of job.

**Acceptance**

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**DTC**

**Casitas Municipal Water District**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**INTEROFFICE MEMORANDUM**

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**TO:** STEVE WICKSTRUM  
**FROM:** SUSAN MCMAHON  
**SUBJECT:** PROPOSAL FOR PREPARATION OF THE AQUATIC ANIMAL INVASIVE SPECIES CONTROL PERMIT  
**DATE:** MARCH 23, 2018

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**Recommendation:**

It is recommended that the Board of Directors approve the issuance of a contract to Clean Lakes Inc. to prepare a Notice of Intent (NOI) and Aquatic Pesticide Application Plan (APAP) for Coverage under *The National Pollutant Discharge Elimination System (NPDES) Permit for Biological Pesticides and Residual Chemical Pesticide Applications from Aquatic Animal Invasive Species Control*.

Clean lakes Inc. has provided a proposal offering these services at the cost of \$5,450.

**Discussion:**

Casitas has taken a proactive approach to the serious problem of quagga mussel establishment in locations geographically close to Lake Casitas. Obtaining the permit is a complicated process that needs to be done well before any detections in order to implement the Rapid Response Plan quickly. Also, Casitas staff and chemical applicators need familiarity with the permit in order to comply with the conditions of the permit. Clean Lakes Lakes Inc. is well qualified to perform this task.

# CLEAN LAKES INC.

Aquatic Ecosystem Restoration & Maintenance

March 12, 2018

Ms. Susan McMahon  
Water Quality Supervisor  
Casitas Municipal Water District  
1055 N. Ventura Avenue  
Ventura, CA 93001

**Subject: Proposal for Preparation of Notice of Intent (NOI) and Aquatic Pesticide Application Plan (APAP) for Coverage under the National Pollutant Discharge Elimination System (NPDES) Permit for Biological Pesticides and Residual Chemical Pesticide Applications from Aquatic Animal Invasive Species Control Applications.**

Ms. McMahon:

In response to the request to provide consulting services for the preparation of a Notice of Intent (NOI) and Aquatic Pesticide Application Plan (APAP) for Aquatic Animal Invasive Species Control Applications, provided below is a proposal offering those services.

**BACKGROUND:** The Casitas Municipal Water District (CMWD) has become concerned over the recent discovery and establishment of Quagga Mussels (*Dreissena rostriformis bugensis*) in southern California, particularly Lake Piru and possibly nearby State Water Project facilities and the threat this poses to Lake Casitas. Due to this concern, the CMWD commissioned a Vulnerability Assessment and has taken an additional pro-active approach to this threat by seeking to secure coverage under the NPDES Permit for Aquatic Animal Invasive Species Control Applications in advance of any invasions that may occur in the future, among other activities. Securing coverage under the Permit, along with other preparations, would allow an early detection rapid response to be implemented, if required.

**SCOPE OF WORK - PROJECT DESCRIPTION:** CLI will prepare the NOI and APAP, in coordination with the Casitas Municipal Water District (CMWD), in compliance with Draft Water Quality Order 2016-XXXX-DWQ General Permit CAG 990006 Statewide General National Pollutant Discharge Elimination System (NPDES) Permit for Biological Pesticides and Residual Chemical Pesticide Discharges to waters of the United States from Aquatic Animal Invasive Species Control Applications. The Water Quality Order has been approved by the State Water Resources Control Board (SWRCB) officials but is awaiting signature to be finalized according to SWRCB NPDES Unit staff contacted on March 7, 2018.

# CLEAN LAKES INC.

**SERVICES TO BE PROVIDED:** All manpower, equipment, technical advice and expertise, and other requirements needed to perform per the Scope of Work outlined above. CLI staff Thomas Moorhouse will serve as the project lead supported as necessary by Thomas McNabb (CLI Senior Aquatic Pest Control Adviser) and Juraj Juricevic (CLI Environmental Compliance Officer).

**QUALIFICATIONS:** CLI and its staff have been providing Aquatic Ecosystem Restoration and Maintenance services to governmental and private sector clients worldwide since the mid 1970's, and have been actively involved in the control of exotic and invasive aquatic plant species in California since the early 1980's. CLI has been in business since 1999, and its principals include Thomas J. McNabb and Thomas G. Moorhouse. Thomas Moorhouse has over 23 years experience working with governments within the United States as well as other parts of the world in development of mid to large scale waterways management program. Thomas McNabb has over 40 years (since 1974) experience in aquatic vegetation and invasive species management.

The scope of services typically provided by CLI consists of 100% of the company's workload and annual income derived from the development of aquatic vegetation management programs, environmental monitoring of aquatic plant communities, implementation of invasive species programs (mechanical, biological, and through the use of USEPA approved aquatic herbicides and algaecides), marsh restoration services, bathymetric mapping, compliance monitoring and reporting, and regulatory compliance and preparation of Notices of Intent/Aquatic Pesticide Application Plans and Annual Report preparation for National Pollutant Discharge Elimination System (NPDES) permits.

CLI has prepared a number of NOI and APAP's for the NPDES Permit associated with Residual Aquatic Pesticide Discharges from Algae and Aquatic Weed Control Applications since this permit came into effect in 2001. CLI has also implemented various application projects, small to large scale, that required following APAP's, carrying out required water quality monitoring, and preparation and submittal of annual reports to the SWRCB or local Regional Water Quality Control Boards. CLI is familiar with the Casitas Reservoir and has carried out several planktonic algae treatments over the past decade and has complied with the current APAP.

Thomas Moorhouse is a Pest Control Adviser (#73950 - Weed category with an emphasis on aquatic plant control and management licensed through the California Department of Pesticide Regulation (CADPR), in addition to holding a CADPR Qualified Applicator License (# 105498 - Aquatics, Right of Ways). Moorhouse serves as Vice President for Clean Lakes, Inc. and Manager for the southern California branch office located in Westlake Village. Moorhouse hold a Bachelor's Degree from Virginia Polytechnic Institute and State University (Virginia Tech). Moorhouse has held board positions for the Western Aquatic Plant Management Society (WAPMS). Moorhouse has also served as Director for the California Lake Management Society (CALMS) and has been a member of both the Aquatic Plant Management Society (APMS) and the North American Lake Management Society (NALMS) for many years. Moorhouse is well versed and

# CLEAN LAKES INC.

experienced with aquatic pest management and the regulatory framework that exist in California.

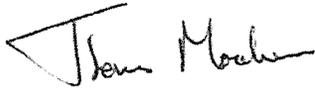
**EQUIPMENT TO BE USED:** No field equipment will be necessary to carry out preparation of the NOI and APAP.

**COMPENSATION FOR THE ABOVE:** The associated costs for the Scope of Work outlined in this proposal are \$5,450.00.

Following your review of the above, let me know if you have any questions or comments. I can be reached via e-mail at [tmoorhouse@cleanlake.com](mailto:tmoorhouse@cleanlake.com) or via mobile phone at 818-201-5982.

Thank you for the opportunity to provide support for your lake management needs. Further information about Clean Lakes, Inc. and our services can be found on our web site at [www.cleanlake.com](http://www.cleanlake.com).

**CLEAN LAKES, INC.**



Thomas G. Moorhouse  
Manager

*31320 Via Colinas, Unit 114  
Westlake Village, California 91362  
Telephone: 1-818-889-8691  
Fax: 1-818-889-8693*

**CASITAS MUNICIPAL WATER DISTRICT**  
**Payable Fund Check Authorization**  
**Checks Dated 03/08/18-03/22/18**  
**Presented to the Board of Directors For Approval March 28, 2018**

Check	Payee		Description	Amount
000791	Payables Fund Account	# 9759651478	Accounts Payable Batch 031418	\$146,327.20
000792	Payables Fund Account	# 9759651478	Accounts Payable Batch 032218	\$426,041.69
				\$572,368.89
000793	Payroll Fund Account	# 9469730919	Estimated Payroll 04/12/18	\$175,000.00
			Total	\$747,368.89

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, 000791-000793 have been duly audited is hereby certified as correct.

