



Board Meeting Agenda

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

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT

Meeting to be held at the
Casitas Board Room
Off the main lobby
1055 Ventura Ave.

Oak View, CA 93022

November 8, 2017 @ 3:00 P.M.

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

1. Roll Call
2. Public comments (Items not on the agenda – three minute limit).
3. General Manager comments.
4. Board of Director comments.
5. Board of Director Verbal Reports on Meetings Attended.
6. Consent Agenda
 - a. Minutes from the October 25, 2017 meeting.

RECOMMENDED ACTION: Adopt Consent Agenda.

7. Review of District Accounts Payable Report for the Period of 10/19/17 - 11/01/17.

RECOMMENDED ACTION: Motion approving report.

8. Recommend approval of the Five Year Agreement with Rotary Club of Ojai West Foundation for the Ojai Wine Festival to be held at Lake Casitas Recreation Area 2018 – 2022.

RECOMMENDED ACTION: Motion approving recommendation

9. Recommend approval of a Purchase Order to J & H Engineering General Contractors, Inc. in the amount of \$30,650 for pavement repair.

RECOMMENDED ACTION: Motion approving recommendation

10. Recommend approval of the salary range adjustment and job title revisions to create the position of Executive Administrator, HR and Risk Management.

RECOMMENDED ACTION: Motion approving recommendation

11. Information Items:

- a. Water Conservation October 2017 Update.
- b. Water Resources Committee Minutes.
- c. Personnel Committee Minutes.
- d. Water Consumption Report.
- e. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- f. Investment Report.

12. 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
October 25, 2017

A meeting of the Board of Directors was held October 25, 2017 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 Baggerly, Word, Hicks, Bergen and Kaiser were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were six staff members and eleven members of the public in attendance. President Baggerly led the group in the flag salute.

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

Johnny Johnston, Mayor for the City of Ojai expressed the council's sentiment on drought and water security issue. The city moved to communicate with Casitas and OBGMA as major suppliers and we recognize we have no authority or jurisdiction but we believe in collaboration in the valley to minimize costs and to attract money to help us with that so that we are all pulling the same direction. We are open ready, willing and able. Casitas has the largest jurisdiction. I would be happy to meet with the staff and talk about messaging to the public regarding where we are and where we may be going. A personal concern is I don't want to lose the sense of urgency and don't want everyone to panic. I will deliver same message to OBGMA tomorrow. President Baggerly responded that I appreciate that outreach and have expressed the same sentiments by this board.

William Weirick, Ojai City Council emphasized the mayor's strong commitment on the part of the council members. Collaborative efforts are essential to maximizing probability of grant applications. The Council is committed to that. Collaboration is an important part of moving forward in the valley because of the way the grant applications are reviewed.

Renee Roth said it was great to see the article in the Water Deeply magazine. There were some good comments on our watershed and how we are managing to stay high and dry. The Green Coalition is getting ready to have another article such as that. It was good to see you at Ojai day. We had some people say they used to live in Ojai and moved to SLO and it was all over the place on saving water and what their reduction goals had to be. They came back to the Ojai valley and there is no mention of it. There is nothing going on. There does not seem to be a consolidated, coordinated extreme message getting out to

residents. It is in the Ventura River Watershed management plan so there are a lot of things we could be doing. I talked before about a sustainable landscaping book. Ventura Water is moving ahead and preparing that for their customers. We could be doing more to get a stronger message out.

Director Hicks responded that we can always do more. Ron Merckling has done a terrific job getting the message out. Direct customers lowered usage 73% and that is incredible. We are getting the message out and spending a lot of money for advertising. Director Bergen added there have been articles in the Ojai Valley News, The VC Star, signs, and workshops we do. Of all the programs in Ventura County, I believe we have the most proactive. If you want more, we are communicating with our direct customers. The City and Green Coalition can do more and not beat on us to do more.

Ellen Sklarz mentioned that realtors are giving out wrong information. Customers being misinformed. Maybe getting together with realtors may be beneficial. As a citizen there have been so many entities not collaborating enough to achieve a common goal. I hope I am seeing a shift to come together for bigger common good. I am so excited by Angelo's presentation and hope for a valley wide plan. I support item 7 and support what Johnny and Bill said.

Ron Merckling appreciated the accolades for our efforts and emphasized it is a whole team including Cinnamon McIntosh, Bryan Sandoval and Larry Harris who were all at Ojai day working hard. Nov 2nd there is a Ventura River Watershed meeting to talk about water issues in the area.

2. General Manager comments.

Mr. Wickstrum expressed that he watched Ron Merckling and the conservation team during Ojai Day talking with people and they had a good idea to have people take a pledge for water conservation. They had over 190 pledges. This was one of the best Ojai Days I have seen. We had more smiles than we ever had in taking over the Ojai water system. There were a lot of questions on when they will get their first water bill. The Recreation area had a lot of visitors in their area. A lot of credit to Carol Belser and her staff not only for recreation but also to protect our water supply in our lake. Her staff worked very hard and had good public interactions. It is good to be embraced by the public.

On November 9th at 2:00p.m. we have the AWA bus tour. Let us know if you can make it as we welcome those folks. If the public is interested contact Kellie at AWA Ventura county.

Regarding the Ojai system there continue to be numerous leaks. On a positive note, we are close to finishing replacing 1929 pipe on Mallory Way and Eucalyptus. There is a lot of aged infrastructure that was not tended to for decades.

3. Board of Director comments.

None

4. Board of Director Verbal Reports on Meetings Attended.

Director Word attended the water issues meeting talking about alternative supplies. Susan from Calleguas gave a report on what they found on exploring alternatives. The alternatives were ranked: 1 was recycling, 2 was retention, 3 was arrundo removal. A 4-6 acre dense stand of arrundo removal can generate 2000 acre feet of water. After that was shared desal and almost at the bottom of the list was imported water because of cost and reliability. In addition to that, there was a report on Fox Canyon groundwater sustainability. The Oxnard plain is overdrafted. They have to reduce the pumping by 40% in the Oxnard plain for it to reach a sustainable yield over the next 20 years. They are nowhere near that. A representative from Metropolitan was at that meeting and their take on Westlands vote to not support the tunnel is they are looking for the deal they have now, just pay for the water and not for the project. Director Word passed out a legislative update.

President Baggerly attended Ojai Day for OBGMA that I am appointed to. It was a very busy day. A lot of people got informed on how groundwater works in the Ojai basin. It was a very positive experience.

5. Consent Agenda

ADOPTED

- a. Minutes from the October 11, 2017 meeting.
- b. Service contract with Mission Linen Supply for the provision of uniform pants for treatment plant staff for an annual expense of \$1,300.
- c. Outside Contract to fabricate four replacement wheels for intake structure grapple cart in the amount of \$10,400.
- d. Purchase of Case 580SN Backhoe from Diamond A Equipment Sales in the amount of \$96,417.75.

Director Word asked for a correction in the minutes items 7-13 voting needs to be modified to show his votes as aye.

The Consent agenda was offered by Director Word, seconded by Director Kaiser and passed by the following roll call vote:

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

6. Review of District Accounts Payable Report for the Period of 10/5/17 - 10/18/17.

APPROVED

Director Kaiser questioned the encroachment permit for the City of Ojai. Mr. Wickstrum explained that we have two things going on, the normal patch work for the leaks over the last few months and the permit to do the pipeline replacement at Mallory and Eucalyptus.

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

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

7. Presentation by Regina Hirsch and Angelo Spandrio regarding “An Integrated Self-Reliant Water Strategy for Ojai Valley”.

Angelo Spandrio and Regina Hirsch provided a presentation regarding collaborative planning and implementing action to take advantage of state funding grant opportunities. They suggested that funds spent on the state water tie in and hobo project could be used. They suggested a collaborative meeting in Mid-November to early December to build a Prop 1 Ojai Valley Management Plan. Handouts were provided by Angelo Spandrio and Regina Hirsch exploring grant funding available.

Randy Haney, Ojai City Council added that we reached out to Steve a few weeks ago to meet with Regina. I believe it was a good meeting and there is something in it for all of us. Regina finding us is a blessing and will be fools if we don't tap into her. She is a great resource for this community to become more sustainable. He submitted the Ojai Valley Water Sustainability Plan and asked that Casitas be a part of it along with the City and OBGMA and some other entities. Someone is needed to lead and manage this.

Ellen Sklarz agreed with Randy, having Regina come in she seems to be very collaborative. It would be a great gift to bring us all together.

Renee Roth mentioned that Ron was kind enough to give me a copy of the 2016 Urban Water Management Plan and Ag Water Management Plan. There is a section on future water projects. You have made a lot of progress on what you have done so far and I appreciate the efforts that have been made. I would like to agree that a regional approach after sitting on the Ventura Watershed Council for six years I see projects funded at state level and most of it is downstream. Part of it has to do with the matching funds. We are at a critical turning point and have to spend more money to find more sources of water. I believe the state realizes we are in a unique position and wants to help us. I endorse what Regina and Angelo have said.

Director Kaiser asked Regina if she has her own business and if the grants pay for her services and Regina answered yes. Director Bergen added that there is a lot of stuff going on and I can see the need for integration and coordination. I am involved in the application for the Upper Ventura River GSA and there is a capacity problem. There is a lot of administration and a lot of time and the match is a big issue. Some plans are mandated, legally mandated. We can't operate with anyone else except DWR. It is a big plan and will be four years down the line. Answers are not known yet. There is no mechanism to jump into another area. You need to define where you are going with this. Do you want projects that are ancillary to what is going on? I feel like Casitas staff are so overstretched at this point we could not lead this at the time. We have done grants and they take a lot of time and energy just in the administration. I would like to pull together the whole picture of the Ojai valley and wonder how we go about it and I'm not sure how it works.

Randy added that is why it can't be one entity, it has to be a group or team. He added that if we use we can't do it as our excuse it will never get done. We can't wait. We need to look at this and figure out what each of us can give. We can't have the mentality that we can't do it.

Director Kaiser added I appreciate that and we have to look at our existing priorities. We have just taken over the Ojai system and grants do take up considerable time. Having been involved in grant writing it takes a lot of time.

President Baggerly added obtaining a grant is not a goal in itself as it does not gain one drop of water. Be prepared to tell us what is on your mind. You have not provided any idea on the projects the money will pay for. What kind of governance will be there? Who will administer the grant, who gives up authority for dealing with water so a few ngo's that want to get involved to tell us what to do. There is no structure whatsoever. You have not provided structure for how this might work and that does not work at all. Is there any idea on what projects the money would pay for and what legal governance the group would be under.

Regina added the governance depends on the grant. President Baggerly added staff would need to look at it to see if it is feasible.

Mr. Wickstrum added the questions just asked could be a good first meeting. We have looked for opportunities since 1952. Six years ago we were looking at taking over the Ojai system and previous conjunctive use process for a party that didn't want to be a part of the party. You need to bring water to the table. There are some opportunities. Ventura County Watershed Protection District has worked on arrundo removal for a few years. Matilija Dam removal is a good candidate for stream flow enhancements. The Hobo project may go a long way for this community. Collaboration is good but the other part is understanding that we have some entities we are already working with regionally such as the Watersheds Coalition Ventura County. We have a collaborative process within the county system, ratings and promoting valuable projects with

support of agencies within Ventura county. Locally, the City of Ojai can be supportive of these projects as it helps to be successful for grant funding. We now are the water purveyor of that city. Perhaps a first meeting that may be some of the discussions. We can't answer all situations. We approached Senior Canyon and worked with them to build their system up. It was quite an effort for six years to help this mutual water company. Takes a lot of effort and takes a community to do it.

Randy asks for your commitment to attend a meeting. Angelo and Regina and I will put together a simple agenda.

President Baggerly added never lose sight for our fiduciary responsibility. Be careful to encumber those agencies with debt. We could move forward with projects for Watershed Coalitions of Ventura County. Putting the Hobo project on that list. It is not as if we are sitting here doing nothing. We are working through specific issues within our budgets. He directed staff regarding a meeting with Director Kaiser suggesting analysis on the impacts and revenue cost benefits analysis.

8. Request of Valerie Barth to reverse the over allocation penalty and water usage charges resulting from a private water line leak.

DENIED

Valerie Barth stated a leak was incurred as the result of force pressure on my water. The water was off and turned back on and was opened full bore under extreme pressure as a result I had three leaks which caused overconsumption and penalties. I ask that the fees and charges of the penalties be waived due to the unnecessary pressure forced on the line. This wasn't due to anything I did. I have taken responsibility for other leaks. To blow it on three places it was too much pressure. This is the responsibility of Casitas. It would not be right for me to cause damage on someone else's property.

Mr. Wickstrum explained the meter sits near the surge tank at top of the hill near Spring Street. She lives down below Spring Street. The valve opened up and the pressure may be close to 200 psi at her house. She shows a pressure regulator that our individual noticed there was water coming out down near the property. Her line runs down the hill. It was a coupling that gave way. I had one break in June with time and age. The question she is raising is turning it off due to non-payment and turning it back on caused the three leaks. She has had zero use. The water that did leak from her own plumbing. We have people who have come before us wanting leak relief.

Director Word added have to maintain a certain level of water pressure. I have had to put pressure regulators on my property to bring the pressure down. Valerie stated I have regulators and it blew before the pressure regulator. She added it is the way the lines are handled and common to know how much pressure is asserted when you open a valve.

Director Kaiser said looking at the staff report it talks about 0 consumption since May and the lack of payment being the impetus for why the water was turned off and then back on. He added we have to have consistency on treating our rate payers and have zero allowance for over consumption and water leaks.

Director Kaiser moved to deny the request. President Baggerly added that under normal usage her lines would have been intact. Extra pressure they got because of us turning it back on we are somehow implicated in the break. I won't support the motion.

