

Board Meeting Agenda

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

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT
February 27, 2013
3:00 P.M. – DISTRICT OFFICE

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

1. Public Comments
2. General Manager comments.
3. Board of Director comments.
4. Consent Agenda
 - a. Minutes of the February 13, 2013 Board Meeting.
5. Bills
6. Committee/Manager Reports
 - a. Finance Committee Minutes
 - b. Personnel Committee Minutes
7. Resolution Honoring Brent Doan upon his retirement from the Casitas Municipal Water District.

RECOMMENDED ACTION: Adopt Consent Agenda

RECOMMENDED ACTION: Adopt Resolution

8. Recommend approval of a purchase order to Offshore Construction Inc. in the amount of \$105,623.00 for the modification of access flanges, interior coating rehabilitation and media replacement for reclaim filters A and B.

RECOMMENDED ACTION: Motion approving recommendation

9. Information Items:
 - a. Investment Report.

10. 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
February 13, 2013

A meeting of the Board of Directors was held February 13, 2013 at Casitas' Office, Oak View, California. Directors Word, Hicks, Bergen, Kaiser and Baggerly were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, Bob Krimmer. There was one staff member and three members of the public in attendance. President Word led the group in the flag salute.

1. Public Comments

None

2. General Manager comments.

Mr. Wickstrum informed the Board of a letter from Taussig & Associates desiring a budget augmentation. Discussion will be had with David Taussig and John Mathews. Work is in progress at the Ojai Valley Reservoir. They cut a 9 x 9 hole in the side of the tank. This week the Ventura County Fire Protection is doing training on tank rescues. We are progressing with the Ojai Valley Pump Plant electrical. Our crews have done an excellent job on these projects.

Mr. Wickstrum reported he attended the Ventura River Watershed Council meeting and they had a presentation on the 1969 storm and a modeling of a storm which focused on the Santa Clara River. The presentation did not include the Ventura River watershed. He then informed the board that the budget schedule will be shared with the board at the next meeting. Staff is preparing their budgets and ten year capital budgets with staff reviews beginning on Feb 20.

3. Board of Director comments.

President Word reminded the board to complete the evaluation of the General Manager. He then reported his attendance at the Ventura Chamber of Commerce Economic Development meeting. The city had a report that was built upon their supply and demand numbers. The city is updating their general plan and a meeting is scheduled for March 4th. President Word then reported on the meetings he attended with Director Hicks, Mr. Wickstrum, Mr. Merckling and Senator Hannah Beth Jackson and her staff and another meeting just this morning with Ernie Villegas of Assembly Member Gorrell's office. Both sessions went well. Senator Jackson is interested in encouraging us on the eminent domain action to give the people in Ojai a chance to vote on what they want to do. Director Hicks thanked Mr. Merckling for setting up the meetings and added another one is scheduled with Das Williams.

Director Kaiser asked about the status of getting the FAQ's on the website. Mr. Wickstrum said it is being worked on. Director Kaiser

recommended having it done before the next meeting. President Word asked who requested the stenographer to be there. Mr. Wickstrum replied it was on behalf of Golden State.

4. Consent Agenda ADOPTED

- a. Minutes of the January 23, 2013 Board Meeting.

On the motion of Director Baggerly, seconded by Director Kaiser and passed, the consent agenda was adopted.

5. Bills APPROVED

On the motion of Director Hicks, seconded by Director Bergen and passed, the bills were approved.

6. Committee/Manager Reports APPROVED FOR FILING

- a. Recreation Committee Minutes
b. Executive Committee Minutes

President Word asked that the attendance roll call be updated for the new Executive Committee.

On the motion of Director Baggerly, seconded by Director Hicks and passed, the Committee/Manager Reports as amended were approved for filing.

7. Ex Parte Communications – Receive report from General Counsel.

Mr. Krimmer explained that Ex Parte communications are communications between board members that are private with members of the public outside of a noticed meeting or hearing on matters that are pending before the board. Under certain circumstances these give rise to process issues. An argument could be made by parties not privy to those communications that they didn't have an opportunity to hear them and respond. Our conclusion regarding the pending CFD is there is no prohibition in engaging in communications. In an abundance of caution we are advising board members that they disclose ex parte communications that they have and get them in the record.

President Word asked what we do. Mr. Krimmer replied that you might consider informing them that you prefer not to engage in communications outside of the hearing. You should inform them that anything they say will be disclosed on the record, including name and date and substance of the conversation. Mr. Krimmer added we can provide a form to the clerk that is a written form and you would write a report. Alternatively, at the meeting you could open it up for directors to disclose communications they have had.

Director Bergen asked what if someone asks a general question and you inform them of the public hearing and information is on the web site and that is the extent of the communication? Mr. Krimmer replied that if it is a question on practice or a procedure that does not go to substantive issues at hand you do not need to disclose.

Director Hicks added I just got an e-mail from a taxpayers association requesting that I speak to them. Mr. Krimmer advised him not to do that. The e-mail would be an ex-parte communication and would be part of the record. Written communications should be forwarded to the clerk or to John Mathews.

Director Baggerly reported on a January 30th phone call from Pat McPherson where Pat expressed concerns about the 2%. No information was discussed other than what was heard at the meeting. Phone calls from Roger Essick were on the public meeting of the 29th with no information other than what was provided to the public and another conversation on February 1st regarding the issue of adjudication of the basin. On February 4th Mr. Baggerly called Tim Dewar to comment on the Ojai Valley News story and that is public knowledge.

8. Resolution amending the SS Relief Floating Restroom Operation & Maintenance Grant for the Clean Vessel Grant Contract from the California Department of Boating & Waterways. ADOPTED

Mr. Wickstrum reported this is a program that has been conducted with the Department of Boating and Waterways for several decades and this is a continuation of funding for the maintenance of the floating restrooms.

George Galgas expressed his surprise that those facilities were available and asked who uses it and how long they have been in operation. Mr. Wickstrum informed him that they were put there with the Department of Boating and Waterways and in conjunction with Health Services around 25 years ago and are used by fisherman and boaters. They are hauled into shore for pumping and maintenance and periodic reports are provided to Health Services.

