

# Board Meeting Agenda

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

Pete Kaiser, Director  
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT  
1055 Ventura Ave.  
Oak View, CA 93022  
Board Room  
September 14, 2016  
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. Public Comments (items not on the agenda – three minute limit).
2. General Manager comments.
3. Board of Director comments.
4. Board of Director Verbal Reports on Meetings Attended.
5. Consent Agenda
  - a. Minutes of the August 24, 2016 Board Meeting.
  - b. Resolution approving the joint funding agreement with United States Geological Survey for the Cooperative Stream Gaging Program from November 1, 2016 – October 31, 2017.
6. Review of District Accounts Payable Report for the Period of 8/24/16 – 9/08/16.

RECOMMENDED ACTION: Adopt Consent Agenda

RECOMMENDED ACTION: Motion approving report

7. Recommend approval of the position of Park Ranger/Park Services Officer Division Officer.

RECOMMENDED ACTION: Motion approving recommendation

8. Regional Efforts to Obtain Access to State Water Entitlements for Western Ventura County.

RECOMMENDED ACTION: Direction to General Manager

9. Resolution Adopting an Increased Conservation Penalty for Over Allocation Water Usage.

RECOMMENDED ACTION: Adopt Resolution

10. Ballot for Election of a Special District Alternate member to the Ventura LAFCo.

RECOMMENDED ACTION: Direction to staff

11. Information Items:

- a. Lake Casitas Recreation Area Report for July, 2016.
- b. Water Conservation August 2016 Update.
- c. Annual Livingwise Program Water Education Summary Report.
- d. Water Resources Committee Minutes.
- e. Executive Committee Minutes, August 26, 2016.
- f. Recreation Committee Minutes.
- g. Executive Committee Minutes, September 9, 2016.
- h. Letter from Ojai City Council Members William Weirick and Randy Haney.
- i. Water Consumption Report.
- j. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- k. Investment Report.

12. Closed Session

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation matter pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One Case.  
Casitas Municipal Water District has recently received a claim for damages related to an employment matter.

13. 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  
August 24, 2016

A meeting of the Board of Directors was held August 24, 2016 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. Directors Kaiser, Baggerly, Word, Hicks and Bergen were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were five staff members and ten members of the public in attendance. President Kaiser led the group in the flag salute.

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

Angelo Spadiro spoke regarding a chart in the Urban Water Management Plan of 2016 showing lake storage dropping 25,000 acre feet a year since 2011 and we are only in a stage 3 condition and suggested that the board has the authority to declare stage 5 now to show that we have a serious problem with water. This would provide an increased extension of time and decrease the slope of loss. If we continue to wait our margin of time left gets smaller. He asked the board to consider going to stage 5 right away.

William Weirick spoke about the summit on the 22<sup>nd</sup> and offered the city as a partner for livestreaming on cable access and archiving and suggested the meeting be held at the Boyd center.

Renee Roth with the Green Coalition discussed efforts of the Save Our Ojai Water campaign. They are working to develop standard landscaping guidelines and looking for methods to have this endeavor paid for. \$10,000 for each watershed was suggested and Ms. Roth asked that the board consider information that would be coming in the future.

2. General Manager comments.

None

3. Board of Director comments.

Director Baggerly reported that he was at the City Council meeting last night where they were discussing water and what the city can do. A lot of interested people made comments. He suggested that the city take an active role in the Ventura County General Plan update.

4. Board of Director Verbal Reports on Meetings Attended.

None

5. Consent Agenda

ADOPTED

a. Minutes of the August 10, 2016 Board Meeting.

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

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

6. Review of District Accounts Payable Report for the Period of 8/10/16 – 8/17/16. APPROVED

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

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

7. Consider the appeal of Mr. Michael Termond for the \$1,000 fine imposed for water theft and damage to district facility.

Fine reduced to \$500

Mr. Wickstrum informed the board that staff were involved with the discovery of water waste and determined there was theft from a sample point onto a property. Staff also had contact with Mr. Termond and discussions regarding the use of that water which is unmetered and was used for private use and in our view a water theft that is going on. Water was running off the property into the street. We applied a waste of water and water taken out of the system in an unauthorized fashion. Our Rates and Regulations provide several options to deal with this. It is difficult to determine how long this was going on and how much water was used. The Rates and Regulations allow for us to recoup either the damages incurred or \$1,000. A notice of violation invoice in the amount of \$1,000 was issued and Mr. Termond requested an appeal to you regarding this activity.

Mr. Termond addressed the board and stated that he has learned a lot and has been a Casitas customer for many years, the last three years living in Rancho Matilija. He stated that they were longtime residents of Oak View before that and paid their bills on time and had no issues with Casitas for 30 years. He stated they are wrongfully accused of modifying the Casitas pipe with the intent to steal water. He explained that they have one of the oldest homes in area and there is an unmarked water faucet which we now understand is a Casitas facility. There is nothing that says CMWD on it and no one in my family has touched it or used it. Pictures when we purchased the property show this was unhinged when we purchased property. It is in plain view. The Casitas representative came out to review our landscape. Police said the hookup was old and rusty. The sample points were not used in a long time or it would have been noticed. Mr. Termond requested this be dismissed. He added it is factual that the landscaper did hook up and wasted the water. Mr. Termond denied actively stealing water stating he

did not ask the landscaper to use this water source. We are very sorry this occurred and my wife is embarrassed by this. He explained that he is on the board of Rancho Matilija and is trying to address active water conservation. In the last three years we are down almost 50% and are actively trying to conserve. We are not trying to circumvent by stealing water. He requested the fine be reduced or removed and felt the pipe should have been marked.

Director Bergen added that from the pictures staff took it looks as if it was saturated and looked like the water was on for a long time.

Mr. Termondt stated the gardener hooked the hose up to the sample station. It was at the corner, we were not aware this was going on. We are not trying to steal water. The gardener should be let go for being a bad gardener. I'm not saying this didn't happen but it has never happened before. Director Hick said I can't see you stealing water if you can afford to live in Rancho Matilija. Mr. Termondt added he tried to find information on line about Casitas sample points and was unsuccessful. Director Baggerly asked if we have records showing the use of the sample station. Mr. Wickstrum said he could check into that.

Director Hicks asked what is the relative water use compared to the neighbors. Mr. Wickstrum explained that he did not get into the analysis of the water use but that this is what was going on at the time the discovery was made. There was a hose attached to our sample station out by the street. It had been plumbed to where you could attach a hose to it. Director Bergen added it is clearly not a regular hose bib.

President Kaiser asked if he has sprinklers and hose bibs in his yard. Mr. Termondt answered that is correct. President Kaiser asked if there is a hose bib in that area. Mr. Termondt answered there is a hose bib at the rose garden.

Director Word asked how long have you had this gardener. Mr. Termondt stated he came with the house in 2013. He added that his wife is an active member of Saint Thomas and we are not water thieves and we did not modify anything. My wife is concerned this will affect our name.

Director Word added that obviously someone felt they could get water from a great distance. Maybe you need to take this up with your gardener. Mr. Termondt stated we have.

Director Baggerly asked about the damage to the sample station. Mr. Wickstrum stated it cost less than \$200 to remedy the sample station.

Director Word moved that the invoice be reduced to \$500. This was seconded by Director Bergen and approved by the following roll call vote:

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

8. Presentation of the Joint Exercise of Powers Agreement creating the Upper Ventura River Groundwater Agency, Final Draft.

Mr. Wickstrum informed the board that this is the result of a lot of work and time and effort with Casitas, Meiners Oaks, Ventura River Water, Ventura Water, the County of Ventura with assistance from the Collaborative Center out of Sacramento and attorneys. There is no action required today; this will come back to the board for approval and appointing of a Casitas representative on the GSA Board.

9. Recommend approval of the position of Park Ranger/Park Services Officer Division Manager. Referred back to Personnel Committee

Park Services Manager Carol Belser explained that this is part of the evolution in getting Park Rangers at the recreation area and fulfilling a need of having some expertise in law enforcement. This individual is helping with policies which are in with Steve for review. It will help with getting the Park Ranger team hired and trained and will work with PSO's to assimilate them into the division. This will look at changes that have occurred and help move the program forward.

Director Baggerly stated he has issues with this item. In the background on board letter, second paragraph, the sentence reads the position is at will under a yearly contract. You can't be at will if you have a contract. It is not an appropriate approach to this issue. You hired him as a consultant to help the PSO's move to Rangers. I don't think hiring the person that should be training them as Park Rangers and getting them ready for the training would be appropriate for having supervision. Have him remain as a consultant and do his best. I can't agree with this. Director Hicks asked why this didn't come to recreation committee. Mr. Wickstrum stated it went to personnel. Director Hicks stated I can't support it either.

President Kaiser also spoke about having a contract versus being at will and suggested a limited term position. He added that he has no problems with supervisory authority and the person also being the training officer. He suggested that this be cleaned up and brought back. Director Hicks suggested hiring him as a consultant as we don't need another employee. Mr. Belser explained that this is within the existing budget. Director Word added that as a consultant he does not have the authority to supervise. President Kaiser added it is not uncommon to be a trainer and a supervisor.

Director Word asked if the intent is to have this person to be supervising and on an on-call basis 24/7. Ms. Belser answered yes. There is a need to have someone available and this would meet that need. She added that she is looking for someone to lead, train and oversee the new staff as they come on board and to help assimilate the current PSO's depending on their professional goals into the department. President Kaiser asked if this improved the efficiency and

effectiveness of the workforce. Ms. Belser explained that we are working through the process to hire FT Park Rangers. She explained that the current person is not a consultant; he is a part-time employee, paid by the hour.

Director Bergen added you are trying to move him from part time to full time. Mr. Wickstrum added this new position is created as a management training officer. We would hire as a full time position and move forward with the objectives we are trying to accomplish. President Kaiser added that we do need some expertise during this delicate transition and this is helpful in that regard.

Danny Carrillo, Interim Regional Director of SEIU Local 721 spoke and stated that the board brought up a lot of questions I had as I was confused in the staff report that was presented. He suggested there be research on the VCERA retirement program as to limitations on hours with CalPERS. Mr. Carrillo added that this individual was brought in as a part time consultant and maybe that is the best way to go, to keep as a consultant. As a consultant, we don't appreciate or like consultants to have hiring/firing or ability or to do a performance evaluation but they might have input but not be the primary authority. Is there a job description developed with the scope of duties. If you bring the individual in as a supervisor we represent supervisors. There are a lot of questions. We don't want to see part time workers doing full time work. Current PSO's have the ability to apply for a Park Ranger position and I hope those that don't want to will still have a job here and duties they can perform. As a consultant, you don't have to provide benefits. How much is this position earning and how much will the budget allow him to be paid? Mr. Carrillo suggested that this be tabled and get questions answered before moving forward.

President Kaiser added that the idea of having this position makes sense to me. Someone with 35 years of experience to help us transition through this to limited peace officer status makes sense in a lot of ways. From personal knowledge the retirement is separate from PERS. There are a lot of questions posed that need to be cleared up. Let staff go through the comments and bring back to the board for consideration.

Director Hicks added we don't need an Assistant Recreation Manager or Assistant Park Manager.

Director Word suggested that this needs more flushing out and requested that this come back to the Personnel Committee.

Director Baggerly added there is a misperception here with the board members. Was this person was hired as a part time employee or as a consultant. Mr. Wickstrum responded he was hired as a part time employee. President Kaiser directed it back to the Personnel Committee.

10. Recommend approval of a purchase order to Water Resources Engineering Associates in the not to exceed amount of \$25,000 to provide Engineering Services for a water security project analysis.

APPROVED

Mr. Wickstrum explained that there have been discussions with WREA to prepare a water security analysis and go through a list of projects asking the question of how do we bring more water into this area, addressing the topic of state water and provide more information to this board to try to develop more water supplies as Lake Casitas may continue to diminish. They are looking to have this put this together by Oct. 7<sup>th</sup>.

Bruce Kuebler requested that the board go forward with this proposal and specify the interconnection with the State Water Project be specified as one of the five key projects. Second, he added it is important to be in discussions with the City of Ventura and ensure that there is the appropriate capacity and find out the costs for this. Some think the state connection may be a good alternative without knowing the cost.

William Weirick mentioned discussions on pipe size with Susan Mulligan. He suggested that the results be presented in a public hearing as it is important for the public.

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

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

11. Recommend authorizing the General Manager to expend up to \$20,000 for 3M Pump Plant Road Work. APPROVED

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

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

12. Review of the draft Resale Memorandum of Understanding for water Allocation Assignment and Integrated Management of Local Water Supplies. Approved in Principle

Mr. Wickstrum informed the board that efforts are underway to get together and speak with one voice regarding water conservation issues and lay out a common understanding. Mr. Wickstrum is hopeful that the other general managers can approve this MOU and then we can move forward to assign an allocation of water and put it in the books. We have many agencies that need to work together to get the reductions in demand and provide enough water for public health and safety.

President Kaiser added that it is important for the public to be aware that we are serious about this.

On the motion of Director Baggerly, seconded by Director Word, the draft Memorandum of Understanding was approved in principle by the following roll call vote:

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

13. Recommend the Board consider the invitation to inspect the State Water project. APPROVED

On the motion of Director Hicks, seconded by Director Baggerly attendance was approved by the following roll call vote:

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

14. Information Items:

- a. Finance Committee Minutes
- b. Personnel Committee Minutes
- c. Notice of Availability of the Draft Environmental Impact Report for the Water Supply Contract Extension Project.
- d. Investment Report.

The information items were offered by Director Word, seconded by Director Bergen and approved by the following roll call vote:

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

President Kaiser called for a recess at 4:37 p.m. prior to moving the meeting into closed session.

President Kaiser moved the meeting to closed session at 4:44 p.m.

15. Closed Session

- a. (Govt. Code Sec. 54957.6)  
Conference with Labor Negotiators:  
Agency Designated Representatives: Rebekah Vieira, Draza Mrvichin  
Employee Organization: Supervisory & Professional, General Unit and Recreation Unit.

President Kaiser moved the meeting back into open session at 5:42 p.m. with Mr. Mathews stating the Board had discussion with labor negotiators and there was no reportable action taken.

16. Adjournment

President Kaiser adjourned the meeting at 5:43 p.m.

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James W. Word, Secretary

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** STEVEN E. WICKSTRUM, GENERAL MANAGER  
**FROM:** NEIL COLE, PRINCIPAL CIVIL ENGINEER  
**SUBJECT:** USGS-CMWD COOPERATIVE STREAM GAGING PROGRAM FOR  
NOVEMBER 1, 2016 TO OCTOBER 31, 2017 - VENTURA RIVER NEAR  
VENTURA GAGING STATION  
**DATE:** SEPTEMBER 6, 2016

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**RECOMMENDATION:**

It is recommended that the Board of Directors approve continuing the cooperative stream gaging program with the U.S. Geological Survey (USGS) for the Ventura River near Ventura station and adopt the resolution.

**BACKGROUND:**

Since 1961 Casitas and the USGS have maintained agreements for the USGS operation of various stream and reservoir gaging stations within the District. In 1988, Casitas assumed the operation of all subject stations, with the exception of the Ventura River near Ventura gaging station that is located near the Foster Park Bridge. The USGS has reliably provided Casitas, City of Ventura and Ventura County with information gathered from this key gaging station.

Attached is a letter from the U.S. Geological Survey dated August 16, 2016 that outlines the proposed source of funding for the gaging station program. The local cost share portion of the agreement has increased to \$14,700 from \$14,250 for the 2016-17 water year, a 3.2% increase. The City of San Buenaventura (Ventura) and Ventura County Watershed Protection District (VCWPD) will continue to be partners with Casitas and divide this cost equally. The actual cost to Casitas will be \$4900.

The cost for this agreement is included in the FY 2016-17 Budget. USGS has provided two copies of a Joint Funding Agreement for Casitas to sign and return.

Attachment – USGS letter and Joint Funding Agreement

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION DIRECTING EXECUTION OF A  
JOINT FUNDING AGREEMENT BETWEEN  
UNITED STATES GEOLOGICAL SURVEY AND  
CASITAS MUNICIPAL WATER DISTRICT

WHEREAS, Casitas Municipal Water District and the U.S. Geological Survey, U.S. Department of the Interior, have previously entered into a cooperative agreement involving matching funds covering the operation and maintenance of a certain stream gaging stations in the Ventura River watershed; and

WHEREAS, it is desirable that arrangements for the U.S. Geological Survey to perform the operation and maintenance of the Ventura River near Ventura stream gaging station during the November 1, 2016 to October 31, 2017 period; and

WHEREAS, the U.S. Geological Survey has indicated that subject to the availability of Federal matching funds, the U.S. Geological Survey will provide \$7,400 in funds; and

Whereas, Casitas Municipal Water District's cost to have the U.S. Geological Survey operate and maintain the Ventura River near Ventura stream gaging station during the November 1, 2016 to October 31, 2017 period will be \$14,700; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Casitas Municipal Water District that the General Manager is hereby authorized and directed on behalf of Casitas to sign the Joint Funding Agreement in the form provided by the U.S. Geological Survey, and request continuation of said cooperative arrangements during the period November 1, 2016 through October 31, 2017 at a fixed total cost of \$14,700 to Casitas. Further, direct staff to seek reimbursement of two-thirds of the \$14,700 upon receipt of the billing from the U.S. Geological Survey.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
President,  
Casitas Municipal Water District

ATTEST:

\_\_\_\_\_  
Secretary,  
Casitas Municipal Water District



# United States Department of the Interior

U.S. GEOLOGICAL SURVEY  
California Water Science Center  
6000 J Street, Placer Hall  
California State University  
Sacramento, California 95819-6129  
Phone: (916) 278-3000 Fax: (916) 278-3070  
<http://water.wr.usgs.gov>

August 16, 2016

Mr. Steve Wickstrum, General Manager  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, California 93022

Attention: Mr. Neil Cole, P.E.

Dear Mr. Wickstrum:

This letter confirms discussions between our respective staffs, concerning the continuation of our cooperative water resources program between the Casitas Municipal Water District (CMWD) and the U.S. Geological Survey (USGS) for the period November 1, 2016 to October 31, 2017.

The proposed program and associated costs are as follows:

<u>Station number and name</u>	<u>CMWD Funds</u>	<u>USGS Funds</u>	<u>Total Funds</u>
11118500      Ventura River near Ventura	<u>\$14,700</u>	<u>\$7,400</u>	<u>\$22,100</u>
<b>TOTAL</b>	<b>\$14,700</b>	<b>\$7,400</b>	<b>\$22,100</b>

Total cost of the proposed program is \$22,100. Cost to CMWD is \$14,700, and subject to the availability of Federal matching funds, the USGS will provide \$7,400.

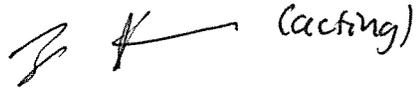
Enclosed are two originals of Joint Funding Agreement (JFA) 17WSCA05100, signed by our agency, for your approval. If you are in agreement with this proposed program, please return one fully executed JFA to our office. Work performed with funds from this agreement will be conducted on a fixed-price basis. Billing for this agreement will be rendered annually.

The USGS is required to have an agreement in place prior to any work being performed on a project. We request that the JFA be returned prior to November 1, 2016. If a JFA is not received by November 1, we will be required to suspend operations until an agreement is received.

**Mr. Steven E. Wickstrum, General Manager- Casitas Municipal Water District**

If you have any questions concerning this program, please contact Stuart Hill, in our Santa Maria Field Office, at (805) 928-9539. If you have any administrative questions, please contact Tammy Seubert, in our Sacramento Office, at (916) 278-3040.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Reichard", followed by the word "(acting)" in a cursive script.

Eric G. Reichard  
Director, USGS California Water Science Center

Enclosure

cc: Stuart Hill, USGS CAWSC

Fixed Cost Agreement YES[ X ] NO[ ]

THIS AGREEMENT is entered into as of the 1<sup>st</sup> day of November, 2016, by the U.S. GEOLOGICAL SURVEY, California Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the CASITAS MUNICIPAL WATER DISTRICT, party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for cooperative water resources investigations in the Casitas Municipal Water District area, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00.

- (a) \$7,400.00 by the party of the first part during the period  
November 1, 2016 to October 31, 2017
- (b) \$14,700.00 by the party of the second part during the period  
November 1, 2016 to October 31, 2017
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of : \$0.00

Description of the USGS regional/national program:  
*Not Applicable*

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request; be furnished by the party of the first part; at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties.

9. USGS will issue billings utilizing Department of the Interior Bill for Collection (form DI-1040). Billing documents are to be rendered **annually**. Payments of bills are due within 60 days after the billing date. If not paid by the due date, interest will be charged at the current Treasury rate for each 30 day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983.)

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Agreement#: 17WSCA05100  
Customer#: 600000825  
Project #: ZG009J5  
TIN #: 95-6004993  
USGS DUNS #: 1761-38857

**USGS Technical Point of Contact**

Name: Stuart Hill  
Supervisory Hydrologic Technician  
Address: 3130 Skyway Drive, Suite 602  
Santa Maria, CA 93455  
Telephone: (805) 928-9539  
Fax: (805) 928-9220  
Email: [sahill@usgs.gov](mailto:sahill@usgs.gov)

**Customer Technical Point of Contact**

Name: Steve Wickstrum  
General Manager  
Address: 1055 Ventura Avenue  
Oak View, CA 93022  
Telephone: (805) 649-2251  
Fax:  
Email:

**USGS Billing Point of Contact**

Name: Tamara Seubert  
Budget Analyst  
Address: 6000 J Street - Placer Hall  
Sacramento, CA 95819  
Telephone: (916) 278-3040  
Fax: (916) 278-3070  
Email: [tseubert@usgs.gov](mailto:tseubert@usgs.gov)

**Customer Billing Point of Contact**

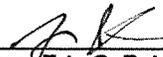
Name:  
Address:  
Telephone:  
Fax:  
Email:

U.S. Geological Survey  
United States  
Department of Interior

CASITAS MUNICIPAL  
WATER DISTRICT

Signature

Signatures

By  (acting) Date: 8/16/2016  
Name: Eric G. Reichard  
Title: Director, USGS California Water Science  
Center

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

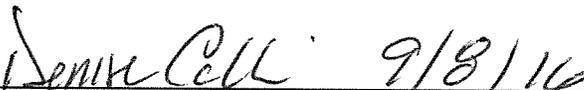
By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

**CASITAS MUNICIPAL WATER DISTRICT**  
**Payable Fund Check Authorization**  
**Checks Dated 8/24/16-9/8/16**  
**Presented to the Board of Directors For Approval September 14, 2016**

Check	Payee			Description	Amount
000665	Payables Fund Account	#	9759651478	Accounts Payable Batch 082416	\$11,668.86
000666	Payables Fund Account	#	9759651478	Accounts Payable Batch 090216	\$1,551,847.93
000668	Payables Fund Account	#	9759651478	Accounts Payable Batch 090816	\$298,193.71
					\$1,861,710.50
000667	Payroll Fund Account	#	9469730919	Estimated Payroll 09/15/16	\$180,000.00
000669	Payroll Fund Account	#	9469730919	Estimated Payroll 9/29/16	\$170,000.00
				Total	\$2,041,710.50

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, 000665-000668 have been duly audited is hereby certified as correct.