On the motion of Director Kaiser, seconded by Director Word with the additional suggestion that staff would work out a payment schedule, the above appeal was denied by the following roll call vote:

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

9. Recommend approval of unbudgeted costs to upgrade the network connection between Lake Casitas and the District Office by the purchase of materials and support of a consultant in the amount of \$7,000.

APPROVED

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

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

10. Progress Report by Staff on the development of the Dressenid Mussel Invasive Species Rapid Plan.

Mr. Wickstrum explained that six weeks ago you challenged us to put together a rapid response plan, to get it in place and get it to be something that DFW could approve. It is an Emergency response and when we do this in coordination with incident command center and similar practices just in case we get someone from FEMA looking at us. It makes sense; the existing emergency action plan has situations such as contamination of the water. The structure of how we would set up the incident command center and what follows is the rapid response plan if we should ever discover veliger's in Lake Casitas. Prevention and monitoring plans have been done for quite some time.

Carol Belser discussed the actions that would be taken in the Recreation Area and Susan McMahon discussed the actions and analysis that would be taken by the Water Quality section and possible treatment and permit issues. Michael Shields discussed concerns about infrastructure and is reviewing

possible coatings that could be placed on some of the material to discourage the mussels from attaching. Ron Merckling briefly discussed a detailed communication plan to develop how to communicate with the different customer groups.

President Baggerly asked for a presentation to the Board on November 22nd.

11. Resolution changing the meeting time of the second regular Board meeting of November 2017, cancelling the second regular Board meeting of December 2017, rescheduling the November Finance Committee to November 14th and cancelling the December Water Resources meeting.

ADOPTED AS MODIFIED

Mr. Wickstrum mentioned a change to the resolution as it is the Executive Committee that is to be changed not the Finance Committee. Director Bergen mentioned she would not be able to attend the November 22nd meeting.

On the motion of Director Hicks, seconded by Director Kaiser the above resolution as modified was adopted by the following roll call vote:

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

Resolution is numbered 17-28

12. Information Items:

- a. Lake Casitas Monthly Status Report for September 2017.
- b. ACWA 2017 Fall Conference Memorandum.
- c. Executive Committee Minutes – 10/13/17.
- d. Finance Committee Minutes – 10/20/17.
- e. Investment Report.

On the motion of Director Kaiser, seconded by Director Word, the Information items were approved by the following roll call vote:

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

President Baggerly moved the meeting to closed session at 5:15 p.m.

14. Closed Session

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)

Name of Case: Paula Suzanne Taylor v. Casitas Municipal Water District;
Stephen E. Wickstrum and DOES 1 through 10, inclusive.
Civil Action No. 2:16-cv-7864-BRO-E.

President Baggerly moved the meeting back to open session at 5:54 with Mr. Mathews stating the board met with special counsel who provided an update to the board and no formal action was taken.

15. Adjournment.

President Baggerly adjourned the meeting at 5:55 p.m.

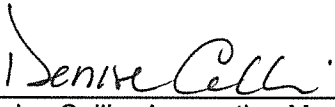
Bill Hicks, Secretary

CASITAS MUNICIPAL WATER DISTRICT**Payable Fund Check Authorization****Checks Dated 10/19/17-11/01/17****Presented to the Board of Directors For Approval November 8, 2017**

Check	Payee	Description	Amount
000761	Payables Fund Account	# 9759651478 Accounts Payable Batch 102517	\$261,166.80
000762	Payables Fund Account	# 9759651478 Accounts Payable Batch 110117	\$723,239.71
			\$984,406.51
000763	Payroll Fund Account	# 9469730919 Estimated Payroll 11/22/17	\$175,000.00
		Total	\$1,159,406.51

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,
000761-000763
have been duly audited is hereby certified as correct.

 11/1/17

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.

000761	A/P Checks:	28269-28288
	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:	

000762	A/P Checks:	28289-28421
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Voids:	28295, 28359, 28360, 28361


Denise Collin, Accounting Manager/Treasurer

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 10/21/17
Pay Date of 10/26/17
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 10/23/17
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	11/01/2017			028295		
C-CHECK	VOID CHECK	V	11/01/2017			028359		
C-CHECK	VOID CHECK	V	11/01/2017			028360		
C-CHECK	VOID CHECK	V	11/01/2017			028361		

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0			0.00	0.00	0.00
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	4	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			4	0.00	0.00	0.00
BANK:		TOTALS:	4	0.00	0.00	0.00

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0049	STATE OF CALIFORNIA							
I-T2 201710181274	State Withholding	D	10/25/2017	19.77		000000		
I-T2 201710241276	State Withholding	D	10/25/2017	10,259.87		000000		
I-T2 201710241277	State Withholding	D	10/25/2017	26.87		000000		10,306.51
0128	INTERNAL REVENUE SERVICE							
I-T1 201710181274	Federal Withholding	D	10/25/2017	119.02		000000		
I-T1 201710241276	Federal Withholding	D	10/25/2017	30,711.59		000000		
I-T1 201710241277	Federal Withholding	D	10/25/2017	150.60		000000		
I-T3 201710181274	FICA Withholding	D	10/25/2017	143.50		000000		
I-T3 201710241276	FICA Withholding	D	10/25/2017	26,824.26		000000		
I-T3 201710241277	FICA Withholding	D	10/25/2017	150.28		000000		
I-T4 201710181274	Medicare Withholding	D	10/25/2017	33.56		000000		
I-T4 201710241276	Medicare Withholding	D	10/25/2017	6,974.44		000000		
I-T4 201710241277	Medicare Withholding	D	10/25/2017	35.14		000000		65,142.39
0187	CALPERS							
I-PBB201710241276	PERS BUY BACK	D	10/25/2017	216.95		000000		
I-PBP201710241276	PERS BUY BACK	D	10/25/2017	161.96		000000		
I-PEB201710241276	PEPRA EMPLOYEES PORTION	D	10/25/2017	2,957.43		000000		
I-PEM201710241276	PERS EMPLOYEE PORTION MGMT	D	10/25/2017	3,044.23		000000		
I-PER201710241276	PERS EMPLOYEE PORTION	D	10/25/2017	6,751.12		000000		
I-PRB201710241276	PEBRA EMPLOYER PORTION	D	10/25/2017	3,091.31		000000		
I-PRR201710241276	PERS EMPLOYER PORTION	D	10/25/2017	10,877.19		000000		27,100.19
0270	Wells Fargo Bank							
I-100917a	Conservation Seminar	R	10/20/2017	30.00		028269		
I-100917b	Maintenance Conference Lodging	R	10/20/2017	152.55		028269		
I-100917c	Maintenance Conference Reg Fee	R	10/20/2017	300.00		028269		
I-100917d	Employment Advertising	R	10/20/2017	76.00		028269		
I-100917e	Buffered Smart Switch - EM	R	10/20/2017	344.45		028269		
I-100917f	Oxygen O2 Sensor - EM	R	10/20/2017	165.15		028269		1,068.15
0004	ACWA JOINT POWERS INSURANCE AU							
I-05111110	Health Insurance 11/17	R	10/25/2017	140,612.86		028270		140,612.86
3428	Zaiad Aryanpure							
I-102517	Ojai Customer Refund	R	10/25/2017	55.00		028271		55.00
1666	AT & T							
I-9391035542	Acct#9391035542	R	10/25/2017	1,223.65		028272		1,223.65
0018	AT & T MOBILITY							
I-829434088X10142017	PT Wildlife Biol Monthly Cell	R	10/25/2017	11.73		028273		11.73

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
9065	ERIC BEHRENDT							
I-102317	Dist. Grade 3 Certification	R	10/25/2017	90.00		028274		90.00
0756	BOARD OF EQUALIZATION							
I-103117	Use Tax Return 15300115	R	10/25/2017	2,128.00		028275		2,128.00
3042	Jessica Collins							
I-Oct 17	Reimburse Mileage 10/17	R	10/25/2017	150.33		028276		150.33
0086	E.J. Harrison & Sons Inc							
I-27664	Acct#1C00053370	R	10/25/2017	146.94		028277		146.94
0086	E.J. Harrison & Sons Inc							
I-27685	Acct#1C00054230	R	10/25/2017	1,180.00		028278		1,180.00
0086	E.J. Harrison & Sons Inc							
I-27686	Acct#1C00054240	R	10/25/2017	155.23		028279		155.23
0215	SOUTHERN CALIFORNIA EDISON							
I-102017	Acct#2237011044	R	10/25/2017	27.05		028280		
I-102117	Acct#2266156405	R	10/25/2017	92.52		028280		
I-102117a	Acct#2157697889	R	10/25/2017	2,305.70		028280		2,425.27
0216	Southern California Gas Co.							
I-102317	Acct#00801443003	R	10/25/2017	316.58		028281		
I-102317a	Acct#18231433006	R	10/25/2017	56.04		028281		372.62
3427	Sycamore Home Owners Associati							
I-102517	Ojai Customer Refund	R	10/25/2017	20.15		028282		20.15
0102	FRANCHISE TAX BOARD							
I-G03201710241276	Payroll Deduction	R	10/25/2017	100.00		028283		100.00
0124	ICMA RETIREMENT TRUST - 457							
I-CUI201710241276	457 CATCH UP	R	10/25/2017	461.54		028284		
I-DCI201710241276	DEFERRED COMP FLAT	R	10/25/2017	2,109.62		028284		
I-DI%201710241276	DEFERRED COMP PERCENT	R	10/25/2017	269.42		028284		2,840.58
1960	Moringa Community							
I-MOR201710241276	PAYROLL CONTRIBUTIONS	R	10/25/2017	16.75		028285		16.75
0985	NATIONWIDE RETIREMENT SOLUTION							
I-DCN201710241276	DEFERRED COMP FLAT	R	10/25/2017	4,834.81		028286		
I-DN%201710241276	DEFERRED COMP PERCENT	R	10/25/2017	342.14		028286		5,176.95

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0180	S.E.I.U. - LOCAL 721							
I-COP201710241276	SEIU 721 COPE	R	10/25/2017	42.00		028287		
I-UND201710241276	UNION DUES	R	10/25/2017	741.50		028287		783.50
0230	UNITED WAY							
I-UWY201710241276	PAYROLL CONTRIBUTIONS	R	10/25/2017	60.00		028288		60.00
3003	Stephen Taylor							
I-102617	Reimburse Workers Comp	R	10/26/2017	338.52		028289		338.52
3431	David Abrecht							
I-588174	Camping Cancellation - LCRA	R	11/01/2017	175.00		028290		175.00
3411	Absolution Water LLC							
I-0012	Treatment Operator Workshop-OM	R	11/01/2017	690.00		028291		690.00
9569	ALLCABLE							
I-2204565-01a	Cable Assembly - EM	R	11/01/2017	269.38		028292		269.38
1817	ALLIED ELECTRONICS, INC.							
I-10121649	Hoffman Enclosures - EM	R	11/01/2017	424.59		028293		424.59
3044	Amazon Capital Services							
C-19MR-47QC-6F9Tb	Accrue Use Tax	R	11/01/2017	1.44CR		028294		
C-1DVR-WTK3-3VXTb	Accrue Use Tax	R	11/01/2017	14.06CR		028294		
C-1DYY-1JPI-KGGTb	Accrue Use Tax	R	11/01/2017	1.21CR		028294		
C-1FM1-JNFH-4LGGb	Accrue Use Tax	R	11/01/2017	25.66CR		028294		
D-19MR-47QC-6F9Ta	Accrue Use Tax	R	11/01/2017	1.44		028294		
D-1DVR-WTK3-3VXTa	Accrue Use Tax	R	11/01/2017	14.06		028294		
D-1DYY-1JPI-KGGTa	Accrue Use Tax	R	11/01/2017	1.21		028294		
D-1FM1-JNFH-4LGGa	Accrue Use Tax	R	11/01/2017	25.66		028294		
I-19MR-47QC-6F9T	Phone Case - EM	R	11/01/2017	19.84		028294		
I-1DVR-WTK3-3VXT	Fire Alarms - DO	R	11/01/2017	193.99		028294		
I-1DYY-1JPI-KGGT	Batteries - Eng	R	11/01/2017	16.68		028294		
I-1FM1-JNFH-4LGG	New Wheels - Unit EZ4	R	11/01/2017	353.95		028294		
I-1K6W-7RQH-PVHG	Projection Board - Cons	R	11/01/2017	348.62		028294		933.08
0836	AMERICAN RED CROSS							
I-22057894	First Aid/CPR Review	R	11/01/2017	81.00		028296		81.00
0417	APPLIED INDUSTRIAL TECHNOLOGY							
I-7011677418	Single Row Ball Bearings - EM	R	11/01/2017	169.93		028297		169.93