*Denise Collin* 3/22/18  
 \_\_\_\_\_  
 Denise Collin, Accounting Manager/Treasurer

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature



CERTIFICATION

Payroll disbursements for the pay period ending 03/10/18

Pay Date of 03/15/18

have been duly audited and are  
hereby certified as correct.

Signed: Denise Collin 3/12/18  
Denise Collin

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

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

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

3/22/2018 8:41 AM  
 VENDOR SET: 01 Casitas Municipal Water D  
 BANK: \* ALL BANKS  
 DATE RANGE: 3/08/2018 THRU 3/22/2018

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	3/20/2018			029590		
C-CHECK	VOID CHECK	V	3/20/2018			029591		

\* \* 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	0.00

TOTAL ERRORS: 0

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	STATE OF CALIFORNIA							
I-T2 201803121332	State Withholding	D	3/14/2018	10,112.65		000000		10,112.65
00128	INTERNAL REVENUE SERVICE							
I-T1 201803121332	Federal Withholding	D	3/14/2018	26,300.06		000000		
I-T3 201803121332	FICA Withholding	D	3/14/2018	31,636.74		000000		
I-T4 201803121332	Medicare Withholding	D	3/14/2018	7,398.98		000000		65,335.78
00187	CALPERS							
I-PBB201803121332	PERS BUY BACK	D	3/14/2018	216.95		000000		
I-PBP201803121332	PERS BUY BACK	D	3/14/2018	161.96		000000		
I-PEB201803121332	PEPRA EMPLOYEES PORTION	D	3/14/2018	4,368.36		000000		
I-PEM201803121332	PERS EMPLOYEE PORTION MGMT	D	3/14/2018	3,020.83		000000		
I-PER201803121332	PERS EMPLOYEE PORTION	D	3/14/2018	6,689.03		000000		
I-PRB201803121332	PEBRA EMPLOYER PORTION	D	3/14/2018	4,566.10		000000		
I-PRR201803121332	PERS EMPLOYER PORTION	D	3/14/2018	10,779.11		000000		29,802.34
01325	Aflac Worldwide Headquarters							
I-246126	Supplemental Insurance 3/18	R	3/14/2018	3,678.20		029513		
I-821534	Supplemental Insurance 2/18	R	3/14/2018	3,714.16		029513		7,392.36
03531	Vern Anderson							
I-639191	Camping Cancellation - LCRA	R	3/14/2018	420.00		029514		420.00
01483	CORVEL CORPORATION							
I-6/12305175-1	Bill Review	R	3/14/2018	9.50		029515		
I-6/12306162-1	Bill Review	R	3/14/2018	9.50		029515		19.00
02480	David Taussig & Associates, In							
I-1801183	D-17-00115 CFD Tax Admin	R	3/14/2018	1,133.00		029516		1,133.00
00091	ERNST & YOUNG LLP							
I-USO131845183	Client#60028334	R	3/14/2018	1,193.00		029517		1,193.00
00625	OfficeTeam							
I-50372444	Conservation Temp	R	3/14/2018	548.64		029518		
I-50406105	Conservation Temp	R	3/14/2018	434.34		029518		
I-50422295	Admin Temp	R	3/14/2018	914.40		029518		1,897.38
00169	OJAI VALLEY SANITARY DISTRICT							
I-20038	Cust # 20594	R	3/14/2018	168.84		029519		168.84
00188	PETTY CASH							
I-031218	Replenish Petty Cash - DO	R	3/14/2018	479.95		029520		479.95

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00215	SOUTHERN CALIFORNIA EDISON I-031318 Acct#2397969643	R	3/14/2018	15,715.48		029521		15,715.48
01283	Verizon Wireless I-9802857435 Monthly Cell Charges - DO I-9802857957 Monthly Cell Charges - LCRA	R R	3/14/2018 3/14/2018	3,426.76 582.46		029522 029522		4,009.22
00124	ICMA RETIREMENT TRUST - 457 I-CUI201803121332 457 CATCH UP I-DCI201803121332 DEFERRED COMP FLAT I-DI%201803121332 DEFERRED COMP PERCENT	R R R	3/14/2018 3/14/2018 3/14/2018	230.77 1,517.31 94.30		029523 029523 029523		1,842.38
01960	Moringa Community I-MOR201803121332 PAYROLL CONTRIBUTIONS	R	3/14/2018	16.75		029524		16.75
00985	NATIONWIDE RETIREMENT SOLUTION I-CUN201803121332 457 CATCH UP I-DCN201803121332 DEFERRED COMP FLAT I-DN%201803121332 DEFERRED COMP PERCENT	R R R	3/14/2018 3/14/2018 3/14/2018	230.77 5,340.39 384.16		029525 029525 029525		5,955.32
00180	S.E.I.U. - LOCAL 721 I-COP201803121332 SEIU 721 COPE I-UND201803121332 UNION DUES	R R	3/14/2018 3/14/2018	42.00 791.75		029526 029526		833.75
00004	ACWA JOINT POWERS INSURANCE AU I-0528546 Health Insurance 2/18 I-0534524 Health Insurance 3/18	R R	3/20/2018 3/20/2018	128,593.50 143,310.45		029527 029527		271,903.95
00006	ADAMSON'S AUTOMOTIVE REPAIR I-006785 Towing - Unit 55 I-006861 Towing - Unit 16	R R	3/20/2018 3/20/2018	85.00 125.00		029528 029528		210.00
00010	AIRGAS USA LLC I-9072715811 Welding Supplies - PL I-9073438085 Arc Flash Pants - EM	R R	3/20/2018 3/20/2018	116.18 332.49		029529 029529		448.67
09569	ALLCABLE I-3001732 Patch Cords - IT I-4001437 Cat 6 Cords - IT	R R	3/20/2018 3/20/2018	51.75 55.76		029530 029530		107.51
03540	Richard Allen I-651863 Camping Cancellation - LCRA	R	3/20/2018	115.00		029531		115.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03044	Amazon Capital Services							
	C-1LV1-RGYC-6PWxb	R	3/20/2018	2.75CR		029532		
	C-1QD3-FW9H-19J7b	R	3/20/2018	3.62CR		029532		
	C-1XPV-WQMW-6RL7b	R	3/20/2018	0.83CR		029532		
	D-1LV1-RGYC-6PWxa	R	3/20/2018	2.75		029532		
	D-1QD3-FW9H-19J7a	R	3/20/2018	3.62		029532		
	D-1XPV-WQMW-6RL7a	R	3/20/2018	0.83		029532		
	I-1LV1-RGYC-6PWX	R	3/20/2018	37.97		029532		
	I-1MWP-F7VP-636L	R	3/20/2018	209.14		029532		
	I-1NHJ-67PP-3L11	R	3/20/2018	160.86		029532		
	I-1QD3-FW9H-19J7	R	3/20/2018	49.90		029532		
	I-1XPV-WQMW-6RL7	R	3/20/2018	11.43		029532		469.30
00836	AMERICAN RED CROSS							
	I-22081762	R	3/20/2018	39.00		029533		39.00
03532	Clarisa Andrade							
	I-654433	R	3/20/2018	109.00		029534		109.00
03533	Victor Andrade							
	I-654438	R	3/20/2018	71.00		029535		71.00
00014	AQUA-FLO SUPPLY							
	I-SI1158374	R	3/20/2018	136.41		029536		
	I-SI1171576	R	3/20/2018	102.40		029536		
	I-SI1172625	R	3/20/2018	4.56		029536		243.37
00018	AT & T MOBILITY							
	I-829434088X03142018	R	3/20/2018	11.75		029537		11.75
00030	B&R TOOL AND SUPPLY CO							
	I-1900910539	R	3/20/2018	43.85		029538		43.85
00679	BAKERSFIELD PIPE & SUPPLY INC							
	I-S2431208.001	R	3/20/2018	140.33		029539		140.33
02026	Carol Belser							
	I-Nov 17/Mar 18	R	3/20/2018	990.29		029540		990.29
00037	BILL'S TRAILER HITCH & SUPPLY							
	I-17773	R	3/20/2018	443.62		029541		443.62
03059	Brenntag Pacific Inc.							
	I-BPI817838	R	3/20/2018	1,189.28		029542		1,189.28