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

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

Resolution is numbered 13-10.

9. Recommend approval of a purchase order to ERS Industrial Services, Inc. in the amount of \$26,078.34 for the removal, cleaning and reinstallation of media in filter #3. APPROVED

On the motion of Director Kaiser, seconded by Director Baggerly and passed, the above recommendation was approved.

10. Recommend approval of a purchase order to Harbor Offshore, Inc. in the amount of \$83,989.00 for the abandonment of the Casitas Dam manometer sensing line. APPROVED

On the motion of Director Kaiser, seconded by Director Hicks and passed, the above recommendation was approved.

11. Information Items:
- a. Monthly Cost Analysis for operation of Robles, fisheries and fish passage.
 - b. Monthly Cost Analysis for Ojai FLOW.
 - c. Lake Casitas Recreation Area Report for December, 2012.
 - d. Investment Report.

On the motion of Director Kaiser, seconded by Director Hicks and passed, the Information Items were approved.

12. Adjournment

President Word adjourned the meeting at 3:36 p.m.

Mary Bergen, Secretary

CASITAS MUNICIPAL WATER DISTRICT
 Payable Fund Check Authorization
 Checks Dated 2/13/13-2/21/13
 Presented to the Board of Directors For Approval February 27, 2013

Check	Payee			Description	Amount
000388	Payables Fund Account	#	9759651478	Accounts Payable Batch 021313	\$136,175.46
000389	Payables Fund Account	#	9759651478	Accounts Payable Batch 022113	\$253,988.70
					\$390,164.16
000390	Payroll Fund Account	#	9469730919	Estimated Payroll 3/7/13	\$130,000.00
					\$130,000.00
				Total	\$520,164.16

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, 000388-000390 have been duly audited is hereby certified as correct.

Denise Collin 2/21/13
 Denise Collin, Accounting Manager

 Signature

 Signature

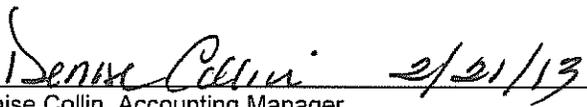
 Signature

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.

000388	A/P Checks:	014475-014500
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Void:	
000389	A/P Checks:	014501-014607
	A/P Draft to P.E.R.S.	022133
	A/P Draft to State of CA	022132
	A/P Draft to I.R.S.	022131
	Void:	014410, 014569-014572

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


Denise Collin, Accounting Manager

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 02/16/13
Pay Date of 02/21/13
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 2/19/13
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

2/21/2013 11:04 AM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE: 2/13/2013 THRU 2/21/2013

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	2/21/2013			014569		
C-CHECK	VOID CHECK	V	2/21/2013			014570		
C-CHECK	VOID CHECK	V	2/21/2013			014571		
C-CHECK	VOID CHECK	V	2/21/2013			014572		

* * 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	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: *	TOTALS:	4	0.00	0.00	0.00
BANK: *		TOTALS:	4	0.00	0.00	0.00

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 2/13/2013 THRU 2/21/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00136	FEDEX OFFICE							
C-78075629446	CM, S/B Vendor # 93	N	2/21/2013	34.32CR		000000		
I-78075629446	Shipment for Management	N	2/21/2013	34.32		000000		
10043	MARINA CAFE							
C-090068	incorrect vendor, use #55	N	2/21/2013	33.00CR		000000		
I-090068	Food for Snowbird Meeting	N	2/21/2013	33.00		000000		
00011	ALERT COMMUNICATIONS							
I-130100847101	Call Center 2/13	R	2/13/2013	250.95		014475		250.95
00029	AMERICAN TOWER CORP							
I-1402386	Tower Rent, Rincon Pk. Red Mtn	R	2/13/2013	1,551.56		014476		1,551.56
01703	ARNOLD LAROCHELLE MATTHEWS							
I-36817	Matter # 5088-008, 12/12	R	2/13/2013	1,536.00		014477		
I-36818	Matter # 5088-001 12/12	R	2/13/2013	1,515.00		014477		3,051.00
00821	BEST BEST & KRIEGER LLP							
I-695208	Matter # 82356.00001 1/13	R	2/13/2013	19.00		014478		
I-695209	Matter # 82356.00002 1/13	R	2/13/2013	641.60		014478		660.60
01616	FRED BRENEMAN							
I-021313	2/3/13-2/16/13	R	2/13/2013	391.00		014479		391.00
02322	Coast Cart, Inc.							
I-3372	Dump Bed for New Cart	R	2/13/2013	423.64		014480		423.64
00182	DEWITT PETROLEUM							
I-0027206IN	Gas for LCRA	R	2/13/2013	2,649.32		014481		
I-0027445IN	Gas for Main Yard	R	2/13/2013	4,670.90		014481		7,320.22
00086	E.J. Harrison & Sons Inc							
I-804	Acct#500546088	R	2/13/2013	280.00		014482		280.00
00093	FEDERAL EXPRESS							
I-216349332	Ship Docs for Management	R	2/13/2013	67.98		014483		67.98
00216	THE GAS COMPANY							
I-012913	Acct#18231433006	R	2/13/2013	84.47		014484		
I-012913A	Acct#00801443003	R	2/13/2013	1,354.06		014484		1,438.53
00126	CAROLE ILES							
I-Jan 13	Reimburse Mileage 1/13	R	2/13/2013	39.55		014485		39.55