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0014	AQUA-FLO SUPPLY							
I-SI1111148	PVC Fittings - Maint	R	11/01/2017	18.05		028298		
I-SI1112744	PVC Fittings - UT	R	11/01/2017	5.21		028298		
I-SI1112752	PVC Fittings - UT	R	11/01/2017	18.28		028298		
I-SI1112771	Steel Fittings - Eng/UT	R	11/01/2017	45.28		028298		
I-SI1113276	Coupling, PVC Fittings - WP	R	11/01/2017	26.52		028298		
I-SI1114413	PVC Fittings - TP	R	11/01/2017	39.10		028298		
I-SI1117042	ICV Lid - WP	R	11/01/2017	3.93		028298		156.37
0840	AQUA-METRIC SALES COMPANY							
I-0067304-IN	Water Meters for GS - UT	R	11/01/2017	5,681.17		028299		5,681.17
1703	ARNOLD LAROCHELLE MATTHEWS							
I-51540	Matter # 5088-001 9/17	R	11/01/2017	9,178.00		028300		
I-51541	Matter # 5088-017 9/17	R	11/01/2017	600.00		028300		9,778.00
2179	Art Street Interactive							
I-1261	Res. Sys. Web Hosting/Maint.	R	11/01/2017	542.15		028301		542.15
1666	AT & T							
I-000010407690	T-1 Lines 9391035541	R	11/01/2017	492.70		028302		492.70
3429	AT&T							
I-2069639309	Acct#831-000-6908-483	R	11/01/2017	1,136.11		028303		1,136.11
1242	AUTOMATIONDIRECT.COM INC.							
C-8256305b	Accrue Use Tax	R	11/01/2017	13.05CR		028304		
D-8256305a	Accrue Use Tax	R	11/01/2017	13.05		028304		
I-8256305	Gauges - Whs	R	11/01/2017	180.00		028304		180.00
0021	AWA OF VENTURA COUNTY							
I-06-10266	Waterwise Breakfast 10/19/17	R	11/01/2017	75.00		028305		
I-102517	CCWUC Luncheon 10/25	R	11/01/2017	140.00		028305		215.00
0030	B&R TOOL AND SUPPLY CO							
I-1900904533	Adapter & Socket - EM	R	11/01/2017	13.74		028306		
I-1900905043	Cutter Carbide - EM	R	11/01/2017	193.89		028306		
I-1900905100	Ladder - IT	R	11/01/2017	191.80		028306		
I-1900905101	Truck Tool Chest - LCRA	R	11/01/2017	569.70		028306		969.13
1295	B.S.N. CONSTRUCTION							
I-453	Asphalt Work - PL	R	11/01/2017	60,654.18		028307		60,654.18

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3207	BMI PacWest iNC.							
I-010269	AC Mainteneance - EM	R	11/01/2017	40.28		028308		40.28
1062	BP Medical Supplies							
C-E249733b	Accrue Use Tax	R	11/01/2017	3.98CR		028309		
D-E249733a	Accrue Use Tax	R	11/01/2017	3.98		028309		
I-E249733	Quick Clip Restraint - WP	R	11/01/2017	54.90		028309		54.90
3059	Brenntag Pacific Inc.							
I-BPI781144	Chloring for Ojai Sys. - TP	R	11/01/2017	1,270.70		028310		1,270.70
0055	CASITAS BOAT RENTALS							
I-Sept 17	Gas for Boats - LCRA	R	11/01/2017	1,090.25		028311		1,090.25
0511	Centers for Family Health							
I-6/11820487-1	Patient#34658950 DOS 7/7/17	R	11/01/2017	70.71		028312		70.71
3432	Paula Chavez							
I-580605	Reduction in Stay - LCRA	R	11/01/2017	76.00		028313		76.00
1843	COASTAL COPY							
I-757348	Copier Usage - Whs	R	11/01/2017	38.69		028314		38.69
0060	COASTLINE EQUIPMENT							
I-418003	Backhoe Repair - Unit 116	R	11/01/2017	4,603.91		028315		
I-425922	Cutting Edge Blade - Unit 114	R	11/01/2017	369.45		028315		4,973.36
0061	COMPUWAVE							
I-SB02088078	Dell Printer - Cons	R	11/01/2017	685.33		028316		685.33
0062	CONSOLIDATED ELECTRICAL							
I-9009-759566	Duplex Alternating Control -EM	R	11/01/2017	181.43		028317		
I-9009-759696	Relay - EM	R	11/01/2017	353.32		028317		
I-9009-760133	Master Pad - EM	R	11/01/2017	243.08		028317		777.83
1588	CONSULTING WEST ENGINEERS							
I-CMWD-1705	Rincon PP Electrical - EM	R	11/01/2017	4,200.00		028318		
I-CMWD-1706	Rincon PP Electrical - EM	R	11/01/2017	1,400.00		028318		5,600.00
0331	COORDINATED WIRE ROPE							
I-81795	Chain With Hook - LCRA	R	11/01/2017	362.51		028319		
I-81802	Chains & Slings - TP	R	11/01/2017	909.02		028319		
I-81889	Quagga Cable Kits - LCRA	R	11/01/2017	4,000.00		028319		5,271.53

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2771	I-SO-2017244	Core-Rosion Products Clarifier Mixer Motor - TP	R	11/01/2017	670.31		028320	670.31
1483		CORVEL CORPORATION						
	I-6/11820487-1	Patient# 34658950 DOS 7/7/17	R	11/01/2017	11.52		028321	
	I-6/11831571-1	Patient# 229860 DOS 7/24/17	R	11/01/2017	10.00		028321	
	I-6/11847252-1	Patient# 230190 DOS 7/28/17	R	11/01/2017	114.51		028321	136.03
1001		CUSTOM PRINTING						
	I-64630	GS Special Letter Mailing-Cons	R	11/01/2017	1,753.70		028322	
	I-64649	Ojai Day Banner - Cons.	R	11/01/2017	128.70		028322	1,882.40
0079	I-250087064	DANIELS TIRE SERVICE Tire Service - JD Tractor #113	R	11/01/2017	287.23		028323	287.23
2480	I-1709158	David Taussig & Associates, In D17-00115 CFD Tax Admin	R	11/01/2017	309.00		028324	309.00
0740		DELL MARKETING L.P.						
	I-10194050987	Computer & Monitor - PL	R	11/01/2017	1,173.57		028325	
	I-10196588286	Optiplex Computer - Lab	R	11/01/2017	1,002.56		028325	2,176.13
0081		DELTA LIQUID ENERGY						
	I-102673	Propane - LCRA	R	11/01/2017	7.96		028326	
	I-4734	Propane - LCRA	R	11/01/2017	618.62		028326	626.58
2667	I-28411	Digital Telecommunications Cor 911 Troubleshooting - DO	R	11/01/2017	250.00		028327	250.00
2873	I-4228	DK Fleet Inc. Repair & Maintenance -Unit 115	R	11/01/2017	613.22		028328	613.22
3201		E&M Inc.						
	C-307577b	Accrue Use Tax	R	11/01/2017	74.82CR		028329	
	D-307577a	Accrue Use Tax	R	11/01/2017	74.82		028329	
	I-307577	Dev.Studio Software Support-EM	R	11/01/2017	1,032.00		028329	1,032.00
0095		FAMCON PIPE & SUPPLY						
	I-196182	Brass Fittings, Bushings - PL	R	11/01/2017	262.92		028330	
	I-196474	Flanges, Sleeves - PL	R	11/01/2017	587.73		028330	
	I-196475	Brass Fittings, Bushings - PL	R	11/01/2017	25.58		028330	
	I-196790	Ford Bands - PL	R	11/01/2017	139.43		028330	
	I-196791	Copper Gaskets - PL	R	11/01/2017	380.74		028330	
	I-197307	Brass Fittings - PL	R	11/01/2017	468.68		028330	
	I-197518	Brass Coupling - PL	R	11/01/2017	150.15		028330	
	I-197652	Locking Devices - UT	R	11/01/2017	1,029.60		028330	
	I-197701	Brass Coupling & Pipe - PL	R	11/01/2017	1,207.64		028330	
	I-198152	Meter Boxes - UT	R	11/01/2017	2,020.59		028330	
	I-198551	Copper Tubing - Whs	R	11/01/2017	1,602.32		028330	7,875.38

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0099	FGL ENVIRONMENTAL							
I-711762A	Nitrate Monitoring 9/26/17	R	11/01/2017	18.00		028331		
I-711764A	Manganese Monitoring 9/26/17	R	11/01/2017	130.00		028331		
I-711766A	Copper & Lead Sampling 9/21/17	R	11/01/2017	30.00		028331		
I-711767A	Copper & Lead Sampling 9/21/17	R	11/01/2017	60.00		028331		238.00
3433	William Findley							
I-595204	Reduction in Stay - LCRA	R	11/01/2017	38.00		028332		38.00
0096	FIREMASTER - LOS ANGELES REG.							
I-0000466115	Fire Extinguisher Inspection	R	11/01/2017	238.52		028333		238.52
0101	FISHER SCIENTIFIC							
I-6162409	Agar & Ethyl Alcohol - Lab	R	11/01/2017	95.05		028334		
I-6778777	Water Bath Treatment - Lab	R	11/01/2017	33.75		028334		128.80
3440	Michael Flack							
I-579862	Reduction in Stay - LCRA	R	11/01/2017	50.00		028335		50.00
2310	Flora Gardens							
I-178968	Planting Mix & Plant - LCRA	R	11/01/2017	42.13		028336		42.13
0103	FRANK'S ROOTER & PUMPING							
I-92130	Septic Tank Pump - LCRA	R	11/01/2017	475.00		028337		
I-92131	Septic Tank Pump - LCRA	R	11/01/2017	540.00		028337		
I-92134	Septic Vault Pumping - LCRA	R	11/01/2017	475.00		028337		1,490.00
0104	FRED'S TIRE MAN							
I-103222	Replace Tires/Allign - Unit 15	R	11/01/2017	955.96		028338		
I-103281	Flat Tire Repair - Unit 277	R	11/01/2017	30.00		028338		
I-103367	Replace Tires - Unit 31	R	11/01/2017	204.49		028338		
I-103381	Back Tires - Unit 277	R	11/01/2017	105.69		028338		
I-103470	Replace Tires - Unit 29	R	11/01/2017	171.96		028338		
I-103557	Mount & Balance - Unit 42	R	11/01/2017	1,278.99		028338		
I-103660	Mount & Balance - Unit 22	R	11/01/2017	1,000.35		028338		
I-103717	Tire Instal - Unit 114	R	11/01/2017	381.64		028338		
I-103736	Oil Filter/Change - Unit 8	R	11/01/2017	92.83		028338		
I-103743	Oil Filter/Change - Unit 49	R	11/01/2017	44.61		028338		
I-103902	Flat Repair - Maint	R	11/01/2017	30.00		028338		4,296.52
0106	FRONTIER PAINT							
I-FO229977	Urethane - WP	R	11/01/2017	101.59		028339		101.59

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1280	FRY'S ELECTRONICS, INC.							
I-6915348	Battery Pack - PL	R	11/01/2017	113.14		028340		
I-6921231	USB Cord, Convertor - IT	R	11/01/2017	38.54		028340		151.68
2720	Garda CL West, Inc.							
I-20259597	Excess Items - LCRA	R	11/01/2017	8.40		028341		8.40
0115	GRAINGER, INC							
I-9594768617	O Ring Assortment - TP	R	11/01/2017	109.79		028342		
I-9595778490	Pipe Clamp - LCRA	R	11/01/2017	4.37		028342		114.16
2217	Greg Rents							
I-45705	Cement Slurry - PL	R	11/01/2017	79.35		028343		
I-45896	Cement Slurry - PL	R	11/01/2017	56.18		028343		
I-46000	Cement Slurry - PL	R	11/01/2017	136.19		028343		
I-46155	Cement Slurry - PL	R	11/01/2017	50.94		028343		
I-46178	Cement Slurry - PL	R	11/01/2017	79.35		028343		
I-46458	Cement Slurry - LCRA	R	11/01/2017	304.03		028343		
I-46469	Cement Slurry - PL	R	11/01/2017	136.19		028343		
I-46658	Cement Slurry - PL	R	11/01/2017	310.45		028343		
I-46773	Cement Slurry - PL	R	11/01/2017	62.74		028343		
I-46826	Cement Slurry - PL	R	11/01/2017	62.74		028343		1,278.16
0121	HACH COMPANY							
I-10672397	Chlorine Reagent - Lab	R	11/01/2017	249.04		028344		
I-10675470	Reagent & Vials - Lab	R	11/01/2017	229.52		028344		478.56
0369	HARRINGTON INDUSTRIAL PLASTICS							
I-013A0407	Tube Fittings - TP	R	11/01/2017	142.25		028345		142.25
2940	Holliday Rock Co, Inc.							
I-922117	Retaining Wall Concrete - LCRA	R	11/01/2017	919.67		028346		919.67
0596	HOME DEPOT							
I-1822830	Ryobi Battery - LCRA	R	11/01/2017	298.16		028347		298.16
0894	HOSE-MAN, INC.							
I-5241658-0001-05	Elbows - Unit 115	R	11/01/2017	30.34		028348		30.34
3434	Jim Huffman							
I-580311	Camping Cancellation - LCRA	R	11/01/2017	223.00		028349		223.00
1177	ICON SAFETY COMPANY INC.							
I-316010080	Oxygen O2 Sensor - EM	R	11/01/2017	157.91		028350		157.91