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03534	Thomas Bruce I-650659							
	Camping Cancellation - LCRA	R	3/20/2018	295.00		029543		295.00
01165	CARL WARREN & COMPANY I-1951688							
	Liability Insurance Deductible	R	3/20/2018	25,000.00		029544		25,000.00
09907	CARUS PHOSPHATES, INC. I-SLS10065125							
	Blended Phospate - TP	R	3/20/2018	21,434.30		029545		21,434.30
00055	CASITAS BOAT RENTALS I-Feb 18							
	Gas for Boats - LCRA	R	3/20/2018	640.70		029546		640.70
00511	Centers for Family Health I-75830							
	Drug Screening - LCRA/DO	R	3/20/2018	255.00		029547		255.00
03021	Central Communications I-180303147101							
	Call Center 3/18	R	3/20/2018	172.16		029548		172.16
01843	COASTAL COPY I-779211							
	Copier for DO Downstairs	R	3/20/2018	6,970.18		029549		6,970.18
00060	COASTLINE EQUIPMENT I-464177							
	Switch - Unit 114	R	3/20/2018	79.04		029550		79.04
00061	COMPUWAVE I-SB02089204							
	Toners - DO	R	3/20/2018	1,682.22		029551		
	I-SB02089316	R	3/20/2018	185.27		029551		
	I-SB02089317	R	3/20/2018	186.14		029551		2,053.63
	Jabra Headset - ADM							
00062	CONSOLIDATED ELECTRICAL I-9009-767480							
	Wash Filter - EM	R	3/20/2018	270.27		029552		
	I-9009-768225	R	3/20/2018	333.80		029552		604.07
	Connectors, Screwdriver - EM							
02771	Core-Rosion Products I-C2018100							
	Mixing Pump - TP	R	3/20/2018	740.10		029553		740.10
00719	CORELOGIC INFORMATION SOLUTION I-81871365							
	Realquest Subscription	R	3/20/2018	137.50		029554		137.50
03535	Bruce Corney I-652244							
	Camping Cancellation - LCRA	R	3/20/2018	290.00		029555		290.00
00064	CROWDER BACKFLOW SERVICES, INC I-27141a							
	Backflow Testing - DO	R	3/20/2018	36.00		029556		
	I-27141b	R	3/20/2018	190.00		029556		226.00
	Backflow Testing - DO							

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/08/2018 THRU 3/22/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03536	Lisa Cummins							
I-653059	Reduction in Stay - LCRA	R	3/20/2018	180.00		029557		180.00
00740	DELL MARKETING L.P.							
I-10229312015	Dell Computer - ENG	R	3/20/2018	1,478.80		029558		1,478.80
02786	Diversified Marine Products In							
I-30818523-00N	2 Stroke Motor Oil - Unit 136	R	3/20/2018	713.96		029559		713.96
02667	Digital Telecommunications Cor							
I-29744	911 Troubleshooting - IT	R	3/20/2018	430.00		029560		
I-29815	Phone Extension - ADM	R	3/20/2018	95.00		029560		525.00
00086	E.J. Harrison & Sons Inc							
I-2208	Acct#1C00054240	R	3/20/2018	167.57		029561		167.57
02219	Evans Excavating							
I-2246	Cleanup at Fortress - ENG	R	3/20/2018	3,600.00		029562		3,600.00
02982	Joe Evans							
I-Mar 18	Reimburse Expense 3/18	R	3/20/2018	80.00		029563		80.00
01455	EXPRESS PHOTOCOPY SERVICE, INC							
I-26372	Claim#1102WC170500002	R	3/20/2018	47.04		029564		
I-26373	Claim#1102WC170500002	R	3/20/2018	235.31		029564		
I-26404	Claim#1102WC170500002	R	3/20/2018	140.83		029564		
I-26405	Claim#1102WC170500002	R	3/20/2018	39.23		029564		
I-26521	Claim#1102WC170500002	R	3/20/2018	175.60		029564		638.01
03342	Caroline Fedotowsky							
I-092517	Ojai Customer Refund	R	3/20/2018	31.78		029565		31.78
00013	FERGUSON ENTERPRISES INC							
I-0623982	Valve Cans - PL	R	3/20/2018	162.27		029566		
I-5809526	Electronic Faucet - LCRA	R	3/20/2018	310.32		029566		472.59
00099	FGL ENVIRONMENTAL							
I-800283A	Santa Ana Creek Analysis1/9/18	R	3/20/2018	802.00		029567		
I-801138A	TCP Monitoring 1/25/18	R	3/20/2018	414.00		029567		
I-801139A	Wells Water Quality 1/25/18	R	3/20/2018	3,151.00		029567		
I-801884A	Nitrate Monitoring 2/13/18	R	3/20/2018	61.00		029567		
I-802312A	Managanese Monitoring 2/21/18	R	3/20/2018	130.00		029567		4,558.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00101	FISHER SCIENTIFIC							
	I-7166281 Thermometer - LAB	R	3/20/2018	215.34		029568		
	I-7449105 Cone Rack & Case - FISH	R	3/20/2018	243.39		029568		
	I-7449106 Petri Dishes, Tubes - LAB	R	3/20/2018	109.91		029568		568.64
02310	Flora Gardens							
	I-184639 Soil - LCRA	R	3/20/2018	168.87		029569		168.87
03526	Linda Frazier							
	I-656543 Reduction in Stay - LCRA	R	3/20/2018	100.00		029570		100.00
00104	FRED'S TIRE MAN							
	I-106607 Tires & Balance - Unit 11	R	3/20/2018	978.90		029571		978.90
00106	FRONTIER PAINT							
	I-F0234051 Paint & Base - WP	R	3/20/2018	62.12		029572		62.12
01280	FRY'S ELECTRONICS, INC.							
	I-7046153a Wire Holder & Clips - IT	R	3/20/2018	12.36		029573		
	I-7046153b UPS Batteries - LCRA & ADM	R	3/20/2018	202.58		029573		
	I-7054428a Hard Drive & Sabrent Kit - IT	R	3/20/2018	122.80		029573		
	I-7054428b Air Cans - ADM	R	3/20/2018	45.21		029573		382.95
03541	Joe Gonzales							
	I-553932 Camping Cancellation - LCRA	R	3/20/2018	95.00		029574		95.00
00115	GRAINGER, INC							
	I-9705232693 Trailer Jack - Unit 268	R	3/20/2018	93.14		029575		
	I-9705662261 Trailer Mount - Unit 268	R	3/20/2018	11.70		029575		
	I-9711272154 Rubber Boots - EM	R	3/20/2018	170.32		029575		
	I-9727285539 Panel Mount - FISH	R	3/20/2018	25.19		029575		300.35
03542	Marie Gratland							
	I-658919 Camping Cancellation - LCRA	R	3/20/2018	71.00		029576		71.00
00437	HERC RENTALS INC							
	I-29825982-001 Compressor Rental - MAINT	R	3/20/2018	90.83		029577		90.83
00596	HOME DEPOT							
	I-5263707 Floating Thermometer - FISH	R	3/20/2018	39.54		029578		
	I-5974342 Concrete Sealer - LCRA	R	3/20/2018	381.44		029578		420.98
00127	INDUSTRIAL BOLT & SUPPLY							
	I-185818-1 Hex Caps - TP	R	3/20/2018	35.43		029579		35.43