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00345 I-5311.06-01	KAZARIANS & ASSOCIATES, INC. Risk Management Plan Updates	R	2/13/2013	2,329.50		014486		2,329.50
00667 I-70911	Kennedy/Jenks Consultants Consulting-State Water Proj	R	2/13/2013	369.51		014487		369.51
01270 I-Jan 13	SCOTT LEWIS Reimburse Expenses 1/13	R	2/13/2013	3,433.34		014488		3,433.34
09342 I-00738	MERRIMAN PAVING & EXCAVATING Asphalt Patching, Various	R	2/13/2013	16,278.00		014489		16,278.00
00144 I-Jan 13	BOB MONNIER Reimburse Mileage 1/13	R	2/13/2013	162.60		014490		162.60
10273 I-13006	NORDHOFF HIGH SCHOOL Rent Space for Meeting 1/29	R	2/13/2013	247.50		014491		247.50
01381 I-7618163	ONTRAC Refrigerated Sample to Biovir	R	2/13/2013	4.30		014492		4.30
00627 I-007377	PORT SUPPLY Black Letters/Numbers, LCRA	R	2/13/2013	40.28		014493		40.28
00313 I-7440 I-7617	ROCK LONG'S AUTOMOTIVE Smog, Lube & Oil, Battery #54 Replace Exhaust Gaskets, 26	R R	2/13/2013 2/13/2013	1,076.97 261.79		014494 014494		1,338.76
00215 I-020113 I-020113A I-020113B I-020213	SOUTHERN CALIFORNIA EDISON Acct#2210502480 Acct#2210505426 Acct#2237789169 Acct#2269631768	R R R R	2/13/2013 2/13/2013 2/13/2013 2/13/2013	45,242.58 1,991.41 23.92 20.35		014495 014495 014495 014495		47,278.26
01147 I-2841	SUPERIOR GATE SYSTEMS Trailer Storage Gate Repair	R	2/13/2013	1,150.00		014496		1,150.00
01173 C-0119773INA D-0119773INA I-0119773IN	TOICO INDUSTRIES, INC. Accrue Use Tax Accrue Use Tax Gauntlet Gloves for Pump Truck	R R R	2/13/2013 2/13/2013 2/13/2013	4.49CR 4.49 76.08		014497 014497 014497		76.08
02163 I-7693	Toro Enterprises, Inc. Senior Canyon Upgrade Project	R	2/13/2013	47,500.00		014498		47,500.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00247	County of Ventura I-020613 Encroachment Permits	R	2/13/2013	440.00		014499		440.00
00257	VENTURA RIVER COUNTY WATER I-013113 Acct#0537500A	R	2/13/2013	37.60		014500		
	I-013113A Acct#0350100A	R	2/13/2013	14.70		014500		52.30
01509	ADVANCED TELEMETRY SYSTEMS, INC C-56844A Accrue Use Tax	R	2/21/2013	221.17CR		014501		
	D-56844A Accrue Use Tax	R	2/21/2013	221.17		014501		
	I-56844 Radio Tags for Fish Tracking	R	2/21/2013	2,949.00		014501		2,949.00
01441	ADVANTAGE TELECOM, INC I-41457 Monthly Phone Charges, LCRA	R	2/21/2013	667.03		014502		667.03
00420	AE Group Mechanical Engineers, I-13.1CASIT.LGHTSYS Office HVAC & Lighting Design	R	2/21/2013	5,300.00		014503		5,300.00
01325	Aflac Worldwide Headquarters I-323937 Supplemental Insurance 2/13	R	2/21/2013	3,130.02		014504		
	I-893809 Supplemental Insurance 1/13	R	2/21/2013	3,130.02		014504		6,260.04
00010	AIRGAS USA LLC I-9012331824 Refill Oxygen Tanks, Pipelines	R	2/21/2013	81.29		014505		
	I-9012385982 Refill Oxygen Tanks, O&M Yard	R	2/21/2013	171.51		014505		
	I-9012385983 Refill Oxygen Tanks, LCRA	R	2/21/2013	228.51		014505		
	I-9907645065 Cylinder Rental for Pipelines	R	2/21/2013	30.33		014505		511.64
00012	ALL-PHASE ELECTRIC SUPPLY CO. I-5665570042 Fluorescent Bulbs for LCRA	R	2/21/2013	369.91		014506		369.91
00022	AMERICAN WATER WORKS ASSOC. C-0000701728A Accrue Use Tax	R	2/21/2013	15.90CR		014507		
	C-0000703250A Accrue Use Tax	R	2/21/2013	14.63CR		014507		
	D-0000701728A Accrue Use Tax	R	2/21/2013	15.90		014507		
	D-0000703250A Accrue Use Tax	R	2/21/2013	14.63		014507		
	I-0000701728 Books for Lab	R	2/21/2013	228.00		014507		
	I-0000703250 Standard Water Test Methods	R	2/21/2013	208.50		014507		436.50
00417	APPLIED INDUSTRIAL TECHNOLOGY I-85995323 Couplings for Mix Pumps, TP	R	2/21/2013	29.84		014508		29.84
00014	AQUA-FLO SUPPLY I-413687 Parts for Dist Ofc Landscape	R	2/21/2013	48.16		014509		
	I-414937 PVC for Water Leak, Maint	R	2/21/2013	43.82		014509		91.98