  
 \_\_\_\_\_  
 Denise Collin, Accounting Manager/Treasurer

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

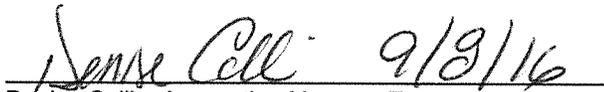
\_\_\_\_\_  
 Signature

# A/P Fund

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

000665	A/P Checks:	024376-024383
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Voids:	
000666	A/P Checks:	024384-024506
	A/P Draft to P.E.R.S.	000000
	A/P Draft to State of CA	000000
	A/P Draft to I.R.S.	000000
	Voids:	024445, 024446, 024493
000668	A/P Checks:	024507-024512
	A/P Draft to P.E.R.S.	000000
	A/P Draft to State of CA	000000
	A/P Draft to I.R.S.	000000
	Voids:	

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

  
Denise Collin, Accounting Manager/Treasurer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

CERTIFICATION

Payroll disbursements for the pay period ending 08/27/16  
Pay Date of 09/01/16  
have been duly audited and are  
hereby certified as correct.

Signed: Denise Collin  
Denise Collin

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

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

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

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: \* ALL BANKS  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	8/31/2016			024445		
C-CHECK	VOID CHECK	V	8/31/2016			024446		
C-CHECK	VOID CHECK	V	9/02/2016			024493		

NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00

3 VOID DEBITS 0.00  
 3 VOID CREDITS 0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			0.00	0.00	0.00
BANK:		TOTALS:	0.00	0.00	0.00

A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I. D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	STATE OF CALIFORNIA State Withholding	D	8/31/2016	9,582.57		000000		9,582.57
00049	STATE OF CALIFORNIA State Withholding	D	9/08/2016	4,627.86		000000		4,627.86
00128	INTERNAL REVENUE SERVICE Federal Withholding	D	8/31/2016	4.77		000000		
	Federal Withholding	D	8/31/2016	29,409.55		000000		
	FICA Withholding	D	8/31/2016	35.96		000000		
	FICA Withholding	D	8/31/2016	27,998.02		000000		
	Medicare Withholding	D	8/31/2016	8.42		000000		
	Medicare Withholding	D	8/31/2016	6,853.68		000000		64,310.40
00128	INTERNAL REVENUE SERVICE Federal Withholding	D	9/08/2016	14,606.26		000000		
	FICA Withholding	D	9/08/2016	5,265.70		000000		
	Medicare Withholding	D	9/08/2016	1,231.50		000000		21,103.46
00187	CALPERS PERS BUY BACK	D	8/31/2016	66.87		000000		
	PERS BUY BACK	D	8/31/2016	161.96		000000		
	PEBRA EMPLOYEES PORTION	D	8/31/2016	2,092.04		000000		
	PERS EMPLOYER PORTION	D	8/31/2016	9,413.63		000000		
	PEBRA EMPLOYER PORTION	D	8/31/2016	2,194.13		000000		
	PERS EMPLOYER PORTION	D	8/31/2016	10,408.42		000000		24,337.05
00187	CALPERS PERS EMPLOYEE PORTION	D	9/08/2016	192.66		000000		
	PERS EMPLOYER PORTION	D	9/08/2016	214.15		000000		406.81
01703	ARNOLD LAROCHELLE MATTHEWS Matter No#5088-016 7/16	R	8/24/2016	336.00		024376		
	Matter No#5088-015 7/16	R	8/24/2016	240.00		024376		
	Matter No#5088-001 7/16	R	8/24/2016	2,157.00		024376		
	Matter No#5088-012 7/16	R	8/24/2016	936.00		024376		3,669.00
02480	David Taussig & Associates, In Proj D16-00115 CFD Tax Admin	R	8/24/2016	1,314.28		024377		1,314.28
00091	ERNST & YOUNG LLP Client#60028334	R	8/24/2016	1,159.00		024378		1,159.00

A/P HISTORY CHECK REPORT

9/08/2016 12:09 PM  
 VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02024	Larry Harris Gray Water Workshop Refreshmen	R	8/24/2016	200.10		024379		200.10
02658	Liebert Cassidy Whitmore Employment Relation Consortium	R	8/24/2016	4,405.50		024380		4,405.50
00625	OfficeTeam Admin Temp	R	8/24/2016	693.44		024381		693.44
02643	Take Care by WageWorks Reimburse Medical	R	8/24/2016	91.14		024382		91.14
02583	WageWorks FSA Monthly Admin Fee	R	8/24/2016	136.40		024383		136.40
00124	ICMA RETIREMENT TRUST - 457 457 CATCH UP	R	8/31/2016	461.54		024384		461.54
	DEFERRED COMP FLAT	R	8/31/2016	1,859.62		024384		1,859.62
	DEFERRED COMP PERCENT	R	8/31/2016	44.90		024384		2,366.06
01960	Moringa Community PAYROLL CONTRIBUTIONS	R	8/31/2016	16.75		024385		16.75
00985	NATIONWIDE RETIREMENT SOLUTION 457 CATCH UP	R	8/31/2016	211.53		024386		211.53
	DEFERRED COMP FLAT	R	8/31/2016	4,083.85		024386		4,083.85
	DEFERRED COMP PERCENT	R	8/31/2016	364.30		024386		4,659.68
00180	S.E.I.U. - LOCAL 721 SEIU 721 COPE	R	8/31/2016	9.50		024387		9.50
	UNION DUES	R	8/31/2016	674.50		024387		684.00
01400	STATE DISBURSEMENT UNIT Payroll Deduction 10-D000121	R	8/31/2016	682.14		024388		682.14
00230	UNITED WAY PAYROLL CONTRIBUTIONS	R	8/31/2016	60.00		024389		60.00
01707	AIRGAS SPECIALTY PRODUCTS Ammonium Hydroxide - TP	R	8/31/2016	2,346.60		024390		2,346.60
00010	AIRGAS USA LLC Welding Gas Tank Regulator	R	8/31/2016	102.13		024391		102.13
	Panel Warning Labels - EEM	R	8/31/2016	193.40		024391		193.40
	Electrode Stick - Pipeline	R	8/31/2016	54.20		024391		54.20
	Conditioning Disc&Flap Disc-PL	R	8/31/2016	68.28		024391		68.28
	Carhartt FR Pants	R	8/31/2016	339.26		024391		339.26
	Safety Supplies - Pipeline	R	8/31/2016	69.78		024391		69.78
	Safety Supplies - Pipeline	R	8/31/2016	60.04		024391		60.04

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00011	ALERT COMMUNICATIONS Call Center 9/16	R	8/31/2016	293.28		024392		293.28
02824	ALLCOM PRODUCTS LLC Accrue Sales Tax Accrue Sales Tax Modem Antenna Cables - PL	R R R	8/31/2016 8/31/2016 8/31/2016	16.22CR 16.22 231.85		024393 024393 024393		231.85
00836	AMERICAN RED CROSS Lifeguard Training - LCRA	R	8/31/2016	665.00		024394		665.00
00417	APPLIED INDUSTRIAL TECHNOLOGY Bearings for Reclaim Sys. - TP	R	8/31/2016	34.44		024395		34.44
00014	AQUA-FLO SUPPLY PVC Pipes - LCRA Maint. Polypropylene Suct. Strain.-LC	R R	8/31/2016 8/31/2016	68.39 7.86		024396 024396		76.25
02179	Art Street Interactive Art Street Res. Sys. - LCRA	R	8/31/2016	542.15		024397		542.15
01666	AT & T T-1 Lines 9391051740 T-1 Lines 9391051750 Local, Regional, Long Distance T-Lines 9391035541	R R R R	8/31/2016 8/31/2016 8/31/2016 8/31/2016	339.20 1,066.25 1,190.88 412.11		024398 024398 024398 024398		3,008.44
00020	AVENUE HARDWARE, INC Bolt Cutters - Dist. Maint.	R	8/31/2016	27.94		024399		27.94
00030	B&R TOOL AND SUPPLY CO Elect. Tape, Ear Plugs, etc-PL Step Ladder - Dist. Maint. Cordless Tool Set - PL	R R R	8/31/2016 8/31/2016 8/31/2016	213.61 185.77 1,023.17		024400 024400 024400		1,422.55
00679	BAKERSFIELD PIPE & SUPPLY INC SS Pipeline Materials	R	8/31/2016	537.85		024401		537.85
01062	BP Medical Supplies Accrue Sales Tax Accrue Sales Tax First Aid Supplies - WP	R R R	8/31/2016 8/31/2016 8/31/2016	6.62CR 6.62 88.30		024402 024402 024402		88.30

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01023	CARQUEST AUTO PARTS Armor All, Blaster Penetr.-TP	R	8/31/2016	22.47		024403		22.47
00727	Carsonite Composites Campsite Markers - LCRA	R	8/31/2016	521.38		024404		521.38
09907	CARUS PHOSPHATES, INC. Blended Phosphate - TP	R	8/31/2016	20,460.60		024405		20,460.60
00055	CASITAS BOAT RENTALS July Cafe Passes	R	8/31/2016	1,746.89		024406		1,746.89
02322	Coast Cart, Inc. Starter/Generator - Cart E26 Starter/Generator - Cart E2-4	R	8/31/2016	324.64		024407		669.28
01843	COASTAL COPY Copier Usage - Warehouse	R	8/31/2016	32.46		024408		32.46
00071	COMMANDER PRINTED PRODUCTS Correct Invoice # 102858 Purchase Order Forms	R	8/31/2016	2.25		024409		662.91
00061	COMPUWAVE Cordless Headset Epson Receipt Printer - LCRA HP Toner Cartridge - LCRA Lexmark Blk Printer Cart-Admin HP Black Toner - Admin	R	8/31/2016	92.45CR		024410		1,071.35
00062	CONSOLIDATED ELECTRICAL Fan Repair Kit - E&M	R	8/31/2016	349.78		024411		349.78
02115	Consumers Pipe Supply Co. 6" Valve & Actuator - TP	R	8/31/2016	2,489.54		024412		2,489.54
00770	CORRPRO COMPANIES, INC. Coripro Corrosion Serv. - E&M	R	8/31/2016	550.00		024413		550.00
01525	CPS HR CONSULTING Proj#E3889 Assitant GM	R	8/31/2016	5,862.58		024414		5,862.58
00296	CUMMINS PACIFIC, LLC Lincoln Welder Parts - Garage	R	8/31/2016	82.75		024415		82.75

A/P HISTORY CHECK REPORT

9/08/2016 12:09 PM  
 VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02660	Cumulus Broadcasting, Inc. Digital Spots for Drought Ad	R	8/31/2016	3.00		024416		3.00
02041	Custom Mailing Solutions, Inc Newsletter Postage Mail Serv.	R	8/31/2016	5,499.50		024417		5,499.50
02722	D&H Water Systems TCI Kit Maint. - TP	R	8/31/2016	189.79		024418		189.79
00740	DELL MARKETING L.P. Dell Optiplex 7040-Dist.Maint.	R	8/31/2016	823.77		024419		823.77
01498	Department of Industrial Relat DOSH Inspection, Lazy River-WP	R	8/31/2016	1,130.00		024420		1,130.00
02893	Duk Chan Chang Camping Refund - LCRA	R	8/31/2016	168.00		024421		168.00
00086	E.J. Harrison & Sons Inc Acct#500546088	R	8/31/2016	1,400.00		024422		1,400.00
00095	FAMCON PIPE & SUPPLY 6 Hole SS Fire Hydrant - PL Spool & Gasket - PL Wharf Head Hydrant - PL 6Hole SS Hydrant&Gate Valve-PL Fire Hydrant - Warehouse Stock Meter Lifter - Conservation	R	8/31/2016	4,418.25CR 206.40 521.38 4,746.13 2,795.00 62.35		024423		3,913.01
01452	FEDERAL EXPRESS FREIGHT Check Valve Rep. Freight-EM	R	8/31/2016	389.78		024424		389.78
00013	FERGUSON ENTERPRISES INC Toilet Repair Parts - WP	R	8/31/2016	187.75		024425		187.75
00099	FGL ENVIRONMENTAL Manganese Monitoring 7/20/16 THM/HAA5 Monitoring 8/01 Manganese Monitoring 07/28/16 LT2SWTR-Turbidity 8/02/16	R	8/31/2016	70.00 817.00 70.00 16.00		024426		973.00
00969	FLW, INC. Temperature Switch - E&M	R	8/31/2016	513.62		024427		513.62

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00104	FRED'S TIRE MAN Mount & Tires - Cart E2-3 Filter & Oil Change - Unit #9	R R	8/31/2016 8/31/2016	319.50 36.45		024428 024428		355.95
00106	FRONTIER PAINT Paint - TP	R	8/31/2016	75.34		024429		75.34
02720	Garda CL West, Inc. Excess Items - LCRA	R	8/31/2016	69.80		024430		69.80
00216	THE GAS COMPANY Acct#00801443003 Acct#18231433006	R R	8/31/2016 8/31/2016	260.49 52.50		024431 024431		312.99
00115	GRAINGER, INC Motor Start Capacitor - WP Cordless Earplugs - LCRA	R R	8/31/2016 8/31/2016	27.10 48.77		024432 024432		75.87
02217	Greg Rents Cart, Cart Cover, Fill Sand-PL	R	8/31/2016	69.33		024433		69.33
01052	HARBOR FREIGHT TOOLS USA, INC Membership Refund Membership & Blue Tarp - E&M	R R	8/31/2016 8/31/2016	48.36CR 72.00		024434 024434		23.64
00596	HOME DEPOT Wet/Dry Vac - E&M Filter Bag for Wet Vac - E&M Chain & Hooks, Shop Lights-PL 9 Gal. Wet/Dry Vac - E&M	R R R R	8/31/2016 8/31/2016 8/31/2016 8/31/2016	13.94 15.03 116.61 64.47		024435 024435 024435 024435		210.05
00125	IDEXX DISTRIBUTION CORP Lab Supplies - Water Quality	R	8/31/2016	1,214.48		024436		1,214.48
00127	INDUSTRIAL BOLT & SUPPLY Bolts for Damn Hoist - TP	R	8/31/2016	5.48		024437		5.48
00131	JCI JONES CHEMICALS, INC Chlorine - TP, CM 697244 Chlorine for TP, CM698238 Chlorine - TP, CM 698950	R R R	8/31/2016 8/31/2016 8/31/2016	899.94 1,770.00 1,770.00		024438 024438 024438		4,439.94
01022	KELLY CLEANING & SUPPLIES, INC Janitorial Services - LCRA	R	8/31/2016	280.00		024439		280.00



VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02894	Natalie Lake Camping Fee Refund	R	8/31/2016	42.00		024447		42.00
00625	OfficeTeam Admin Temp Admin Temp	R R	8/31/2016 8/31/2016	866.80 866.80		024448 024448		1,733.60
01570	Ojai Auto Supply LLC Alternator Return - Unit 234 Repair Parts for Unit 234 Air Filter,Bck Up Lights - #29 Alternator for Chipper #234 Battery & Cable - Unit E2-3 Wrench, Impact Socket - LCRA	R R R R R R	8/31/2016 8/31/2016 8/31/2016 8/31/2016 8/31/2016 8/31/2016	174.17CR 159.37 40.71 756.38 116.49 36.94		024449 024449 024449 024449 024449 024449		935.72
00473	OJAI VALLEY GLASS Door Glass for Shop Door-Maint	R	8/31/2016	43.00		024450		43.00
00168	OJAI VALLEY NEWS Conservation Ad 072916	R	8/31/2016	100.00		024451		100.00
00734	ONESOURCE DISTRIBUTORS Wire Markers - EEM	R	8/31/2016	138.10		024452		138.10
01627	OSCAR'S TREE SERVICE Tree Inspection Camp C & D Broken Branch Rem.-Event Area Deadwood Removal Camp C Deadwood Removal Camp C-4&5 Deadwood Removal Camp C-4	R R R R R	8/31/2016 8/31/2016 8/31/2016 8/31/2016 8/31/2016	900.00 750.00 975.00 975.00 975.00		024453 024453 024453 024453 024453		4,575.00
00823	POLYDYNE, INC. Cationic Polymer - TP	R	8/31/2016	13,893.00		024454		13,893.00
02833	Praxair, Inc Liquid Oxygen - TP Liquid Oxygen - TP	R R R R R R R	8/31/2016 8/31/2016 8/31/2016 8/31/2016 8/31/2016 8/31/2016 8/31/2016	2,093.75 2,071.89 2,086.76 1,974.83 2,031.67 2,066.21 1,998.00		024455 024455 024455 024455 024455 024455 024455		14,323.11

A/P HISTORY CHECK REPORT

9/08/2016 12:09 PM  
 VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01439	PRECISION POWER EQUIPMENT Tuneup on Weed Eater - Maint. Line for Weed Eater - Maint.	R	8/31/2016	65.00		024456		104.78
		R	8/31/2016	39.78		024456		
10042	PSR ENVIRONMENTAL SERVICE, INC LCRA Diesel Fuel Tank Repair	R	8/31/2016	1,112.82		024457		1,112.82
02216	Purchase Power Refill Postage Meter	R	8/31/2016	2,525.00		024458		2,525.00
00313	ROCK LONG'S AUTOMOTIVE Oil & Fluid - Unit #51 Spark Plugs&Ignition Set - #37 Steering Fluid,Oil, & Belt-#15	R	8/31/2016	146.99		024459		
		R	8/31/2016	653.05		024459		
		R	8/31/2016	732.46		024459		1,532.50
02756	SC Fuels Diesel - O&M Yard Diesel - TP Gas & Diesel - LCRA	R	8/31/2016	775.47		024460		
		R	8/31/2016	619.94		024460		
		R	8/31/2016	2,356.92		024460		3,752.33
00725	SMART & FINAL Utensils, Cups, Plates - LCRA	R	8/31/2016	65.40		024461		65.40
00215	SOUTHERN CALIFORNIA EDISON Acct#2237011044 Acct#2157697889 Acct#2266156405 Acct#2312811532 Acct#2210507034 Acct#2210503702	R	8/31/2016	26.35		024462		
		R	8/31/2016	9,431.27		024462		
		R	8/31/2016	113.60		024462		
		R	8/31/2016	49.87		024462		
		R	8/31/2016	11,777.45		024462		
		R	8/31/2016	10,366.83		024462		31,765.37
02202	Stanley Pest Control Monthly Pest Control - WP	R	8/31/2016	170.00		024463		170.00
01147	SUPERIOR GATE SYSTEMS Canal Auto Gate Repair	R	8/31/2016	350.00		024464		350.00
02057	Swank Motion Pictures, Inc. Movie Rental "Minions" 8/6/16	R	8/31/2016	403.00		024465		403.00
02895	Terry Newman Irrigation Controller Rebate	R	8/31/2016	229.98		024466		229.98

A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02527	Traffic Technologies LLC	R	8/31/2016	519.70		024467		519.70
	Tree Warning Signs - LCRA							
00364	TRI-COUNTY OFFICE FURNITURE	R	8/31/2016	808.10		024468		808.10
	Office Chair - Admin							
02760	Los Angeles Truck Centers LLC	R	8/31/2016	60.21		024469		60.21
	Oil Filter and Oil - Unit 89							
00891	VENTURA COUNTY CLERK	R	8/31/2016	50.00		024470		50.00
	CEQA County Clerk Proc. Fee							
00251	VENTURA COUNTY STAR	R	8/31/2016	51.40		024471		51.40
	Ad-Consumer Confidence Report							
00258	VENTURA STEEL, INC	R	8/31/2016	14.42		024472		14.42
	Stell Flat Bar - LCRA Maint.							
09955	VENTURA WHOLESale ELECTRIC	R	8/31/2016	53.21		024473		53.21
	Galvanized Slotted Channel-EM							
00663	WAXIE SANITARY SUPPLY	R	8/31/2016	4,845.97		024474		4,845.97
	Janitorial Supplies-Admin&LCRA			48.58		024474		48.58
	Janitorial Supplies-Admin&LCRA							4,894.55
00630	WESCO	R	8/31/2016	106.06		024475		106.06
	240 Volt Safety Labels - E&M							
00274	JAMES WORD	R	8/31/2016	48.60		024476		48.60
	Reimburse Mileage 4/16			64.80		024476		64.80
	Reimburse Mileage 8/16			39.42		024476		39.42
	Reimburse Mileage 7/16			58.32		024476		58.32
	Reimburse Mileage 6/16			44.28		024476		44.28
	Reimburse Mileage 5/16							255.42
01483	CORVEL CORPORATION	R	8/31/2016	1,350.00		024477		1,350.00
	Claim #16-22969 Admin Fee			1,350.00		024477		1,350.00
	Claim #16-23063 Admin Fees			9.50		024477		9.50
	Bill Review			9.50		024477		9.50
	Bill Review			4.40		024477		4.40
	Bill Review							2,723.40
02896	Graves, Bourassa, Rippinger & Claim# 15-19309	R	8/31/2016	320.00		024478		320.00

A/P HISTORY CHECK REPORT

9/08/2016 12:09 PM Casitas Municipal Water D  
 VENDOR SET: 01 ACCOUNTS PAYABLE  
 BANK: AP  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02897	Kaiser Foundation Healthplan DOS 6/6/16 Claim#16-22969	R	8/31/2016	8.31		024479		8.31
02804	Keith A Robertson, MD DOS 1/22/15 Claim# 15-19309	R	8/31/2016	113.39		024480		113.39
00621	Southern California Permanente DOS 6/6/16, Claim #16-22969 DOS 6/6/16 Claim# 16-22969	R R	8/31/2016 8/31/2016	139.99 94.89		024481 024481		234.88
00012	ALL-PHASE ELECTRIC SUPPLY CO. LED Lights - Warehouse	R	9/02/2016	728.85		024482		728.85
00014	AQUA-FLO SUPPLY Backflush Tank Repairs - LCRA Adjustable Flood Bubbler -LCRA	R R	9/02/2016 9/02/2016	70.48 19.87		024483 024483		90.35
00030	B&R TOOL AND SUPPLY CO Hex Threading Die - LCRA Impact Tool Repair Parts - E&M	R R	9/02/2016 9/02/2016	11.06 46.79		024484 024484		57.85
00679	BAKERSFIELD PIPE & SUPPLY INC Cushion Clamp - TP	R	9/02/2016	18.71		024485		18.71
00032	BIOVIR LABORATORIES, INC Giardia/Crypto Test 7/6/16	R	9/02/2016	365.00		024486		365.00
01843	COASTAL COPY Copier Usage - LCRA	R	9/02/2016	275.12		024487		275.12
02861	Confidential Data Destruction Shredding Service	R	9/02/2016	150.00		024488		150.00
10085	ELIFEGUARD, INC. Accrue Sales Tax D-62353a I-62353	R R R	9/02/2016 9/02/2016 9/02/2016	139.92CR 139.92 2,086.68		024489 024489 024489		2,086.68
02720	Garda CL West, Inc. Armored Truck Service	R	9/02/2016	603.29		024490		603.29
00360	LESLIE'S POOL SUPPLIES, INC Small Chemicals - WP	R	9/02/2016	45.09		024491		45.09