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02565	Industrial Networking Solution							
I-INV-1552987	Cradlepoint Antennas - EM	R	3/20/2018	531.28		029580		
I-INV-1553347	Modem - EM	R	3/20/2018	813.49		029580		1,344.77
00872	Irrisoft, Inc.							
I-6279	Weather Station Signal	R	3/20/2018	79.00		029581		79.00
00129	J.L. WINGERT CO							
I-376913	Chemical Pump - WP	R	3/20/2018	4,112.55		029582		4,112.55
00131	JCI JONES CHEMICALS, INC							
I-750415	Chlorine - TP, CM 552513	R	3/20/2018	1,650.00		029583		1,650.00
1	JOJ LP							
I-000201709291268	UB REFUND	R	3/20/2018	42.76		029584		42.76
01022	KELLY CLEANING & SUPPLIES, INC							
I-45283769	Janitorial Services - LCRA	R	3/20/2018	300.00		029585		300.00
03537	George Lozano							
I-654627	Transferred Sites - LCRA	R	3/20/2018	19.00		029586		19.00
03543	Clint Malone							
I-662776	Camping Cancellation - LCRA	R	3/20/2018	145.00		029587		145.00
00329	MCMaster-CARR SUPPLY CO.							
I-57604060	Hoist Antenna Clamps - EM	R	3/20/2018	141.52		029588		141.52
00151	MEINERS OAKS ACE HARDWARE							
I-815343	Silicone, Towels, Paint - LCRA	R	3/20/2018	107.69		029589		
I-816002	Dawn,Lysol,Sponges - PL	R	3/20/2018	68.98		029589		
I-816046	Plunger & Anti Odor Brush - TP	R	3/20/2018	25.36		029589		
I-816104	Caps, Filter, Magnets - WP	R	3/20/2018	36.14		029589		
I-816472	Cable Ties,Cement,Fittings -TP	R	3/20/2018	52.83		029589		
I-816515	Single Cut Key, Filter - MAINT	R	3/20/2018	28.90		029589		
I-816693	Chlorine - WHS	R	3/20/2018	5.76		029589		
I-816825	Seal Tape & Valve Ball - UT	R	3/20/2018	11.68		029589		
I-816923	Handle,Outlet Box, Cover - EM	R	3/20/2018	41.42		029589		
I-817101	Bolts, Screws, Rivets - LCRA	R	3/20/2018	15.32		029589		
I-817126	Bungee Cord,Pliers,Gloves-FISH	R	3/20/2018	44.91		029589		
I-817127	Rake, Umbrella - FISH	R	3/20/2018	71.83		029589		
I-817177	Storage Box - MAINT	R	3/20/2018	26.79		029589		
I-817237	Paintbrush, Wire Brush - UT	R	3/20/2018	22.83		029589		
I-817248	Clorox, Lysol, Sanitizer -LCRA	R	3/20/2018	44.21		029589		
I-817282	Valve Ball, Fittings - UT	R	3/20/2018	27.55		029589		
I-817291	Batteries,Security Light-MAINT	R	3/20/2018	34.14		029589		
I-817401	Brass Fittings - LCRA	R	3/20/2018	44.14		029589		
I-817414	Elbows & Fittings - MAINT	R	3/20/2018	71.48		029589		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-817469	Mouse Traps, Fittings - MAINT	R	3/20/2018	28.54		029589		
I-817498	Silicone - LCRA	R	3/20/2018	10.73		029589		
I-817568	Drill Bit - LCRA	R	3/20/2018	15.59		029589		
I-817578	Drill Bit - LCRA	R	3/20/2018	5.86		029589		
I-817681	Paint & Sandpaper - LCRA	R	3/20/2018	21.14		029589		
I-817996	Oil & Mask - LCRA	R	3/20/2018	39.47		029589		
I-K16385	Valve, Toilet Ring - WHS	R	3/20/2018	1.47		029589		904.76
03444	Mission Linen Supply							
I-506936988	Uniform Pants - TP	R	3/20/2018	100.00		029592		
I-506946116	Uniform Pants - TP	R	3/20/2018	28.05		029592		128.05
03544	Michael Morrison							
I-656771	Camping Cancellation - LCRA	R	3/20/2018	115.00		029593		115.00
00149	MRC Global							
I-8108368001	Fittings - EM	R	3/20/2018	9.78		029594		9.78
02185	Oasis Technology Inc.							
I-021618-2	Radio/Router Install - EM	R	3/20/2018	2,125.00		029595		
I-030218-6	Cradlepoint Issues - EM	R	3/20/2018	1,000.00		029595		3,125.00
00163	OFFICE DEPOT							
C-113453681001	File Labels - ADM	R	3/20/2018	26.06CR		029596		
I-110822069001	Toners - ADM	R	3/20/2018	450.42		029596		
I-112542640001	Binders - ADM	R	3/20/2018	188.67		029596		
I-112542739001	Dividers - ADM	R	3/20/2018	33.25		029596		
I-112542740001	Labels - ADM	R	3/20/2018	39.09		029596		
I-113455925001	Labels - ADMIN	R	3/20/2018	26.06		029596		
I-115337946001	Paper, Binders, Stapler-LCRA/DO	R	3/20/2018	211.97		029596		923.40
00625	OfficeTeam							
I-50458738	Admin Temp	R	3/20/2018	914.40		029597		914.40
01570	Ojai Auto Supply							
I-428777	Fuses - Unit 150	R	3/20/2018	7.88		029598		7.88
00165	OJAI LUMBER CO, INC							
I-1803-866315	Douglas Fir 2x4's - TP	R	3/20/2018	60.65		029599		60.65
00168	OJAI VALLEY NEWS							
I-031218	1 Year Subscription	R	3/20/2018	52.00		029600		
I-300020542	Conservation Ad 2/23/18	R	3/20/2018	55.00		029600		
I-300020771	Spring Visitors Guide - LCRA	R	3/20/2018	100.00		029600		
I-300020941	Spring Visitors Guide 3 Issues	R	3/20/2018	350.00		029600		
I-300021088	Conservation Ad 3/9/18	R	3/20/2018	55.00		029600		
I-300021111	Public Hearing Notice 3/9/18	R	3/20/2018	20.00		029600		632.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00169	OJAI VALLEY SANITARY DISTRICT							
I-20112	Cust # 52921	R	3/20/2018	56.28		029601		56.28
03292	Ovis Land LLC							
I-092517	Ojai Customer Refund	R	3/20/2018	415.08		029602		415.08
03156	Mercedes Padilla							
I-563587	Camping Cancellation	R	3/20/2018	95.00		029603		95.00
03538	Alfred Parras							
I-654464	Camping Cancellation - LCRA	R	3/20/2018	109.00		029604		109.00
00188	PETTY CASH							
I-031918	Increase LCRA Petty Cash	R	3/20/2018	3,000.00		029605		3,000.00
02187	Pitney Bowes Inc							
I-1006762711	Quarterly Postage Maintenance	R	3/20/2018	112.61		029606		112.61
00627	PORT SUPPLY							
I-9859	Jacket & Bibs - EM	R	3/20/2018	436.34		029607		436.34
03287	Porta-Stor							
I-269844	Storage Container Rental - ENG	R	3/20/2018	110.00		029608		110.00
00184	POWERSTRIDE BATTERY CO, INC							
I-V597067	Battery - PL	R	3/20/2018	142.07		029609		142.07
02833	Praxair, Inc							
I-81801026	Liquid Oxygen - TP	R	3/20/2018	2,177.10		029610		
I-81860528	Liquid Oxygen - TP	R	3/20/2018	2,161.35		029610		4,338.45
01848	PROCESS INSTRUMENTS & CONTROLS							
I-20444-54322	Probe - TP	R	3/20/2018	1,973.98		029611		1,973.98
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-8588	Gas Tank Inspection - DO	R	3/20/2018	220.00		029612		
I-8589	Gas Tank Inspection - LCRA	R	3/20/2018	220.00		029612		440.00
00732	QUINN RENTAL SERVICES							
I-03516702	Backhoe Rental - PL	R	3/20/2018	2,615.42		029613		
I-04256903	Backhoe Rental - PL	R	3/20/2018	3,288.03		029613		5,903.45
03539	Robert Reyes							
I-654258	Camping Cancellation - LCRA	R	3/20/2018	175.00		029614		175.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00313	ROCK LONG'S AUTOMOTIVE							
I-22999	AC Service - Unit 3	R	3/20/2018	967.65		029615		
I-23083	Oil & Filters - Unit 10	R	3/20/2018	229.53		029615		
I-23113	Battery - Forklift	R	3/20/2018	164.04		029615		
I-23148	Oil Change Service - Unit 14	R	3/20/2018	183.16		029615		
I-23159	Filters & Oil Change - Unit 15	R	3/20/2018	132.07		029615		1,676.45
01109	SALVADOR LOERA TRANSPORTATION							
I-15675	Fill Sand - PL	R	3/20/2018	422.06		029616		
I-15706	Fill Sand - PL	R	3/20/2018	363.00		029616		785.06
01107	SAWYER PETROLEUM							
I-S119153	Oil for Ave 1 PP - EM	R	3/20/2018	890.82		029617		890.82
02756	SC Fuels							
I-1100173-IN	Gas & Diesel - LCRA	R	3/20/2018	2,781.63		029618		2,781.63
02770	Stoner's One Off Customs							
I-1298	Cylinder Head Repair-Cart 9394	R	3/20/2018	833.38		029619		833.38
02703	Sunbelt Rentals							
I-75186849-0002	Diesel for Excavator - PL	R	3/20/2018	189.71		029620		189.71
02731	Superior AED							
I-33110	AED Program Management - SAF	R	3/20/2018	260.00		029621		260.00
00057	SUPPLYWORKS							
I-431994052	Air Freshner - ADM	R	3/20/2018	21.58		029622		21.58
01959	The Wharf							
I-030118	Safety Boots & PPE - OM	R	3/20/2018	1,091.24		029623		1,091.24
03318	Andrea Tsanas							
I-092517	Ojai Customer Refund	R	3/20/2018	64.12		029624		64.12
00825	USA BLUEBOOK							
I-504653	Logger Case & Software - PL	R	3/20/2018	294.72		029625		
I-507991	Pressure Loggers - PL	R	3/20/2018	2,917.20		029625		
I-514554	Locking Case - PL	R	3/20/2018	84.73		029625		3,296.65
02760	Los Angeles Truck Centers LLC							
C-XA270008239:01	Fitting - Unit 69	R	3/20/2018	17.21CR		029626		
I-XA270007817:02	Valves, Tubes - Unit 69	R	3/20/2018	63.02		029626		
I-XA270008236:01	Tube, Pipe, Elbows - Unit 69	R	3/20/2018	46.67		029626		92.48