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE: 2/13/2013 THRU 2/21/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00840	AQUA-METRIC SALES COMPANY Meter Touch Reader, Pipelines	R	2/21/2013	473.71		014510		473.71
01703	ARNOLD LAROCHELLE MATTHEWS Matter # 5088-011, Jan 13	R	2/21/2013	96.00		014511		96.00
01666	AT & T T-1 Lines, 8310001729783	R	2/21/2013	357.32		014512		
	I-000004069238 T-1 Lines, 8310002969306	R	2/21/2013	1,096.31		014512		1,453.63
00018	AT & T MOBILITY PT Wildlife Biol Monthly Cell	R	2/21/2013	7.94		014513		7.94
00020	AVENUE HARDWARE, INC Blocks, Cable Ties, TP	R	2/21/2013	7.32		014514		7.32
00021	AWA OF VENTURA COUNTY Waterwise Breakfast 2/21/13	R	2/21/2013	100.00		014515		100.00
00030	B&R TOOL AND SUPPLY CO Terry Cloths for Stock	R	2/21/2013	277.65		014516		
	I-12570220001 Tools for Drill, Grinder, PP	R	2/21/2013	31.79		014516		309.44
01153	RUSS BAGGERLY Reimburse Mileage 1/13	R	2/21/2013	19.77		014517		19.77
00679	BAKERSFIELD PIPE & SUPPLY INC OVPP Piping Materials	R	2/21/2013	1,417.03		014518		
	I-S1871958001 Gasket for Fairview PP	R	2/21/2013	40.94		014518		
	I-S1873092001 Flanges for Warehouse Stock	R	2/21/2013	271.52		014518		
	I-S1876434001 Gaskets for Treatment Plant	R	2/21/2013	13.20		014518		1,742.69
00034	BARBER FORD Radio for #36, Pipelines	R	2/21/2013	238.44		014519		238.44
00326	BEN MEADOWS Conductivity Meter 4 Fisheries	R	2/21/2013	104.18		014520		
	I-1019310250 Scale & Thermometer.Fisheries	R	2/21/2013	164.86		014520		269.04
01917	Biomark Accrue Use Tax	R	2/21/2013	38.63CR		014521		
	C-PSI115102A Accrue Use Tax	R	2/21/2013	38.63		014521		
	D-PSI115105A PIT Tag Antenna Tuner, Fish	R	2/21/2013	515.00		014521		515.00
	I-PSI115102							

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
09798	BUENA TILE SUPPLY Tile, Supplies, Showerhouse J	R	2/21/2013	842.88		014522		842.88
00463	Farm Plan Blade, Belt for Camp A Mower	R	2/21/2013	97.14		014523		97.14
01236	CAPPO, CA. ASSOC. OF PUBLIC 3/1/13-2/28/14 Membership	R	2/21/2013	130.00		014524		130.00
01165	CARL WARREN & COMPANY Client Code 0529, 10/12	R	2/21/2013	21.45		014525		21.45
00475	CASA DE LAGO Meal for Crew on Bundren Break	R	2/21/2013	100.75		014526		100.75
00055	CASITAS BOAT RENTALS Adj 11/20 Pac Angler Gas Food for Snowbird Meeting I-Jan 13 Cafe Passes Reimburse Cafe Pass Revenue I-Jan 13 Gas Gas for Boats at LCRA	R R R R	2/21/2013 2/21/2013 2/21/2013 2/21/2013	313.02CR 33.00 1,528.86 1,383.22		014527 014527 014527 014527		2,632.06
00511	Centers for Family Health Drug Tests	R	2/21/2013	225.00		014528		225.00
00117	CERTEX USA, INC Rope for Buoys @ Cove Closure	R	2/21/2013	50.53		014529		50.53
01384	CLEAN HARBORS ENVIRONMENTAL SE Hazardous Waste Removal	R	2/21/2013	112.60		014530		112.60
01843	COASTAL COPY Copier Usage, LCRA Copier Usage, Dist Ofc	R R	2/21/2013 2/21/2013	51.67 66.70		014531 014531		118.37
00059	COASTAL PIPCO Bilge Pumps for O&M Cust Svc	R	2/21/2013	101.82		014532		101.82
00061	COMPUWAVE Printer for Management Wireless Headsets for LCRA	R R	2/21/2013 2/21/2013	622.43 740.59		014533 014533		1,363.02
01902	Conaway Ice Inc. Dry Ice for Fisheries Dry Ice for Fisheries	R R	2/21/2013 2/21/2013	26.88 40.31		014534 014534		67.19

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 2/13/2013 THRU 2/21/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00062	CONSOLIDATED ELECTRICAL							
I-9009669450	MCC/SWBD Purchase for E&M	R	2/21/2013	95,305.95		014535		
I-9009670689	500' Spur Wire, EIM Conversion	R	2/21/2013	90.27		014535		
I-9009671253	Wire for Fairview Elec Upgrade	R	2/21/2013	116.96		014535		
I-9009671299	Supplies for EIM Conversion	R	2/21/2013	231.49		014535		
I-9009671700	Terminal Block, Fuses, TP	R	2/21/2013	66.22		014535		95,810.89
00719	CORELOGIC INFORMATION SOLUTION							
I-80777959	Realquest Software	R	2/21/2013	125.00		014536		125.00
01483	CORVEL CORPORATION							
I-3005631	Admin Fees, 2/13-4/13	R	2/21/2013	750.00		014537		750.00
01764	CSG Systems, Inc.							
I-730417	UB Mailing 12/27/12	R	2/21/2013	969.19		014538		969.19
01001	CUSTOM PRINTING							
I-121812	Vessel Survey Forms	R	2/21/2013	133.03		014539		
I-121813	Day Use Tags	R	2/21/2013	387.00		014539		
I-122184	Blue Door Hangers, O&M	R	2/21/2013	263.13		014539		783.16
00740	DELL MARKETING L.P.							
I-XJ2WDJFP4	CPU for E & M Shop	R	2/21/2013	867.83		014540		867.83
01595	DOUBLE R TOWING							
I-4036	Tow #55, Flat Bed to Rock's	R	2/21/2013	70.00		014541		70.00
00086	E.J. Harrison & Sons Inc							
I-021313	Acct#1C00053370	R	2/21/2013	114.55		014542		114.55
00095	FAMCON PIPE & SUPPLY							
I-147425	Warehouse & Inventory Parts	R	2/21/2013	1,181.96		014543		
I-147726	Meter Upgrade Parts	R	2/21/2013	476.76		014543		
I-147789	Meter Installation Parts	R	2/21/2013	848.18		014543		
I-147947	Meter Box Bodies, Covers, WH	R	2/21/2013	1,435.13		014543		3,942.03
00093	FEDERAL EXPRESS							
I-217842800	Shipping for Management	R	2/21/2013	34.32		014544		34.32
00013	FERGUSON ENTERPRISES INC #1083							
I-0426760	Pipe Supports, Fairview PP	R	2/21/2013	687.75		014545		
I-9066792	Shower Valve Repair Kit, LCRA	R	2/21/2013	433.37		014545		1,121.12