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I. D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00151	MEINERS OAKS ACE HARDWARE							
	Single Cut Key - Pl	R	9/02/2016	4.28		024492		
	Yellow & Red Flag Tape - WP	R	9/02/2016	33.69		024492		
	Mulch - LCRA Maint.	R	9/02/2016	11.72		024492		
	13 Gal. Trash Bags - LCRA	R	9/02/2016	30.08		024492		
	Gloves & Duct Tape - PL	R	9/02/2016	21.48		024492		
	Foam Insulation - E&M	R	9/02/2016	10.75		024492		
	Ylw Flag Tape&Paintbrushes-WP	R	9/02/2016	16.83		024492		
	Floor Pump - PL	R	9/02/2016	21.49		024492		
	Armor All Wipes & Chaulk-LCRA	R	9/02/2016	11.75		024492		
	Concrete & Asphalt Patch -LCRA	R	9/02/2016	43.34		024492		
	Toilet Tank Fill Valve - LCRA	R	9/02/2016	13.67		024492		
	Pipe Cutter - TP	R	9/02/2016	29.34		024492		
	WD40 & Caution Tape - PL	R	9/02/2016	24.03		024492		
	Heat Traps - E&M	R	9/02/2016	6.64		024492		
	Blade Recip &Plate Filler-LCRA	R	9/02/2016	61.93		024492		341.02
00163	OFFICE DEPOT							
	Office Supplies - LCRA & Admin	R	9/02/2016	498.20		024494		
	Office Supplies - LCRA	R	9/02/2016	130.40		024494		628.60
00625	Officeteam							
	Admin Temp	R	9/02/2016	866.80		024495		866.80
01439	PRECISION POWER EQUIPMENT							
	Chain - LCRA	R	9/02/2016	68.36		024496		68.36
02314	Rogue Jet Boatworks, Inc.							
	Trailer for Rogue Jet Boat	R	9/02/2016	9,968.75		024497		9,968.75
02003	Sostre Enterprises Inc.							
	Website CMS Fee/Hosting	R	9/02/2016	249.00		024498		249.00
00215	SOUTHERN CALIFORNIA EDISON							
	Acct#2237789169	R	9/02/2016	28.03		024499		
	Acct#2210502480	R	9/02/2016	178,095.05		024499		
	Acct#2210505426	R	9/02/2016	1,560.61		024499		
	Acct#2269631768	R	9/02/2016	22.66		024499		179,706.35
00048	STATE OF CALIFORNIA							
	State Water Plan Payment.	R	9/02/2016	256,980.00		024500		256,980.00
02643	Take Care by WageWorks							
	Reimburse Medical	R	9/02/2016	124.01		024501		124.01

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT																																																		
01662	I-025-165506 TYLER TECHNOLOGIES, INC. Monthly UB Online Fees	R	9/02/2016	153.00		024502		153.00																																																		
00185	Univar USA Inc Bulk Chemicals - WP Bulk Chemicals - WP Bulk Chemicals - WP	R R R	9/02/2016 9/02/2016 9/02/2016	2,502.33 1,995.76 750.70		024503 024503 024503		5,248.79																																																		
00254	VENTURA LOCKSMITHS Key & Key Covers - Util. Maint	R	9/02/2016	8.60		024504		8.60																																																		
00949	CITY OF VENTURA SWP 2016/2017 Multi-Year Pool	R	9/02/2016	828,000.00		024505		828,000.00																																																		
00663	WAXIE SANITARY SUPPLY Hand Sanitizer - WP	R	9/02/2016	28.48		024506		28.48																																																		
00511	Centers for Family Health Drugs Screening	R	9/07/2016	45.00		024507		45.00																																																		
00086	E.J. Harrison & Sons Inc Acct#1C00053370	R	9/07/2016	141.42		024508		141.42																																																		
00126	CAROLE ILES Reimburse Mileage 8/16	R	9/07/2016	39.69		024509		39.69																																																		
00188	PETTY CASH Replenish Petty Cash	R	9/07/2016	303.35		024510		303.35																																																		
00004	ACWA JOINT POWERS INSURANCE AU Health Insurance 10/16	R	9/08/2016	118,992.38		024511		118,992.38																																																		
00048	STATE OF CALIFORNIA 1988 Drinking Water Bond	R	9/08/2016	152,533.74		024512		152,533.74																																																		
<table border="0" style="width:100%"> <tr> <td style="width:60%">* * T O T A L S * *</td> <td style="width:10%">NO</td> <td style="width:10%">INVOICE AMOUNT</td> <td style="width:10%">DISCOUNTS</td> <td style="width:10%">CHECK AMOUNT</td> </tr> <tr> <td>REGULAR CHECKS:</td> <td>134</td> <td>1,737,342.35</td> <td>0.00</td> <td>1,737,342.35</td> </tr> <tr> <td>HAND CHECKS:</td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>DRAFTS:</td> <td>6</td> <td>124,368.15</td> <td>0.00</td> <td>124,368.15</td> </tr> <tr> <td>EFT:</td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>NON CHECKS:</td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>VOID CHECKS:</td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>VOID DEBITS:</td> <td>0</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>VOID CREDITS:</td> <td>0</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>TOTAL ERRORS:</td> <td>0</td> <td></td> <td></td> <td></td> </tr> </table>									* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT	REGULAR CHECKS:	134	1,737,342.35	0.00	1,737,342.35	HAND CHECKS:	0	0.00	0.00	0.00	DRAFTS:	6	124,368.15	0.00	124,368.15	EFT:	0	0.00	0.00	0.00	NON CHECKS:	0	0.00	0.00	0.00	VOID CHECKS:	0	0.00	0.00	0.00	VOID DEBITS:	0	0.00			VOID CREDITS:	0	0.00			TOTAL ERRORS:	0			
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A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D  
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 DATE RANGE: 8/24/2016 THRU 9/08/2016

VENDOR I.D.	NAME	NO	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
VENDOR SET: 01	BANK: AP	TOTALS:			INVOICE AMOUNT	DISCOUNTS		CHECK AMOUNT	
		140			1,861,710.50	0.00		1,861,710.50	
BANK: AP	TOTALS:	140			1,861,710.50	0.00		1,861,710.50	
REPORT TOTALS:		140			1,861,710.50	0.00		1,861,710.50	

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** Steve Wickstrum, General Manager  
**FROM:** Carol Belser, Parks Services Manager  
**SUBJECT:** **Justification for a Division Officer**  
**DATE:** September 9, 2016

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**RECOMMENDATION**

Approve an exempt management level, at-will, Division Officer position to oversee the formation and implementation of the Park Ranger/Park Services Officer Division.

**BACKGROUND**

At the April 27, 2016 meeting of the Casitas Municipal Water District (CMWD) Board of Directors direction was given that the Park Services Officers were to operate in an observe and report mode as of that date. This resulted in an immediate cessation of Ordinance enforcement by the regular means of law enforcement presence (through uniform and badge), citation writing, and changed to an "observe and report" means of enforcement.

At the May 25, 2016 meeting, the Board of Directors adopted CMWD Ordinance 16-01 Establishing Rules and Regulations for the Public Use of the Lake Casitas Recreation Area in part to provide for employment of sworn Park Rangers with limited peace officer authority pursuant to Penal Code 830.34(d).

The General Manager submitted a memo from the Park Services Manager dated August 17, 2016 to the Board at the August 24, 2016 meeting recommending approval of a new at-will manager position of Division Officer for the new Park Ranger/Park Services Officer Division. The Board requested staff to provide additional information and justification for the position and submit a report to the Personnel Committee for review.

Because of the change in status of the Park Services Officer positions to observe and report, and the subsequent decision to employ Park Rangers with Limited Peace Officer status, a new Division is being established with policies and procedures for certification, training of various types, etc. In order to accomplish a smooth transition given the complexity of the undertaking, staff has determined that a full-time, manager, at-will position would provide the flexibility and expertise required to facilitate the change.

**Analysis**

The purpose for requesting a management, at-will position is to recruit a professional who will perform the complex work required to organize the new Division, integrating new Park Rangers and existing

Park Services Officers. The Division Officer will accomplish this by:

- (a) Providing expertise to coordinate the goals, objectives and functions for the operation of the Division.
- (b) Developing Park Ranger recruitment and screening processes.
- (c) Developing Division policies and training protocols.
- (d) Providing all Division staff with supervision, leadership, direction, development and oversight.

The Division Officer in a supervising, leadership role is critical for creating a stable foundation for the launch of the new Division. The role of the Division Officer will be to provide expertise in the following areas:

- (a) Developing the Policies and Procedures Manual.
- (b) Developing training programs as required.
- (c) Providing leadership and supervision to Division staff to ensure their full understanding and compliance with the requirements of consistency, integrity and accountability required by their Division duties.
- (d) Acting as a mentor to assist Division staff in reaching their full potentials as required by their duties.
- (e) Constantly reinforcing the standards to be achieved.

A critical element to the establishment of the Division authority to perform authorized limited enforcement activities is currently in development under the guidance of Casitas management and specialized legal counsel. The Park Ranger Policy Manual will establish the training, documentation, field duties, protocols and procedures, rules and customer services requirements for the Division staff to perform their duties. Once approved by the General Manager, it will then be reviewed by CMWD counsel, SEIU 721 and finally submitted for approval by the Board of Directors.

The Manual must be in place prior to the swearing in of the new Park Rangers. An example of the depth of scope of policies and procedures is shown on Exhibit A attached hereto. The manual has been developed using Lexipol, a provider of state-specific defensible policies, training and legal updates for public safety organizations focused on law enforcement. Lexipol was recommended by CMWD counsel. The Division Officer is critical to the successful implementation of the Manual and leadership of the new Division.

While the Park Ranger Policy Manual contains written guidelines, not every situation the limited peace officers may encounter can be covered in a manual and they will be required to use their own

judgment or attempt to interpret the written word. An experienced Division Officer may observe behavior that inadvertently could be detrimental to CMWD and the public and offer a better solution to the problem. Leadership, or lack thereof, shown by a supervisor can have a dramatic effect on how the agency is perceived by the community and customers. Fulfillment of the functions of the policies is dependent on customer perception of Park Rangers' ability to secure and maintain respect. This will be facilitated through the professional and experienced leadership of a Division Officer who will organize, problem solve, plan, evaluate, react and recommend change when necessary to reach the desired goal.

The policy manual outlines scope, authority entrusted, tools, protocols and chain of command, the powers of a peace officer and ability to exercise the authority only granted to them by CMWD.

Scope of authority and use-of-force are extremely significant elements of the policies and procedures that require immense understanding and training of staff. Lack of leadership by an experienced supervisor can result in Park Rangers and staff exercising more, or not enough, liberty. For example, factors used to determine reasonable use of force must be clearly understood, trained and followed. Park Rangers and staff may be involved in potential circumstances where there a duty to intercede and report infractions to the chain of command and staff involvement is critical for an efficient well trained and well communicated team. Field staff notification to the Division Officer will be required to document and evaluate incidents. The use of force has a built in review procedure incorporated into a policy which involves establishment of the process to review use of force and requires administrative action such as removal for line duty assignment, review with the General Manager and Human Resources. Clear communication on this area and appropriate documentation again is critical.

Depending on the Board's direction, handcuffs may be an assigned tool available to Park Rangers to use when the situation requires reasonable restraint for the safety of staff or the general public under clearly defined circumstances. Understanding of protocol requires training, practice and evaluation by supervisory staff. Reporting and documentation of the use of equipment in relation to the use of force policy is paramount. If OC (oleoresin capsicum) spray is carried per the Board's authority, the Division Officer will ensure that certification training conforms to Peace Officer Standards & Training (POST), records are kept regarding issuance inventory, training dates, equipment damage, and disposal of inoperative outdated or expended devices, and when first aid application is required.

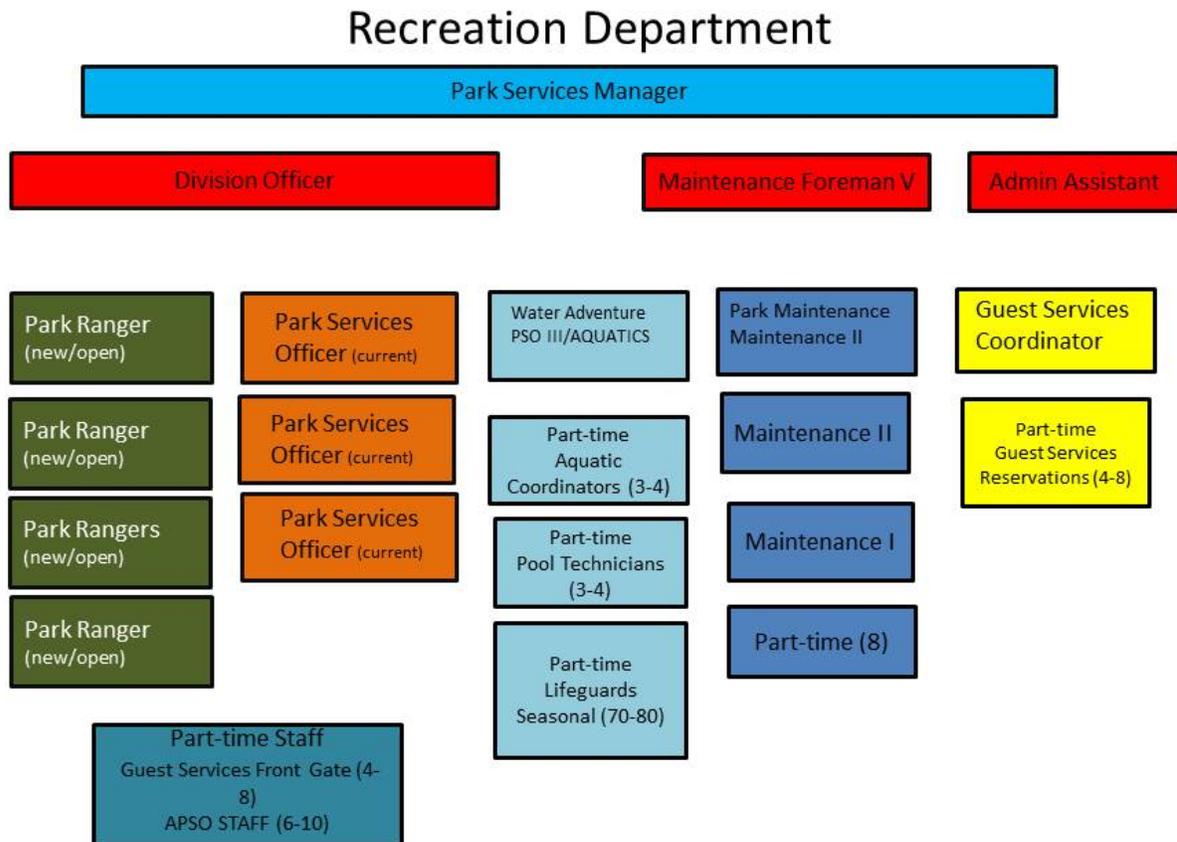
The Division Officer will be instrumental in assuring that Park Ranger training protocols and documenting schedules are on track and completed on a regularly scheduled basis. Training includes, but is not limited to: state mandated training, professional level First Aid/CPR/AED, use of CMWD issued equipment, use of force protocols, invasive species prevention/control and management, emergency situations, evacuations of the Lake Casitas Recreation Area, wildlife handling and issues related to wildlife, dog encounters, fire mitigation procedures and tools, boating and vessel related training, and customer service training. All standards of conduct and training are fundamental for the performance, reputation and trust of personnel and the public.

Without the expertise of practiced leadership and training, CMWD could be vulnerable and exposed to liability in the creation and launching of the policies and procedures described herein. This includes on-duty and off-duty guidelines, conflicting orders that are unlawful, internal personnel investigations,

ethics, relationships, safety, and behavior unbecoming to an officer.

Of equal importance and in tandem with the development of the Park Ranger Division, is the integration of the current Park Services Officer team with the new Park Rangers.

The objective is to create an atmosphere where current and new employees work together as a team not as separate entities. The Division Officer's task will be to create a balance using their unique skills for the benefit of the Division and CMWD through protection of the resources and improved customer service. An illustration of the Recreation Department's suggested organizational structure is below:



The Park Ranger Division is an extremely welcomed addition to the Lake Casitas Recreation Area and has tremendous advantages for the operations of the Recreation Area in relation to the large number of visitors. It is extremely important that the program is properly launched and set up for the many years to come. There are many details to address. The Park Ranger recruitment process has commenced. It consists of a job announcement on the CMWD web site and with the California Park Ranger Association, receipt of applications, application screening, oral interviews and agility testing. Arrangements have been made with the County of Ventura Sheriff's Office to use the sample battery test site at the Sheriff Academy in Camarillo. Additionally, thorough background investigations through a professional investigator with POST standards, psychological evaluations through a

licensed and POST qualified psychologist or psychiatrist, and FBI background checks through fingerprinting are all the minimum qualifications and procedures each candidate must complete and pass to then be considered to be eligible to be sworn in.

**Fiscal Impact**

The fiscal impact of employing a Division Officer is mitigated within the current year fiscal budget. The 2016/2017, 6200 account, includes provision for new Park Rangers and incumbent Park Services Officers, a total of eight full time positions. Currently, there are three Park Services Officers with five positions remaining. The Division Officer will fill one of the five positions, initially as an At-Will Manager to launch and stabilize the new Division.

Attachment: Division Officer Job Description

Exhibit A

**1 – Ordinance Enforcement Role and Authority**

Ordinance Enforcement Authority

Oath of Office

Park Ranger Policy Manual

**2 - Organization and Administration**

Organizational Structure and Responsibility

Memorandums

Training Policy

Staffing Levels

**3 - General Operations**

Use of Force Review Boards

Handcuffing and Restraints

Control Devices and Techniques

Firearms

Vehicle Pursuits

Domestic Violence

Search and Seizure

Temporary Custody of Juveniles

Adult Abuse

Discriminatory Harassment

Child Abuse

Missing Persons

Public Alerts

Hate Crimes

Standards of Conduct

Information Technology Use

Report Preparation

Media Relations

Subpoenas And Court Appearances

Mutual Aid and Outside Agency Assistance

Registered Offender Information

Major Incident Notification

Identity Theft

Private Persons Arrests

Anti-Reproductive Rights Crimes Reporting

Limited English Proficiency Services

Communications with Persons with Disabilities

Mandatory School Employee Reporting

Chaplains

Public Safety Video Surveillance System

Child and Dependent Adult Safety

Service Animals  
Volunteer Program  
Off-Duty Law Enforcement Actions  
Department Use of Social Media  
Native American Graves Protection and Repatriation

#### **4 - Patrol Operations**

Patrol Function  
Racial- or Bias-Based Profiling  
Briefing Training  
Crime And Disaster Scene Integrity  
Crisis Response Unit  
Hazardous Material Response  
Hostage and Barricade Incidents  
Response to Bomb Calls  
Mental Illness Commitments  
Cite and Release Policy  
Foreign Diplomatic and Consular Representatives  
Rapid Response And Deployment Policy  
Reporting Police Activity Outside of Jurisdiction  
Immigration Violations  
Emergency Utility Service  
Aircraft Accidents  
Field Training Officer Program  
Obtaining Air Support  
Detentions And Photographing Detainees  
Criminal Organizations  
Ranger Supervisor  
Mobile Audio Video  
Mobile Data Terminal Use  
Portable Audio/Video Recorders  
Medical Marijuana  
Foot Pursuits  
Automated License Plate Readers (ALPRs)  
Homeless Persons  
Crisis Intervention Incidents  
Public Recording of Law Enforcement Activity  
First Amendment Assemblies  
Civil Disputes  
Suspicious Activity Reporting  
Medical Aid and Response

#### **5 - Traffic Operations**

Traffic Function and Responsibility  
Traffic Collision Reporting

Vehicle and Vessel Towing and Release

Vehicle Impound Hearings

Impaired Driving

Traffic Citations

Disabled Vehicles

72-Hour Parking Violations

## **6 - Investigation Operations**

Investigation and Prosecution

Sexual Assault Investigations

Asset Forfeiture

Eyewitness Identification

*Brady* Material Disclosure

Unmanned Aerial System (UAS) Operations

Warrant Service

Operations Planning and Deconfliction

## **7 - Equipment**

Department Owned and Personal Property

Personal Communication Devices

Vehicle / Vessel Maintenance

Vehicle / Vessel Use

Cash Handling, Security and Management

## **8 - Support Services**

Control 2 Communication

Property and Evidence

Records Bureau Procedures

Restoration of Firearm Serial Numbers

Records Maintenance and Release

Protected Information

Computers and Digital Evidence

Animal Control

Jeanne Clery Campus Security Act

## **9 - Personnel**

Recruitment and Selection

Evaluation of Employees

Grievance Procedure

Anti-Retaliation

Reporting of Employee Convictions

Drug- and Alcohol-Free Workplace

Sick Leave

Communicable Diseases

Smoking and Tobacco Use

Personnel Complaints

Seat Belts

**Body Armor**  
**Personnel Files**  
**Request for Change of Assignment**  
**Employee Commendations**  
**Fitness for Duty**  
**Meal Periods and Breaks**  
**Lactation Break Policy**  
**Payroll Record Procedures**  
**Overtime Compensation Requests**  
**Outside Employment**  
**Occupational Disease and Work-Related Injury Reporting**  
**Personal Appearance Standards**  
**Uniform Regulations**  
**Police/Sheriff Cadets**  
**Nepotism and Conflicting Relationships**  
**Department Badges**  
**Temporary Modified Duty Assignments**  
**Performance History Audits**  
**Employee Speech, Expression and Social Networking**  
**Line-of-Duty Deaths**  
**Illness and Injury Prevention**

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Division Officer  
REPORTS TO: Park Services Manager  
SALARY LEVEL: Set by the General Manager  
STATUS: Full Time/Exempt Management/At-will  
DATE: September 9, 2016

### Purpose of Special Assignment

At their meeting on May 25, 2016, the Casitas Municipal Water District Board of Directors adopted CMWD Ordinance 16-01 Establishing Rules and Regulations for the Public Use of the Lake Casitas Recreation Area to provide for employment of sworn Park Rangers with Limited Peace Officer authority pursuant to Penal Code 830.34(d). The purpose of this position is to provide complex professional work to organize the new Park Rangers and existing Park Services Officers into one Division for the Lake Casitas Recreation Area. This will be accomplished by (1) providing expertise to coordinate the goals and objectives of the operations and functions of the Division; (2) developing employee recruitment and screening processes; (3) providing policies and training protocols; and (4) providing supervision, leadership, direction and development oversight of Division staff.

The Division Officer is classified as management, exempt, and is at-will. At-will means that the term and conditions of employment may be changed with or without advanced notice or cause. It also means the employee may terminate the employment relationship at any time for any reason and Casitas has the same right to terminate employment at any time for any reason. The Lake Casitas Recreation Area operates 365 days a year, 24 hours per day. As a manager, on site reporting may be from the District's regular 8:00 am - 4:30 pm, Monday – Friday standard to ensure the demands of the job are met.

### Definition

Under general direction of the Park Services Manager, the Division Officer provides advanced professional level work for developing, coordinating, and implementing the Division at the Lake Casitas Recreation Area.

### Duties and Responsibilities

Coordinates with the Park Services Manager and District Management to create comprehensive policies and procedures for Park Rangers including but not limited to scope of duty and enforcement authority, first responder services, division operations and command structure, patrol procedures, internal affairs, use of force policies, use of

vehicles and vessels, uniform standards, and documentation standards.

Implements Ordinance enforcement functions of the sworn Limited Peace Officers and related training and duties for both sworn and non-sworn staff in relation to established job descriptions. Develops and oversees the training of staff and enforcement of applicable District Ordinances, government codes and state and federal laws relating to the Lake Casitas Recreation Area pursuant to PC 830.34(d).

Serves as the technical and functional supervisor for the Division and a communication link between the Division staff and the Park Services Manager.

Implements administrative procedures such as policies, practices, equipment purchases and use, recruitment standards, training protocols, fiscal issues, problem solving and staff communication. Performs confidential duties for all Division functions.

Gathers data and prepares reports to aid in the smooth transition to integrate and coordinate Park Rangers to work in alliance with the Park Services Officers.

Sets up protocols for the Division's records and reports, reviews existing administrative procedures in the area of assignment and initiates or recommends improvements.