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0125	IDEXX DISTRIBUTION CORP							
I-3022936253	QT Trays - Lab	R	11/01/2017	238.19		028351		238.19
0131	JCI JONES CHEMICALS, INC							
I-738094	Hypochlorite - TP, CM 738145	R	11/01/2017	899.94		028352		
I-738095	Chlorine - TP, CM 738144	R	11/01/2017	1,650.00		028352		2,549.94
3177	Johnson Equipment Company							
I-4848	Scanner,Antenna,Mounts-Unit 44	R	11/01/2017	5,896.90		028353		5,896.90
2858	Dr. Norman Katz							
I-10-10-17	Pre-Employment Screening	R	11/01/2017	450.00		028354		450.00
0744	KIEFER							
C-713571b	Accrue Use Tax	R	11/01/2017	26.76CR		028355		
D-713571a	Accrue Use Tax	R	11/01/2017	26.76		028355		
I-713571	Lifeguard Rescue Tubes - WP	R	11/01/2017	396.07		028355		396.07
0328	LIGHTNING RIDGE							
I-9201705	Maint/Host Uniforms - LCRA	R	11/01/2017	1,431.24		028356		1,431.24
3435	Shannon Lindop							
I-594699	Camping Cancellation - LCRA	R	11/01/2017	109.00		028357		109.00
0151	MEINERS OAKS ACE HARDWARE							
C-797812	Sawzall Return - Maint	R	11/01/2017	0.98CR		028358		
I-790962	Compact Air Circulator - Fish	R	11/01/2017	79.61		028358		
I-793845	Fly Trap, Ground Fault Kit -WP	R	11/01/2017	86.77		028358		
I-794406	Paint Trays,Paint Brushes-LCRA	R	11/01/2017	143.56		028358		
I-795663	Twine,Utility Knife,Cords - WP	R	11/01/2017	247.10		028358		
I-795745	Bolts, Screws, Bushings - UT	R	11/01/2017	28.31		028358		
I-795806	Tarps - Maint	R	11/01/2017	50.32		028358		
I-795885	Broom, Dust pan, Wipes - UT	R	11/01/2017	47.65		028358		
I-796112	Plugs, Respirator Mask - Maint	R	11/01/2017	15.99		028358		
I-796235	Trash Can, Bursh Duster - UT	R	11/01/2017	50.98		028358		
I-796294	PVC Fittings - UT	R	11/01/2017	36.74		028358		
I-796479	Gloves, Ring Wax - TP	R	11/01/2017	29.04		028358		
I-796525	Ring Wax Kits - TP	R	11/01/2017	162.63		028358		
I-796813	Respirators - Maint	R	11/01/2017	20.97		028358		
I-796832	Bushings, Pliers - TP	R	11/01/2017	38.99		028358		
I-796895	Blade Sawzall - Maint	R	11/01/2017	12.68		028358		
I-796916	Velcro Tape - LCRA	R	11/01/2017	14.63		028358		
I-797021	Master Locks - UT	R	11/01/2017	462.81		028358		
I-797029	Wood & Rebar - TP	R	11/01/2017	32.13		028358		
I-797037	Gloves, Drycrete, PVC Pipe -WP	R	11/01/2017	72.99		028358		
I-797050	Trenching Shovel - TP	R	11/01/2017	25.86		028358		
I-797098	Potting Mix - LCRA	R	11/01/2017	9.74		028358		
I-797128	Strap Ties, Angle - TP	R	11/01/2017	18.28		028358		

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I-797195	Blade Sawzal - Maint	R	11/01/2017	24.38		028358		
I-797220	Utility Pump - TP	R	11/01/2017	66.36		028358		
I-797272	Flat Bar, Glue - LCRA	R	11/01/2017	12.10		028358		
I-797275	Bolts, Washers, Lube - Maint	R	11/01/2017	45.11		028358		
I-797289	Bolts - Maint	R	11/01/2017	5.36		028358		
I-797561	Hex Nuts - Maint	R	11/01/2017	5.78		028358		
I-797647	Bolts, Screws, Washers - Maint	R	11/01/2017	24.68		028358		
I-797803	Fittings,Elbows,Adapters-LCRA	R	11/01/2017	71.65		028358		
I-797805	Safety Glasses,Tape - WP	R	11/01/2017	60.91		028358		
I-797811	Blade Sawzall - Maint	R	11/01/2017	24.38		028358		
I-797975	Respirator - LCRA	R	11/01/2017	8.77		028358		
I-798119	Plugs,Galvanized Fittings-LCRA	R	11/01/2017	38.57		028358		
I-798182	Ratchet, Paintbrushes - WP	R	11/01/2017	62.19		028358		
I-798243	Bolts, Screws, Drip Pipe -LCRA	R	11/01/2017	32.96		028358		
I-798492	Angle Grinder - WP	R	11/01/2017	64.34		028358		
I-798502	Clorox, Hammer, Lysol - TP	R	11/01/2017	45.43		028358		
I-798674	Lime-Rust Remover - EM	R	11/01/2017	5.46		028358		2,285.23
1876	NALCO COMPANY							
I-66101203	Anionic Polymer - TP	R	11/01/2017	787.27		028362		787.27
3442	Joseph Neulight							
I-103017	Irrigation Controller Rebate	R	11/01/2017	250.00		028363		250.00
2185	Oasis Technology Inc.							
I-101317-3	Software at Hoist House - EM	R	11/01/2017	125.00		028364		125.00
0163	OFFICE DEPOT							
I-970771132001	Office Supplies - DO	R	11/01/2017	728.33		028365		
I-970771340001	Office Supplies - DO	R	11/01/2017	3.84		028365		
I-970771341001	Office Supplies - DO	R	11/01/2017	82.55		028365		
I-970773016001	Office Supplies - DO	R	11/01/2017	97.13		028365		
I-973168311001	Office Supplies - DO	R	11/01/2017	36.72		028365		
I-973168541001	Office Supplies - DO	R	11/01/2017	95.11		028365		1,043.68
0625	OfficeTeam							
I-49474579	Admin Temp	R	11/01/2017	811.53		028366		
I-49475088	Admin Temp	R	11/01/2017	330.31		028366		1,141.84
1570	Ojai Auto Supply LLC							
I-414709	Starter w/Solenoid - Unit 54	R	11/01/2017	115.18		028367		115.18
0912	OJAI BUSINESS CENTER, INC							
I-12620a	Ship Quagga Sample - Lab	R	11/01/2017	106.92		028368		
I-12620b	Laminating - EM	R	11/01/2017	2.15		028368		
I-12620c	Sample Shipment - Lab	R	11/01/2017	76.98		028368		186.05

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0607	I-07-3025	OJAI ELECTRIC Concess. Trailer Disconnect-WP	R 11/01/2017	85.00		028369		85.00
0165	I-1710-847049	OJAI LUMBER CO, INC Gloves, Mortar, Paint Pail -UT	R 11/01/2017	16.13		028370		
	I-1710-848053	Bolts & Nuts - Maint	R 11/01/2017	60.06		028370		76.19
0884	I-176328	OJAI TERMITE & PEST CONTROL, I Yellow Jacket Treatment -Maint	R 11/01/2017	225.00		028371		225.00
3414	I-5047	Ojai Valley Muffler Window Repair - Unit 135	R 11/01/2017	85.00		028372		85.00
0168	I-300016553	OJAI VALLEY NEWS Fall Visitors Guide - Cons.	R 11/01/2017	350.00		028373		350.00
0383	I-646	ON DUTY UNIFORMS & EQUIPMENT Shorts for PSO's - LCRA	R 11/01/2017	155.13		028374		155.13
2906	I-1263	Craig R. Oswald Glass Door Installation - Cons	R 11/01/2017	850.00		028375		850.00
2495	I-736070	Pacific Marine Repair Inc. Oil Change/Tune Motor-Unit 135	R 11/01/2017	459.10		028376		459.10
3436	I-656671	Jessica Papps Vehicle Day Use Refund - LCRA	R 11/01/2017	10.00		028377		10.00
0959	I-300544	PERIMETER SECURITY SYSTEMS Bearings for Gate - LCRA	R 11/01/2017	87.47		028378		87.47
0188	I-103117	PETTY CASH Replenish Petty Cash - DO	R 11/01/2017	384.71		028379		384.71
0686	I-0092195	POLLARD WATER Dechlor Supplies - Lab	R 11/01/2017	567.10		028380		567.10
2833	I-79410045	Praxair, Inc Liquid Oxygen - TP	R 11/01/2017	1,929.60		028381		
	I-79570610	Liquid Oxygen - TP	R 11/01/2017	2,215.80		028381		
	I-79602358	Liquid Oxygen - TP	R 11/01/2017	2,122.65		028381		6,268.05
1439	I-2543	PRECISION POWER EQUIPMENT Weed Eater Carborator Repair	R 11/01/2017	85.59		028382		85.59

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0619	I-7070	PUMP CHECK Meter Water Test PDF's - EM	R 11/01/2017	500.00		028383		500.00
2682	I-102217	Quagga Inspection Services, LL Quagga License Renewal-LCRA	R 11/01/2017	1,200.00		028384		1,200.00
0732	I-02989701	QUINN RENTAL SERVICES Backhoe Rental - PL	R 11/01/2017	2,720.54		028385		2,720.54
3438	I-614119	Ryan Robbs Reduction in Stay - Refund	R 11/01/2017	190.00		028386		190.00
3430	I-63293	Robinson Di Lando Claim#1102-WC-05000002	R 11/01/2017	350.00		028387		
	I-63601	Claim#1102WC1705000002	R 11/01/2017	350.00		028387		700.00
0313	I-21986	ROCK LONG'S AUTOMOTIVE Oil&Air Filter Change-Unit 47	R 11/01/2017	133.65		028388		
	I-22011	Smog Inspection - Unit 35	R 11/01/2017	44.75		028388		
	I-22061	Oil & Blower Motor - Unit 46	R 11/01/2017	526.58		028388		
	I-22087	Oil&Air Filter/Change-Unit 40	R 11/01/2017	372.11		028388		
	I-22120	Oil, Air, Water Filter-Unit 16	R 11/01/2017	135.54		028388		1,212.63
3437	I-594697	Kathleen Romero Camping Cancellation - LCRA	R 11/01/2017	109.00		028389		109.00
2475	I-790357	Rutan & Tucker, LLP Matter#029518-0001 9/17	R 11/01/2017	210.00		028390		210.00
2688	I-12109	Safe-Entry Technical Repair Gas Detectors - EM	R 11/01/2017	247.25		028391		247.25
2934	I-821394	Safetec Compliance System, Inc SDS Online Services	R 11/01/2017	1,945.00		028392		1,945.00
2756	I-0987036-IN	SC Fuels Gas - LCRA	R 11/01/2017	1,789.06		028393		
	I-0996813-IN	Gas - Main Yard	R 11/01/2017	3,227.59		028393		
	I-1002502-IN	Diesel - Main Yard	R 11/01/2017	969.92		028393		5,986.57
3286	I-092117	Seaward Surf & Sport Wet Suits,Fins,Masks - LCRA	R 11/01/2017	265.10		028394		265.10

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3441	Frederick Simson							
I-582430	Camping Cancellation - LCRA	R	11/01/2017	71.00		028395		71.00
0215	SOUTHERN CALIFORNIA EDISON							
I-102717	Acct#2210507034	R	11/01/2017	177.70		028396		
I-102717a	Acct#2312811532	R	11/01/2017	177.59		028396		
I-102817	Acct#2312811532	R	11/01/2017	85.09		028396		
I-102817a	Acct#2210503702	R	11/01/2017	7,363.96		028396		
I-110117a	Acct#2237789169	R	11/01/2017	29.19		028396		
I-110117b	Acct#2210502480	R	11/01/2017	129,812.04		028396		
I-110117c	Acct#2210505426	R	11/01/2017	1,878.15		028396		139,523.72
3224	Spiniello Companies							
I-101817	Meter Replacement Ojai Sys.	R	11/01/2017	129,282.06		028397		129,282.06
3012	Staples Construction Company I							
I-117432.06	Retention Billing DO Remodel	R	11/01/2017	48,034.27		028398		48,034.27
0048	STATE OF CALIFORNIA							
I-110117	State Water Plan Payment	R	11/01/2017	205,752.00		028399		205,752.00
2643	Take Care by WageWorks							
I-6401161	Reimburse Medical/Dep Care	R	11/01/2017	404.00		028400		
I-6415427	Reimburse Medical/Dep Care	R	11/01/2017	192.30		028400		596.30
1954	Talley, Inc.							
I-10288610	SCADA Antennas - EM	R	11/01/2017	634.89		028401		634.89
2527	Traffic Technologies LLC							
I-25825	Parking Signs - DO	R	11/01/2017	93.45		028402		93.45
0364	TRI-COUNTY OFFICE FURNITURE							
I-129884	Storage Cabinet Lid - Cons.	R	11/01/2017	117.12		028403		
I-130061	Office Chairs - OM	R	11/01/2017	1,976.26		028403		2,093.38
1662	TYLER TECHNOLOGIES, INC.							
I-025-203432	Accounts Conversion	R	11/01/2017	156.25		028404		
I-025-203960	Accounts Conversion	R	11/01/2017	62.50		028404		218.75
1967	Robert Vasquez							
I-102517	Safety Boots	R	11/01/2017	170.00		028405		170.00
9955	VENTURA WHOLESALE ELECTRIC							
I-228630	30 Amp Breaker - LCRA	R	11/01/2017	43.10		028406		
I-228894	Conduit, Receptacle - EM	R	11/01/2017	81.30		028406		124.40

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3409	Matthew Vestuto							
I-102017	Cultural Resource Monit. -Eng.	R	11/01/2017	3,267.00		028407		3,267.00
1101	REBEKAH VIEIRA							
I-103017	Tuition Reimbursement 10/17	R	11/01/2017	1,350.00		028408		1,350.00
0264	WEIL AQUATRONICS, INC							
I-88170	Sludge Bed Pump - TP	R	11/01/2017	6,678.24		028409		6,678.24
0271	WEST COAST AIR CONDITIONING							
I-S87089	Quarterly Maintenance - DO	R	11/01/2017	400.00		028410		
I-S87246	Ac Repair - DO	R	11/01/2017	1,177.00		028410		
I-S87649	Condensate Tables - DO	R	11/01/2017	5.36		028410		1,582.36
0403	WESTERN WATER WORKS SUPPLY CO.							
I-457516-01	Meter Boxes/Lids - UT	R	11/01/2017	8,301.58		028411		
I-470278-00	Ball Valves, Plugs, Rings -Whs	R	11/01/2017	3,140.82		028411		11,442.40
0330	WHITE CAP CONSTRUCTION SUPPLY							
I-10007574270	Broom, Hole Saw - PL	R	11/01/2017	106.82		028412		106.82
3050	James D Woodburn MD Inc							
I-6/11831571-1	Patient# 229860 DOS 7/24/17	R	11/01/2017	110.22		028413		
I-6/11847252-1	Patient# 230190 DOS 7/28/17	R	11/01/2017	953.73		028413		1,063.95
3426	Tanya Woolford							
I-586135	Extra Vehicle Refund - LCRA	R	11/01/2017	25.00		028414		25.00
0274	JAMES WORD							
I-Oct 17	Reimburse Mileage 10/17	R	11/01/2017	104.86		028415		104.86
3439	Peter Zuniga							
I-655784	Extra Vehicle Refund - LCRA	R	11/01/2017	25.00		028416		25.00
0489	STEVE WICKSTRUM							
I-Oct 17	Reimburse Expense 10/17	R	11/01/2017	273.22		028417		
I-Sept 17	Reimburse Expense 9/17	R	11/01/2017	163.59		028417		436.81
	EGGEBRATEN, ROBERT							
I-000201710201275	TS REFUND	R	11/01/2017	51.00		028418		51.00
	LOPEZ, LISA							
I-000201710311278	UB REFUND	R	11/01/2017	0.01		028419		0.01