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00099	FGL ENVIRONMENTAL							
I-213064A	Lake Nutrient Analysis	R	2/21/2013	1,499.40		014546		
I-213065A	Wet Chemistry-NO3	R	2/21/2013	61.00		014546		
I-300019A	Wet Chemistry-NO3	R	2/21/2013	43.00		014546		
I-300224A	Wet Chemistry-NO3	R	2/21/2013	61.00		014546		
I-300461A	Wet Chemistry-NO3	R	2/21/2013	43.00		014546		
I-300462A	Wet Chemistry-NO3	R	2/21/2013	18.00		014546		
I-300781A	Wet Chemistry-NO3	R	2/21/2013	43.00		014546		1,768.40
00713	FLUID MANUFACTURING							
I-42280	Shower Coin Acceptors, WP	R	2/21/2013	1,711.61		014547		1,711.61
01047	FORESTRY SUPPLIERS, INC.							
C-41677200A	Accrue Use Tax	R	2/21/2013	9.76CR		014548		
D-41677200A	Accrue Use Tax	R	2/21/2013	9.76		014548		
I-41677200	Equip for PIT Tag, Fisheries	R	2/21/2013	145.33		014548		145.33
00104	FRED'S TIRE MAN							
I-63935	Flat Repair, Eq#267, Spray Rig	R	2/21/2013	15.00		014549		
I-64145	Brake Repair, 2 Tires, #55	R	2/21/2013	600.67		014549		
I-64340	Oil Change, #30, E & M	R	2/21/2013	39.67		014549		655.34
00106	FRONTIER PAINT							
I-F174735	Paint for Waterpark	R	2/21/2013	45.71		014550		45.71
00485	FRUIT GROWERS SUPPLY COMPANY							
I-91193465	Gloves for Spraying,Dist Maint	R	2/21/2013	17.93		014551		17.93
01280	FRY'S ELECTRONICS, INC.							
C-4895218	DVD Player Returned	R	2/21/2013	97.19CR		014552		
I-4886440	Memory for IT, Switch for O&M	R	2/21/2013	233.43		014552		136.24
	Portable DVD Player for Fisheries							
00376	GALL'S, INC.							
I-000359750	Rescue Throw Bags, LCRA	R	2/21/2013	161.20		014553		161.20
02158	Google, Inc.							
I-4861315	Additional Usage, IT Dept	R	2/21/2013	9.75		014554		9.75
00432	Government Finance Officers As							
I-012213	Membership 4/13-3/14	R	2/21/2013	160.00		014555		160.00
	Membership # 32325001							

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 2/13/2013 THRU 2/21/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00115	GRAINGER, INC I-9064491955	R	2/21/2013	59.75		014556		59.75
00746	GREEN THUMB INTERNATIONAL I-456097	R	2/21/2013	20.77		014557		20.77
01052	HARBOR FREIGHT TOOLS USA, INC I-0210403	R	2/21/2013	30.04		014558		
	I-045233	R	2/21/2013	30.03		014558		
	I-045234	R	2/21/2013	70.84		014558		
	I-559212	R	2/21/2013	21.49		014558		152.40
01186	GERARDO M HERRERA I-021913	R	2/21/2013	166.63		014559		166.63
01594	HIGHWAY TECHNOLOGIES, INC. I-65118602	R	2/21/2013	767.82		014560		767.82
00596	HOME DEPOT I-012913	R	2/21/2013	17.39		014561		17.39
00127	INDUSTRIAL BOLT & SUPPLY I-00132671	R	2/21/2013	97.83		014562		97.83
01574	INDUSTRY LABELS CO. I-28607	R	2/21/2013	304.40		014563		
	I-28631	R	2/21/2013	45.01		014563		349.41
00872	Irrisoft, Inc. I-4485	R	2/21/2013	79.00		014564		79.00
00131	JCI JONES CHEMICALS, INC I-572011	R	2/21/2013	1,770.00		014565		1,770.00
09894	LOOMIS TANK CENTERS I-153068	R	2/21/2013	87.68		014566		87.68
01404	MCT TRAILERS I-58090	R	2/21/2013	407.19		014567		407.19
00151	MEINERS OAKS ACE HARDWARE C-538257	R	2/21/2013	16.33CR		014568		
	I-534789	R	2/21/2013	220.62		014568		
	I-534903	R	2/21/2013	76.98		014568		
	I-534993	R	2/21/2013	52.04		014568		
	I-535205	R	2/21/2013	36.87		014568		
	I-535588	R	2/21/2013	14.27		014568		
	I-535634	R	2/21/2013	8.45		014568		