Undertakes assignments outside the defined work routine with the expectation of planning and carrying out assignments independently.

Prepares work schedules and delegates tasks to employees and supervises the day-to-day work of Division staff.

Reports on issues and the status of the Division and makes recommendations to the Park Services Manager.

Identifies Board authorized Ordinance enforcement tools and coordinates protocols required to provide excellent customer service while protecting Casitas' resources, including the water quality of Lake Casitas.

Follows up on Management and committee recommendations and Board action as assigned.

Prepares reports and answers inquiries and objectives. Serves as liaison and communication link to the Park Services Manager with County Sheriff, federal, state and local law enforcement agencies.

Confers and apprises the Park Services Manager on personnel issues which include

tailgate meetings, employee memorandums, employee annual reviews, progressive discipline, and recruitment status of new hire candidates.

### License and Fingerprint Check

Must possess a valid California Driver License and maintain a satisfactory driving record.

Will be required to submit and pass a Department of Justice Livescan fingerprint check.

### Tools and Equipment Used

District owned vehicles, portable radio, computers and related software, wireless communication device and telephone. Other tools or equipment as identified in Park Ranger and Park Services Officer job descriptions that may be required to for use and training purposes.

Casitas does not provide a vehicle or mileage reimbursement to commute to and from home to work. Private vehicle mileage reimbursement is provided for business related driving and the Lake Casitas Recreation Area does have district vehicles that are available for business transportation.

### Typical Physical Activities:

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

While performing the duties of this job, the employee is required to stand, sit, walk, use hands to feel, handle or operate objects, equipment, tools, or controls, and reach with hands and arms. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 50 lbs., walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; have hearing and vision within normal ranges.

### Knowledge and Abilities:

Knowledge of principles and practices associated with California law enforcement, codes, ordinances, rules and regulations related to the public use of the Lake Casitas Recreation Area, rules of evidence, laws relating to search and seizure, arrest and control techniques, and applicable state and local laws, principles and practices of effective supervision, principles and practices of patrol techniques for parks, facilities and open spaces, effective techniques for dealing with individuals of various ages and from various ethnic, cultural and socioeconomic groups, principles and practices of exemplary customer service, methods,

materials, equipment and tools used in the operation of grounds, buildings and open spaces, principles of first aid and safety, basic budget and record keeping methods.

# MEMORANDUM

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TO: Board of Directors  
From: Steven E. Wickstrum, General Manager  
RE: Regional Efforts to Obtain Access to State Water Entitlements for Western Ventura County  
Date: September 9, 2016

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## RECOMMENDATION:

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

## BACKGROUND:

The western Ventura County water agencies of Casitas Municipal Water District, United water Conservation District, and Ventura Water have proportionately shared the 20,000 acre-feet of State Water entitlement (5,000 and 5,000, and 10,000 acre-feet respectively). In the heat of the 1990's drought, the agencies considered a \$108 million project to pipe the State Water from Castaic Junction to the east end of the City of Ventura. This pipeline project required regional cooperation and consensus that was negated by a referendum vote in the City of Ventura and coincided with the return of higher than average rainfall that restored groundwater and surface water supplies.

Now - the importance and opportunity to access to the State Water Project entitlements of western Ventura County are now critical to the water supplies and appear closer to a resolution that does not include the 1990 project. The region is experiencing what could be the historic drought that could alter the way we all look at local water supplies and could change life as we know it. Through the efforts of Ventura Water to establish critical emergency water supply conduits through the Metropolitan Water District of Southern California (MWD) and Calleguas Municipal Water District (Calleguas), there is now a regional collaborative effort to bring State Water into Ventura Water, United Water Conservation District and the Casitas Municipal Water District.

The current project involves the wheeling of available portions of State Water entitlements through the water systems of MWD and Calleguas to reach the east end of the City of Ventura (Saticoy). The amount of water available is first limited by the annual availability in the State Water system (which has varied 0% to 60% during the last five years), the capacity

of the Calleguas system and the size of the proposed pipeline from Calleguas to Saticoy. There are also several key elements that are needed to manage the State Water deliveries and account for costs.

At this time, it is important to the Casitas District to be an involved participant in this regional effort to obtain access to the State Water entitlements. Ventura Water and Casitas agree that the Casitas participation is critical to the long term condition of water supplies in Lake Casitas that serve the City of Ventura and the entire service area of the Casitas Municipal Water District.

In the immediate future, there will be a need to consider the Casitas District's participation in costs for the engineering design services contract. Ventura Water has issued a request for qualifications (RFQ attached) and will be selecting an engineering firm to accomplish the scope of work. At this time the costs for the services are not known. Ventura Water has indicated that any contributions will be appreciated.

At this time, the Board of Directors are informed of the recently developing opportunities and direction to obtain State Water. I recommend that direction be given to maintain Casitas' direct interest in the project and bring all funding request to the Board's consideration.

If you have any questions in this regard, please do not hesitate to ask me.

August 4, 2016

[REDACTED]

**SUBJECT: REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE ENGINEERING SERVICES FOR A VENTURA-CALLEGUAS INTERCONNECTION ALIGNMENT STUDY**

Dear Mr. Savard,

The City of San Buenaventura is seeking Statements of Qualifications (SOQ's) from consulting professionals to provide engineering services to prepare an alignment study for the future Ventura-Calleguas Potable Water Interconnection.

**SUBMISSION DEADLINE**

In order for your qualifications to be considered, this office must receive six (6) copies of your Statement of Qualifications (SOQ) no later than 4:00 p.m. on Friday, August 26, 2016.

**PROJECT BACKGROUND/DESCRIPTION**

In 1971, the City of Ventura executed an agreement with Casitas Municipal Water District and the Department of Water Resources to allocate 10,000 acre-feet per year of State Water entitlement to Ventura. In the contract with Casitas, Ventura retains full authority and responsibility for determining the point and method of delivery. To date, Ventura has not received delivery of its allocation.

Ventura is currently working with Calleguas Municipal Water District on an agreement to provide for a connection to their potable water system. The connection would allow for water conveyance through and between both water systems.

Figure 1 shows the location of the proposed connection points. The proposed connection point to Calleguas' water system is at the westerly terminus of the 24-inch diameter Las Posas Feeder at Hwy 118 (E. Los Angeles Avenue) and Price Road. The proposed connection point to Ventura's water system is near the Saticoy Conditioning Facility located at Hwy 118 and Telephone Roads.

This project will consist of conducting an analysis of pipeline alignments between the two connection points, and providing a recommendation of the preferred alignment. The analysis shall be conducted in enough detail so that it can be used to prepare CEQA documents.

August 4, 2016

Page 2

analysis shall be conducted in enough detail so that it can be used to prepare CEQA documents.

In addition to the proposed pipeline alignment, the analysis shall also include the following tasks:

- Identify a suitable site(s) for a pump station/pressure reducing station;
- In conjunction with Ventura staff, conduct a hydraulic analysis of Ventura's system to determine how much flow can be received in Ventura's system or delivered to Calleguas' system during different operating conditions;
- Determine the size of the pipeline taking into consideration potential future turnouts to other agencies (as specified by Ventura);
- Address potential water quality issues;
- Identify environmental and constructability concerns;
- Identify permitting requirements;
- Prepare a preliminary construction cost estimate;
- Develop a project schedule.

#### **SOQ REQUIREMENTS**

1. **Background:** Provide a description of your firm's background and project qualifications.
2. **Firm's Experience:** Provide a list of similar projects and clients that your firm has completed work for in the past 5 years.
3. **Staff's Experience:** Provide resumes describing the qualifications of the staff who will be working on this project and their degree of involvement. Provide a list of similar projects and clients that your proposed Project Manager and Project Engineer have completed work for in the past 5 years.
4. **Caltrans/ Local Agency Coordination:** Provide a description of your firm's experience in dealing with Caltrans and other local agencies.
5. **Sub-consultant's Experience:** Provide a list of all proposed subconsultants, their background and qualifications, and degree of involvement.
6. **Project Understanding:** Provide a brief statement of your firm's project understanding and a list of the project's critical element(s).

Each SOQ should be limited to **no more than 40 pages**, including resumes. The SOQ rating sheet gives extra points to firms with a business address and staff that reside in the Ventura area.

August 4, 2016

Page 3

A copy of the City's standard Engineering Services Agreement is attached for your information. Execution of the City's standard agreement is required to be selected for this project.

Following receipt of the SOQ's, notifications will be given to each participant as to the status of their SOQ. Ventura may select a consultant based on the submitted SOQ, or elect to conduct interviews with those consultants whose qualifications are most desirable for this project.

If you have any questions, please contact Betsy Cooper, Project Engineer, at (805) 654-7848.

Sincerely,

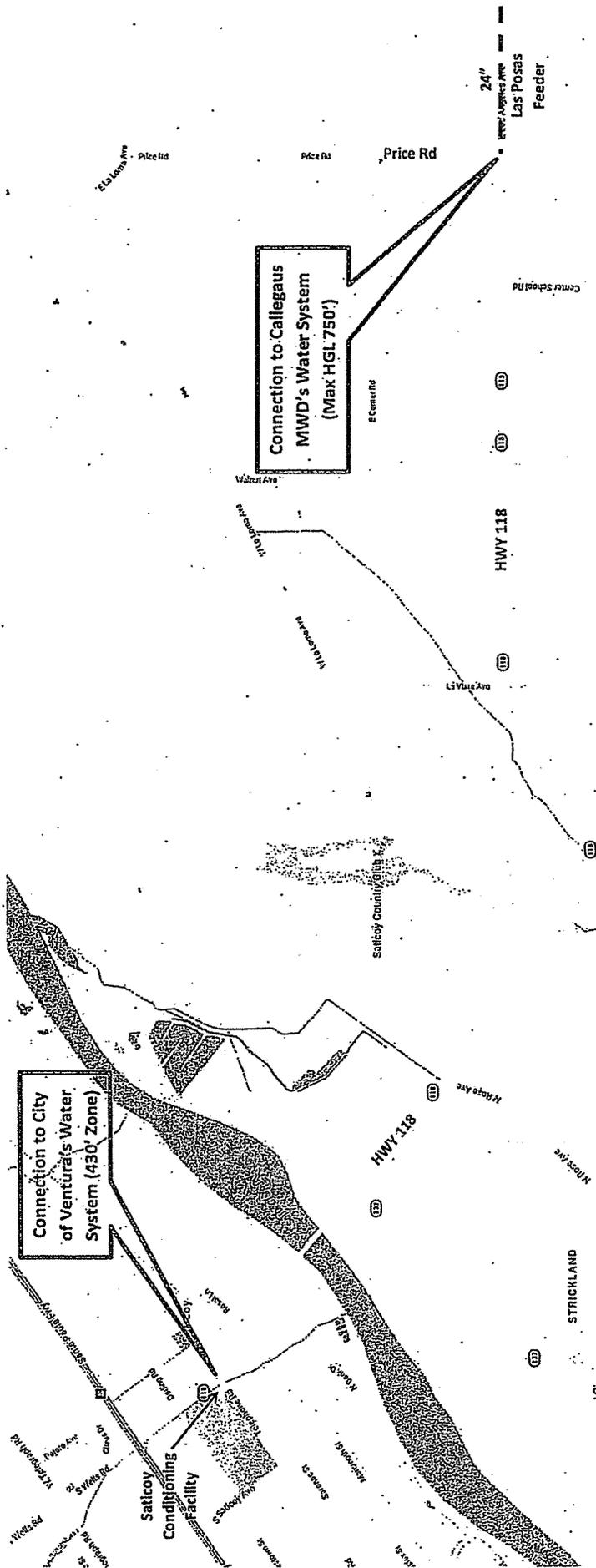


Rick Raives  
Public Works Director

cc: Susan Rungren, Principal Engineer, Ventura Water  
Brad Starr, Principal Engineer, Engineering Design  
Betsy Cooper, Senior Civil Engineer, Engineering Design ✓  
Kristine McCaffrey, Calleguas Municipal Water District

Attachments:

Location Map  
List of Consultants receiving RFQ's  
Professional Engineering Agreement



**VENTURA/CALLEGUAS INTERCONNECTION  
LOCATION MAP**

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**CC:** STEVE WICKSTRUM, GENERAL MANAGER  
**FROM:** RON MERCKLING, PUBLIC AFFAIRS/RESOURCE MANAGER  
**SUBJECT:** RECOMMENDED INCREASE IN CONSERVATION PENALTY  
**DATE:** SEPTEMBER 14, 2016

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**RECOMMENDATION:**

Staff recommends that the Board of Directors approve an increase in the conservation penalty from \$1 per unit to \$5 per unit for residential customers effective as of October 1, 2016, and to all other customers from \$0.25 per unit to \$5 per unit for all overages for the 2016-17 Fiscal Year. This action is proposed to curtail excess water usage, and to protect remaining water supplies for beneficial use throughout the existing drought.

**BACKGROUND:**

Increasing the conservation penalty to \$5 is meant to send a strong price signal to the minority of Casitas' customers that ignored the existing conservation penalty. The allocation program, assigned an individual allocation to each of Casitas' customers, starting on July 1, 2015. During Fiscal Year 2015-16, there were 757 acre-feet of water used in excessive of allocated water for all customer groups.

As of September 2015, residential customers exceeding their monthly allocation received a conservation penalty of \$1.00 per unit for usage in excess of their allocation. In Fiscal Year 2015-16, residential customers used a total of 210 acre-feet in excess of their allocation. There were 805 customers out of 2,711 customers that exceeded their monthly allocation at least once during the fiscal year. However, there were a small number of residential customers that used excessive amounts of water over their allotment. The top ten customers represented only .004% of the total number residential customers, but used 19.4% of the total residential over allocation amount for the fiscal year.

Governor Gerry Brown signed into law on August 30, 2016, SB 814, which allows water agencies to charge up to \$500 per unit of water in excess of assigned water budgets. The bill allows a water agency to define appropriate water use. It includes the criteria Casitas used to develop its allocations, and defines excessive water use as anything greater. Exceeding Casitas' assigned allocation, meets the definition of excessive water use. This bill gives Casitas more flexibility to further raise the conservation penalty, if the \$5 per unit amount proves insufficient in reducing excessive usage.

The proposed \$5.00 penalty amount is comparable to other Southern California water agencies, see Table 3. This conservation penalty will have little impact on the 71% of Casitas' customers that remained within their allocation during the 2015-16 Fiscal Year. It is anticipated that the increased conservation penalty will provide a greater incentive to the small number of customers that are disregarding current allocations and State and local water conservation messaging during the drought.

A small number of top offenders across all customer groups exceeded their allocations by significant margins, which represented a large portion of last year's 757 acre-feet of water usage exceeding assigned allocations. If more stringent conservation penalties were in place, it is anticipated that this over allocation usage would diminish. Due to low lake levels, all allocations have been reduced an additional 10%. Without further action to curtail excessive water usage, it is anticipated there could be over 1,000 acre-feet of over allocation usage in the current fiscal year. Raising the conservation penalty to \$5 is a standard water demand reduction measure that has been used by other agencies to send a strong price signal to customers exceeding their water budgets or allocations.

**Table 1. FY 2015-16 data for Casitas' residential customers with over allocation usage**

Customer Type	Total number of customers	Total number over allocation	% of customer type over allocation	Total Acre-feet over allocation	Top customer over allocation in acre-feet	Top Ten customers over allocation in acre-feet	Top Ten % of Total over allocation	Top Ten % of total number of customers
Residential	2,711	805	29.60%	209.9	9.4	40.8	19.40%	0.004%

**Table 2. FY 2015-16 data for Casitas' annual customer with over allocation usage**

Customer Type	Total number of customers	Total number over allocation	% of customer type over allocation	Total Acre-feet over allocation	Top customer over allocation in acre-feet	Top Ten customers over allocation in acre-feet	Top Ten % of Total over allocation	Top Ten % of total number of customers
Agriculture	248	69	28%	440.6	65	257	58.30%	4.000%
Commercial	114	45	39.50%	91.5	29	82	89.60%	8.800%
Other	41	10	24.40%	12.1	8.4	12.1	100%	24.400%
Industrial	9	3	33.30%	2.6	1.6			

Water agencies throughout California have adopted a variety of penalties for customers that use over their allocation or water budget amounts during the month. The table below highlights some different penalty approaches.

**Table 3. Examples of some Water Agency Penalties across the State**

<b>Water Agency</b>	<b>Penalty/surcharge per unit over water budget/allocation</b>
City of Bakersfield	\$4.19
Las Virgenes Municipal Water District	\$4.98
City of Santa Monica	Penalty for 1 <sup>st</sup> overage \$250, 2 <sup>nd</sup> \$500, 3 <sup>rd</sup> \$1,000.
Montecito Water District	\$30.00, \$45.00 if more than two monthly bills during year.
City of Santa Cruz	\$25 for first 10% over, \$50 after
Irvine Ranch Water District	\$3.91 for first 30% over, \$6.22 for 31% to 60% over, and \$12.60 for 61% and above
Eastern Municipal Water District	\$6.30

**CASITAS MUNICIPAL WATER DISTRICT**

**RESOLUTION ADOPTING AN INCREASED CONSERVATION PENALTY  
FOR OVER ALLOCATION WATER USAGE**

WHEREAS, Casitas is currently in a Stage III drought and lake conditions are below 40%; and

WHEREAS, Over 70% of Casitas customers are adhering to their water allocation assignments; and

WHEREAS, A small number of customers continue to use water amounts far beyond their allocation; and

WHEREAS, An increase in the water conservation penalty could result in nearly 1,000 acre-feet in additional annual water allocation savings under current drought stage reductions and that water savings could substantially increase during subsequent drought stages.

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

1. Increase the conservation penalty for residential customers from \$1 per unit to \$5 per unit for all water usage exceeding monthly allocations.
2. Increase the conservation penalty for all annual allocation customers from \$0.25 per unit to \$5 per unit for all water usage exceeding an annual allocation for the 2016-17 Fiscal Year.

APPROVED this \_\_\_\_\_ Day of \_\_\_\_\_, 2016

\_\_\_\_\_  
President,  
Casitas Municipal Water District

ATTEST:

\_\_\_\_\_  
Secretary,  
Casitas Municipal Water District

# MEMORANDUM

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TO: Board of Directors  
From: Steven E. Wickstrum, General Manager  
RE: Ballot for Election of a Special District Alternate member to the Ventura LAFCo  
Date: August 31, 2016

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## RECOMMENDATION:

It is recommended that the Board of Directors vote for one candidate and indicate the final selection on the attached ballot form, and direct the President of the Board to sign the ballot form that is to be submitted to Ventura LAFCo prior to October 14, 2016.

## BACKGROUND:

The District has been informed by letter dated August 24, 2016, of the need to select a special district alternate member to the Ventura LAFCo. The selection is an action that should take place at a regular meeting of the Casitas Board of Directors. LAFCo has provided the official ballot and the candidate references for consideration of the vote. It is advised that Director Baggerly reclude himself from the vote as he is a candidate for the position.



## VENTURA LOCAL AGENCY FORMATION COMMISSION

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION

800 S. VICTORIA AVENUE • VENTURA, CA 93009-1850

TEL (805) 654-2576 • FAX (805) 477-7101

WWW.VENTURA.LAFCO.CA.GOV

August 24, 2016

President/Chair of the Board  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, CA 93022

**RE: Ballot for Election of a Special District Alternate Member to the Ventura LAFCo**

Dear President/Chair of the Board:

Enclosed please find your Official Ballot for the election of a special district alternate member to the Ventura LAFCo. This election is being conducted by mail pursuant to California Government Code Section 56332(c) (or by email, if consent has been received by your District - see enclosed list of those districts which have consented to email), and is consistent with the Rules and Regulations of the Ventura County Independent Special Districts Selection Committee.

The term of Commissioner Bruce Dandy, a regular special district member of LAFCo, will expire on January 1, 2017. Pursuant to the Rules and Regulations of the Ventura County Independent Special Districts Selection Committee, current special district alternate member Mary Anne Rooney will automatically be seated as a regular special district member representing special districts and will start a new four-year term January 1, 2017.

This election is to select a new special district alternate member to the Ventura LAFCo. Whomever is elected will fill the remainder of the current four-year term that started on January 1, 2015. On January 1, 2019, when the term of current regular special district member Elaine Freeman expires, the special district alternate member will start a new four-year term as a regular special district member representing special districts, and a subsequent election to fill the new special district alternate member term will be conducted.

A total of five candidates have been nominated. Each is listed alphabetically on the Official Ballot and a copy of each candidate's statement is enclosed.

### INSTRUCTIONS

- Use the enclosed Official Ballot to vote for only one candidate.
- The Ballot must be signed by the district president/chair or presiding officer.
- All ballots being returned via US Mail must be returned via CERTIFIED MAIL to the Ventura LAFCo at the address listed above. Districts that have previously consented to conduct this election via email can email a copy of the signed ballot to: [kai.luoma@ventura.org](mailto:kai.luoma@ventura.org).
- **BALLOTS MUST BE RECEIVED BY 5:00 p.m. FRIDAY, OCTOBER 14, 2016. (Ballots received after 5:00 p.m. Friday, October 14, 2016 will not be counted.)**

There are 30 independent special districts eligible to vote in this election. At least 16 districts must return completed/signed ballots to achieve a quorum. If a quorum is achieved, the winning candidate must receive a majority of the qualified votes cast. Should no candidate receive a majority of the qualified votes, a subsequent election among the two candidates receiving the highest number of votes will be conducted. In the event of a tie for the highest number of votes, LAFCo will conduct a run-off election between those candidates.

The election results will be mailed to each district no later than Friday, October 21, 2016. Please let us know if you have questions.

Sincerely,



Kai Luoma  
Executive Officer

Enclosures

# OFFICIAL BALLOT

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE  
Alternate Special District Member to the Ventura LAFCo

## Casitas Municipal Water District

This is the Official Ballot for the Independent Special Districts Selection Committee for the purpose of electing **one** special district alternate member to the Ventura LAFCo. The election consists of five candidates (listed below in alphabetical order) for special district alternate member of the Ventura LAFCo to fill the unexpired four-year term ending January 1, 2019.

### VOTE FOR ONLY ONE CANDIDATE

A minimum of 16 qualified votes must be returned by the deadline to establish a quorum of the Independent Special Districts. Should no candidate receive a majority of the qualified votes, a subsequent election among the two candidates receiving the highest number of votes will be conducted.

**PLEASE RETURN THIS SIGNED BALLOT, VIA CERTIFIED MAIL to the Ventura LAFCo, 800 S. Victoria Avenue, Ventura, CA 93009-1850, or if previous consent has been given to conduct this election via e-mail, send your signed ballot to [kai.luoma@ventura.org](mailto:kai.luoma@ventura.org). All Ballots MUST be signed by the district president/chair or presiding officer of the board and received by 5 P.M. Friday, October 14, 2016 to be considered.**

As the District President, Chair or Presiding Officer, I duly certify that the Casitas Municipal Water District does hereby cast its ballot as follows:

*(Please mark the box next to the name of one candidate to cast the District's vote)*

- |                          |               |  |
|--------------------------|---------------|--|
| <input type="checkbox"/> | Russ Baggerly | Ojai Valley Sanitary District                |
| <input type="checkbox"/> | Robert Eranio | United Water Conservation District           |
| <input type="checkbox"/> | Al Fox        | Camrosa Water District                       |
| <input type="checkbox"/> | Mike Mishler  | Pleasant Valley Recreation and Park District |
| <input type="checkbox"/> | Andy Waters   | Calleguas Municipal Water District           |

\_\_\_\_\_  
Board President/Chair/Presiding Officer (print name)

\_\_\_\_\_  
Board President/Chair/Presiding Officer (Signature)

\_\_\_\_\_  
Date

# **RUSS BAGGERLY**

[russ.baggerly65@gmail.com](mailto:russ.baggerly65@gmail.com)

August 26, 2014

## **PROFESSIONAL EXPERIENCE**

### ***Elected Official, Policy and Political Analyst, Environmental Consultant***

- ◆ Record of effective policy research and development for county and state legislation.
- ◆ Legal knowledge of topics from air quality to zoning.
- ◆ Possesses skills for developing public policy to fit real world situations, directing effective meetings, and developing consensus between conflicting interests.
- ◆ Involved in various political campaigns and initiative actions.
- ◆ Experienced in reviewing environmental documents, public administrative issues, and effective public speaking.