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-000201710311279	GARCIA, CIPRIANO TS REFUND	R	11/01/2017	102.00		028420		102.00
1627	OSCAR'S TREE SERVICE							
I-13270	Tree Removal - LCRA	R	11/01/2017	950.00		028421		
I-13289	Tree Trimming - LCRA	R	11/01/2017	975.00		028421		1,925.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	149	884,472.42	0.00	884,472.42
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	102,549.09	0.00	102,549.09
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00	
		VOID CREDITS	0.00	
			0.00	

OTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			152	987,021.51	0.00	987,021.51
BANK: AP		TOTALS:	152	987,021.51	0.00	987,021.51
REPORT TOTALS:			152	987,021.51	0.00	987,021.51

check Reissue #28291
check Reissue #28421

(690.00)
(1,925.00)

984,406.51

Casitas Municipal Water District
Reimbursement Disclosure Report (1)
Fiscal Year 2017/18
July 1, 2017-June 30, 2018

<u>Date paid</u>	<u>Board of Director/Employee</u>	<u>Description</u>	<u>Amount Paid</u>
7/5/2017	Scott MacDonald	Safety Boot Purchase	145.46
7/5/2017	Michael Moler	Reimburse Mileage	136.43
7/12/2017	Gerardo Herrera	Safety Boot Purchase	170.00
7/12/2017	Scott Lewis	Lodging 6/24/17-6/27/17	320.94
7/12/2017	Scott Lewis	Mileage Reimbursement	292.11
7/19/2017	Vincent Godinez	Safety Boot Purchase	156.23
7/27/2017	Greg Romey	Airfare for ASSE Safety Management Training	302.95
7/27/2017	Robert Vasquez	Meal Reimbursement for O&M Staff-Mutual Well Leak	143.07
8/2/2017	Bill Hicks	Mileage Reimbursement	144.45
8/2/2017	Cameron Tindle	Safety Boot Purchase	117.45
8/9/2017	Lindsay Cao	CWEA Membership Renewal	180.00
8/30/2017	Henry Islas	Safety Boot Purchase	170.00
8/30/2017	Luke Soholt	Reimburse County Possessory Taxes	383.71
9/6/2017	Willis Hand	Safety Boot Purchase	160.88
9/13/2017	Mitch Tull	WIT III Convergence Advance	745.43
9/20/2017	Tim Lawson	Safety Boot Purchase	160.53
9/27/2017	Neil Cole	Furniture Storage	220.00
9/27/2017	Brian Taylor	Safety Boot Purchase	170.00
10/4/2017	Kevin Champlin	Sensus Conference Advance	1,056.40
10/18/2017	Scott Lewis	Airfare to CMWD 9/5-9/11	484.10
10/18/2017	Scott Lewis	Airfare to CMWD 10/15-10/18	349.10
10/18/2017	Scott Lewis	Lodging 9/5-9/10	419.64
10/18/2017	Greg Romey	Mileage Reimbursement	119.31
10/23/2017	Jessica Collins	Mileage Reimbursement	150.33
11/1/2017	Robert Vasquez	Safety Boot Purchase	170.00
11/1/2017	James Word	Mileage Reimbursement	104.86
11/1/2017	Steve Wickstrum	Mileage Reimbursement	103.26
11/1/2017	Steve Wickstrum	Mileage Reimbursement	273.22

Note:

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

CASITAS MUNICIPAL WATER DISTRICT
Interdepartmental Memorandum

DATE: October 31, 2017

TO: Steve Wickstrum, General Manager

FROM: Carol Belser, Park Services Manager

SUBJECT: **Five Year Agreement for the Ojai Wine Festival from Rotary Club of Ojai West Foundation 2018 - 2022**

RECOMMENDATION:

Approve the attached 5 year agreement for years 2018 -2022 for use of the Event Area on the second Sunday of June for years 2018, 2019, 2020, 2021 and 2022.

BACKGROUND AND OVERVIEW:

The Ojai Wine Festival is a model event at Lake Casitas and the five year agreement has now expired. The new agreement has been changed slightly from the past agreement in regards to storage allowance and tables and was reviewed by the Recreation Committee at their October 2, 2017 meeting. The Committee requested that our insurance broker, Alliant, review the insurance requirements to determine that they are appropriate. Alliant was subsequently contacted and confirmed that coverage is adequate.

SUMMARY

The Ojai Wine Festival has, for over 20 years, been an excellently organized, welcomed event at the Lake Casitas Recreation Area and therefore it is recommended that the Board approve the attached five year agreement.

CASITAS MUNICIPAL WATER DISTRICT

LAKE CASITAS RECREATION AREA FIVE YEAR AGREEMENT FOR EVENT

OJAI WINE FESTIVAL MULTI-YEAR CONTRACT 2018-2022

THIS AGREEMENT is made and entered into by and between **CASITAS MUNICIPAL WATER DISTRICT**, called herein "Casitas", and **ROTARY CLUB OF OJAI WEST FOUNDATION**, called herein "Sponsor".

NOW, THEREFORE, IT IS MUTUALLY AGREED as follows:

1. **Event.**

(a) Sponsor will conduct the Ojai Wine Festival (hereinafter referred to as "event") on the second Sunday in June for years 2018-2022, specifically, June 10, 2018, June 9, 2019, June 14, 2020 and June 13, 2021 and June 12, 2022. Because of the family oriented nature of the Lake Casitas Recreation Area (hereinafter referred to as "LCRA") facilities, Casitas reserves the right to disapprove any music, acts, entertainment, performances or attractions at any time which it considers, in its sole discretion, to be inconsistent with its current philosophy.

(b) While Casitas will make every effort to provide its facilities for Sponsor's events, Casitas shall have no liability to Sponsor if Casitas' facilities become restricted or closed for reasons including, but not limited to, acts of God, terrorism, war or the inability to provide facilities if permitting agencies, including the Bureau of Reclamation, revoke permits or authorization to use facilities. This includes the Event Area itself as well as parking areas. In the event Casitas loses the ability to allow vehicles to be parked on the Watershed lands, Casitas will make every effort to make space available for vehicles to be parked within the Recreation Area, however, any costs such as busing or obtaining satellite parking shall be Sponsor's sole responsibility with no liability to Casitas whatsoever.

2. **Location.** The events will be staged at the Wadliegh Arm Event Area. Sponsor will have exclusive use of the area east from the shoreline gate at trailer storage to the closed area fence line at the beginning of the East Shoreline Trail.

3. **Time and Description of Activities.** Activities will begin at 10:00 a.m. and end at approximately 5:00 p.m. on each specified day of the event. Attendance, as reported by Sponsor, is expected to be approximately 3,000 – 4,000 people per day. The event will include a wine tasting, live music, vendors, food and drink as well as a children's play area.

4. **Payment to Casitas.** Sponsor shall pay Casitas the following amounts:

(a) A minimum payment of two thousand five hundred dollars (\$2,500.00) per event day for each year of the Agreement,

or the greater of:

(b) Ten percent (10%) of total gross receipts up to and including \$100,000.00 as defined in (3) below.

(c) Twelve percent (12%) of total gross receipts from \$100,000.01 up to and including \$150,000.00 as defined in (3) below.

(d) Fifteen percent (15%) of total gross receipts over \$150,000.00 as defined in (3) below.

- (1) The payment schedule outlined above shall remain in full force and effect even if Casitas' power service provider is unable to supply electrical power during the event. Casitas shall have no liability in the event this occurs.
- (2) The above payment shall continue as long as tickets are sold for the event. Casitas will meet with Sponsor within thirty (30) days after the event to account for tickets used and receive payment therefor.
- (3) "Gross Receipts"

a. Except as specifically provided by policy statement issued by the Casitas General Manager, the term "gross receipts" as used in this Agreement, is defined to be all money or charges received from ticket sales, sales of any merchandise by Sponsor, food vendor application fees, art/craft vendor application fees, and revenue received from parking and camping.

b. Except as specifically provided below or by policy statement issued by the General Manager, there shall be no deduction from gross receipts for any overhead or cost or expense of operations, such as, but without limitation to salaries, wages, costs of goods, interest, debt amortization, credit, collection costs, discount from credit card operations, insurance and taxes. Bona fide bad debts actually incurred by Sponsor or its subcontractors, assignees, licensees, concessionaires and permittees may be deducted from gross receipts. There shall, however, be no deduction for bad debts based on past experience or transfers to a bad debt reserve. Subsequent collection of bad debts previously not reported as gross receipts shall be included in gross receipts at the time they are collected.

c. Except as specifically provided below or by policy statement, gross receipts reported by Sponsor must include the full usual charges for any charges for any services, goods, rentals or facilities. Gross receipts shall not include direct taxes imposed upon the consumer and collected therefrom by the Sponsor such as, but not limited to, retail sales taxes, excise taxes, or related direct taxes, which are direct taxes paid periodically by Sponsor to a governmental agency accompanied by a tax return statement.

d. The Casitas General Manager, by policy statement, consistent with recognized and accepted business and accounting practices, and with the approval of Casitas Legal Counsel, may further interpret the term "gross receipts" as used in this Agreement.

e. "Gross sales price": the total consideration resulting from the transfer or granting control of this Agreement determined by the total of cash payments and the market value of all non-cash consideration, including, but not limited to, stocks, bonds, deferred payments, secured and unsecured notes, and forbearances regarding claims and judgments.

f. Sponsor shall be required to maintain a method of accounting which, to the satisfaction of the Casitas General Manager, shall correctly and accurately reflect the gross receipts and disbursements of Concessionaire in connection with event. The method of accounting, including bank accounts, established for said event shall be separate from the accounting system used for any other business operated by Sponsor. Such method shall include the keeping of the following documents:

- (i) Regular books of accounting such as general ledgers.
- (ii) Sequentially numbered tickets and/or armbands (to include tickets sold, given used or unaccounted for). All entrance to the event shall, for the purpose of accounting, count as tickets used.
- (iii) Journals including any supporting and underlying documents such as vouchers, checks, tickets, bank statements, etc.

- (iv) State and Federal income tax returns and sales tax returns and checks and other documents providing payment of sums shown.
- (v) Cash register tapes appropriately identified as to type of gross receipt (daily tapes may be separated but shall be retained so that from day to day the sales can be identified).
- (vi) Any other accounting records that the Casitas General Manager deems necessary for proper reporting of receipts.

g. All sales and fee collections shall be recorded. The means of recording such sales and fee collections may include electronic data processing and record keeping equipment. The electronic data processing and record keeping equipment shall contain such features as the Casitas General Manager may reasonably require for the purpose of assuring that an accurate record of the transaction is created and retained by the equipment to be used.

h. All documents, books and accounting records shall be open for inspection and re-inspection at any reasonable time during the term of this Agreement. In addition, the Casitas General Manager may from time to time conduct an audit and re-audit of the books and business conducted by Sponsor and observe the operation of the business so that accuracy of the above records can be confirmed. All information obtained in connection with the Casitas General Manager's inspections of records or audit shall be treated as confidential information and exempt from public disclosure thereof to the extent permitted by law.

i. Sponsor shall not be required to maintain those documents, books and accounting records, required by this section, that pertain to the period for which an audit has been completed and a report of the finding has been issued by the Casitas General Manager and accepted by the Sponsor. If there is a dispute as a result of said audit, the documents, books and accounting records shall be maintained until all audit disputes have either been settled by agreement of the parties, or adjudicated by the final judgment of a court of competent jurisdiction.

j. Notwithstanding paragraphs 4(h) and (i), Sponsor shall comply with all State and Federal retention of records requirements.

k. Sponsor shall furnish the Casitas General Manager with a gross receipts report showing the amount payable therefrom to Casitas. In addition thereto, Sponsor shall furnish a financial statement and a balance sheet prepared in a form acceptable to Casitas. The financial statement shall be submitted within thirty (30) days after the event.

l. In the event that an audit or review conducted by the Casitas General Manager finds that due to Sponsor's non-compliance with its obligation to report gross receipts received in connection with this event, an actual loss and/or a projected loss of revenue to Casitas can be determined, the Casitas General Manager shall bill Sponsor for said losses and said amount is to be paid to Casitas within thirty (30) days following billing therefor unless otherwise extended by the Casitas General Manager.

m. Should the Casitas General Manager find that the additional payment due to Casitas exceeds two percent (2%) of the total amount which should have been paid as determined by such review or audit and observation, and there is no reasonable basis for the failure to report and pay thereon, Sponsor shall also pay the cost of the audit as determined by Casitas.

n. Sponsor shall cause any and all of its subcontractors to comply with these requirements except that a subcontractor shall only be required to establish and maintain those accounting records that the Casitas General Manager deems necessary to examine the reported gross receipts in accordance with generally accepted auditing standards.