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/08/2018 THRU 3/22/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00247	County of Ventura I-030118 Encroachment Permits	R	3/20/2018	3,045.00		029627		3,045.00
00258	VENTURA STEEL, INC I-206224 Remnant Steel - LCRA	R	3/20/2018	79.04		029628		79.04
09955	VENTURA WHOLESALE ELECTRIC I-234868 Lamp - LCRA	R	3/20/2018	21.55		029629		
	I-240157 Wedge Anchors - EM	R	3/20/2018	700.37		029629		
	I-240431 Anchors, Washers, Clamps - EM	R	3/20/2018	458.96		029629		
	I-240466 Hand Tools - EM	R	3/20/2018	760.07		029629		1,940.95
02583	WageWorks I-INV592538 FSA Monthly Admin Fee	R	3/20/2018	175.00		029630		175.00
00536	Water Resource Engr Associates I-3052 Phase 3:Project Coordination	R	3/20/2018	3,000.00		029631		3,000.00
03203	Water Systems Consulting, Inc. I-3019 Ojal System Master Plan - ENG	R	3/20/2018	23,677.49		029632		23,677.49
00663	WAXIE SANITARY SUPPLY I-77327919 Janitorail Supplies - DO	R	3/20/2018	171.32		029633		171.32
00630	WESCO I-215270 Plugs for Filters - TP	R	3/20/2018	600.62		029634		600.62
00826	STAN WHISENHUNT DBA I-6157 Newsletter Graphics - CONS	R	3/20/2018	440.00		029635		440.00
00330	WHITE CAP CONSTRUCTION SUPPLY I-10008390491 Hard Hat, Gloves, Lanyard - EM	R	3/20/2018	90.26		029636		90.26
1	THOMASON, TIFFANY D I-000201803141333 TS REFUND	R	3/22/2018	42.00		029637		42.00
1	CLIFFORD, GARRETT I-000201803151334 UB REFUND	R	3/22/2018	7.35		029638		7.35
1	ASMUS, TIM I-000201803151335 UB REFUND	R	3/22/2018	55.53		029639		55.53
1	FEDOTOWSKY, CAROLINE I-000201803151336 UB REFUND	R	3/22/2018	0.93		029640		0.93

3/22/2018 8:41 AM  
 VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/08/2018 THRU 3/22/2018

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1 I-000201803151337	CLARK, LISA UB REFUND	R	3/22/2018	231.34		029641		231.34

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		127	469,733.54	0.00	469,733.54
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		3	105,250.77	0.00	105,250.77
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
			130	574,984.31	0.00	574,984.31
BANK: AP		TOTALS:	130	574,984.31	0.00	574,984.31
REPORT TOTALS:			130	574,984.31	0.00	574,984.31

Void + Reissue Check #28911

(2,615.42)  
 572,368.89

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: March 20, 2018

TO: Board of Directors

FROM: Denise Collin - Accounting Manager

Re: Natural Disaster Relief – Robert Goddard  
10239 Ojai Santa Paula Road, Ojai  
Account Number: 70-00582-00

**RECOMMENDATION:**

Approve Natural Disaster Relief request and reduce December's water consumption from 542 units to 271 units, giving Relief of: \$308.89.

**BACKGROUND AND OVERVIEW:**

Mr. Goddard's property at 10239 Ojai Santa Paula Road was damaged by the Thomas Fire on December 5, 2017.

During the 45 minutes of time he evacuated while the fires burned through and passed, the fires had melted most of the above ground valve junction and stand pipes, stating that there where hundreds of spot fires burning" and that "water was gushing everywhere". Mr. Goddard also explained that it took five days of "vigilant water application to extinguish the fires".

Mr. Goddard, for health reasons was required to evacuate to Los Angeles while most of the repairs were done, but all the leaks were finally repaired.