## **POSITIONS**

### ***Elected/Appointed/Volunteer Public Positions***

Elected Official, Casitas Municipal Water District - 2004 to present

Received the endorsement and support of S.E.I.U. Local 721, 2004

Executive Committee

Water Resources Committee

Ventura River Watershed Council

Watersheds Coalition of Ventura County – Steering Committee

Elected Official, Ojai Valley Sanitary District 1996 to present

Executive Committee

Environmental Committee

Ventura River Nutrient Assessment Committee

Unpermitted Connection Committee

Habitat Conservation Plan Committee

California Sanitation Risk Management Authority

Executive Board Member 2006-2012

Executive Board President 2011 to present

CSRMA Workers Compensation Subcommittee 2000-2002 & 2004-2006

Elected Official, Ojai Valley Municipal Advisory Council 1996 to 2012

Ojai Basin Groundwater Management Agency, 2004 to present

Watershed U, University of California Cooperative Extension,

Presenter/Moderator, Ventura, CA 2012

Air Pollution Control District, Clean Air Advisory Committee

Friends of the Santa Clara River, Board Member

Ormond Beach Task Force, Chairman

Citizens to Preserve the Ojai, Administrative Director, 1988 to 1989

Environmental Coalition, Board Member, 1987 to 1990,

President 1990 to 2005

Environmental Defense Center, Board Member, Santa Barbara,

1989 to 1990

**Robert Eranio** As Secretary/Treasurer of United Water Conservation District's Board of Directors, Mr. Eranio represents Division 3 which includes a portion of the City of Ventura. He first served on the Board of Directors from December 1998 to November 2000, representing Division 2, and he returned to the Board to represent Division 3 in December 2002. He served as President of United's board from January 2010 to 2012. He has worked in hands-on positions in the California water industry since 1986, and holds numerous professional certifications, including a Grade 5 water treatment operator license and a Grade 5 water distribution operator license and he is a cross-control specialist. Mr. Eranio has participated in many local water-related projects, including the City of Port Hueneme's Urban Water Management Plan and Hazardous Waste Collection events, the City of Oxnard's GREAT Program, and numerous Capital Improvement Projects for Crestview Mutual Water Company in Camarillo, where has been General Manager since 1995. He also runs a consulting business specializing in Operations & Maintenance and financial administration for multiple water districts in Ventura County.

AL FOX

Served 21 years in the Navy, advancing through the ranks from Airman Recruit to Lieutenant.

Served aboard three aircraft carriers, all operating in the Gulf of Tonkin during the Vietnam War.

The last assignment was Aircraft Scheduling Officer for the Squadron that supported the National Science Foundation, including 17 countries in the Antarctica. In addition to that responsibility, I was a volunteer on the Navy's Parachute Rescue Team in the Antarctica.

Since retiring from the Navy in 1977, my wife Cindy and I have made our home in Camarillo.

I have four decades of experience as a Broker/Owner of a real estate company in Ventura County. While managing my multi-office operation, I also served on many of the Realtor Association's committees and served as President of the Camarillo Association of Realtors. I was voted as "Realtor of the Year" in 1984.

Elected as a Director on the Camrosa Water District in 1997, with continuous service to present, serving two terms as President.

I served on the Fox Canyon Groundwater Management Agency.

I am a former President of the Association of Water Agencies of Ventura County, and currently serving as Secretary of the Association. I was honored as "Director of the Year" for this association in 2014.

Former President of the Ventura County Special Districts Association.

As I have stated above, I am not only concerned about my District, but am concerned about Ventura County, therefore I am soliciting your Districts vote for the LAFCo position.

Al E. Fox

# Mike Mishler

## For Ventura County LAFCo Alternate Commissioner

Nominated by Pleasant Valley Recreation and Park District



Family moved to Ventura County in 1984

## EDUCATION & EXPERIENCE

### EDUCATION:

- B.S. in Geophysics, SDSU
- M.S. in Hydrogeology, SDSU

### ELECTED OFFICE:

- Director, PVRPD
  - Santa Monica Mountains Conservancy, Advisory Committee
  - Naval Base Ventura County Joint Land Use Study, Technical Committee

### ASSOCIATIONS:

- Vice President, Ventura County Special Districts Association
- Coast Geological Society

### COMMUNITY INVOLVEMENT:

- Regional Commissioner, AYSO Camarillo 1996-1999
- High School JV soccer coach, 2 years

### AWARDS:

- AYSO Region 68 Dave Winters Award
- PVRPD Volunteer of the Year 2010

### SOME COMMUNITY ACCOMPLISHMENTS:

- Identified over \$35,000 in annual PVRPD electrical cost reductions.
- Identified major errors in two City of Camarillo traffic computer models.
- In 1990, I recognized an opportunity to expand Mission Oaks Park from 10 to 20 acres by convincing the developer to agree to land swap/rezoning. After convincing them to agree to the plan, I obtained PVRPD approval of the plan, got a sign off from Pleasant Valley School District for right-of-first refusal and worked with the developer to eventually obtain city approval.
- When I started as Regional Commissioner of AYSO Region 68, the program only had \$186 in savings. When I left three years later, the program had over \$60,000 in savings, while still expanding in terms of players and volunteers.
- Created first region based AYSO Spring Season program in Ventura County.

### PROFESSIONAL CAREER:

#### WESTERN GEOPHYSICAL CO.

In the 70s, I ran 30 man geophysical seismic crew in Alaska. During that time, I interfaced with many state and federal agencies.



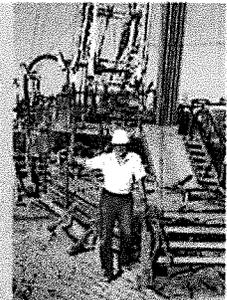
*Photo shows abandoned polar bear cub rescued by our crew (when I still had hair on my head).*

#### WOODWARD & CLYDE ENGINEERING CO.

Worked as a groundwater and engineering geologist. Included work on E.I.R.'s and interfacing with local government agencies in the San Diego area.

#### EXXON geologist for 21 years

- Drilled production wells, including 3 mile reach wells from Harmony Platform each costing more than \$5,000,000.
- Built complex 3D geologic computer models that integrated hundreds of engineering and geologic parameters.
- Worked last 6 years in Exxon HQ as Data Manager Coordinator for worldwide operations. Included finding solutions that would work across a variety of competing interests. Successful project manager. Occasionally advised foreign government officials regarding setting up new departments.

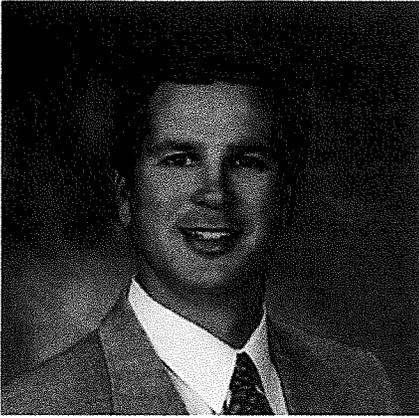


### SOME KEY SKILL SETS:

- I understand the technical aspects of land use and complex water issues facing Ventura County.
- As a successful project manager, I can recognize opportunities and identify possible problems. I know how to ask the right questions.
- I have a long personal and professional history of effectively interfacing with many different types of individuals, groups, and viewpoints.
- I have the vision and experience to find solutions that address long term issues and not just solely focus on addressing current challenges.

**THANK YOU FOR YOUR CONSIDERATION**

Phone: 805 377-9068 email: mikemm3@gmail.com



## Andy Waters

*Director Waters would bring knowledge of the community, agriculture, and water resources to LAFCo.*

*He wants to see agriculture and water resources operated sustainably for generations to come.*

---

### Community

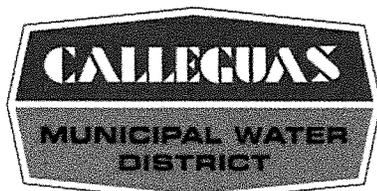
Director Waters was born in Thousand Oaks and grew up in Moorpark. He is a fourth generation farmer, with a family tradition of community service. His grandfather was on the committee that formed Calleguas Municipal Water District in the early 1950s to bring imported water into Ventura County. His father served on water agency boards in the Moorpark area and brought Director Waters to Fox Canyon Groundwater Management Agency meetings when he was still a teenager.

### Agriculture

After graduating from Moorpark High School, Director Waters attended Cal Poly San Luis Obispo, majoring in agriculture. Knowing that farming was his lifelong passion, he returned to work for the family farm in Ventura County. He and his wife Heather have settled in Moorpark with their two daughters and their dog, Goose. He currently works with his brother managing the family business, growing berries, avocados, and vegetables in the unincorporated areas near Moorpark and Oxnard. He also serves as a board member for a commercial packing house.

### Water Resources

Director Waters is continuing the family tradition of leadership in water resources. He serves as a board member for Thermic Mutual Water Company and Berylwood Heights Mutual Water Company. He is a member of the advisory committee for Ventura County Waterworks District No. 1 and chairs the Las Posas Basin Users Group. He represents mutual water agencies as an alternate member of the Fox Canyon Groundwater Agency Board of Directors. At Calleguas, he serves as Treasurer and is a member of the Groundwater and Finance Committees.



2100 Olsen Road  
Thousand Oaks, CA 91360  
(805) 579-7111



# VENTURA LOCAL AGENCY FORMATION COMMISSION

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION

800 S. VICTORIA AVENUE • VENTURA, CA 93009-1850

TEL (805) 654-2576 • FAX (805) 477-7101

WWW.VENTURA.LAFCO.CA.GOV

## INDEPENDENT SPECIAL DISTRICTS IN VENTURA COUNTY

As of August 2016

1. Bardsdale Public Cemetery District
2. Bell Canyon Community Services District\*
3. Blanchard/Santa Paula Library District\*
4. Calleguas Municipal Water District\*
5. Camarillo Health Care District\*
6. Camrosa Water District\*
7. Casitas Municipal Water District\*
8. Channel Islands Beach Community Services District
9. Conejo Recreation & Park District\*
10. El Rancho Simi Public Cemetery District
11. Fillmore-Piru Memorial District
12. Fox Canyon Groundwater Management Agency\*
13. Hidden Valley Municipal Water District
14. Meiners Oaks Water District\*
15. Montalvo Community Services District\*
16. Ojai Valley Sanitary District\*
17. Ojai Water Conservation District\*
18. Oxnard Drainage District No. 1
19. Oxnard Drainage District No. 2\*
20. Oxnard Harbor District\*
21. Piru Public Cemetery District
22. Pleasant Valley County Water District
23. Pleasant Valley Recreation & Park District\*
24. Rancho Simi Recreation & Park District\*
25. Saticoy Sanitary District\*
26. Triunfo Sanitation District\*
27. United Water Conservation District\*
28. Ventura County Resource Conservation District\*
29. Ventura Port District
30. Ventura River County Water District\*

\* Special Districts that have provided written consent to conduct the election via email.

CASITAS MUNICIPAL WATER DISTRICT  
LAKE CASITAS RECREATION AREA

DATE: August 29, 2016  
 TO: Recreation Committee  
 FROM: Carol Belser, Park Services Manager  
 SUBJECT: Recreation Area Monthly Report for July 2016

Visitation Numbers

The following is a comparison of visitations\* for July 2016:

	July 2016	July 2015	June 2016
Visitor Days	135,366	80,168	77,736
Camps	12,124	10,639	7,225
Cars	33,829	20,042	19,434
Boats	218	244	235
Kayaks & Canoes	1	4	21

Fiscal Year to Date Visitation	
2015/2016	80,168
2016/2017	135,366
% Change	68.853

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

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

**Camps** = Campsites occupied + extra vehicles

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

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

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

Boating

There were 12 cables sold for new inspections, 5 vessels were re-inspected and a total of 510 vessels were retagged for July. Four vessels failed the first inspection in July 2016. With the historic drought and receding water levels the launch ramp at Santa Ana no longer could accommodate vessel launches and exits, so the 1961 Old Coyote ramp has been successfully put back in use.

Operations

The summer season has held up well in regards to visitation numbers in the Recreation Area in spite of the historic drought. The increase comparison of July 2015 and July 2016 is a steady daily increase without an identifiable tangible event or cause. Customers enjoy a break away from the heat and seem pleased with the additional time allotment for the Casitas Water Adventure late day pass even with the cost increase. The movie Max was screened July 9<sup>th</sup> and the Astronomy Nights continue to attract customers to the free events. In preparation for the Park Ranger division, staff attended and completed a one week PC832 course in the Bakersfield area. Recruitment started for the Park Ranger division and

the daunting task of drafting the Park Ranger Policy Manual through Lexipol (with an expert from Lexipol assigned to the project). The draft was completed and is currently under review by the General Manager.

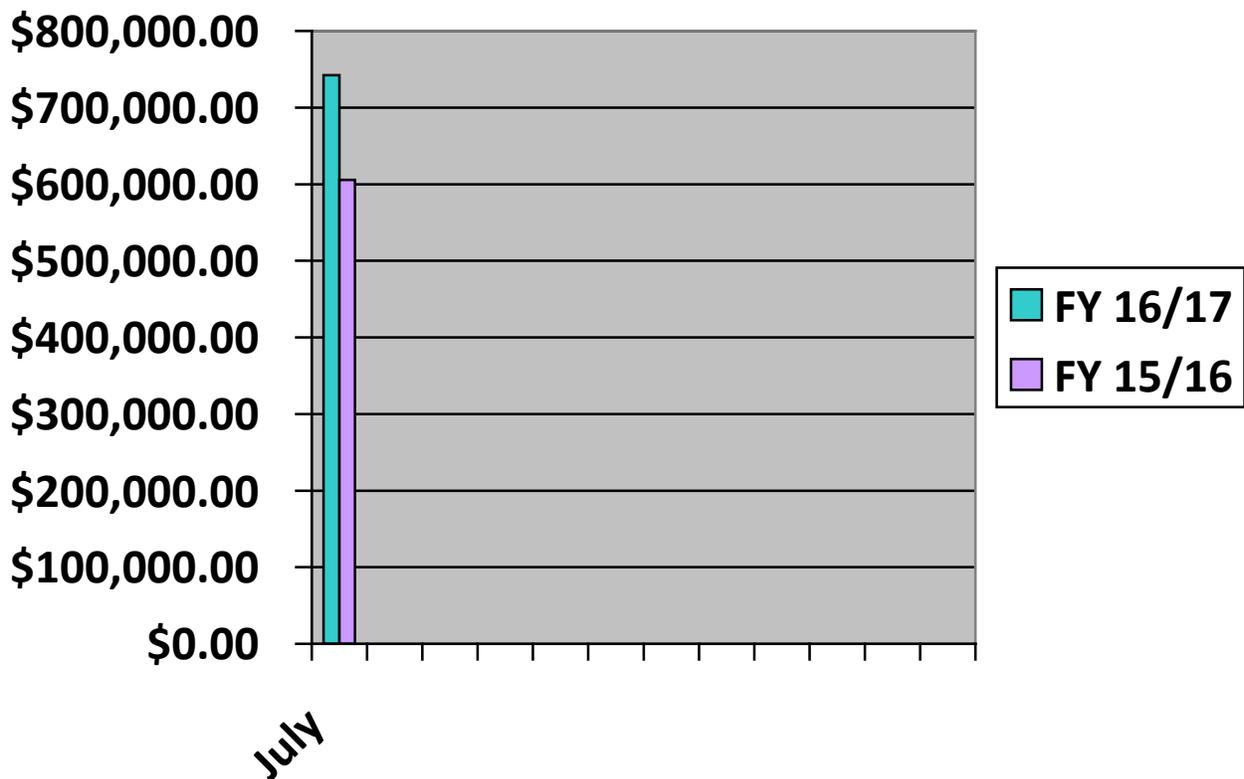
Incidents

Incidents in the Recreation Area for the month of July 2016 that include assistance from outside services: a report of a fight, an eviction for noise, a medical with chest pain, a medical with an unconscious person, two medicals with difficulty breathing, a medical due to an allergic reaction, serving a restraining order, a report of a disturbance, a report of a dispute, a report of a domestic, a suspicious person at the waterpark and an eviction at the waterpark.

Revenue Reporting

The 2016 unaudited monthly figures below available to date illustrate all Lake Casitas Recreation Area’s revenue collected in the respective months (operations, concessions, Water Adventure, etc.) per the District’s Financial Summary generated by the Finance Manager.

LCRA TOTAL REVENUE



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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 AUGUST 2016 UPDATE  
**DATE:** SEPTEMBER 7, 2016

---

During the month of August 2016, the following activities were taken by the Water Conservation Department:

- Facebook and Website updates
- Requested and received updated Incode parameters for all water conservation staff to allow viewing of water waste warning and violation notices for customer accounts
- Worked on Bureau of Reclamation payment capacity study (extensive data gathering required, task reassigned from engineering to water conservation department)
- Provided additional criteria to software company regarding turf removal program
- Staff worked on preparations for Regional Drought Summit
  - Developed program
  - Confirmed speaker participation
  - Confirmed location
  - Confirmed non-profit and community member participation
  - Developed advertising campaign
    - Designed flyer (360 distributed), ads, and invitations (100 sent out)
    - Social media postings
    - Started media outreach
  - Secured free rain barrel to be raffled
  - Confirmed artist showing related to drought at event
  - Working on logistics (audio/visual, presentations, refreshments, speakers and panelist coordination)
- Media relations:
  - Reporters – Spoke with Gillian Ferguson, LA Times regarding agriculture water on August 5;
  - Met with Bill Warner, OVN on August 10, regarding Golden State Water's water conservation efforts;
  - Talked with Kit Stolz, OVN on August 12 on drought;
  - Spoke with Bill Warner, OVN about new connections and water conservation on August 25
- Hosted Graywater workshop on August 13, approximately 70 participants.

- Managing Cross-connection control program, working on upgrades to program
  - BF Formal Letters (with Forms included) for Aug = 163
  - 14 re-sends via Fax or Email
  - 27 individualized incoming calls
- State Water Resources Control Board monthly report filed
- Continued meetings and phone calls with customers regarding allocation program
- Seven water surveys completed
- Safety committee participation, on committee's communication outreach to all employees included developing a bulletin board in the employee lunch room.
- Responded to 22 water waste reports. Some of these reports required site visits, phone calls, coordinating with other agencies, and mailings
- Assisted with providing data for water theft case
- August rebates:
  - 1 High Efficiency Toilet rebate
  - 1 weather based controller rebate
- Landscape sign program – 6 signs provided in August
- Media Advertising:
  - Facebook ad for workshop ran in the beginning part of the month
  - On August 26, ad ran in the Ojai Valley News on water conservation
- Continued working on testing allocation beta calculator for Ojai customers
- Attended meeting on SB 555, water loss validated AWWA audit submission requirements on August 2.
- Provided DWR with requested detailed customer class water demand information for the California Water Plan Update 2018.

2015-2016

**CASITAS**  
LIVINGWISE<sup>®</sup> PROGRAM  
SUMMARY REPORT

SUBMITTED BY:  
RESOURCE ACTION PROGRAMS<sup>®</sup>



RESOURCE ACTION  
PROGRAMS

# Casitas LivingWise® Program Summary Report 2015-2016

Made possible by:



Submitted by:



July 2016



*“This program saved money, energy  
and water we are glad to have it.  
Thank you very much.”*

**Bree Bullard, Parent**

*Cabrillo Middle School*

# Table of Contents

<b>Executive Summary</b> .....	5
<b>Program Overview</b> .....	9
<b>Program Materials</b> .....	11
<b>Program Implementation</b> .....	15
<b>Program Team</b> .....	17
<b>Program Impact</b> .....	19
<b>A. Home Survey</b> .....	19
<b>B. Pre-Program and Post-Program Tests</b> .....	20
<b>C. Home Activities</b> .....	21
<b>D. Teacher Program Evaluation</b> .....	22
<b>E. Parent/Guardian Program Evaluation</b> .....	23
<b>Appendix A</b> .....	26
<b>Projected Savings from Showerhead Retrofit</b> .....	26
<b>Projected Savings from Kitchen Faucet Aerator Retrofit</b> .....	27
<b>Projected Savings from Bathroom Faucet Aerator Retrofit</b> .....	28
<b>Projected Savings from FilterTone® Alarm Installation</b> .....	29
<b>Projected Savings from LED Night Light Installation</b> .....	30
<b>Appendix B</b> .....	31
<b>Home Check-Up</b> .....	31
<b>Home Activities</b> .....	34
<b>Appendix C</b> .....	36
<b>Participant List</b> .....	36
<b>Appendix D</b> .....	37
<b>Teacher Program Evaluation Data</b> .....	37
<b>Appendix E</b> .....	38
<b>Parent/Guardian Program Evaluation Data</b> .....	38



*“The students loved the kits and really enjoyed sharing them with their families.”*

**Robin Monson, Teacher**

*San Antonio Elementary School*

*y*

# Executive Summary

Resource Action Programs® (RAP) is pleased to present this Program Summary Report to Casitas Municipal Water District, which summarizes the 2015-2016 Casitas LivingWise® Program. The program was implemented in the Casitas Municipal Water District service area in the state of California by 653 teachers, students, and their families. Funding was provided by Casitas Municipal Water District and Southern California Gas Company.

The following pages provide an overview of the program and materials, outline of program implementation, introduction to the program team, description of program enhancements, impact of the program, and summary of results from the home activities. In addition to this information, evaluations, letters, and comments are provided for a glimpse into actual participant feedback. Lastly, projected savings from the individual measures found within the LivingWise Kit are also included.

### Participant Satisfaction

A successful program excites and engages participants. Students, parents, and teachers are asked to evaluate the program and provide personal comments. A sample of the feedback is given in the margin. >



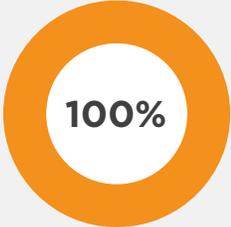
*Teachers who indicated parents supported the program.*

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*Teachers who indicated they would recommend this program to other colleagues.*

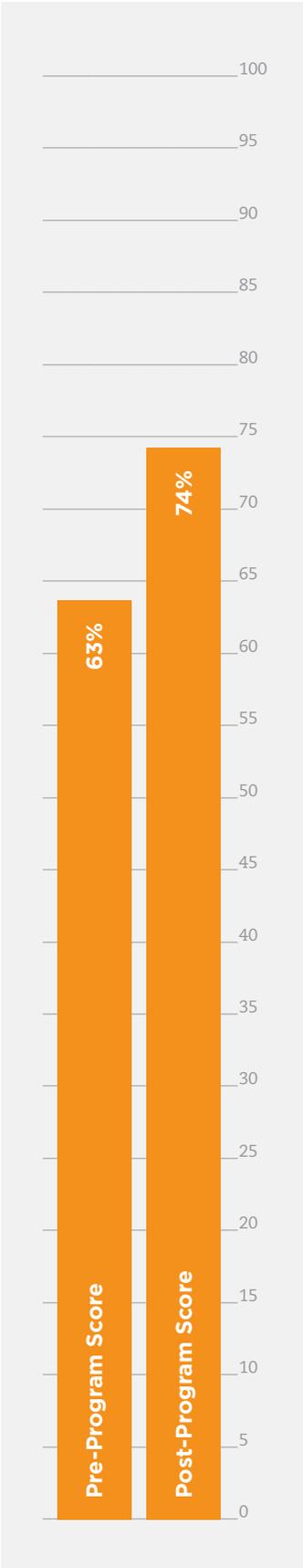
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*Teachers who indicated they would conduct this program again.*

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A summary of responses can be found in Appendix D.