(e) All expenses and invoices owed to Casitas shall be paid in full within thirty (30) days after the event unless otherwise noted.

(f) Seven hundred fifty dollars (\$750.00) refundable security deposit due to Casitas thirty (30) days prior to each event each year. The security deposit shall be fully refundable to Sponsor within thirty (30) days after each event provided that Sponsor shall have returned the area to a clean pre-use condition including trash pick up and removal, and sign removal, to Casitas' satisfaction and that sponsor shall have paid in full, all expenses and invoices owed to Casitas which may include, but shall not be limited to:

- (1) Any charges, billed at the rate of fifty dollars (\$50.00) per hour, for removal of signs. Any signs remaining posted after one (1) day after the event will be removed by Casitas Staff and the Sponsor billed therefor.
- (2) Any costs for clean up in excess of the security deposit incurred by Casitas and billed to Sponsor.

(g) Seven hundred fifty dollars (\$750.00) non-refundable fee due to Casitas at the time of execution of contract, and 30 (thirty) days prior to each event each year, to secure the date(s) stated in paragraph 1(a) above with Casitas. This amount will be applied towards fees due referenced in Section 4(a) thru 4(d).

5. **Banner Fee.** Space is not guaranteed, but if available, Sponsor may display a banner at the corner of Highway 150 and Santa Ana Road with the prior approval of Casitas as to context and size. Sponsor shall provide the banner proof for approval to Casitas a minimum of ten (10) days prior to banner display date. Casitas will display said banner starting on the Monday immediately prior to the event through the completion of the event. Sponsor shall pay one hundred fifty dollars (\$150.00) for a seven day duration per each annual event after service has been provided each year. Fees for this service shall be paid in accordance with Section 4(e).

6. **Services Provided by Casitas.** Casitas shall provide the following for the event:

- (a) Forty (40) trash cans, and twelve (12) recycle containers as provided in Section 7 herein below
- (b) Fifty (50) tables already located in the area.
- (c) Parking for the event in a designated area on the north side of Santa Ana Road opposite the event Area. Casitas shall provide all signs for cross walks and parking, and Sponsor shall pay Casitas for any signs not returned after the event.
- (d) Encroachment permit from the County of Ventura for temporary traffic control for use of parking.
- (e) Labor and materials for the event that are available and agreed upon in writing prior to the event at Sponsor's cost.
- (f) Sponsor may use the water faucets in the Event Area.
- (g) Sponsor may use the electrical outlets in the Event Area, which are supplied by Casitas. Under no circumstances shall the electricity panels be altered or tampered with by any person. Breaker panels are to remain locked for safety purposes and only Casitas personnel shall have access to the panels.
- (h) Sponsor understands that no refunds, credits or adjustments will be made in the event Casitas' power service provider is unable to supply electrical power during the event. Casitas shall have no liability in the event this occurs.

(i) Space for one large self-contained storage unit in the LCRA Maintenance Yard. Sponsor hereby acknowledges that Casitas has no responsibility or liability to ensure theft prevention of contents. Storage unit supplies will be accessible upon request and by appointment by contacting the Maintenance Foreperson or designated Casitas staff.

7. **Provisions by Sponsor.** Sponsor shall provide the following for the event:

(a) A minimum of thirty (30) chemical toilets, including at least one (1) that complies with ADA requirements for the handicapped. The required number of chemical toilets may increase or decrease year to year at Casitas' sole option based on attendance trends. Sponsor agrees to provide Casitas with a copy of the contract at least ten (10) days prior to the event.

(b) LCRA staff may enter the event at any time to monitor the event for quality control, at no charge, and without presenting a ticket.

(c) Trash Dumpsters for the Event. Sponsor shall make arrangements with a local disposal service for supply and removal of dumpsters. Sponsor agrees to provide Casitas with a copy of the contract at least ten (10) days prior to the event. Two 30 yard dumpsters shall be included in Sponsor's arrangements.

(d) Solid Waste Reduction & Recycling. In order to comply with AB 2176 which has been enacted in an attempt to reduce the amount of waste going to landfills, Sponsor shall:

- (1) Submit a written plan to Casitas for Casitas' approval, ten (10) days prior to the event, outlining a method to reduce and recycle solid waste generated as a result of the event. The plan may include arrangements with a local waste hauler to pick up and dispose of waste and recyclable material which is to be sorted into separate containers. As part of this program Sponsor may use available recycle containers and bags provided by Casitas. Sponsor will be charged for any bags used.
- (2) If attendance is over 2,000 people per day, Sponsor is responsible for reporting the amount of recyclable material collected and removed to the County of Ventura within thirty (30) days after the event,. A copy of such report shall also be filed with Casitas within the same time frame. Information should be sent to:

Ventura County PWA, W&S, IWMD
800 South Victoria Avenue, #1650
Ventura, CA 93009-1650

At the time of execution of this contract the contact person is:

David Goldstein (805) 658-4312 or by email at david.goldstein@ventura.org.

(e) Adult crossing guards for the crosswalks at all times during which cars are parked on the watershed parking area, or Sponsor shall pay for Casitas to provide such guards. Crossing guards with hand held, two sided, signs and safety vests provided by Sponsor shall be trained and comply with the safety requirements of any Federal, State, County and local agencies which may be applicable.

(f) Adequate lighting for the event, including the parking area. Based on the hours listed on Page 1, Item 3, a lighting plan will not be applicable for this event.

(g) Security for the Event. A written security plan shall be submitted to Casitas ten (10) days prior to the event which shall include the names of individuals assigned security duties, how they are to be identified as security personnel and what instructions they have been provided. The security plan shall identify the person in charge and how said person will communicate with local law enforcement in an emergency. Sponsor shall provide

certified medical personnel for this event and a designated first aid area.

(h) Sponsor shall be responsible for ensuring the safety and security of persons attending this event, including, but not limited to, the event and parking areas and shall remain responsible for securing the event and parking areas by 7:00 p.m. the day of the event.

(i) Sponsor will ensure that all parked vehicles vacate the watershed parking area prior to 7:00 p.m. at which time the area will be locked. All vehicles remaining must be removed no later than noon the day following the event.

(j) Sponsor will make all necessary notifications and arrangements with the Ventura County Sheriff's and California Highway Patrol. Sponsor shall be responsible for the cost incurred for security. The Sponsor shall remain in the area until it is cleared of people attending the event.

8. **Sponsor's Obligations.** Failure of Sponsor to carry out each and every obligation pursuant to this Agreement, including, but not limited to providing permits and insurance within ten (10) days of the event, shall be grounds for immediate termination by Casitas. Notice shall be given by mail or e-mail to the Casitas Representative listed in Item 28 below. Casitas shall have no liability to Sponsor for such termination.

9. **Access.** Access to the Event Area will be through the auxiliary gate(s) off Santa Ana Road. The gate(s) will be staffed at all times while they are open and will be locked shut when not guarded. Event participants identified with valid hang tags will be allowed to access the event parking and the Recreation Area during normal Lake hours without incurring additional parking fees. After normal Lake hours, participants will enter and exit through the auxiliary gate(s). At no time shall Sponsor allow any type of watercraft whatsoever to enter the Recreation Area through any gate under Sponsor's control. All watercraft shall be directed to the Main Gate for proper invasive species inspection.

10. **Setting Up and Taking Down Equipment.**

(a) Sponsor shall have non-exclusive use to set up two (2) days immediately prior to the event and non-exclusive use for take-down one (1) day immediately following the event.

(b) Casitas will not assume responsibility or be liable for items or equipment left on the premises by Sponsor or others associated with this event. Items remaining after the take down period may be removed by Casitas, at its sole option, and Sponsor will be charged therefor.

11. **Sale of Alcohol.** The sale of alcoholic beverages shall be in compliance with the terms set forth in Section 14 hereof.

12. **Commercial General Liability & Liquor Liability for the Event.** This Section 12 regarding liquor liability shall not apply if alcohol is not sold at the event.

(a) Coverage. Coverage for commercial general liability shall be at least as broad as the following:

- (1) Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001).
- (2) Insurance Services Office Liquor Liability Coverage (Occurrence Form CG 0033).

(b) Limits. Sponsor shall, during the course of this event, maintain limits no less than the following:

- (1) General Liability. TWO MILLION DOLLARS (\$2,000,000) per occurrence for bodily injury property damage and personal injury. If Commercial General Liability Insurance or

other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurers equivalent endorsement provided to Casitas Municipal Water District) or the general aggregate limit shall be twice the required occurrence limit.

- (2) Liquor Liability. If alcoholic beverages are served, ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury and property damage. If a form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the Casitas Municipal Water District) or the general aggregate limit shall be twice the required occurrence limit.

(c) Required Provisions. The general liability and liquor liability (if any) policies are to contain, or be endorsed to contain the following provisions:

- (1) The United States of America (Bureau of Reclamation), Casitas Municipal Water District , their directors, officers, employees, or authorized volunteers shall be named as additional insured (via ISO endorsement CG 2026 or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Sponsor; products and completed operations of the Sponsor; premises occupied or used by the Sponsor. The coverage shall contain no special limitations on the scope of protection afforded to Casitas Municipal Water District, their directors, officers, employees, or authorized volunteers.
- (2) For any claims related to this event, the Sponsor's insurance shall state that coverage is primary as respects the United States of America (Bureau of Reclamation), Casitas Municipal Water District, its directors, officers, employees, or authorized volunteers, and any insurance, self insurance, or other coverage obtained or maintained by the United States of America (Bureau of Reclamation), Casitas Municipal Water District, their directors, officers, employees, or authorized volunteers shall be in excess of said primary coverage and not contributing.
- (3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the United States of America (Bureau of Reclamation), Casitas Municipal Water District, their directors, officers, employees, or authorized volunteers.
- (4) The Sponsor's insurance shall apply separately to the insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (5) Sponsor shall provide written notice by U.S. Mail to Casitas within five days of Sponsor's receipt of any notice informing Sponsor that coverage will be cancelled or non-renewed. Sponsor understands and agrees that the event can not occur unless the insurance specified in the Agreement is in full force and effect.
- (6) Such liability insurance shall indemnify the Sponsor against loss from liability imposed by law upon, or assumed under contract by, the Sponsor for damages on account of such bodily injury (including death), property damage, and personal injury.
- (7) The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, and blanket contractual liability.

(d) Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by Casitas. At the option of Casitas, the insurer shall either reduce or eliminate such

deductibles or self-insured retentions.

(e) Acceptability of Insurers. All of the insurance shall be provided on policy forms and through companies satisfactory to Casitas. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A-:VII or equivalent or as otherwise approved by Casitas.

(f) Workers' Compensation & Employer's Liability Insurance. By his/her signature hereunder, Sponsor certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the event. The Sponsor shall cover or insure under the applicable laws relating to workers' compensation insurance, all of the employees working on or about the event, in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The Sponsor shall provide employer's liability insurance in the amount of at least ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury and disease. In the event Workers' Compensation & Employer's Liability Insurance does not apply to Sponsor, Sponsor shall execute a California Workers' Compensation Law Certificate of Exemption.

(g) Evidences of Insurance. Within thirty (30) days prior to the event, Sponsor shall file with Casitas a Certificate of Insurance (Accord Form 25-S or equivalent) signed by the insurer's representative. Such evidence shall include an original copy of the additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include (c) Required Provisions (1) through (7) above.

(h) The Sponsor shall, upon demand of Casitas, deliver to Casitas such policy or policies of insurance and the receipts for payment of premiums thereon. In the event evidence of such insurance coverage is not provided to Casitas within thirty (30) days prior to the event, Casitas shall, at its sole option, obtain such insurance coverage and charge Sponsor the cost thereof plus any administrative costs involved in obtaining said insurance. Failure to provide the required insurance coverage may result in the loss of the use of the facility. Sponsor shall provide increased limits of insurance if required of Casitas by Casitas' insurer at no cost or liability to Casitas.

13. **Indemnification for the Event.** To the fullest extent permitted by law, Sponsor shall defend, indemnify and hold harmless the United States of America (Bureau of Reclamation) Casitas, its directors, officers, employees or authorized volunteers from and against:

(a) All claims, damages, losses and expenses, including, but not limited to reasonable attorney's fees arising out of or resulting from any act, conduct, omission, negligence, misconduct or unlawful act (or act contrary to any applicable governmental order or regulation) of Sponsor, its officers, directors, employees, contractors, subcontractors, agents or volunteers.

(b) Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Sponsor.

(c) Any and all losses, expenses, damages (including damages to the work itself), and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of Sponsor to faithfully perform all of its obligations under the contract. Such costs, expenses, and damages shall include all costs incurred by the indemnified parties in any lawsuits to which they are a party.

(d) Sponsor shall defend, at Sponsor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against Casitas or its directors, officers, employees, or authorized volunteers.

(e) Sponsor shall pay and satisfy any judgment, award or decree that may be rendered against Casitas

or its directors, officers, employees, or authorized volunteers, in any such suit, action or other legal proceeding.

(f) Sponsor shall reimburse Casitas and its directors, officers, employees, or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

(g) Sponsor agrees to carry insurance for this purpose as set out in the specifications. Sponsor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the United States of America (Bureau of Reclamation), Casitas, or its directors, officers, employees, or authorized volunteers.