Mr. Goddard was not billed a Water Conservation Charge in December as the District did not charge any of the customers for the month because of the fires, however he was charged 542 units of water to extinguish the fires.

Mr. Goddard requests that a 50% reduction be granted on his consumption from 542 units to 271 units. This would reduce Mr. Goddard's consumption from \$604.28 to \$308.89.

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: March 20, 2018  
TO: Board of Directors  
FROM: Denise Collin - Accounting Manager  
Re: Natural Disaster Relief – Sue Peterson  
8113 Puesta Del Sol, Carpinteria  
Account Number: 91-08303-03

**RECOMMENDATION:**

Approve the Natural Disaster Relief request due to mud flows and waive the Water Conservation Penalty of \$270.00.

**BACKGROUND AND OVERVIEW:**

Due to the National Disaster flood and mud flows in January 2018, Ms. Patterson was required to clean up her home from a mudslide caused by severe debris flow within the Rincon Creek. Ms. Peterson has paid her water consumption but requests the Conservation Penalty of \$270.00 be waived due to the Natural Disaster.

# MEMORANDUM

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TO: Board of Directors  
From: Steven E. Wickstrum, General Manager  
RE: State Water Project Contract – 2018 Table A Exchange to San Geronio Pass Water Agency (SGPWA).  
Date: March 22, 2018

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## RECOMMENDATION:

Direct staff to develop a 2018 SWP Table A exchange proposal and contract with San Geronio Pass Water Agency (SGPWA) and bring back the proposal to the Board of Directors for review and consideration of authorization.

## BACKGROUND:

During recent months, the City of Ventura has initiated discussion for a one-year, 2018, exchange agreement for State Water Project Table A with another State Water Contractor, San Geronio Pass Water Agency (SGPWA). Casitas MWD staff has obtained a copy of SGPWA's initial terms (i.e. term sheet) that the City of Ventura has been provided and its terms are summarized below.

Casitas MWD staff has also made contact with Jeff Davis, General Manager of SGPWA, who has indicated that SGPWA is willing to extend these same terms to Casitas MWD.

The ad-hoc State Water Project Committee reviewed these terms at their meeting of March 20, 2018 and recommended bringing these terms to the full Board of Directors for consideration.

It is recognized that the Casitas MWD must receive approval from the Ventura County Watershed Protection District prior to an assignment or commitment of the water to any agency outside of Ventura County.

## DISCUSSION:

The terms that SGPWA is offering the City of Ventura (City) are summarized as follows:

1. Exchange of all of the City's portion of the 2018 Table A allocation from the State of California Department of Water Resources regardless of the final allocation percentage.
2. Payment of 100% of the City's portion of the Transportation Capital and Minimum as well as the Conservation Capital and Minimum. (Casitas MWD's share of the 2018 estimate is approx. \$730,000.00)
3. Return to the City of 40% of all Table A water transferred, possibly within the next ten years.
4. SGPWA to pay all DWR variable rate costs for the delivery of the exchanged water to their service area; the City to pay the DWR variable costs of all water returned.
5. Ten year term of the exchange contract with a provision to extend if needed.
6. SGPWA to complete CEQA for their service area.

Other considerations:

1. DWR 2018 Turnback Pool Program:

Casitas MWD typically sells its Table A allocation in the DWR's Turnback Pools which had prices of \$34.74/AF for Pool A and \$17.37/AF for Pool B providing a total of \$34,740.00 and \$17,370.00 respectively under the current Table A allocation of 1,000 AF. The deadlines for sale in both pools for the DWR's program have passed and no water was offered for sale from any of the State Water Contractors.

2. United Water Conservation District Proposal:

The United Water Conservation District (UWCD) has proposed to purchase a portion of Casitas MWD's SWP Table A allocation (up to 2,750/AF) at a price of \$34.74/AF.

3. Leave Casitas MWD's 2018 Table A Allocation in San Luis Reservoir:

The District could choose to leave the 2018 Table A allocation in storage at the DWR's San Luis Reservoir for carryover into a future year. Per the DWR contract, up to 5,000 AF of the total 20,000 AF full Table A allocation could currently be stored this year.

CONCLUSION:

Casitas MWD could recover as much as \$730,000.00 of its SWP contract costs as well as receive the return of 40% of the water exchanged with SGPWA in a future year. The City of Ventura has characterized this a storage program for delivery of their portion of SWP Table A once the interconnection with Calleguas has been completed. The level of effort for Casitas MWD to enter into an agreement with SGPWA under the same terms as the City of Ventura

would be considered minimal and could be brought back to the Board of Directors for consideration in the next few months.

# MEMORANDUM

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TO: Board of Directors

From: Steven E. Wickstrum, General Manager

RE: State Water Project Contract – 2018 Table A Exchange to San Geronio Pass Water Agency (SGPWA) – Ventura County Watershed Protection District (VCWPD) Approval Request

Date: March 22, 2018

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## RECOMMENDATION:

As part of the proposed 2018 SWP Table A exchange proposal with San Geronio Pass Water Agency (SGPWA), direct Casitas MWD staff to request approval from the Ventura County Watershed Protection District (VCWPD) as per Section 5 of the assignment agreement between the District and the VCWPD for both Casitas MWD and the City of Ventura's Table A exchange proposals.

## BACKGROUND:

1. As per Section 5 'Assignment' of the contract between Casitas MWD and VCWPD (formerly the VCFCD), Casitas MWD must obtain prior approval from VCWPD for any State Water Project water committed to any agency outside Ventura County.

## DISCUSSION:

1. The terms that SGPWA is offering the City of Ventura (City) includes a provision for approval from the Ventura County Watershed Protection District. In pursuing exchange proposals, Casitas MWD would accomplish this approval with a letter request to the VCWPD. The proposed letter is attached.

March XX, 2018

Glenn Shepard, Director  
Ventura County Watershed Protection District  
800 South Victoria Avenue  
Ventura, CA 93009-1600

Re: Approval of 2018 State Water Project Table A Water Exchange with San Geronio Pass Water Agency

Casitas Municipal Water District (Casitas) and the City of Ventura (City) are proposing an exchange of their 2018 SWP Table A water with the San Geronio Pass Water Agency (SGPWA). This Table A exchange will have the following terms:

1. SGPWA will take delivery of the 2018 Table A allocation of both Casitas and the City in the amount of the final 2018 allocation provided by the Department of Water Resources. This amount is currently 20% which equates to 3,000 AF.
2. SGPWA will make payment to Casitas and the City an amount equivalent to each agency's portion of the 2018 State Water Project Transportation & Conservation Capital and Minimum charges which equates to a combined total of roughly \$2,000,000.00.
3. Return of 40% of the 2018 Table A water exchanged to Casitas and the City within the next ten years.
4. Each party will be responsible for the related DWR variable costs at the time of delivery or return.

As per Section 5 of the Ventura County Flood Control District State Water Project assignment agreement, Casitas requests that the VCWPD draft and execute a letter approving this exchange with SGPWA to be addressed to Casitas which is to be used only in conjunction with the 2018 exchange agreement with SGPWA.

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** STEVE WICKSTRUM, GENERAL MANAGER  
**FROM:** MICHAEL SHIELDS, OPERATIONS & MAINTENANCE MANAGER  
**SUBJECT:** CONTRACT AWARD – MEDIA CLEANING FILTER #6  
**DATE:** MARCH 21, 2018

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**RECOMMENDATION:**

It is recommended that the Board of Directors approve a purchase order to ERS Industrial Services, Inc. in the amount of \$56,650.56 for the removal, cleaning and reinstallation of media in pressure filter #6. The above project also includes the purchase of supplemental filter media (81 cubic feet of fine garnet / 180 cubic feet of anthracite) required to return the filter media layers to original specifications.