### Knowledge Gained

Identical tests were administered to the students prior to the program and again upon program completion to measure knowledge gained. Scores and subject knowledge improved from **63% to 74%**.

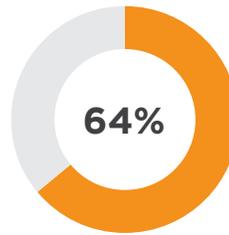
### Data Obtained

Home surveys were taken by students and their families, which collected household demographic and consumption data along with program participation information.

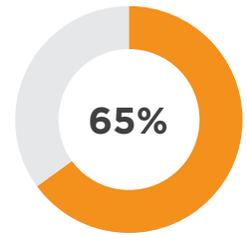
*A summary of responses can be found in Appendix B.*



*Students who indicated that their family homes were owned.*



*Students who reported that their water is heated by natural gas.*

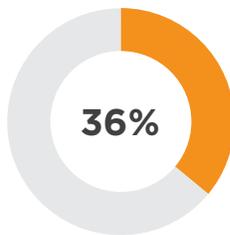


*Students who reported that their home has a dishwasher.*

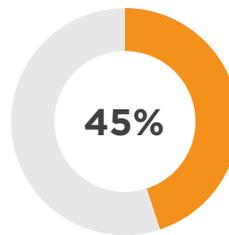
### Measures Installed

Students completed take-home activities as part of the program and reported on the kit measures they installed in their homes.

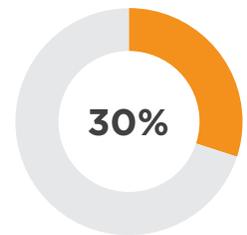
*A summary of responses can be found in Appendix B.*



*Students who reported they installed the High-Efficiency Showerhead.*



*Students who reported they installed the LED Night Light.*



*Students who reported they installed the Kitchen Faucet Aerator.*

## Energy and Water Savings Results

In addition to educating students and their parents, a primary program goal is to generate cost-effective energy and water savings. Student home surveys not only provided the data used in the savings projections, but also reinforced the learning benefits.

### Projected Resource Savings

A list of assumptions and formulas used for these calculations can be found in Appendix A.

PROJECTED ANNUAL SAVINGS		PROJECTED LIFETIME SAVINGS	
<b>2,502,102</b>	gallons of water saved	<b>17,522,324</b>	gallons of water saved
<b>111,269</b>	kWh of electricity saved	<b>853,878</b>	kWh of electricity saved
<b>9,006</b>	therms of gas saved	<b>66,872</b>	therms of gas saved
<b>2,502,102</b>	gallons of wastewater saved	<b>17,522,324</b>	gallons of wastewater saved

PROJECTED ANNUAL SAVINGS PER HOME		PROJECTED LIFETIME SAVINGS PER HOME	
<b>3,832</b>	gallons of water saved	<b>26,834</b>	gallons of water saved
<b>170</b>	kWh of electricity saved	<b>1,308</b>	kWh of electricity saved
<b>14</b>	therms of gas saved	<b>102</b>	therms of gas saved
<b>3,832</b>	gallons of wastewater saved	<b>26,834</b>	gallons of wastewater saved



*“Participants and their  
parents/guardians realize  
actual water and energy  
savings within their home,  
benefitting two generations.”*

# Program Overview

The Casitas LivingWise® Program, a school-based energy efficiency education program, is designed to generate immediate and long-term resource savings by bringing interactive, real-world education home to students and their families. The 2015-2016 program was taught in 6th grade throughout the Casitas Municipal Water District service area.

The Casitas LivingWise Program team identifies and enrolls students and teachers within the designated service area. The program physically begins with classroom discussions using a Student Guide that provides the foundations of using energy and water efficiently. It is followed by hands-on, creative, problem-solving activities led by the classroom teacher.

All program materials support state and national academic standards to allow the program to fit easily into a teacher's existing curriculum and requirements. The participating classroom teachers follow the Teacher Book and lesson plan. Information is given to guide lessons throughout the program in order to satisfy each student's individual needs, whether they are visual, auditory, or kinesthetic learners.

The LivingWise Kit and Student Workbook comprise the take-home portion of the program. Students receive a kit containing high-efficiency measures they use to install within their homes. With the help of their parents/guardians, students install the kit measures and complete a home survey. The act of installing and monitoring new energy efficiency devices in their homes allows students to put their learning into practice. Here, participants and their parents/guardians realize actual water and energy savings within their home, benefitting two generations.

A critical element of RAP program design is the use of new knowledge through reporting. At the end of the program, the Casitas program team tabulates all participant responses—including home survey information, teacher responses, student letters, and parent feedback—and generates this Program Summary Report.



*“For more than 23 years, Resource Action Programs (RAP) has designed and implemented Measure-Based Education® programs that inspire change in household energy and water use while delivering significant, measurable resource savings.”*

# Program Materials

Each participant in the Casitas LivingWise® Program receives classroom materials and energy efficiency kits containing high-efficiency measures to perform the program's take-home activities. Program materials for students, parents/guardians, and teachers are outlined below.

## Each Student & Teacher Receives

Student Guide

Student Workbook

Parent Letter\*

Student Survey Form

Certificate of Achievement

LivingWise Kit Containing:

- High-Efficiency Showerhead\*
- LED Night Light
- Kitchen Faucet Aerator\*
- Bathroom Faucet Aerator\*
- Rain/Drip Gauge\*
- FilterTone® Alarm\*
- Digital Thermometer\*
- Toilet Leak Detector Tablets
- Flow Rate Test Bag
- Mini Tape Measure
- Parent/Guardian Program Evaluation

“GetWise” Wristband

Program Website Access at [Getwise.org](http://Getwise.org)

Toll-Free HELP Line

## Each Teacher/Classroom Receives

Teacher Book

Step-by-Step Program Checklist

Lesson Plans

California State and National Academic  
Standards Chart

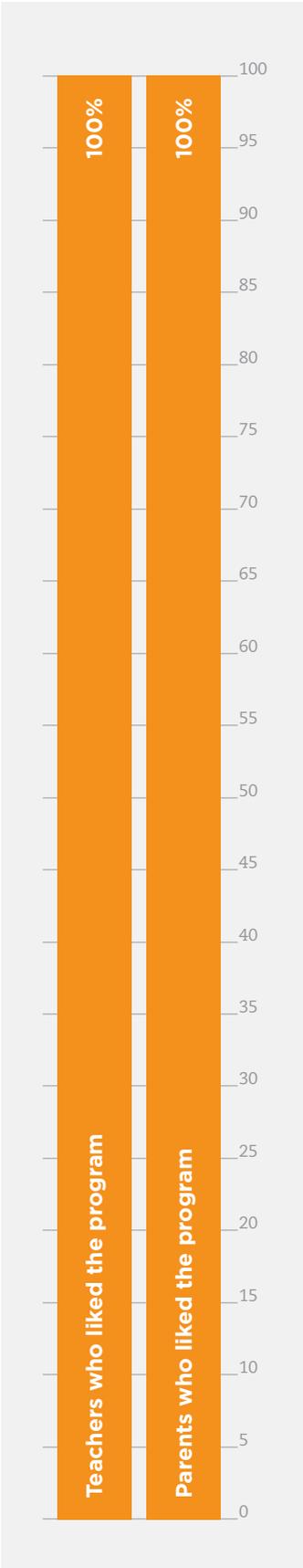
Teacher Program Evaluation

Pre/Post Student Survey Answer Keys

Electricity, Water, and Natural Gas Posters

Self-Addressed Postage-Paid Envelope

\* Materials / Installation Instructions provided in English and Spanish



### Custom Branding

In addition to increasing resource awareness and efficiency, the program has been designed to strengthen bonds between Casitas Municipal Water District and the community. One of the steps taken to ensure the greatest possible exposure is to feature the Casitas Municipal Water District branding with Southern California Gas Company’s custom design and color scheme throughout each LivingWise Kit. In addition to the kit, the Teacher Program Evaluation and Parent/Guardian Introduction Letter also feature Casitas Municipal Water District branding.







*“We love this!! Hands-on learning and conserving all in one! Two thumbs up.”*

**Emily Drew, Parent**

*Cabrillo Middle School*

# Program Implementation

The 2015-2016 Casitas LivingWise® Program followed this comprehensive implementation schedule:

1. Identification of California state and national academic standards & benchmarks
2. Curriculum development and refinement (completed annually)
3. Curriculum correlation to California state and national academic standards & benchmarks
4. Materials modification to incorporate Southern California Gas Company and Casitas Municipal Water District branding
5. Incentive program development
6. Teacher/school identification—with Southern California Gas Company and Casitas Municipal Water District approval
7. Teacher outreach and program introduction
8. Teachers enrolled in the program individually
9. Implementation dates scheduled with teachers
10. Program material delivered to coincide with desired implementation date
11. Delivery confirmation
12. Periodic contact to ensure implementation and teacher satisfaction
13. Program completion incentive offered
14. Results collection
15. Program completion incentive delivered to qualifying teachers
16. Thank you cards sent to participating teachers
17. Data analysis
18. Program Summary Report generated and distributed

Participating teachers are free to implement the program to coincide with their lesson plans and class schedules. Appendix C provides a comprehensive list of classrooms in grade 6 that participated during the 2015-2016 school year.



For more than 23 years, Resource Action Programs (RAP) has designed and implemented Measure-Based Education® programs that inspire change in household energy and water use while delivering significant, measurable resource savings. All RAP programs feature a proven blend of innovative education, comprehensive implementation services, and hands-on activities to put efficiency knowledge to work in students' homes.

RAP has a strong reputation for providing a high level of client service as part of a wide range of energy efficiency education solutions for utilities, municipalities, states, community agencies, corporations, and more. In 2013, RAP was the only conservation services provider honored by the American Council for an Energy-Efficient Economy (ACEEE) and the Alliance for Water Efficiency (AWE) as one of 12 top programs that provides sustained achievement. RAP was honored for market penetration, innovative design, and its ability to achieve substantial/sustained energy and water savings.



# Program Team

RAP implements nearly 300 individual programs that serve more than 400,000 households each year. All-inclusive program delivery occurs in its 80,000 square-foot Nevada Program Center where implementation teams and support departments work together to provide:

- 1:1 teacher support
- Curriculum development
- Customized materials
- Data tracking and reporting
- Energy and water efficiency measures
- Graphic and web design
- Kit assembly
- Marketing communications
- Shipping
- Printing
- Program management
- Participant enrollment
- Warehousing

## The Implementation Team

For the Casitas LivingWise® Program, RAP assigned a specific implementation team to Casitas Municipal Water District made up of a PMP®-designated Program Manager, CEM®-designated energy analyst, graphic designer, outreach personnel, educator, and administrative staff. This team immersed themselves into the Casitas Municipal Water District brand, and handled all program implementation for Casitas Municipal Water

District. Casitas Municipal Water District also received the benefit of fully staffed support departments, which worked with the implementation team to define success for Casitas Municipal Water District. These departments include education, marketing, information technology, and warehouse/logistics.

## Continuous Improvement

In addition to successful implementation of the Casitas LivingWise Program, RAP engages in continuous program improvement, as well as enhancements to educational materials, with modifications based on emerging technology, industry trends, and EM&V findings.

As part of this plan, RAP utilizes an extensive network of educators for program feedback. This feedback ensures that educational components meet the changing needs of educators, keep information relevant to students, and, in turn, provide increased water and energy literacy amongst program participants.



*“Upon completion of the program, participating families are asked to complete a home survey to assess their resource use, verify product installation, provide demographic information, and measure participation rates.”*

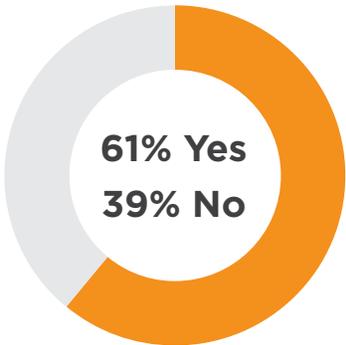
# Program Impact

The Casitas LivingWise® Program has had a significant impact within the community. As illustrated below, the program successfully educated participants about energy and water efficiency while generating resource savings through the installation of efficiency measures in homes. Home survey information was collected to track projected savings and provide household consumption and demographic data. Program evaluations and comments were collected from teachers, students, and parents.

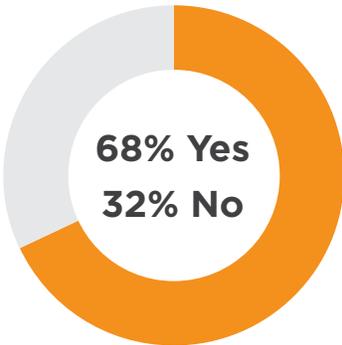
## A. Home Survey

Upon completion of the program, participating families are asked to complete a home survey to assess their resource use, verify product installation, provide demographic information, and measure participation rates. A few samples of questions asked are below while a complete summary of all responses is included in the appendices.

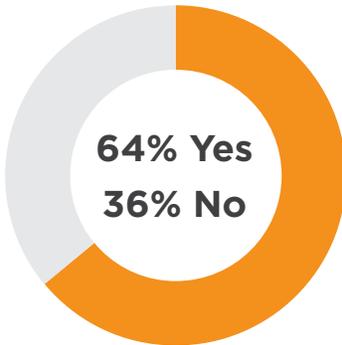
<b>Did you work with your family on this program?</b>	<b>Yes - 61%</b>
<b>Did your family change the way they use water?</b>	<b>Yes - 68%</b>
<b>Did your family change the way they use energy?</b>	<b>Yes - 64%</b>



*Students who indicated that they worked with their family on this program.*



*Students who indicated their family changed the way they use water.*

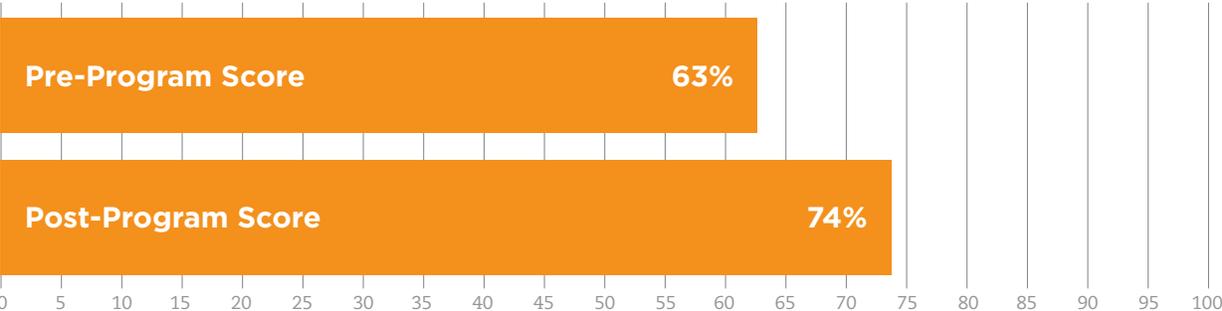


*Students who indicated their family changed the way they use energy.*

## B. Pre-Program and Post-Program Tests

Students were asked to complete a 10-question test before the program was introduced and then again after it was completed to determine the knowledge gained through the program. The average student answered **6.3** questions correctly prior to being involved in the program and then improved to answer **7.4** questions correctly following participation.

**Scores improved from 63% to 74%.**



## C. Home Activities

As part of the program, parents and students installed resource efficiency measures in their homes. They also measured the pre-existing devices to calculate savings that they generated. Using the family habits collected from the home survey as the basis for this calculation, 653 households are expected to save the following resource totals. Savings from these actions and new behaviors will continue for many years to come.

### Projected Resource Savings

*A list of assumptions and formulas used for these calculations can be found in Appendix A.*

<b>Number of Participants:</b>	<b>653</b>	
	<b>Annual</b>	<b>Lifetime</b>
Projected reduction from Showerhead retrofit:	<b>1,002,363</b>	<b>10,023,627</b> gallons
Product Life: <b>10 years</b>	<b>47,895</b>	<b>478,947</b> kWh
	<b>4,191</b>	<b>41,908</b> therms
Projected reduction from Kitchen Faucet Aerator retrofit:	<b>743,280</b>	<b>3,716,401</b> gallons
Product Life: <b>5 years</b>	<b>25,654</b>	<b>128,270</b> kWh
	<b>2,298</b>	<b>11,492</b> therms
Projected reduction from Bathroom Faucet Aerator retrofit:	<b>756,459</b>	<b>3,782,296</b> gallons
Product Life: <b>5 years</b>	<b>26,109</b>	<b>130,544</b> kWh
	<b>2,339</b>	<b>11,696</b> therms
Projected reduction from LED Night Light installation:	<b>8,414</b>	<b>84,140</b> kWh
Product Life: <b>10,000 hours</b>		
Projected reduction from FilterTone® installation:	<b>3,198</b>	<b>31,977</b> kWh
Product Life: <b>10 years</b>	<b>178</b>	<b>1,777</b> therms
<b>TOTAL PROGRAM SAVINGS:</b>	<b>2,502,102</b>	<b>17,522,324</b> gallons
	<b>111,269</b>	<b>853,878</b> kWh
	<b>9,006</b>	<b>66,872</b> therms
<b>TOTAL PROGRAM SAVINGS PER HOUSEHOLD:</b>	<b>3,832</b>	<b>26,834</b> gallons
	<b>170</b>	<b>1,308</b> kWh
	<b>14</b>	<b>102</b> therms

## D. Teacher Program Evaluation

Program improvements are based on participant feedback received. One of the types of feedback obtained is from participating teachers via a Teacher Program Evaluation Form. They are asked to evaluate relevant aspects of the program and each response is reviewed for pertinent information. The following is feedback from the Teacher Program Evaluation for the Casitas LivingWise Program.

### Teacher Response

*(A summary of responses can be found in Appendix D)*

**100%** of participating teachers indicated they would conduct the program again given the opportunity.

**100%** of participating teachers indicated they would recommend the program to their colleagues.

#### **In my opinion, the thing the students like best about the program/materials is:**

*“The kit items.”*

**Peter Dibble, Cabrillo Middle School**

*“The students loved the kits and really enjoyed sharing them with their families.”*

**Robin Monson, San Antonio Elementary School**

#### **In the future, one thing I would change would be:**

*“It would be helpful to have guided reading questions for students to accompany the student guide.”*

**Peter Dibble, Cabrillo Middle School**

*“All materials would be in English and Spanish. It was really hard for my students to complete activities at home when parents only speak Spanish.”*

**Elizabeth Linscheid, De Anza Academy**

*“Maybe keep the night light and light bulb.”*

**Robin Monson, San Antonio Elementary School**

## E. Parent/Guardian Program Evaluation

Parent involvement with program activities and their children is of paramount interest to both utilities and teachers in the program. When parents take an active role in their child's education it helps the schools and strengthens the educational process considerably. When students successfully engage their families in retrofit, installation, and home energy efficiency projects, efficiency messages are powerfully delivered to two generations in the same household. The program is a catalyst for this family interaction, which is demonstrated by feedback from Parent/Guardian Program Evaluations in each program. The following is feedback from the Parent/Guardian Program Evaluations for the Casitas LivingWise Program.

### Parent Response

*(A summary of responses can be found in Appendix E)*

**100%** of participating parents indicated that the program was easy to use.

**100%** of participating parents indicated they would continue to use the kit items after the completion of the program.

**100%** of participating parents indicated they would like to see this program continued in local schools.

### What comments would you like to express to your child's program sponsor?

*"Thanks for making these available."*

**Anonymous Parent, Cabrillo Middle School**

*"Overall it was a great learning experience for our family."*

**A. Ready, Cabrillo Middle School**

*"This program saved money, energy and water we are glad to have it. Thank you very much."*

**Bree Bullard, Cabrillo Middle School**

*"We love this!! Hands-on learning and conserving all in one! Two thumbs up."*

**Emily Drew, Cabrillo Middle School**



*“Overall it was a great learning  
experience for our family.”*

**A. Ready, Parent**

*Cabrillo Middle School*

# Appendices

## Appendix A

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Projected Savings from Showerhead Retrofit .....	26
Projected Savings from Kitchen Faucet Aerator Retrofit .....	27
Projected Savings from Bathroom Faucet Aerator Retrofit .....	28
Projected Savings from FilterTone® Alarm Installation.....	29
Projected Savings from LED Night Light Installation.....	30

## Appendix B

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Home Check-Up .....	31
Home Activities .....	34

## Appendix C

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Participant List .....	36
------------------------	----

## Appendix D

---

Teacher Program Evaluation Data .....	37
---------------------------------------	----

## Appendix E

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Parent/Guardian Program Evaluation Data .....	38
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## Projected Savings from Showerhead Retrofit

### Showerhead retrofit inputs and assumptions:

Average household size:	<b>4.65</b>	people <sup>1</sup>
Average number of full bathrooms per home:	<b>1.85</b>	full bathrooms per home <sup>1</sup>
% of water heated by gas:	<b>63.64%</b>	<sup>1</sup>
% of water heated by electricity:	<b>36.36%</b>	<sup>1</sup>
Installation / participation rate of:	<b>35.74%</b>	<sup>1</sup>
Average Showerhead has a flow rate of:	<b>1.92</b>	gallons per minute <sup>1</sup>
Retrofit Showerhead has flow rate of:	<b>1.07</b>	gallons per minute <sup>1</sup>
Number of participants:	<b>653</b>	<sup>1</sup>
Shower duration:	<b>8.20</b>	minutes per day <sup>2</sup>
Showers per day per person:	<b>0.67</b>	showers per day <sup>2</sup>
Product life:	<b>10.00</b>	years <sup>3</sup>

### Projected Water Savings:

Showerhead retrofit projects an <b>annual</b> reduction of:	<b>1,002,363</b>	gallons <sup>4</sup>
Showerhead retrofit projects a <b>lifetime</b> reduction of:	<b>10,023,627</b>	gallons <sup>5</sup>

### Projected Electricity Savings:

Showerhead retrofit projects an <b>annual</b> reduction of:	<b>47,895</b>	kWh <sup>2,6</sup>
Showerhead retrofit projects a <b>lifetime</b> reduction of:	<b>478,947</b>	kWh <sup>2,7</sup>

### Projected Natural Gas Savings:

Showerhead retrofit projects an <b>annual</b> reduction of:	<b>4,191</b>	therms <sup>2,8</sup>
Showerhead retrofit projects a <b>lifetime</b> reduction of:	<b>41,908</b>	therms <sup>2,9</sup>

<sup>1</sup> Data Reported by Program Participants.

<sup>2</sup> (March 4, 2010). EPA WaterSense® Specification for Showerheads Supporting Statement. Retrieved from [http://www.epa.gov/WaterSense/docs/showerheads\\_finalsupstat508.pdf](http://www.epa.gov/WaterSense/docs/showerheads_finalsupstat508.pdf)

<sup>3</sup> Provided by manufacturer.