14. Permits and Notifications for the Event.

(a) Sponsor shall notify and make all necessary arrangements, as applicable, with state and local public agencies, including, but not limited to, the Ventura County Sheriff's Office, California Highway Patrol, Ventura County Health Department, Department of Alcoholic Beverage Control and the County Fire Department. If applicable, fire permits shall include those necessary for public use of a large tent and use of explosives and blank ammunition. Sponsor agrees to comply with the license issued by the Department of Alcoholic Beverage Control issued for the event, including, but not limited to, hours, method of dispensing, and the cessation of sales upon the order of any peace officer or Casitas staff.

(b) In the event any federal, state or local public agency, including the Bureau of Reclamation, does not require specific permits to be issued for the activities covered by this Agreement, Sponsor shall follow all rules and regulations governing the activities as if permits had been issued by these agencies.

(c) Prior to commencement of any construction, Sponsor shall obtain from Casitas written approval of all plans, specifications and construction cost estimates for any improvements to Casitas' premises. Casitas' General Manager may waive these procedures for minor construction, if in the General Manager's opinion, these steps are not necessary.

15. Overnight Camping in the Event Area. Sponsor may have up to two units stay Friday - Sunday night of the event weekend in the Event Area at no charge to provide security for Sponsor's equipment.

(a) Sponsor shall be responsible for staffing the auxiliary gate(s) when the gate(s) are open.

(b) Campers are not permitted to camp within two hundred feet (200') of the shoreline.

(c) No waste water shall be discharged onto the ground. All waste water shall be contained and disposed of properly at a local dump station.

(d) Sufficient restrooms and trash receptacles shall be provided by Sponsor for campers and be conveniently placed for ease of use.

(e) Sponsor shall ensure that staff, vendors and participants camping at the event site shall comply with paragraph 20 hereinafter.

16. Use of Animals at the Event. This Agreement does not permit the use of animals.

17. Use of Explosives at the Event. This Agreement does not permit the use of explosives.

18. Taxes and Assessments. A taxable possessory interest may be created by this Agreement and Sponsor may be subject to the payment of property taxes levied on such interest. Sponsor shall pay before delinquent any and all taxes and assessments levied against Sponsor by reason of Sponsor's use and occupancy of the Recreation Area.

19. **Publicity.** Sponsor hereby agrees that Casitas may utilize any publicity generated for, or because of, any of the events for the mutual and/or separate benefit of Sponsor and/or Casitas at no cost to Casitas. Sponsor agrees that any printed material used by Sponsor shall include the words "Lake Casitas Recreation Area".
20. **Compliance with Rules and Regulations.** The Sponsor hereby certifies that he/she has read and will comply with the Park rules, regulations, laws, etc. governing the Lake Casitas Recreation Area including, but not limited to, quiet hours after 10:00 P.M., and will be responsible for the activities and conduct of all people whose activities and conduct are a result of the event or arise out of the event. Sponsor shall enforce the applicable park rules and regulations in the Event Area. Failure to do so may result in forfeiture of the security deposit. Any person or persons violating any Park rules or laws may be subject to citation and/or eviction from the Park at Casitas' sole discretion. Sponsor must comply with Casitas' decision and, if necessary, assist Park Staff in the removal of any such person or persons.
21. **Raffles and Games of Chance.** Sponsor hereby agrees that no-one will be allowed to participate in games of chance, raffles, or any such activities, which contravene state and local lottery laws.
22. **Discrimination.** The Sponsor agrees that during the use of Casitas Municipal Water District's Recreation Area facilities, no qualified person shall be prevented from participating or denied the benefits of, or otherwise be subjected to discrimination because of the person's race, color, national origin, age or handicap.
23. **Title VI Compliance.** Sponsor hereby acknowledges that as a subrecipient of federal funds, Casitas Municipal Water District's Recreation Area cannot discriminate against anyone on the basis of race, color, natural origin, age or handicap in the provision of its services to the public. Anyone who believes that he/she has been subjected to discrimination can file a complaint either with the Casitas Municipal Water District's Recreation Area, 1055 Ventura Avenue, Oak View, CA 93022, or the Office for Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.
24. **Law & Jurisdiction Governing.** This Agreement is being delivered and shall be deemed entered into in the State of California and shall be governed by and construed according to the laws of such state. Any dispute, claim or controversy between the parties shall be arbitrated and/or litigated in Ventura County, California. If any provision of this Agreement is determined to be illegal, invalid or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall not be affected thereby and shall remain in full force and effect.
25. **Entire Agreement.**
- (a) This document constitutes the entire Agreement between Casitas and Sponsor for the use granted at the Lake Casitas Recreation Area for the event.
- (b) This document may be modified only by further written agreement between the parties hereto. Any such modification shall not be effective unless and until executed by Sponsor and in the case of Casitas, except as otherwise specifically authorized herein, until approved and executed by Casitas' Park Services Manager, General Manager and/or Board of Directors.
26. **Time is of the Essence.** Time is of the essence for all the time frames of this Agreement.
27. **Term.** The term of this Agreement shall commence upon execution of this Agreement and terminate on August 31, 2022 unless sooner terminated pursuant to Item 8 hereof.

28. **Inquiries.** Please direct all inquiries regarding this Agreement to:

CMWD: Carol Belser, Park Services Manager
11311 Santa Ana Road
Ventura, CA 93001
Tel: (805) 649-2233, ext. 111
Cell: (805) 797-1517
Email: cbelser@casitaswater.com

29. **Representatives.** The representatives of the parties to this Agreement are those set forth below:

Rotary Club of Ojai West Foundation Inc.:

David & Angela May
P.O. Box 1501
Ojai, CA 93024
Tel: (805) 907-2378

Casitas:

Carol Belser, Park Services Manager
11311 Santa Ana Road
Ventura, CA 93001
Tel: (805) 649-2233, ext. 111
Cell: (805) 797-1517
Email: cbelser@casitaswater.com

IN WITNESS WHEREOF the parties hereto have executed this Agreement this _____ day of October, 2017.

SPONSOR:

ROTARY CLUB OF OJAI WEST FOUNDATION, INC.

By: _____
President

CASITAS:

CASITAS MUNICIPAL WATER DISTRICT

By: _____
President, Russ Baggerly

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: NEIL COLE, PRINCIPAL CIVIL ENGINEER
SUBJECT: AUTHORIZE THE GENERAL MANAGER TO APPROVE A PURCHASE ORDER
CONTRACT WITH J & H ENGINEERING GENERAL CONTRACTORS, INC
FOR PAVEMENT REPAIR
DATE: NOVEMBER 2, 2017

RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to approve a Purchase Order Contract with J & H Engineering General Contractors, Inc. (J & H) in an amount of \$30,650 for pavement repair work on Mallory Way.

BACKGROUND AND DISCUSSION:

The Board awarded a contract to Spiniello Companies to replace the water meters within the Ojai service area at the June 14, 2017 meeting. The Board authorized Change Order 2 to replace the pipe line on Eucalyptus Street and Mallory Way. The pipe line replacement has been completed. As part of the pipe line replacement, Casitas is required to repair the asphalt surface that was disturbed during the pipe line replacement.

The City of Ojai has an annual asphalt repair project. This year, Eucalyptus Street in the area of the pipeline replacement is scheduled to be resurfaced. The contractor selected by the City by a public works bidding process was J & H. J & H has provided Casitas with a cost estimate to complete the work on Mallory Way. By using J & H and "piggy backing" onto the City contract, Casitas will save on mobilization cost for this work. The cost for the work is similar to the bid prices in the City contract and is less than the cost under Casitas' annual pavement repair contract.

**J&H ENGINEERING**

GENERAL CONTRACTORS, INC.

Casitas Municipal Water District
1055 N Ventura Ave
Oak View, CA 93001

November 2, 2017

Subject: Trench Paving, Ojai

QUOTATION #1813

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
Mobilization - No charge if completed during City of Ojai Pavement Rehab paving operations	0	EA	\$ -	\$ -
Grind out trenches and potholes in 5 locations in Ojai. T-cut to a depth of 1.5" and pave back same day.	1	LS	\$ 9,150.00	\$ 9,150.00
Perform variable depth grind on 600' x 11' section of street. Haul off and dispose of material .Place 3" of Rubberized Hot Mix asphalt.	6,600	SF	\$ 3.00	\$ 19,800.00
2 flaggers for traffic control	1	SHIFT	\$ 1,700.00	\$ 1,700.00

TOTAL QUOTATION \$ 30,650.00

Exclusions: Permits, bonds, engineering, inspection fees, application fees, soils and/or compaction tests, survey and/or staking, striping and/or street markings, traffic control, de-watering, construction water and/or meter, haul off of excess and/or hazardous materials, street cleaning or restriping due to tracking of tack oil from paving operations.

All work described herein this proposal to be completed in a substantial and workmanlike manner according to standard practices for the sum of unit prices shown.

Prices are firm for acceptance 30 days from the date of quotation and start of work within 60 days from quotation date after which time quotation is subject to review and/or revision.

ACCEPTANCE

J & H ENGINEERING is hereby authorized to furnish all labor, equipment and materials required to complete the work as described herein and by signing this document we agree to pay the amount stated in said proposal according to the terms & conditions indicated within. Furthermore, it is hereby agreed that the above stipulated payment terms are acceptable. Acceptance of this proposal constitutes agreement to include this proposal in any and all subcontract agreements.

Company: _____ Date: _____

Accepted By: _____ Print name: _____

Thank You

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: September 21, 2017

TO: Board of Directors

FROM: Steven E. Wickstrum, General Manager

Re: Salary Range Adjustment and Job Description Revision to Create the Position for an Executive Administrator, Human Resources and Risk Management

RECOMMENDATION:

It is recommended that the Board of Directors acknowledge and support the General Manager's recommendation for a salary adjustment and a revision of the job description to the Executive Administrator, Human Resources and Risk Management position.

BACKGROUND AND OVERVIEW:

In 2004, the District hired the Assistant to the General Manager/Clerk of the Board and over the 13 years in the position, Ms. Vieira has expanded her knowledge, work scope and responsibilities for the District.

In my efforts to identify comparable job duties and salaries, I arrived at the Executive Administrator position to encompass the role within the organization, the responsibilities for the Board and Executive Management and to manage the positions of Human Resources Manager and Safety Officer. A salary adjustment to the M23 level is deemed appropriate based on comparable salaries. This position also retains authority in the absence of the General Manager, Assistant General Manager and Accounting Manager/Treasurer for various approvals and authorization of purchases including fiduciary responsibility to sign checks.

While this action is within the authority of the General Manager, I believe that the District is best served by this action being reviewed by the Board of Directors. A copy of the job description is attached for the Board's information.

In closing, the General Manager would hope that the Board of Directors would acknowledge and support the salary adjustment and revision of the job title and description for Ms. Vieira.

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Executive Administrator/HR & Risk Management
CLASSIFICATION: Exempt, At-Will
REPORTS TO: General Manager
SALARY LEVEL: M 23
DATE: September, 2017

Definition

Assist the General Manager and Board of Directors and serve as the Clerk of the Board of the District, acts for the General Manager and Board of Directors in a variety of executive, administrative, legal and record keeping functions, manages and supervises the Human Resources and Safety/Risk Management functions of the district; participates as part of the District management team; provides professional advice and counsel to District managers, supervisors and employees and carries out difficult and complex responsibilities requiring a high degree of professional, organizational and interpersonal knowledge, skill and sensitivity. Assignments are broad in scope and allow for a high degree of discretion in their execution.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Take appropriate steps and make independent decision, as necessary to implement Board requests, decisions, and official actions.
- Manages and performs functions mandated by law and California statutes including the Brown Act, Public Records Act and Government Codes.
- Ensure that minutes and actions of the Board of Directors are properly recorded and that subsequent actions are taken according to the legal requirements imposed on, and by, the Board.
- Schedule, organize, attend, participate in, and record/transcribe various Board of Directors' meetings and hearings, ensuring compliance with the Brown Act.
- Maintain confidentiality with critical and sensitive information, records and reports.
- Sign or countersign warrants for payments, contracts, and agreements.
- In the absence of the General Manager, Assistant General Manager and or the Accounting Manager is responsible for various approvals and

authorization of purchases including fiduciary responsibility to approve and sign checks and authorize payroll.

- Performs ministerial duties such as filing oaths of office and attesting to ordinances or resolutions adopted by the Board of Directors.
- Serve as agent for receipt of legal documents served on the District.
- Represent the District to outside agencies, organizations, and the public.
- Prepare, assemble and distribute agendas.
- Participate in and coordinate with the management group and assist in the administration of District programs.
- Participate in Board of Directors meetings as the Clerk of the Board.
- Administer the district's historical archives of ordinances, resolutions and minutes.
- Leads, plans, organizes, integrates and evaluates the work of the Human Resources Manager and the Safety Officer and their functional areas.
- Serves as principal management representative with Districts Labor Relations negotiator in negotiations; develops and recommends positions for negotiations, analyzes impact and costs of proposals; communicates issues and position to General Manager, management and the Board of Directors.
- Investigates employee relations concerns and receives complaints. May coordinate investigation activities with outside consultants.
- Recommend disciplinary action to address performance and other deficiencies in accordance with federal, state and local laws and regulations, District policies and procedures and labor agreements.
- Provides public records information in accordance with the Public Records Act.
- Maintains effective relationships with a variety of governmental agencies; explains programs, policies and activities, negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Works with district insurance broker to procure appropriate liability, workers compensation and employee benefit insurance programs.
- Works with third party administrators regarding administration of claims against the district.
- Works closely with district counsel and special counsel on a variety of issues.
- Serves as Casitas Filing Officer for Fair Political Practices Commission reports, initiating conflict of interest codes and biennial code filings, and Economic Interest Statements.
- Receives and certifies official records including ordinances and resolutions pertaining to District business that may be used in court; acts as District Notary Public, maintains security of District seal and official records.
- Serve as district election official working in coordination with the County to handle candidate inquiries and elections results communication in accordance with state and local election and campaign finance laws.