VENDOR SET: 01 Casitas Municipal Water D
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 DATE RANGE: 2/13/2013 THRU 2/21/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-535724	Strip Plug for LCRA Maint Shop	R	2/21/2013	12.71		014568		
I-535746	Mailbox, Service Line Repair	R	2/21/2013	26.40		014568		
I-535821	Glue for Fairview Pump Plant	R	2/21/2013	4.69		014568		
I-535873	Electrical Tape for TP	R	2/21/2013	7.74		014568		
I-535927	Concrete, Rebar for Dst Maint	R	2/21/2013	46.53		014568		
I-535987	Paint for Gates, Maint	R	2/21/2013	30.14		014568		
I-536026	Concrete for Dist Maint	R	2/21/2013	18.76		014568		
I-536060	Parts for Fairview PP Upgrade	R	2/21/2013	14.00		014568		
I-536130	Wood for Waterpark	R	2/21/2013	50.47		014568		
I-536307	Cement, Wire Wheel, WP	R	2/21/2013	66.03		014568		
I-536351	Concrete for Pipelines	R	2/21/2013	31.07		014568		
I-536512	Wood for Waterpark	R	2/21/2013	30.28		014568		
I-536528	Sanding Material for WP	R	2/21/2013	23.53		014568		
I-536841	Putty for Water Park	R	2/21/2013	4.40		014568		
I-536876	Cement, Pipe for Lazy River	R	2/21/2013	65.25		014568		
I-536908	Hinges, Wood File for Waterpark	R	2/21/2013	37.57		014568		
I-536950	Fixed Staple, Bolts for OVPP	R	2/21/2013	21.52		014568		
I-536990	Spraypaint for Playground	R	2/21/2013	26.38		014568		
I-537095	Primer for Pipelines	R	2/21/2013	9.17		014568		
I-537111	Level, Batteries for Maint	R	2/21/2013	10.74		014568		
I-537112	Wood Stain for Waterpark	R	2/21/2013	7.21		014568		
I-537116	Washers for Wall on Canal	R	2/21/2013	6.12		014568		
I-537124	Work Pants for Dist Maint	R	2/21/2013	148.29		014568		
I-537126	Miter Saw, Fan for LCRA Maint	R	2/21/2013	601.98		014568		
I-537282	Grab Hooks for Chain, Dst Maint	R	2/21/2013	17.06		014568		
I-537303	Batteries for Fairview PP	R	2/21/2013	10.99		014568		
I-537324	Deck Screws for OVPP	R	2/21/2013	18.67		014568		
I-537458	Paint Brushes for Waterpark	R	2/21/2013	7.18		014568		
I-537473	Parts for WP Drain Repair	R	2/21/2013	43.53		014568		
I-537540	Masking Tape, Waterpark	R	2/21/2013	10.73		014568		
I-537561	Electrical Parts, Fairview PP	R	2/21/2013	25.98		014568		
I-537689	Paint Pail Liners, Waterpark	R	2/21/2013	4.40		014568		
I-537738	Varnish, Brushes for Waterpark	R	2/21/2013	22.65		014568		
I-537919	Pipe Straps for Canal Wall	R	2/21/2013	3.44		014568		
I-538071	Bulbs for Fairview PP	R	2/21/2013	21.27		014568		
I-538097	Cement, Caulk, Bulbs, Maint	R	2/21/2013	49.06		014568		
I-538114	Tie Stakes for Garden Res	R	2/21/2013	29.22		014568		
I-538206	Cutter for LCRA Maintenance	R	2/21/2013	16.33		014568		
I-538237	Surge Protector, Batteries	R	2/21/2013	37.84		014568		
	for Fisheries							
I-538260	Batteries for O&M	R	2/21/2013	59.39		014568		
I-538349	Wooden Stakes for Garden Res	R	2/21/2013	17.80		014568		
I-538424	Rule Tape, Wire Wheel for WP	R	2/21/2013	72.10		014568		
I-538481	Batteries, Wax Rings for DM	R	2/21/2013	20.73		014568		
I-538482	Wood, Blades for LCRA Maint	R	2/21/2013	18.41		014568		
I-538530	Bolts & Screws for LCRA	R	2/21/2013	7.48		014568		
I-538596	Paint Supplies for Waterpark	R	2/21/2013	69.14		014568		
I-538695	Menderhose, Rule Tape, PL	R	2/21/2013	16.99		014568		

2,294.27

VENDOR SET: 01 Casitas Municipal Water D
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02185	Oasis Technology Inc.							
I-0206132	Scada Software for TP	R	2/21/2013	1,930.80		014573		
I-0206133	HMI/SQL Installation	R	2/21/2013	1,375.00		014573		
I-0206134	Programing Srvcs, HMIs	R	2/21/2013	375.00		014573		
I-0208135	HMI/SQL Installation, TP	R	2/21/2013	435.00		014573		4,115.80
00163	OFFICE DEPOT							
I-643437324001	Office Supplies	R	2/21/2013	177.61		014574		
I-643437443001	Office Supplies	R	2/21/2013	121.83		014574		
I-643810667001	Office Supplies	R	2/21/2013	192.93		014574		492.37
01570	Ojai Auto Supply LLC							
I-266476	Radiator Cap for #54, Maint	R	2/21/2013	6.12		014575		
I-268119	Tail Light for #8, E & M	R	2/21/2013	21.49		014575		27.61
00912	OJAI BUSINESS CENTER, INC							
I-8178	Shipping, Laminating	R	2/21/2013	50.50		014576		50.50
00165	OJAI LUMBER CO, INC							
I-1301605588	Safety Posts for Lazy River	R	2/21/2013	350.67		014577		
I-1302607199	Drywall for Showerhouse "I"	R	2/21/2013	19.33		014577		370.00
00602	OJAI TRUE VALUE							
I-42235	Gloves, Ziplocs for Lab	R	2/21/2013	9.87		014578		9.87
00169	OJAI VALLEY SANITARY DISTRICT							
I-15218	Cust#20594 Sewer Service	R	2/21/2013	150.63		014579		
I-15300	Cust#52921, Sewer Service	R	2/21/2013	50.21		014579		200.84
00383	ON DUTY UNIFORMS & EQUIPMENT							
I-111634	Gloves for APSO	R	2/21/2013	29.56		014580		
I-112322	Uniform for APSO	R	2/21/2013	52.14		014580		81.70
01627	OSCAR'S TREE SERVICE							
I-10154	Picnic Area 6, Tree Report	R	2/21/2013	75.00		014581		75.00
00170	OXNARD AUTO ELECTRIC COMPANY							
I-117542	Part for Weedeater, Waterpark	R	2/21/2013	39.79		014582		39.79
02031	Mark Passamani							
I-Feb 13	Reimburse Expenses 2/13	R	2/21/2013	304.00		014583		304.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00972 I-00188064	PENTAIR AQUATIC ECO-SYSTEMS, I Discharge Hoses for WP Pumps	R	2/21/2013	293.77		014584		293.77
01334 I-E69822	POWER MACHINERY CENTER Club Car Lease, Y13864	R	2/21/2013	604.07		014585		604.07
00405 C-00156510A D-00156510A I-00156510	R.J. THOMAS MFG. CO., INC. Accrue Use Tax Accrue Use Tax BBQs & Firerings for LCRA	R R R	2/21/2013 2/21/2013 2/21/2013	293.53CR 293.53 5,577.95		014586 014586 014586		5,577.95
01915 I-84372	Raco Manufacturing and Eng. Co AlarmAgent Servcie Renewal E&M	R	2/21/2013	516.00		014587		516.00
00314 I-6047353S1C I-6047581S1F	ROLLS SCAFFOLD & HIGH REACH Scaffolding Rental for TP Scaffolding Rental, Final, TP	R R	2/21/2013 2/21/2013	208.86 134.27		014588 014588		343.13
00978 C-0015698A D-0015698A I-0015698	SAFETY GEAR CORPORATION Accrue Use Tax Accrue Use Tax Safety Vests for LCRA	R R R	2/21/2013 2/21/2013 2/21/2013	46.04CR 46.04 613.80		014589 014589 014589		613.80
01105 I-T350345	SEARS COMMERCIAL ONE Wheels for LCRA Maint	R	2/21/2013	35.24		014590		35.24
02344 I-12137A	ServiceMaster Building Mainten Janitorial Services, Dist Ofc	R	2/21/2013	1,032.00		014591		1,032.00
00608 I-2498720	SMITH PIPE & SUPPLY INC. Roundup Herbicide for DM	R	2/21/2013	2,656.33		014592		2,656.33
01187 I-9005115079	SOCIETY FOR HUMAN RESOURCE Membership 4/13-3/14	R	2/21/2013	180.00		014593		180.00
02202 I-368870	Stanley Pest Control Fumigant Application, District	R	2/21/2013	1,190.00		014594		1,190.00
00223 I-4840482500	STOCK BUILDING SUPPLY Retaining Wall Lumber, LCRA	R	2/21/2013	84.31		014595		84.31
00390 I-1543933	TARGET SPECIALTY PRODUCTS Herbacide for Dist Maint	R	2/21/2013	828.05		014596		828.05