<sup>4</sup> [(Average Household Size x Shower Duration x Showers per Day per Person) ÷ Average Number of Full Bathrooms per Home] x (Average Showerhead Flow Rate - Retrofit Showerhead Flow Rate) x Number of Participants x Installation Rate x 365 days

<sup>5</sup> [(Average Household Size x Shower Duration x Showers per Day per Person) ÷ Average Number of Full Bathrooms per Home] x (Average Showerhead Flow Rate - Retrofit Showerhead Flow Rate) x Number of Participants x Installation Rate x 365 days x Product Life

<sup>6</sup> Projected Annual Water Savings x Percent of Water that is Hot Water x 0.18 kWh/gal x % of Water Heated by Electricity

<sup>7</sup> Projected Annual Water Savings x Percent of Water that is Hot Water x 0.18 kWh/gal x % of Water Heated by Electricity x Product Life

<sup>8</sup> Projected Annual Water Savings x Percent of Water that is Hot Water x 0.009 Therms/gal x % of Water Heated by Natural Gas

<sup>9</sup> Projected Annual Water Savings x Percent of Water that is Hot Water x 0.009 Therms/gal x % of Water Heated by Natural Gas x Product Life

## Projected Savings from Kitchen Faucet Aerator Retrofit

### Kitchen Faucet Aerator retrofit inputs and assumptions:

Average household size:	4.65	people <sup>1</sup>
% of homes with a dishwasher:	64.71%	<sup>1</sup>
% of homes without a dishwasher:	35.29%	<sup>1</sup>
% of water heated by gas:	63.64%	<sup>1</sup>
% of water heated by electricity:	36.36%	<sup>1</sup>
Installation / participation rate of:	30.04%	<sup>1</sup>
Number of participants:	653	<sup>1</sup>
Average Kitchen Faucet Aerator has a flow rate of:	2.50	gallons per minute <sup>2</sup>
Retrofit Kitchen Faucet Aerator has flow rate of:	1.50	gallons per minute <sup>3</sup>
Product life:	5.00	years <sup>3</sup>
Length of use without dishwasher:	15.00	minutes per day <sup>4</sup>
Length of use without dishwasher (each family member):	1.00	minute per day <sup>4</sup>
Length of use with dishwasher:	3.00	minutes per day <sup>4</sup>
Length of use with dishwasher (each family member):	0.50	minutes per day <sup>4</sup>

### Projected Water Savings:

Kitchen Faucet Aerator retrofit projects an <b>annual</b> reduction of:	743,280	gallons <sup>5</sup>
Kitchen Faucet Aerator retrofit projects a <b>lifetime</b> reduction of:	3,716,401	gallons <sup>6</sup>

### Projected Electricity Savings:

Kitchen Faucet Aerator retrofit projects an <b>annual</b> reduction of:	25,654	kWh <sup>4,7</sup>
Kitchen Faucet Aerator retrofit projects a <b>lifetime</b> reduction of:	128,270	kWh <sup>4,8</sup>

### Projected Natural Gas Savings:

Kitchen Faucet Aerator retrofit projects an <b>annual</b> reduction of:	2,298	therms <sup>4,9</sup>
Kitchen Faucet Aerator retrofit projects a <b>lifetime</b> reduction of:	11,492	therms <sup>4,10</sup>

<sup>1</sup> Data Reported by Program Participants.

<sup>2</sup> Vickers, Amy (2002). *Water Use and Conservation*. Amherst, MA: WaterPlow Press.

<sup>3</sup> Provided by manufacturer.

<sup>4</sup> Quantec, LLC. (2008). *Impact of Flipping the Switch: Evaluating the Effectiveness of Low Income Residential Energy Education Programs*. Portland: Drakos, Jamie et al.

<sup>5</sup>  $\{ \text{Length of use without dishwasher} + [\text{Average household size} \times \text{Length of use without dishwasher (each family member)}] \} \times \% \text{ of homes without dishwasher} + \{ \text{Length of use with dishwasher} + [\text{Average household size} \times \text{Length of use with dishwasher (each family member)}] \} \times \% \text{ of homes with dishwasher} \times [\text{Average Kitchen Aerator flow rate} - \text{Retrofit Kitchen Aerator flow rate}] \times \text{Number of participants} \times \text{Installation rate} \times 365 \text{ days}$

<sup>6</sup>  $\{ \text{Length of use without dishwasher} + [\text{Average household size} \times \text{Length of use without dishwasher (each family member)}] \} \times \% \text{ of homes without dishwasher} + \{ \text{Length of use with dishwasher} + [\text{Average household size} \times \text{Length of use with dishwasher (each family member)}] \} \times \% \text{ of homes with dishwasher} \times [\text{Average Kitchen Aerator flow rate} - \text{Retrofit Kitchen Aerator flow rate}] \times \text{Number of participants} \times \text{Installation rate} \times 365 \text{ days} \times \text{Product Life}$

<sup>7</sup> Projected Annual Water Savings  $\times [(8.33\text{lbs.} / \text{gallon} \times 35^\circ\text{F}\Delta\text{T}) \div (3413 \times \text{water heater efficiency (0.90)})] \times \% \text{ of Water Heated by Electricity}$

<sup>8</sup> Projected Lifetime Water Savings  $\times [(8.33\text{lbs.} / \text{gallon} \times 35^\circ\text{F}\Delta\text{T}) \div (3413 \times \text{water heater efficiency (0.90)})] \times \% \text{ of Water Heated by Electricity}$

<sup>9</sup> Projected Annual Water Savings  $\times [(8.33\text{lbs.} / \text{gallon} \times 35^\circ\text{F}\Delta\text{T}) \div (100,000 \times \text{water heater efficiency (0.60)})] \times \% \text{ of Water Heated by Natural Gas}$

<sup>10</sup> Projected Lifetime Water Savings  $\times [(8.33\text{lbs.} / \text{gallon} \times 35^\circ\text{F}\Delta\text{T}) \div (100,000 \times \text{water heater efficiency (0.60)})] \times \% \text{ of Water Heated by Natural Gas}$

## Projected Savings from Bathroom Faucet Aerator Retrofit

### Bathroom Faucet Aerator retrofit inputs and assumptions:

Average household size:	4.65	people <sup>1</sup>
% of water heated by gas:	63.64%	<sup>1</sup>
% of water heated by electricity:	36.36%	<sup>1</sup>
Installation / participation rate of:	30.34%	<sup>1</sup>
Number of participants:	653	<sup>1</sup>
Average Bathroom Faucet Aerator has a flow rate of:	2.50	gallons per minute <sup>2</sup>
Retrofit Bathroom Faucet Aerator has flow rate of:	1.00	gallons per minute <sup>3</sup>
Product life:	5.00	years <sup>3</sup>
Length of use (per family member):	1.50	minutes per day <sup>4</sup>

### Projected Water Savings:

Bathroom Faucet Aerator retrofit projects an <b>annual</b> reduction of:	756,459	gallons <sup>5</sup>
Bathroom Faucet Aerator retrofit projects a <b>lifetime</b> reduction of:	3,782,296	gallons <sup>6</sup>

### Projected Electricity Savings:

Bathroom Faucet Aerator retrofit projects an <b>annual</b> reduction of:	26,109	kWh <sup>4,7</sup>
Bathroom Faucet Aerator retrofit projects a <b>lifetime</b> reduction of:	130,544	kWh <sup>4,8</sup>

### Projected Natural Gas Savings:

Bathroom Faucet Aerator retrofit projects an <b>annual</b> reduction of:	2,339	therms <sup>4,9</sup>
Bathroom Faucet Aerator retrofit projects a <b>lifetime</b> reduction of:	11,696	therms <sup>4,10</sup>

<sup>1</sup> Data Reported by Program Participants.

<sup>2</sup> Vickers, Amy (2002). *Water Use and Conservation*. Amherst, MA: WaterPlow Press.

<sup>3</sup> Provided by manufacturer.

<sup>4</sup> Quantec, LLC. (2008). *Impact of Flipping the Switch: Evaluating the Effectiveness of Low Income Residential Energy Education Programs*. Portland: Drakos, Jamie et al.

<sup>5</sup>  $[\text{Length of use (each family member)} \times \text{Average household size}] \times [\text{Average Bathroom Aerator flow rate} - \text{Retrofit Bathroom Aerator flow rate}] \times \text{Number of participants} \times \text{Installation rate} \times 365 \text{ days}$

<sup>6</sup>  $[\text{Length of use (each family member)} \times \text{Average household size}] \times [\text{Average Bathroom Aerator flow rate} - \text{Retrofit Bathroom Aerator flow rate}] \times \text{Number of participants} \times \text{Installation rate} \times 365 \text{ days} \times \text{Product Life}$

<sup>7</sup>  $\text{Projected Annual Water Savings} \times [(8.33\text{lbs.} / \text{gallon} \times 35^\circ\text{F}\Delta\text{T}) \div (3413 \times \text{water heater efficiency (0.90)})] \times \% \text{ of Water Heated by Electricity}$

<sup>8</sup>  $\text{Projected Lifetime Water Savings} \times [(8.33\text{lbs.} / \text{gallon} \times 35^\circ\text{F}\Delta\text{T}) \div (3413 \times \text{water heater efficiency (0.90)})] \times \% \text{ of Water Heated by Electricity}$

<sup>9</sup>  $\text{Projected Annual Water Savings} \times [(8.33\text{lbs.} / \text{gallon} \times 35^\circ\text{F}\Delta\text{T}) \div (100,000 \times \text{water heater efficiency (0.60)})] \times \% \text{ of Water Heated by Natural Gas}$

<sup>10</sup>  $\text{Projected Lifetime Water Savings} \times [(8.33\text{lbs.} / \text{gallon} \times 35^\circ\text{F}\Delta\text{T}) \div (100,000 \times \text{water heater efficiency (0.60)})] \times \% \text{ of Water Heated by Natural Gas}$

## Projected Savings from FilterTone® Alarm Installation

### FilterTone® installation inputs and assumptions:

Annual energy (electricity) use by a central system air conditioner:	1,637 kWh <sup>1</sup>
Annual energy (natural gas) use by central space heating or furnace:	173 therms <sup>1</sup>
Projected increase in efficiency (electricity):	1.75% <sup>2</sup>
Projected increase in efficiency (natural gas):	0.92% <sup>2</sup>
Product life:	10 years <sup>3</sup>
Installation / participation rate of:	17% <sup>4</sup>
Number of participants:	653 <sup>4</sup>

### Projected Electricity Savings:

The FilterTone installation projects an <b>annual</b> reduction of:	3,198 kWh <sup>5</sup>
The FilterTone installation projects a <b>lifetime</b> reduction of:	31,977 kWh <sup>6</sup>

### Projected Natural Gas Savings:

The FilterTone installation projects an <b>annual</b> reduction of:	178 therms <sup>7</sup>
The FilterTone installation projects a <b>lifetime</b> reduction of:	1,777 therms <sup>8</sup>

<sup>1</sup> U.S. Department of Energy, Energy Information Administration 2005 Residential Energy Consumption Web site for California: <http://www.eia.gov/consumption/residential/data/2005/>

<sup>2</sup> Reichmuth P.E., Howard. (1999). *Engineering Review and Savings Estimates for the 'Filtertone' Filter Restriction Alarm.*

<sup>3</sup> Provided by manufacturer.

<sup>4</sup> Data reported by program participants.

<sup>5</sup> Annual energy (electricity) use by a central air conditioner, heat pump or furnace x Projected increase in efficiency (electricity) x Installation rate x Number of participants

<sup>6</sup> Annual energy (electricity) use by a central air conditioner, heat pump or furnace x Projected increase in efficiency (electricity) x Installation rate x Number of participants x Product life

<sup>7</sup> Annual energy (natural gas) use by a central air conditioner, heat pump or furnace x Projected increase in efficiency (natural gas) x Installation rate x Number of participants

<sup>8</sup> Annual energy (natural gas) use by a central air conditioner, heat pump or furnace x Projected increase in efficiency (natural gas) x Installation rate x Number of participants x Product life

## Projected Savings from LED Night Light Installation

---

### Energy Efficient Night Light installation inputs and assumptions:

Average length of use:	<b>4,380</b> hours per year <sup>1</sup>
Average night light uses:	<b>7</b> watts
Retrofit night light uses:	<b>0.5</b> watts
Product life:	<b>10</b> years <sup>2</sup>
Energy saved per year:	<b>28</b> kWh per year
Energy saved over life expectancy:	<b>285</b> kWh
Installation / participation rate of:	<b>45.26%</b> <sup>3</sup>
Number of participants:	<b>653</b> <sup>3</sup>

### Projected Electricity Savings:

The Energy Efficient Night Light installation projects an <b>annual</b> reduction of:	<b>8,414</b> kWh
The Energy Efficient Night Light installation projects a <b>lifetime</b> reduction of:	<b>84,140</b> kWh

<sup>1</sup> Assumption (12 hours per day)

<sup>2</sup> Product life provided by manufacturer

<sup>3</sup> Data reported by program participants

## Home Check-Up

---

<b>1</b> What type of home do you live in?	
Single Family home	66%
Multi-Family (2-4 units)	21%
Multi-Family (5-20 units)	7%
Multi-Family (21+ units)	6%
<b>2</b> Was your home built before 1992?	
Yes	63%
No	37%
<b>3</b> Is your home owned or rented?	
Owned	50%
Rented	50%
<b>4</b> How many kids live in your home (age 0-17)?	
1	20%
2	43%
3	22%
4	11%
5+	5%
<b>5</b> How many adults live in your home (age 18+)?	
1	12%
2	64%
3	13%
4	6%
5+	4%
<b>6</b> What is the main source of heating in your home?	
Natural Gas	40%
Electric Heater	42%
Propane	5%
Heating Oil	1%
Wood	4%
Other	8%

*Due to rounding of numbers, percentages may not add up to 100%*

## Home Check-Up

(continued)

<b>7</b> Does your home have a programmable thermostat?	
Yes	64%
No	36%
<b>8</b> Does your home have a dishwasher?	
Yes	65%
No	35%
<b>9</b> How many half-bathrooms are in your home?	
0	65%
1	30%
2	3%
3	1%
4+	1%
<b>10</b> How many full bathrooms are in your home?	
1	36%
2	48%
3	13%
4	2%
5	2%
<b>11</b> How many toilets are in your home?	
1	28%
2	40%
3	24%
4	6%
5+	2%
<b>12</b> How is your water heated?	
Natural Gas	64%
Electricity	36%

Due to rounding of numbers, percentages may not add up to 100%

## Home Check-Up

(continued)

**13** How many incandescent bulbs (non CFL's) are in your home?

1	11%
2	2%
3	4%
4	4%
5	3%
6	6%
7	3%
8	5%
9	1%
10	5%
11	3%
12	6%
13	3%
14	0%
15	2%
16	4%
17	3%
18	3%
19	3%
20	3%
21	1%
22	3%
23	0%
24+	18%

Due to rounding of numbers, percentages may not add up to 100%

## Home Activities

---

<b>1</b> What was the flow rate of your old showerhead?	
0 - 1.0 GPM	14%
1.1 - 1.5 GPM	20%
1.6 - 2.0 GPM	20%
2.1 - 2.5 GPM	25%
2.6 - 3.0 GPM	14%
3.1+ GPM	8%
<b>2</b> Did you install the new High-Efficiency Showerhead?	
Yes	36%
No	64%
<b>3</b> If you answered "yes" to question 2, what is the flow rate of your new showerhead?	
0 - 1.0 GPM	29%
1.1 - 1.5 GPM	71%
1.6 - 2.0 GPM	0%
<b>4</b> Did your family lower your water heater settings?	
Yes	30%
No	70%
<b>5</b> Did your family install the Bathroom Faucet Aerator?	
Yes	30%
No	70%
<b>6</b> Did your family install the Kitchen Faucet Aerator?	
Yes	30%
No	70%
<b>7</b> Did your home have any water leaks?	
Yes	27%
No	73%
<b>8</b> Did your family raise the temperature in your refrigerator?	
Yes	20%
No	80%
<b>9</b> How much did your family turn down the thermostat in winter for heating?	
1 - 2 Degrees	13%
3 - 4 Degrees	18%
5+ Degrees	9%
Didn't Adjust Thermostat	59%

*Due to rounding of numbers, percentages may not add up to 100%*

## Home Activities

(continued)

<b>10</b> How much did your family turn up the thermostat in summer for cooling?	
1 - 2 Degrees	9%
3 - 4 Degrees	16%
5+ Degrees	9%
Didn't Adjust Thermostat	66%
<b>11</b> Did your family install the FilterTone® Alarm?	
Yes	17%
No	83%
<b>12</b> Did your family install the LED Night Light?	
Yes	45%
No	55%
<b>13</b> Was your toilet leaking?	
Yes	17%
No	83%
<b>14</b> How many gallons per flush (gpf) is your toilet?	
5+ gpf	24%
3.5-4.9 gpf	22%
1.6-3.49 gpf	28%
1.28-1.59 gpf	19%
<1.28	7%
<b>15</b> Did your family change the way they water outdoors?	
Yes	52%
No	48%
<b>16</b> Did you work with your family on this Program?	
Yes	61%
No	39%
<b>17</b> Did your family change the way they use water?	
Yes	68%
No	32%
<b>18</b> Did your family change the way they use energy?	
Yes	64%
No	36%

Due to rounding of numbers, percentages may not add up to 100%

## Participant List

SCHOOL NAME	TEACHER NAME	T	S
Cabrillo Middle School	Peter Dibble	1	70
Cabrillo Middle School	Isabel O'Higgins	1	72
Cabrillo Middle School	Cynthia Powell	1	45
Cabrillo Middle School	Martha Lennox	1	120
De Anza Academy	Eva Cherrie	1	105
De Anza Academy	Elizabeth Linscheid	1	70
Meiners Oaks Elementary School	Kevin White	1	32
Meiners Oaks Elementary School	Sandra Hansen	1	32
Mira Monte Elementary School	Kimari Foote	1	66
San Antonio Elementary School	Robin Monson	1	31
<b>TOTALS</b>		<b>10</b>	<b>643</b>
<b>TOTAL PARTICIPANTS</b>		<b>653</b>	

Note: "T" represents number of teachers and "S" represents number of students

## Teacher Program Evaluation Data

<b>1</b> The materials were attractive and easy to use.	
Strongly Agree	33%
Agree	67%
Disagree	0%
Strongly Disagree	0%
<b>2</b> The materials and activities were well received by students.	
Strongly Agree	33%
Agree	67%
Disagree	0%
Strongly Disagree	0%
<b>3</b> The materials were clearly written and well organized.	
Strongly Agree	33%
Agree	67%
Disagree	0%
Strongly Disagree	0%
<b>4</b> The conservation technologies were easy for students to use.	
Strongly Agree	0%
Agree	100%
Disagree	0%
Strongly Disagree	0%
<b>5</b> Students indicated that their parents supported the program.	
Strongly Agree	33%
Agree	67%
Disagree	0%
Strongly Disagree	0%
<b>6</b> If you had the opportunity, would you conduct this program again?	
Yes	100%
No	0%
<b>7</b> Would you recommend this program to other colleagues?	
Yes	100%
No	0%

*Due to rounding of numbers, percentages may not add up to 100%*

## Parent/Guardian Program Evaluation Data

---

<b>1</b> Was the Program easy for you and your child to use?	
Yes	100%
No	0%
<b>2</b> Will you continue to use the Kit items after the completion of the Program?	
Yes	100%
No	0%
<b>3</b> Would you like to see this Program continued in local schools?	
Yes	100%
No	0%

*Due to rounding of numbers, percentages may not add up to 100%*





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**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**

**Water Resources Committee**

DATE: September 8, 2016  
TO: Board of Directors  
FROM: General Manager, Steve Wickstrum  
Re: Water Resources Committee Meeting of August 23, 2016, 9:30 AM

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Bill Hicks  
Director Russ Baggerly  
General Manager, Steve Wickstrum  
Resources Manager, Ron Merckling

Public – Randy Haney, William Weirick, Angelo Spandrio, Bill Warner, Jim Kentosh

2. **Public Comments.**

Mr. Spandrio expressed concern over potential siltation in Lake Casitas and asked if Casitas had plans to perform a siltation study.

3. **Board Comments.**

Director Hicks asked about the construction tank trucks that have been taking water from a fire hydrant in front of the Rincon Fire Station.

4. **Manager Comments.**

The General Manager addressed Mr. Spandrio's question, a silt survey is not scheduled at this time – cost and accuracy of a survey.

The General Manager addressed Director Hicks' question – a temporary meter is attached to the named fire hydrant, from which the contractor is metered and charged for water use.

5. **Discussion regarding new water resources reconnaissance.**

The General Manager informed the Committee that Water Resources Engineering Associates has provided a scope of work for the water security study. This item will be moved to the Board for approval of the purchase order contract.

Mr. Weirick requested that Ojai land use planning guidelines for orderly development be considered and the City of Ojai be a part of the process for review and discussion.

6. **Review of Annual Water Education Performance Report.**

Ron Merckling presented the Report that indicated a 54 acre-foot annual water savings as a result of the educational program. A survey of the students indicated that approximately 70

percent of students have low-flush toilets in the household.

7. **Discussion regarding water use reporting to the State Water Resources Control Board.**  
Ron Merckling informed the Committee that the District has been approved for self-certification of water conservation reporting.

CASITAS MUNICIPAL WATER DISTRICT  
Minutes

DATE: September 8, 2016  
TO: Board of Directors  
FROM: General Manager, Steve Wickstrum

Re: Executive Committee Meeting of August 26, 2016

**RECOMMENDATION:**

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

**MEETING:**

1. **Roll Call.**

Directors Peter Kaiser and Russ Baggerly  
Steve Wickstrum, General Manager  
Ron Merckling, Resources Manager

Public – Diana Goodrow, Kathy Bennett, Kale Starbird, Julie Smith

2. **Public Comments.**

The members of the public each expressed interest in the District, on-going drought conditions, and actions being taken by Casitas and local citizens.

3. **Board/Manager comments.**

It has been brought to the attention of the General Manager that the Safety Officer desires a membership in the Valley Coastal Chapter of the American Society of Safety Engineers and the Greater Ventura Area Chapter of the maintenance Superintendents Association. The annual cost is \$150. The membership is currently not on the list of memberships that is approved by the Board each January. The General Manager will move forward with the membership and include this membership in the January 2017 list.

The General Manager informed the Committee that the District recently received a written request from LAFCo to consider a ballot vote for the position of Special District Alternate Member to Ventura LAFCo. This item will move forward to Board.

Director Baggerly reported to the Committee that he has been approached to get more information on water issues in the Ojai Valley and asked staff to look into the Federal nexus that may have drought relief funding.

4. **Discussion regarding content for Drought workshop.**

The Committee discussed the purpose, timing and content of such a meeting. Committee reviewed the agenda outline for the workshop and recommended specific changes to the order of speakers.

5. **Discussion regarding the request from California Special Districts Association for 2017 Committee and Expert Feedback Team Participation.**

The Committee was informed of the CSDA's notification that the Little Hoover Commission will conduct a special hearing on special districts, and develop recommendations related to visibility and accountability, local agency formation commissions, local analytical tools, reserve funds and property tax allocation. Staff will keep the District informed on this activity.

**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**  
**Recreation Committee**

DATE: September 9, 2016  
TO: Board of Directors  
FROM: General Manager, Steven E. Wickstrum  
Re: Committee Meeting of September 6, 2016

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Bill Hicks  
Director Jim Word  
Steve Wickstrum, General Manager  
Carol Belser, Park Services Manager  
Denise Collin, Accounting Manager

Public – Dee Bennett

2. **Public comments.**

None.