Knowledge, Skills, and Abilities

Knowledge of:

General principles and concepts of management and public administration, human resources, safety and risk management.

Legal statutes governing the procedures of a special district and its board of directors.

Federal, state, and local laws, and codes and regulations governing special district and municipal water district operations including the Ralph M. Brown Act, the Public Records Act, and conflict of interest laws and current state and federal labor laws.

Modern office machines, practices, and procedures including processing and storage of District records.

English grammar usage, spelling, punctuation and composition.

Ability to:

Continuously interpret and understand laws, Board directions, policies, procedures, and public requests; know laws and administrative policies and procedures; lead, observe and motivate staff as part of management function; remember past actions, follow directions, research past Board decisions and communicate board actions and provide direction to staff.

Analyze information in the preparation of minutes, reports, evaluations, and resolutions; identify requested records and information, and problem solve in the preparation of analyzes and reports and in provide information to the Board, staff and the public.

Maintain confidentiality of District records and personnel issues.

Sit at desk and in meetings for long periods of time on a continuous basis. Write or use a keyboard to communicate through written means; perform simple grasping and fine manipulation; read reports, letters, etc.; proofread; communicate clearly both orally and in writing with the public, Board, staff, and employees, take minutes, and use telephone.

Understand and apply present and new regulations, policies, rules, functions, procedures, and processes.

Prepare correspondence, minutes, reports, resolutions, ordinances, and notices accurately and clearly.

Identify procedural problems and recommend effective resolutions.

Develop, read, interpret, and follow departmental policies and procedures.

Establish and maintain effective working relationships with staff, representative of other agencies and special districts and the general public.

Attend evening and weekend meetings as required by the Board schedule.
Operate standard office equipment and use a computer to prepare a variety of documents at the skill level and with the degree of accuracy to meet job requirements.

Education and Experience: Any combination of education and experience that would likely provide the necessary knowledge, skills, and abilities, is qualifying. A typical way to obtain the knowledge, skills, and abilities required would be:

Ten years of responsible executive level administrative, Human Resources and Risk Management background including five years of work with required knowledge of laws and procedures related to the functioning of a local government legislative body or in other legal procedural work including the preparation of agendas and the preparation of official minutes.

Bachelor's degree from an accredited college in business, human resources, public administration or closely related field.

Two years of qualifying experience may be substituted for a Master's Degree in business, organizational leadership, public administration, human resources or closely related field.

Certificates, Licenses, and Registrations: Possession of a valid California driver's license, PHR, SPHR, SHRM-CP or SHRM-SCP desired. Notary Public or ability to attain within six months from date of hire.

Work Environment or Environmental Elements:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee works under typical office conditions, and the noise level is usually quiet. May occasionally travel to other work sites and off site training.

Physical Requirements:

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 regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. The employee must occasionally lift, carry, push, and pull up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee is required to have manual

dexterity sufficient to operate a District vehicle, computers and standard office machines such as computer, fax, calculator, telephone, copiers, etc.

Mental Demands:

The employee is regularly required to effectively use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions, and interact with board, managers, employees, bargaining representatives, applicants, representatives of other governmental agencies and the public, some of whom may be dissatisfied, angry and/or abusive.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in professional development programs.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the tasks and/or duties and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Employee Signature

Date

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: RON MERCKLING, PUBLIC AFFAIRS/RESOURCE MANAGER
SUBJECT: WATER CONSERVATION OCTOBER 2017 UPDATE
DATE: NOVEMBER 3, 2017

During the month of October 2017, the following activities were completed by the Water Conservation Department:

- Facebook and Website updates
- UWMP development – ongoing
- Media interviews:
 - Cheri Carlson, VCS reporter – story on drought – October 6
 - Perry Van Houten, OVN reporter – story on leak and pipe replacement in Ojai system – October 11
 - Claudia Boyd-Barrett, VCS reporter – story on Ojai water system leaks – October 31
- Managing Cross-connection control program, working on upgrades to program
 - 2 survey visits
 - 101 BF letters
 - 23 calls
- State Water Resources Control Board monthly report filed.
- Turf Removal program – 6 active applicants in October
- Continued meetings and phone calls with customers regarding allocation program
- 4 water surveys completed
- Demonstration garden work in front of main office - plantings and maintenance direction given. 3 tours for the month.
- Responded to 6 water waste reports. Some of these reports required site visits, phone calls, coordinating with other agencies, and mailings
- Rebates
 - 1 Weather based controller rebate
 - 4 High Efficiency toilet rebates
- Landscape sign program – 3 new signs distributed
- Water Conservation Advertising:
 - 3 ads in OVN paper and website ads
 - 1 ad Ojai Visitors guide
 - Bill message
 - Facebook ad

- Attended the following meetings:
 - Ojai Day– 190 pledges made to conserve - October 21
 - CAPIO Social Media Training – October 4

CASITAS MUNICIPAL WATER DISTRICT

MINUTES

Water Resources Committee

DATE: October 24, 2017
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Water Resources Committee Meeting of October 24, 2017

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**

Director Mary Bergen
Director Russ Baggerly
General Manager, Steve Wickstrum
Ron Merckling, Resources Manager
Public – Angelo Spandrio

2. **Public Comments.**

Mr. Spandrio asked for clarifications to the finances of the State Water Project and the billings paid by Casitas to the State.

3. **Board Comments.**

Director Bergen reported that the Upper Ventura River Groundwater Agency is applying for the grant funding and it appears that the Agency has plenty of matching funding that has and will be contributed to the matching-fund grant.

4. **Manager Comments.**

The General Manager reported that the City of Ventura has certified its water use from Casitas, in accordance with the new agreement. There was no export of water.

The General Manager reported on the progress being made by Spinello to construct the pipeline in Mallory Way and Eucalyptus Street. The final connections to the existing system will be completed next week. All Spinello work is likely to be completed by the first week of November. Staff are responding regularly to leaks in the Ojai system.

5. **Discussion regarding Tico mutual Water Company's interest in alternatives for water service.**

The General Manager has met with representatives of Tico Mutual Water Company to discuss options for water service from the Casitas system. The Committee reviewed Casitas' options and preliminary cost estimates for service to the north area and the difficulties in serving the southerly area of the Tico service area. The General Manager will meet again with Tico to discuss the options.

6. **Update on the Critical Drought Protection Measures for the operation of Robles**

Diversion and Fish Ladder Facility.

The General Manager reported on the progress of the Robles Biological Committee to derive a flow pattern that would meet the objective of the Critical Drought Protection Measure provision of the Robles Biological Opinion. The Biological Committee will be meeting during the first week of November and work toward a method prior to December 2017.

CASITAS MUNICIPAL WATER DISTRICT
Minutes

DATE: October 19, 2017
TO: Board of Directors
FROM: Assistant to General Manager, Rebekah Vieira
Re: Personnel Committee Meeting of October 10, 2017

RECOMMENDATION:

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

MEETING:

1. **Roll Call.** Directors Mary Bergen and Bill Hicks
Steve Wickstrum, General Manager
Rebekah Vieira, Assistant to General Manager
Employees: Michael Flood, Chelbi Kelley
2. **Public Comments.**
None
3. **Board/Manager comments.**
Director Hicks mentioned the article on the drought that was in the paper. He then asked for information from the Quagga meeting. Mr. Wickstrum stated the meeting went well and was informative and United talked about the work they have done and we hope to have a more cooperative relationship.
Mr. Wickstrum reported that staff had done more than a remarkable job with the transition of the Ojai system. It has been a full court press for most of the district and staff has performed well.
4. **Discussion regarding recruitments.**
 - a. O & M Manager – interviews were completed.
 - b. HR Manager – Receiving resumes.
 - c. Treatment Plant – offer out.
 - d. Distribution Foreman – filled internally
 - e. Distribution Tech and Utility Worker positions – interviews to be held later in the month.
 - f. E & M position – we have clarified the desired level and will go back out for candidates.
 - g. Rangers – advertising and receiving applications
 - h. Watershed Coordinator – receiving applications.
5. **Discussion regarding modification of title, job description and salary adjustment for the Assistant to the General Manager/Clerk of the Board.**
The Committee discussed the General Manager's desire to modify the title, job description and salary level for the current Assistant to the General Manager/Clerk of the Board taking into account the increased responsibility and the fact that the Human Resources Manager and the Safety Officer positions will be reporting to this position. The committee supported this action and it will be moved to the board for approval.

The meeting was adjourned at 5:00 p.m.

Consumption Report

Water Sales FY 2017-2018 (Acre-Feet)

[illegible]



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

	Services & Suplies	Legal Fees	Labor Expense	Other Services	Total Expenses
2011 / 2012	0.00	42,560.00	11,098.37	0.00	53,658.37
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
2016 / 2017	110.54	352,965.75	48,725.29	0.00	401,801.58
July	0.00	2,472.00	9,968.94	0.00	12,440.94
August	0.00	609.50	3,184.37	0.00	3,793.87
September	0.00	220.50	0.00	0.00	220.50
October	0.00	0.00	667.43	0.00	667.43
November					
December					
January					
Feburary					
March					
April					
May					
June					
Total YTD Cost	0.00	3,302.00	13,820.74	0.00	17,122.74
Total Cost	978.37	935,437.52	95,255.59	0.00	1,031,671.48
Less: Scanned Document Revenue			2012 / 2013		-289.50
Less: Tax Assessment - County of Ventura:			2015 / 2016		-460,342.64
Less: Tax Assessment - County of Ventura:			2016 / 2017		-464,386.26
Less: Bond Pre-Payments					-92,470.36
Less: Reimbursable District Staff Cost Bond Pre-payment					-36,000.00
Total CMWD CFD 2013-1 Cost					-21,527.78

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
10/31/17**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Farm CR Bank	3133EGZW8	10/25/2024	\$833,918	\$810,410	2.014%	10/25/2016	3.90%	2515
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$909,374	\$863,448	1.901%	5/9/2016	4.15%	3043
*TB	Federal Farm CR Bank	3133EFK71	3/9/2026	\$852,749	\$825,250	2.790%	3/28/2016	3.97%	3009
*TB	Federal Farm CR Bank	3133EFYH4	2/8/2027	\$1,014,031	\$994,520	3.000%	3/24/2016	4.78%	3338
*TB	Federal Farm CR Bank	3133EGWD	9/29/2027	\$694,629	\$673,021	2.354%	11/17/2016	3.24%	3569
*TB	Federal Home Loan Bank	3130A3DL	9/8/2023	\$1,574,473	\$1,513,470	1.486%	10/13/2016	7.28%	2108
*TB	Federal Home Loan Bank	313379EE5	6/14/2019	\$1,360,783	\$1,350,810	1.625%	10/3/2012	6.50%	584
*TB	Federal Home Loan Bank	3130A0EN	12/10/2021	\$535,382	\$517,455	1.107%	5/9/2016	2.49%	1480
*TB	Federal Home Loan Bank	3130A5R35	6/13/2025	\$763,827	\$736,200	2.875%	2/19/2016	3.54%	2743
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$465,770	\$440,871	1.203%	7/14/2016	2.12%	2108
*TB	Federal Home Loan Bank	3130A5VW6	7/10/2025	\$1,023,773	\$1,013,390	2.360%	5/10/2017	4.87%	2770
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$926,557	\$874,516	2.875%	8/2/2016	4.21%	2384
*TB	Federal Home Loan Bank	3133XFKF	6/11/2021	\$641,373	\$633,394	5.625%	1/16/2013	3.05%	1301
*TB	Federal Home Loan MTG Corp	3137EABA	11/17/2017	\$1,001,553	\$1,001,780	5.125%	1/3/2012	4.82%	17
*TB	Federal Home Loan MTG Corp	3137EADB	1/13/2022	\$674,628	\$675,056	2.375%	9/8/2014	3.25%	1513
*TB	Federal National Assn	31315P2J7	5/1/2024	\$795,116	\$768,950	1.721%	5/1/2016	3.70%	2341
*TB	Federal National Assn	3135G0ZR	9/6/2024	\$1,472,877	\$1,423,165	2.625%	5/25/2016	6.84%	2466
*TB	Federal National Assn	3135G0K3	4/24/2026	\$2,528,563	\$2,419,925	2.125%	5/25/2016	11.64%	3054
*TB	US Treasury Inflation Index NTS	912828JE1	7/15/2018	\$1,142,527	\$1,155,848	1.375%	7/6/2010	5.56%	255
*TB	US Treasury Inflation Index NTS	912828MF	1/15/2020	\$1,143,221	\$1,173,336	1.375%	11/18/2015	5.64%	795
*TB	US Treasury Note	912828WE	11/15/2023	\$768,229	\$792,257	2.750%	12/13/2013	3.81%	2175
Accrued Interest					\$136,862				
Total in Gov't Sec. (11-00-1055-00&1065)				\$21,123,356	\$20,793,932			99.98%	
Total Certificates of Deposit: (11.13506)				\$0	\$0			0.00%	
**	LAIF as of: (11-00-1050-00)		N/A	\$452	\$452	1.07%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,879	\$2,879	0.88%	Estimated	0.01%	
TOTAL FUNDS INVESTED				\$21,126,687	\$20,797,263			100.00%	
Total Funds Invested last report				\$21,130,137	\$20,873,708				
Total Funds Invested 1 Yr. Ago				\$19,392,286	\$19,073,403				
****	CASH IN BANK (11-00-1000-00) EST.			\$301,312	\$301,312				
	CASH IN Western Asset Money Market			\$5	\$5	0.19%			
TOTAL CASH & INVESTMENTS				\$21,428,004	\$21,098,580				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$24,661,218	\$24,342,335				
*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.