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00225	UNDERGROUND SERVICE ALERT							
I-120130093	114 New Tickets	R	2/21/2013	171.00		014597		171.00
00256	VENTURA RENTAL CENTER, INC.							
I-1407173	Mini Excavator Rental,Pipeline	R	2/21/2013	215.00		014598		215.00
09955	VENTURA WHOLESALE ELECTRIC							
I-171253	Compression Lugs for FVPP	R	2/21/2013	289.14		014599		
I-171365	Relays for "I" Fishsink	R	2/21/2013	121.80		014599		
I-171438	Fan Motor for Elec Shop RR	R	2/21/2013	43.00		014599		
I-171676	Connectors for Fairview PP	R	2/21/2013	17.33		014599		
I-171716	Light Bulb for RR at LCRA	R	2/21/2013	16.13		014599		487.40
01283	Verizon Wireless							
I-1160889753	Dist Ofc Monthly Cell Charges	R	2/21/2013	579.12		014600		
I-1160890568	LCRA Monthly Cell Charges	R	2/21/2013	374.74		014600		953.86
	Acct#77232361800001							
00439	WAYCASY CRANE SERVICE							
I-5750	Crane Work for Fairview PP	R	2/21/2013	1,360.00		014601		1,360.00
1	RAGAN, LARRY G							
I-000201302150670	Refun AR REFUND	R	2/21/2013	70.00		014602		70.00
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201302190671	457 CATCH UP	R	2/21/2013	634.61		014603		
I-DCI201302190671	DEFERRED COMP FLAT	R	2/21/2013	2,580.76		014603		
I-DI%201302190671	DEFERRED COMP PERCENT	R	2/21/2013	171.06		014603		3,386.43
01960	Moringa Community							
I-MOR201302190671	PAYROLL CONTRIBUTIONS	R	2/21/2013	16.75		014604		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN201302190671	457 CATCH UP	R	2/21/2013	864.53		014605		
I-DCN201302190671	DEFERRED COMP FLAT	R	2/21/2013	4,157.84		014605		5,022.37
00180	S.E.I.U. - LOCAL 721							
I-COP201302190671	SEIU 721 COPE	R	2/21/2013	9.50		014606		
I-UND201302190671	UNION DUES	R	2/21/2013	610.50		014606		620.00
00230	UNITED WAY							
I-UWY201302190671	PAYROLL CONTRIBUTIONS	R	2/21/2013	45.00		014607		45.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE							
I-T1 201302080668	Federal Withholding	D	2/21/2013	40.82		022131		
I-T1 201302130669	Federal Withholding	D	2/21/2013	10.00		022131		
I-T1 201302190671	Federal Withholding	D	2/21/2013	21,429.85		022131		
I-T3 201302080668	FICA Withholding	D	2/21/2013	71.60		022131		
I-T3 201302130669	FICA Withholding	D	2/21/2013	22.90		022131		
I-T3 201302190671	FICA Withholding	D	2/21/2013	22,188.76		022131		
I-T4 201302080668	Medicare Withholding	D	2/21/2013	16.74		022131		
I-T4 201302130669	Medicare Withholding	D	2/21/2013	5.36		022131		
I-T4 201302190671	Medicare Withholding	D	2/21/2013	5,189.22		022131		48,975.25
00049	STATE OF CALIFORNIA							
I-T2 201302190671	State Withholding	D	2/21/2013	7,155.72		022132		7,155.72
00187	CALPERS							
I-PBB201302190671	PERS BUY BACK	D	2/21/2013	66.87		022133		
I-PER201302190671	PERS EMPLOYEE PORTION	D	2/21/2013	10,252.34		022133		
I-PRR201302190671	PERS EMPLOYER PORTION	D	2/21/2013	12,405.70		022133		22,724.91

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	129	311,626.87	0.00	311,626.87
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	78,855.88	0.00	78,855.88
EFT:	0	0.00	0.00	0.00
NON CHECKS:	2	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	134	390,482.75	0.00	390,482.75
BANK: AP	TOTALS:		134	390,482.75	0.00	390,482.75
REPORT TOTALS:			138	390,482.75	0.00	390,482.75

Void ckt# 014410.
 Invoice paid to vendor.
 Re issued on ckt# 014516 & 014518

< 318.59 >

 390,164.16

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 22, 2013
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Finance Committee Meeting of February 22, 2013

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Bergen and Director Kaiser
General Manager Steve Wickstrum
Accounting Manager and Treasurer Denise Collin
2. **Public comments.** None.
3. **Board/Management comments.**
Director Kaiser suggested that the Committee receive an investment update. An update will be provided during the March 2013 committee meeting.