3. **Board/Management Comments.**

Carol Belser reported on a busy Labor Day weekend that had no major incidents and the Water Park and campgrounds at near full occupancy.

4. **Review of the July 2016 Recreation Report.**

Report was reviewed and committee discussed that there appears to be no tangible reason for the increase in daily attendance, but a good result given the decline of Lake Casitas storage that was in the past noted to be a cause of reduced recreation attendance. There two more astronomy nights, listed on the website.

Director Hicks commented that he had met with Gary Wolfe and that the boat rental numbers are down compared to previous years. The Park Store appears to doing well in meeting camper's needs.

Carol Belser reported that the Park Ranger Manual is being developed and reviewed, with considerable effort and good progress.

The Committee recommended the July 2016 Report be moved forward to the Board as information.

5. **Discussion regarding the Recreation Area Fund and Fee Increase.**

Denise Collin is in the process of developing a financial history of the Lake Casitas Recreation Area dating back to 1959. While progress has been made on the identification of the more recent grant funding, attention to the 2015-16 audit will delay finding grants received prior to 1998 until the priority audit work is completed.

Carol Belser presented the objective is to develop a fund balance for future improvements. The Committee reviewed fee hikes for day use, weekends and holidays. Staff will prepare the recommendation for fee changes and with the direction to the fee changes to the Board's consideration on September 28<sup>th</sup>.

6. **Review of Incidents and Comments.**

Carol Belser reported that incidents have not been summarized in time for the Committee meeting.

CASITAS MUNICIPAL WATER DISTRICT  
Minutes

DATE: September 9, 2016  
TO: Board of Directors  
FROM: General Manager, Steve Wickstrum

Re: Executive Committee Meeting of September 9, 2016

**RECOMMENDATION:**

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

**MEETING:**

1. **Roll Call.**

Directors Peter Kaiser and Russ Baggerly  
Steve Wickstrum, General Manager  
Ron Merckling, Resources Manager

Public – William Weirick, Councilmember, City of Ojai  
Randy Haney, Councilmember, City of Ojai  
Angelo Spandrio  
Bill Warner, Ojai Valley News

2. **Public Comments.**

None.

3. **Board/Manager comments.**

The General Manager commented that direction is needed concerning Casitas' involvement in the design phase of the City-Calleguas interconnection that is intended to get State Water into western Ventura County. A memorandum requesting discussion and direction will be presented to the Board.

4. **Discussion concerning letter by William Weirick and Randy Haney.**

The General Manager distributed to the Committee for review the third draft of a letter prepare by Ojai City Councilmembers William Weirick and Randy Haney. The Committee was updated on the progress of Casitas' discussions with the general managers of Calleguas Municipal Water District and Ventura Water regarding collaborative opportunities that are in action, and a historical perspective of the last two years' of events that have highlighted the need to bring State Water into western Ventura County.

Director Baggerly suggested, after review of the first draft and third draft, that the second and third paragraphs be deleted.

The letter will be considered by the Ojai City Council on September 13<sup>th</sup>.

5. **Discussion regarding the conservation surcharge for monthly and annual customers.**

Ron Merckling informed the Committee that approximately 10 percent of the Casitas customers were in extraordinary excess of the assigned allocations which is continuing to place additional pressures on local water supplies. Mr. Merckling is proposing that there be a consideration to raise the conservation surcharge to \$5 per unit for both the annual and monthly customers.

Director Baggerly asked for a comparison of the conservation surcharge to that implemented by other water agencies. Mr. Merckling presented several agencies that range from \$5 to \$1,000 per unit for customer exceedance of water allocations.

This recommendation will be moved forward to the Board for consideration of adopting the change in the conservation surcharge.

# MEMORANDUM

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TO: Board of Directors  
From: Steven E. Wickstrum, General Manager  
RE: Letter from Ojai City Council Members William Weirick and Randy Haney  
Date: September 9, 2016

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## RECOMMENDATION:

It is recommended that the Board of Directors receive the letter as information, awaiting a final letter that is being considered for approval by the Ojai City Council on September 13, 2016.

## BACKGROUND:

The District has received several draft letters from Ojai City Council Members William Weirick and Randy Haney concerning the current drought and access to the State Water Project water supply. The Council Members requested that the Casitas Board of Directors receive the letter, awaiting an issuance of a final letter that is to be considered by the Ojai City Council. The attached letter is provided as information for the Casitas Board of Directors.

The letter has been reviewed by the General Manager and the Executive Committee, with comment provided to the two authors of the September 6, 2016, letter.

To: Board of Directors  
Lake Casitas Municipal Water District

September 1, 2016

From every perspective, the current trajectory of Lake Casitas reservoir supply puts the entire Ojai Valley at significant risk for a crisis within four years. Without additional supply sources, this trajectory threatens the general welfare of every citizen living and doing business in the Ojai Valley along with habitat viability. As elected officials of the only incorporated municipality within the Ojai Area of Interest, which includes the entire Valley, we consider it a special responsibility to articulate our understanding of the vital interests of the entire Area of Interest within which the City is embedded.

There is one additional water source which the rate payers of the Ojai Valley have paid approximately \$70 million for over the last four plus decades without being able to take delivery of even the first gallon. The rate payers have paid for allocations to the Lake Casitas Municipal Water District (MWD) from the State Water Project (SWP) over all these years. Varying proportions of this allocation are available in any given year. During most years a significant amount could be delivered if the means to do so were in place.

This comes into even more emphatic focus when it is understood that about one third of all withdrawals from the Lake Casitas reservoir are delivered to City of Ventura customers outside the Valley. At current levels of conservation, if this one third of withdrawals had not left the Valley and paid for allocations from the State Water Project had been delivered over just the last fifteen years, Lake Casitas would currently be at least double its current level of stored water. Residents and businesses in the Valley would not be facing the current probability of a dire water shortage in such a short time.

If the Lake Casitas MWD had access to the State Water Project allocation which its rate payers have already been paying for, this threat would be much more manageable. The most significant conservation measure which can be taken is to keep the Valley water in the Valley. The only way to accomplish this is to establish and utilize when needed a connection to the State Water Project.

This is a critical, time sensitive need. The City of Ventura has just initiated a study for a connection designed and sized for just its needs. This connection can also serve the Ojai Valley's needs, but only if sized and designed appropriately as part of water resource planning for the City of Ventura and the Ojai Valley taken together.

In order to improve the Ojai Valley's water supply reliability and gain benefit of the State Water Project (SWP) allocation that we have already been paying for, the two of us as elected officials on behalf of citizens of the entire Ojai Valley request that the Casitas MWD Board of Directors take actions necessary to take delivery of its SWP allocation. As a first step, the City of Ojai requests that the Board of Directors do the following as soon as possible:

- (1) Immediately allocate funds to work with the City of Ventura (Ventura) and Calleguas Municipal Water District (Calleguas) to perform an engineering feasibility and cost analysis of the facilities capable of delivering all of the Casitas MWD SWP allocation to the Ojai Valley.
- (2) Develop agreement terms with Ventura, Calleguas, and Metropolitan Water District of Southern California under which the necessary facilities could be built and SWP water could be wheeled to the Ojai Valley or delivered to the City of Ventura in lieu of withdrawals from Lake Casitas.

It is our understanding that the City of Ventura has just begun this design, feasibility, and cost analysis for extending an existing pipeline to the City of Ventura system near Saticoy. It is our further understanding that discussions between Calleguas and Ventura are underway and time is of the essence for the Lake Casitas MWD to participate in these discussions and make sure that any built infrastructure is large enough to provide benefit to the Ojai Valley. The Lake Casitas MWD Board has just recognized the need to identify additional water sources for the Ojai Valley and approved a contract to so investigate. It should also immediately move to participate in this just begun study for accessing State Water to ensure that the allocation already paid for by the rate payers can be delivered when available. The MWD needs to be able to take this delivery as soon as possible.

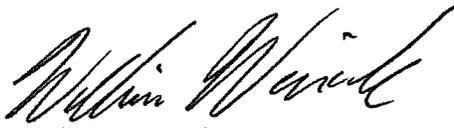
Specifically, the design goal should ensure that facilities are built to accommodate delivering to Saticoy all of the water that Calleguas can currently deliver through their existing pipe or anticipated upgrades currently terminating five miles west of Somis. About seven miles of new pipeline would need to be built to connect the two water systems. Consideration should also be given to potential upgrades to the Calleguas and/or Ventura systems offering even more water in the future. This is a design criteria beyond the needs of just the City of Ventura, compelling the participation of the Lake Casitas MWD in this study.

The citizens of the Ojai Valley are under tremendous threat because the impact of the drought is exacerbated by having one third of the Valley's water going to the City of Ventura and because access to the State Water Project allocation has been foregone for so many years. Pressure is also building to maintain surface flows in the Ventura River for habitat preservation. Both the human and natural ecology of the Valley is served by participating as soon as possible in this study. The Board of Directors for the Lake Casitas MWD is the only governance body which can ensure this participation critical to the general welfare of all living things in the Valley.

This letter represents the researched opinion of the undersigned; two elected officials articulating what we view as a vital interest of all citizens living and working in the Ojai Valley. It does not currently represent the official view of the City of Ojai.



Randy Haney  
Ojai City Council

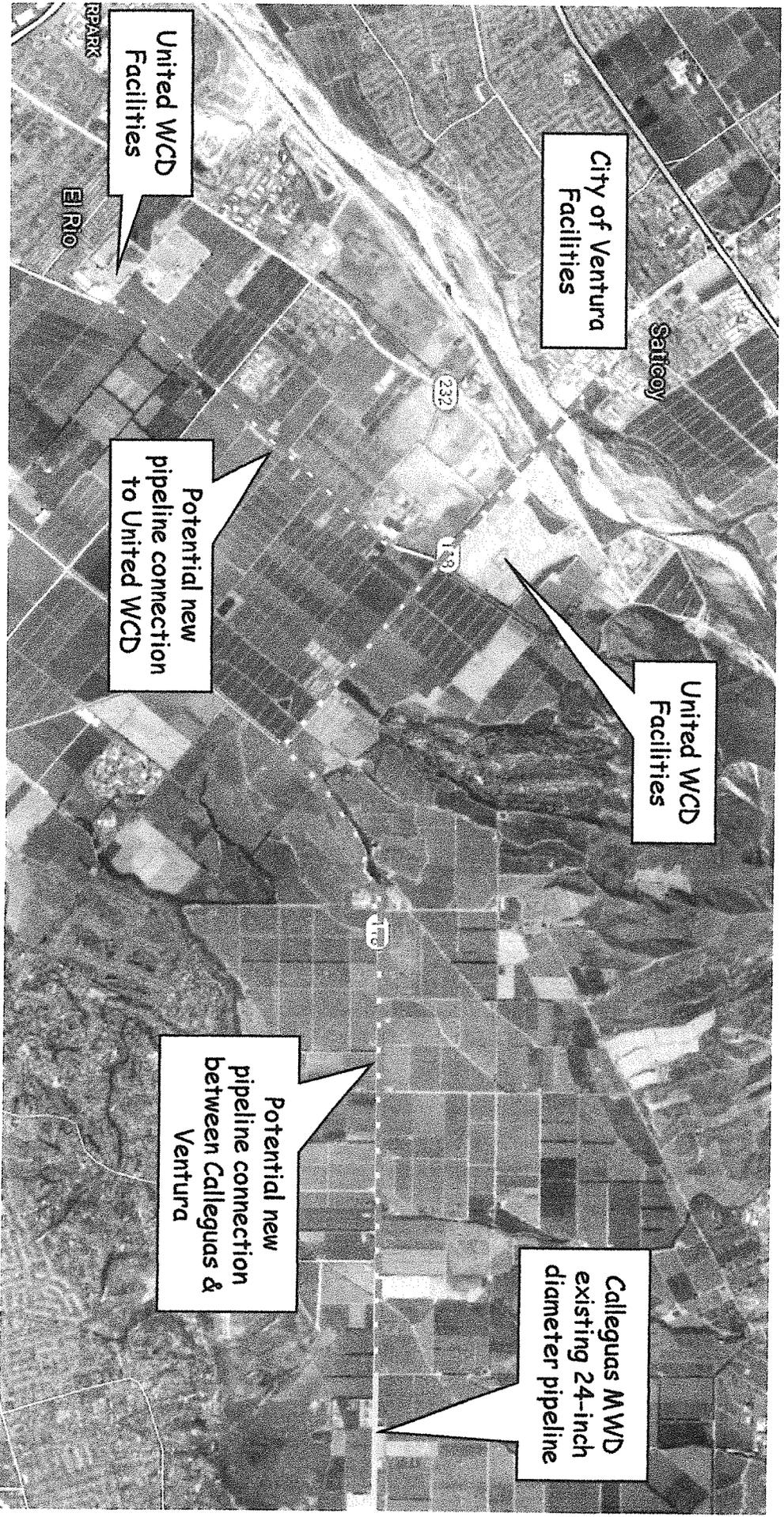


William Weirick  
Mayor Pro Tem  
City of Ojai

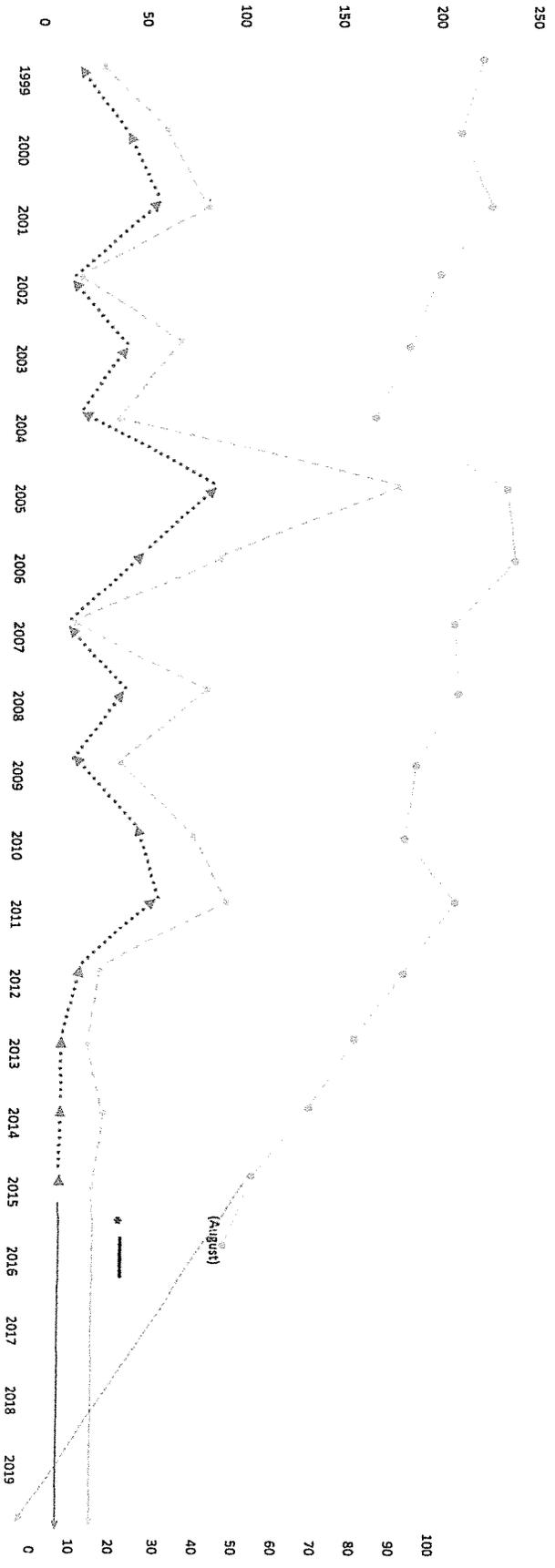
Enclosures

C: all other interested parties

# Potential New Facilities Connecting Calleguas, Ventura & United



Lake Casitas Storage in 1000s of Acre-feet



Lake Casitas Storage vs Rainfall

○ Lake Casitas Storage  
 - - Matilija Canyon Rainfall  
 . . . Downtown Ojai Rainfall  
 \* Average = 21.3" 1906-2012

Calendar Year 1999-2016 (October 1st)

Lake Casitas Storage vs Rainfall Graph Notes - 8-26-16

- > Lake Casitas has been dropping by approximately 25,000 acre feet per year since 2011.
- > Since 2011 the rainfall in Ojai has been under 10 inches per year which adds no water to the lake.
- > Rainfall of over 20 inches per year as measured in Ojai is required to add water to the lake.
- > If conditions continue as they have since 2011, the lake will be out of water in less than three years.

AMS 8-14-16

Annual Rainfall - Inches



**Consumption Report**

**Water Sales FY 2016-2017 (Acre-Feet)**

Classification	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month to Date	
													2016 / 2017	2015 / 2016
													Total	Total
AD Ag-Domestic	564	0	0	0	0	0	0	0	0	0	0	0	564	422
AG Ag	451	0	0	0	0	0	0	0	0	0	0	0	451	298
C Commercial	75	0	0	0	0	0	0	0	0	0	0	0	75	58
DI Interdepartmental	8	0	0	0	0	0	0	0	0	0	0	0	8	8
F fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I Industrial	2	0	0	0	0	0	0	0	0	0	0	0	2	1
OT Other	28	0	0	0	0	0	0	0	0	0	0	0	28	17
R Residential	121	0	0	0	0	0	0	0	0	0	0	0	121	106
RS - P Resale Pumped	147	0	0	0	0	0	0	0	0	0	0	0	147	50
RS - G Resale Gravity	163	0	0	0	0	0	0	0	0	0	0	0	163	456
TE Temporary	3	0	0	0	0	0	0	0	0	0	0	0	3	6
<b>Total</b>	1,562	0	0	0	0	0	0	0	0	0	0	0	<b>1,562</b>	<b>1,421</b>
<b>Total 2015 / 2016</b>	1,421	1,689	1,781	1,559	1,396	1,364	373	660	555	1,001	1,142	1,404	<b>N/A</b>	<b>14,345</b>



CFD No. 2013-1 (Ojai) - Cost Analysis

	Services & Suplies	Legal Fees	Labor Expense	Other Services	Total Expenses
2011 / 2012	-289.50	42,560.00	11,098.37	0.00	53,368.87
2012 / 2013	831.82	223,462.77	14,836.68	0.00	239,131.27
2013 / 2014	29.89	91,878.06	3,835.65	0.00	95,743.60
2014 / 2015	0.00	68,457.10	0.00	0.00	68,457.10
2015 / 2016	6.12	152,811.84	2,938.86	0.00	155,756.82
July	0.00	5,624.87	0.00	0.00	5,624.87
August	0.00	21,113.02	221.06	0.00	21,334.08
September	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00
January	0.00	0.00	0.00	0.00	0.00
Feburary	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00
Total YTD Cost	0.00	26,737.89	221.06	0.00	26,958.95
Total Cost	578.33	605,907.66	32,930.62	0.00	639,416.61
Tax Assessment - County of Ventura: 2015 / 2016					-460,342.64
<b>Total CMWD CFD 2013-1 Cost</b>					<b>179,073.97</b>

**CASITAS MUNICIPAL WATER DISTRICT  
TREASURER'S MONTHLY REPORT OF INVESTMENTS  
09/07/16**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
	Federal Farm CR Bank	31331VWN2	4/13/2026	\$933,515	\$931,030	1.901%	5/9/2016	4.77%	3456
*TB	Federal Farm CR Bank	3133EFK71	3/9/2026	\$854,301	\$845,435	2.790%	3/28/2016	4.33%	3422
*TB	Federal Farm CR Bank	3133EFNR4	11/18/2024	\$808,617	\$801,048	2.870%	11/18/2015	4.11%	2951
*TB	Federal Farm CR Bank	3133EFYH4	2/8/2027	\$1,015,531	\$1,003,500	3.000%	3/24/2016	5.14%	3751
*TB	Federal Farm CR Bank	33133EFHV2	10/13/2022	\$587,926	\$580,423	2.200%	10/23/2015	2.98%	2196
*TB	Federal Home Loan Bank	313379EE5	6/14/2019	\$1,368,336	\$1,371,668	1.625%	10/3/2012	7.03%	997
*TB	Federal Home Loan Bank	3130A0EN6	12/10/2021	\$545,009	\$539,635	1.107%	5/9/2016	2.77%	1893
*TB	Federal Home Loan Bank	3130A5R35	6/13/2025	\$770,607	\$776,697	2.875%	2/19/2016	3.98%	3156
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$475,341	\$464,223	1.203%	7/14/2016	2.38%	2521
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$940,013	\$921,304	1.203%	7/14/2016	4.72%	2521
*TB	Federal Home Loan Bank	3133XFKF2	6/11/2021	\$666,412	\$671,849	5.625%	1/16/2013	3.44%	1714
*TB	Federal Home Loan MTG Corp	3137EABA60	11/17/2017	\$1,044,204	\$1,051,690	5.125%	1/3/2012	5.39%	430
*TB	Federal Home Loan MTG Corp	3137EADB2	1/13/2022	\$677,393	\$700,022	2.375%	9/8/2014	3.59%	1926
*TB	Federal National Assn	3135G0ES80	11/15/2016	\$683,558	\$683,888	1.375%	3/12/2012	3.51%	68
*TB	Federal National Assn	31315P2J7	5/1/2024	\$806,697	\$798,631	1.721%	5/1/2016	4.09%	2754
*TB	Federal National Assn	3135G0ZR7	9/6/2024	\$1,485,077	\$1,496,417	2.625%	5/25/2016	7.67%	2879
*TB	Federal National Assn	3135G0K36	4/24/2026	\$2,532,083	\$2,563,350	2.125%	5/25/2016	13.14%	3467
*TB	US Treasury Inflation Index NTS	912828JE10	7/15/2018	\$1,127,743	\$1,158,621	1.375%	7/6/2010	5.94%	668
*TB	US Treasury Inflation Index NTS	912828MF4	1/15/2020	\$1,126,095	\$1,176,628	1.375%	11/18/2015	6.03%	1208
*TB	US Treasury Note	912828WE6	11/15/2023	\$768,786	\$836,214	2.750%	12/13/2013	4.29%	2588
	Accrued Interest				\$133,362				
	<b>Total in Gov't Sec. (11-00-1055-00&amp;1065)</b>			<b>\$19,217,246</b>	<b>\$19,505,633</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>\$449</b>	<b>\$449</b>	0.61%	Estimated	<b>0.00%</b>	
***	<b>COVI as of: (11-00-1060-00)</b>		N/A	<b>\$2,854</b>	<b>\$2,854</b>	0.68%	Estimated	<b>0.01%</b>	
	<b>TOTAL FUNDS INVESTED</b>			<b>\$19,220,549</b>	<b>\$19,508,936</b>			<b>100.00%</b>	
	Total Funds Invested last report			\$19,226,902	\$19,495,492				
	Total Funds Invested 1 Yr. Ago			\$19,030,336	\$19,225,523				
****	<b>CASH IN BANK (11-00-1000-00) EST.</b>			<b>\$5,668,606</b>	<b>\$5,668,606</b>				
	<b>CASH IN Western Asset Money Market</b>			<b>\$2</b>	<b>\$2</b>	0.01%			
	<b>TOTAL CASH &amp; INVESTMENTS</b>			<b>\$24,889,157</b>	<b>\$25,177,544</b>				
	TOTAL CASH & INVESTMENTS 1 YR AGO			\$23,069,095	\$23,264,281				
*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.