**BACKGROUND:**

The Marion Walker Filtration Plant has 8 pressure filters, which have been in operation for over 20 years. In order to maintain optimum filter performance and ensure that the media continues to meet performance standards, operations and treatment staff have developed an ongoing preventative maintenance program. Prior media cleaning jobs have been performed over the past five years. The FY 2017/18 capital budget (GL# 11-5-54-5940-00) contains funds for the above work; the project is \$1,650.56 over budget.

The project was advertised on the district's website, two contractors performed the onsite mandatory job walk; ERS Industrial Services, Inc. was the lowest responsible bidder. The work required to remove, clean, store, and install the media is specialized. ERS Industrial Services is fully aware of the project requirements. They have completed numerous filter projects of similar scope for Casitas throughout the past 10 years and have demonstrated quality workmanship.

ERS has an active contractor's license and is registered with the Department of Industrial Relations.

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** STEVE WICKSTRUM, GENERAL MANAGER  
**FROM:** RON MERCKLING, PUBLIC AFFAIRS/RESOURCE MANAGER  
**SUBJECT:** WATER CONSERVATION FEBRUARY 2018 UPDATE  
**DATE:** MARCH 16, 2018

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During February 2018, the following activities were completed by the Water Conservation Department:

- Facebook and Website updates
- UWMP development – ongoing
- Entire team working on Ojai allocation assignments
- Worked on newsletter
- Media interviews:
  - Spoke with Perry Van Houten, OVN, article on water usage during fire Feb. 19
  - Spoke with Michelaina Johnson, Water Deeply, Drought article ran Feb. 8
- Managing Cross-connection control program, working on upgrades to program
  - 264 letters
  - 27 calls/emails
  - 1 backflow survey
- State Water Resources Control Board monthly report filed
- Turf Removal program – 1 new applicants in February
- Continued meetings and phone calls with customers regarding allocation program
- 3 water surveys completed
- Demonstration garden work in front of main office - plantings and maintenance direction given
- Responded to 8 water waste reports. Some of these reports required site visits, phone calls, coordinating with other agencies, and mailings
- Rebates
  - 1 Weather based controller rebate
  - 3 High Efficiency Toilets
  - 5 High Efficiency Washing Machine rebates
- Landscape sign program – 1 new signs distributed this month
- Water Conservation Advertising:
  - 4 ads in OVN paper and website ads
  - 1 Facebook ad
  - Bill message
  - Call-EM-ALL for shut-down by O&M

- Attended the following meetings:
  - Regrowing from the Ashes: An Opportunity to Reestablish & Reclaim Our California Landscape. Water Conservation Workshop – February 24

**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**  
**Quagga Mussel Committee**

DATE: March 22, 2018  
TO: Board of Directors  
FROM: General Manager, Steven E. Wickstrum  
Re: Committee Meeting of March 19, 2018

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Russ Baggerly  
Director Pete Kaiser  
Steve Wickstrum, General Manager  
Carol Belser, Park Services Manager  
Joe Evans, Division Manager  
RJ Faddis, Park Services Officer III

Public: Katherine Ayres, Associate Ecologist, United Water Conservation District

2. **Public Comments.** None.

3. **Board/Management Comments.**

Director Baggerly commented that the Lake Casitas monitoring by the County has not changed in the last five days. Director Baggerly also asked if the District would consider sponsorship of the \$45 lifeguard training fee for low income persons.

Director Kaiser asked if the staff is ready for the impending storm.

4. **General Manager Comments,** None.

5. **Proposal for the preparation of the Notice of Intent and Aquatic Pesticide application Plan.**

The General Manager presented that Susan McMahon, Laboratory Supervisor, has requested the assistance of Clean Lakes Inc. to prepare the Notice of Intent and Aquatic Pesticide Application Plan for the service amount of \$5,450. The Committee discussed the purpose of the proposal and suggested moving this item to the Board for consideration of approval.

6. **Discussion regarding fish planting policy.**

Carol Belser presented the protocol that is followed to review and approve sources of fish plantings. The Committee concluded that this protocol shall remain as such and not be memorialized in a policy or ordinance. The Department has assured Casitas that only fish from Fillmore Fish Hatchery will be delivered to Lake Casitas.

7. **Discussion of California Department of Fish and Wildlife's review and/or approval of Casitas' Quagga Mussel Control and Eradication Plan and the Rapid Response Plan.**

Carol Belser presented an overview of each of the cited documents that the Department of Fish and Wildlife have reviewed and responded to. The Rapid response Plan has been approved by

the Casitas Board and waiting any revisions from the Department of Fish and Wildlife. It was suggested that staff write a letter to request approval of the Rapid Response Plan, in accordance with Fish and Wildlife Code 2301. Director Baggerly asked for a review by counsel of the requirements of 2301 to assure Casitas compliance.

8. **CFWD Annual Report per Title 14 672.1.**

Carol Belser reported that the report had been submitted in a timely manner to the CDFW.

9. **Update on timeline/schedule for monitoring and reporting of sampling sites in Lake and Ventura River watershed.**

The tasks have been bifurcated between the Lake and the Ventura River. The Committee reviewed the data gathered in the past and noted that some recent observations need to be documented. The Committee asked to have a report come back to the committee. Carol Belser offered Lake staff to take over Lake substrate monitoring, with the provision that Fisheries staff will continue with Matilija Reservoir substrate monitoring.

10. **Update on Potash Utilization Approval from California Agencies.**

Director Baggerly asked Katherine Ayres about the eradication components being considered by United Water Conservation District. The Committee had a discussion regarding the application of potash and Earth Tec (copper sulfate pentahydrate), and United's development of a consultant team to oversee permitting. Due to the conductivity of the water in Lake Piru, potash is not likely to be preferred eradication method. It was reported that recent quagga sampling in Pyramid and Castaic Lakes have not resulted in another finding of quagga.

# CASITAS MUNICIPAL WATER DISTRICT

## MINUTES Finance Committee

DATE: February 22, 2018  
TO: Board of Directors  
FROM: General Manager, Steve Wickstrum  
Re: Finance Committee Meeting of February 16, 2018, at 1000 hours.

### RECOMMENDATION:

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

### BACKGROUND AND OVERVIEW:

1. **Roll Call.**

Director Peter Kaiser and Director Jim Word  
General Manager, Steve Wickstrum  
Assistant General Manager, Michael Flood  
Accounting Manager/Treasurer, Denise Collin

Public: Ms. Sue Peterson

2. **Public Comments.** None.

3. **Board/Management comments.**

Director Word informed the Committee of dates that he is not available to meet and suggestion of a changed meeting date, rescheduling from June 15<sup>th</sup> to June 1<sup>st</sup>.

The General Manager reported that the District received notification of earnings of \$12,756.25 from Enernoc. The earnings are for the interruptible electrical service at Rincon Pump Plant.

The general manager has a request from Kevin Nguyen, Information System/Administrator, to have the Finance Committee consider his recommendation to update the telephone system servers for the amount of \$9,982.48. This item is not budgeted but highly recommended to keep the current phone system working properly. This item will be moved to the Board for consideration of approval.

4. **Review of the Financial Statements for December 2017.**

The Committee reviewed the financial statement with no changes or issues. A specific question was asked and answered regarding budgets for Engineering and Pipeline sections. The increase in expenses is related to the State Water Intertie and the increase in asphalt surface repairs.

5. **Review of the December 2017 Consumption Report.**

The Committee commented on the water demand numbers that are showing a trend similar to FY 2016-17, with a notable reduction in several classifications of water service.

6. **Request of Carin Kally for relief of her January 2018 Water Conservation Penalty of \$85.00.**

Denise Collin reported that the request has been withdrawn by Mrs. Kally. No further action.

7. **Request from Robert Goddard for relief of his Water consumption of 542 Units for \$604.28.**

Denise Collin provided the Committee with a letter stating that the water use was caused by pipelines that had been melted during the Thomas Fire and five days of fighting various spot fires on his property. Mr. Goddard has requested a 50 percent reduction in the water consumption. This item will move forward to the Board for consideration of relief. The conservation penalty is waived district-wide for December 2017 over-allocation water use.

8. **Request of Sue Patterson for relief of her January Water Conservation Penalty of \$270.00.**  
Ms. Patterson presented her request for relief based on water used to address the flood damage that inundated her home on January 9, 2018. This request will be moved to the consideration of the Board.
  
9. **Review of the Manager Recommended 2018/2019 Fiscal Year Budget.**  
The Committee was presented an initial draft of the Budget for their review and adjustments in future Finance Committee meetings. The Committee reviewed the basis for budget assumptions for revenue and expenses. Additional projects for the Ojai water system are forthcoming with the anticipation of the consultants completing the Ojai water system assessment.

CASITAS MUNICIPAL WATER DISTRICT

State Water Ad-hoc Committee

DATE: March 22, 2018  
TO: Board of Directors  
FROM: General Manager, Steven E. Wickstrum

Re: Overview of the State Water Ad-hoc Committee

**RECOMMENDATION:**

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

**DISCUSSION:**

The purpose of this memorandum is to update the Board of Directors on the progress of the State Water Ad-hoc Committee.

On March 13, 2018, the Committee met with Kevin Brown, General Manager of Ventura Water, and staff, to discuss the intertie project, concepts for in-lieu water deliveries, and Ventura Water's interest in a Table A water exchange..

On March 15, 2018, the Committee met with Susan Mulligan, General Manager of Calleguas Municipal Water District, and Thomas Slosson, President of the Calleguas Board of Directors, to discuss the intertie project, an initial discussion concerning the development of an emergency water supply in Lake Casitas, and Calleguas' emergency water study that is in progress of being developed by Kennedy/Jenks consultants. The Casitas storage may be considered as an option for the study.

On March 20, 2018, the Committee met to discuss the prior meetings and options for Table A entitlement. Staff will pursue information regarding the proposal for an exchange of table A water with San Geronio Pass Water Agency.

State Water Ad-hoc Committee: Jim Word, Mary Bergen, Seven Wickstrum, and Michael Flood

**CASITAS MUNICIPAL WATER DISTRICT  
TREASURER'S MONTHLY REPORT OF INVESTMENTS  
03/20/18**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Farmer MAC	31315PYF0	5/2/2028	\$512,008	\$485,565	2.925%	11/20/2017	2.42%	3642
*TB	Federal Farm CR Bank	3133EGZW8	10/25/2024	\$833,918	\$785,255	2.014%	10/25/2016	3.91%	2375
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$901,150	\$834,891	1.901%	5/9/2016	4.16%	2903
*TB	Federal Farm CR Bank	3133EFK71	3/9/2026	\$852,219	\$816,068	2.790%	3/28/2016	4.07%	2869
*TB	Federal Farm CR Bank	3133EFYH4	2/8/2027	\$1,013,516	\$964,800	3.000%	3/24/2016	4.81%	3198
*TB	Federal Farm CR Bank	3133EGWD	9/29/2027	\$694,629	\$634,204	2.354%	11/17/2016	3.16%	3429
*TB	Farmer MAC	3133EEPH7	2/12/2029	\$480,193	\$453,861	2.710%	11/20/2017	2.26%	3922
*TB	Federal Home Loan Bank	3130A3DL	9/8/2023	\$1,569,757	\$1,465,035	1.486%	10/13/2016	7.30%	1968
*TB	Federal Home Loan Bank	313379EE5	6/14/2019	\$1,358,225	\$1,339,997	1.625%	10/3/2012	6.68%	444
*TB	Federal Home Loan Bank	3130A0EN	12/10/2021	\$532,122	\$504,115	1.107%	5/9/2016	2.51%	1340
*TB	Federal Home Loan Bank	3130A5R35	6/13/2025	\$761,516	\$709,730	2.875%	2/19/2016	3.54%	2603
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$462,529	\$428,388	1.203%	7/14/2016	2.13%	1968
*TB	Federal Home Loan Bank	3130A5VW6	7/10/2025	\$1,022,679	\$975,720	2.360%	5/10/2017	4.86%	2630
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$921,992	\$844,324	2.875%	8/2/2016	4.21%	2244
*TB	Federal Home Loan Bank	3133XFKF	6/11/2021	\$632,866	\$613,379	5.625%	1/16/2013	3.06%	1161
*TB	Federal Home Loan MTG Corp	3137EADB	1/13/2022	\$673,686	\$657,592	2.375%	9/8/2014	3.28%	1373
*TB	Federal National Assn	31315P2J7	5/1/2024	\$791,133	\$745,510	1.721%	5/1/2016	3.71%	2201
*TB	Federal National Assn	3135G0ZR	9/6/2024	\$1,468,730	\$1,376,349	2.625%	5/25/2016	6.86%	2326
*TB	Federal National Assn	3135G0K3	4/24/2026	\$2,527,363	\$2,343,975	2.125%	5/25/2016	11.68%	2914
*TB	US Treasury Inflation Index NTS	912828JE1	7/15/2018	\$1,149,047	\$1,159,249	1.375%	7/6/2010	5.77%	115
*TB	US Treasury Inflation Index NTS	912828MF	1/15/2020	\$1,150,522	\$1,168,494	1.375%	11/18/2015	5.82%	655
*TB	US Treasury Note	912828WE	11/15/2023	\$768,037	\$767,394	2.750%	12/13/2013	3.82%	2035
Accrued Interest				\$126,012					
<b>Total in Gov't Sec. (11-00-1055-00&amp;1065)</b>				<b>\$21,203,849</b>	<b>\$20,073,896</b>			<b>99.98%</b>	
<b>Total Certificates of Deposit: (11.13506)</b>				<b>\$0</b>	<b>\$0</b>			<b>0.00%</b>	
**	<b>LAIF as of: (11-00-1050-00)</b>		N/A	<b>\$452</b>	<b>\$452</b>	1.07%	Estimated	<b>0.00%</b>	
***	<b>COVI as of: (11-00-1060-00)</b>		N/A	<b>\$2,881</b>	<b>\$2,881</b>	1.15%	Estimated	<b>0.01%</b>	
<b>TOTAL FUNDS INVESTED</b>				<b>\$21,207,182</b>	<b>\$20,077,229</b>			<b>100.00%</b>	
Total Funds Invested last report				\$21,076,416	\$20,204,776				
Total Funds Invested 1 Yr. Ago				\$20,179,287	\$19,517,955				
****	<b>CASH IN BANK (11-00-1000-00) EST.</b>			<b>\$2,856,210</b>	<b>\$2,856,210</b>				
	<b>CASH IN Western Asset Money Market</b>			<b>\$9</b>	<b>\$9</b>	0.19%			
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$24,063,401</b>	<b>\$22,933,447</b>				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$25,610,869	\$24,949,537				
*CD	CD - Certificate of Deposit								
*TB	TB - Federal Treasury Bonds or Bills								
**	Local Agency Investment Fund								
***	County of Ventura Investment Fund								
	Estimated interest rate, actual not due at present time.								
****	Cash in bank								

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