The General Manager discussed recent developments with the State Water Contractors to develop a multi-year market pool that may be an alternative to the Turn-back pool. Recommendations are being considered by the contractors and the Department of Water resources.
4. **Review of the Financial Statement for January 2013.**
The Committee reviewed the financial statement for January 2013. The Committee noted that water and recreation revenues are slightly ahead of January 2012 numbers. The Committee reviewed the expenditures in various work sections of the District and noted no unusual expenditures.
5. **Review of the Water Consumption for January 2013.**
The Committee reviewed the water consumption numbers for January 2013. The Resale Pumped and Agricultural classification water demands are higher than the same period of FY 2011-12, primarily due to the continued lack of rainfall and the decline in groundwater resource availability in the Ventura River and Ojai watersheds.

6. **Discussion regarding the schedule for Budget preparation.**

The Committee reviewed the FY 2013-14 Preliminary Budget Schedule. It was noted that staff are currently preparing their section budgets and 10-year capital budgets. The General Manager is reviewing staff budgets during the next few weeks. It was further noted that in June 2012 the Board had approved a 3% water rate increase to occur on July 2013 and that if no other rate increase was recommended for FY 2013-14, there would not be a need for a Prop 218 hearing in this year's schedule.

A copy of the budget schedule is attached to this memorandum.

Goal: Complete budget and rate adoption by July 1, 2013

Note that Rate adjustment of 3% has been approved during the 2012-13 budget.

Jan 17-Feb 18 Staff development of budget

30-Jan Decision on Method - Incode or Excel

Feb 9 & 11 Mgr. Field Review of projects

22-Feb Finance Committee

Feb 21-Mar 6 GM/Staff Review

08-Mar Final Input to Denise

15-Mar Finance Committee presented draft budget
Water rates Discussions - Preliminary Decision on Rates

06-Apr Finance Committee review and input

19-Apr Finance Committee - Final Budget ready for board agenda

24-Apr Presentation of Budget to full Board
Presentation of Rates to Board- - 45 days is June 13th
Prop 218 Hearing start - if necessary

18-May Finance Committee Meeting

12-Jun Board Meeting - First date for budget adoption, no Prop 218 hearing

21-Jun Finance Committee Meeting

26-Jun Adoption of Budget and Rates

Section Reviews

TH	Feb 21 - 9:00	<u>PR/WC/Safety - Ron</u>
F	Feb 22 - 9:00	<u>Lab - Susan</u>
F	Feb 22 - 10:00	<u>IT - Kevin</u>
F	Feb 22 - 1:00	<u>Recreation - Carol</u>
M	Feb 25 - 10:00	<u>Pipe/Garg - Brian</u>
M	Feb 25 - 1:00	<u>Engr - Neil</u>
T	Feb 26 - 9:00	<u>Fish - Scott</u>
T	Feb 26 - 1:00	<u>WTP/E&M/Ops - Bob</u>
Th	Feb 28 - 10:00	<u>Admin - Denise</u>
Th	Feb 28 - 11:00	<u>Management - Steve/Rebekah</u>

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 15, 2013
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Personnel Committee Meeting of February 11, 2013

RECOMMENDATION:

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

MEETING:

1. **Roll Call.** Directors Jim Word and Russ Baggerly
General Manager Steve Wickstrum
Staff – Rebekah Vieira, Carol Belser and Todd Evans
2. **Public Comments.** None.
3. **Board/Manager comments.**
Director Baggerly inquired on the status for budget preparation. The General Manager stated that staff is working on section budget preparations and that the Finance Committee will be reviewing the budget schedule at its next meeting.
4. **Discussion regarding the decision on the full-time Aquatics Coordinator position.**
Rebekah Vieira reported that the General Manager and Park Services Manager have decided on removing the full-time Aquatics Coordinator position. The position will be filled by either seasonal or part-time employment of aquatics coordinators to assist the PSO/Aquatics Aaron Wall, with a budget of 2,000 hours total. It is likely that it will require two or three seasonal or part-time employees that would share the 2000 hours and that each employee will be limited to hours based on either being part-time or seasonal employees. Rebekah Vieira reported that SEIU has been informed of the decision and SEIU concurs.
5. **Discussion regarding pending retirements.**
The Committee was informed of two pending retirements. Park Services Officer IV Brent Doan announced that he will retire as of March 2, 2013, and Maintenance III Larry Chavez has decided that he will retire around July 1, 2013. The Committee recognized the need for the General Manager to perform succession planning.
6. **Discussion regarding open recruitments.**
The District is moving forward with the recruitment of the position of Park Services Officer II.

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

TO: GENERAL MANAGER
FROM: TREATMENT PLANT MANAGER
SUBJECT: RECLAIM FILTER VESSELS A&B – SPECIFICATION NO. 13-361
DATE: FEBRUARY 22, 2013

RECOMMENDATION:

It is recommended that the Board of Directors approve a purchase order for Offshore Construction Inc. in the amount of \$105,623.00 for the modification of access flanges, interior coating rehabilitation, and media replacement for reclaim filters A and B.

BACKGROUND AND DISCUSSION:

The FY 2012/13 budget contains funds in the amount of \$120,000.000 for the flange modification, internal recoating and replacement of filter media for reclaim filters A and B.

A job walk was conducted and six contractors attended. Four of the firms submitted bids.

Green Building Corp.	Fred Heidarian	\$161,395.00
ERS Industrial Services	Ralph Radovich	\$142,516.64
Prominent Systems, Inc	Allen Lim	\$125,000.00
Offshore Construction	James MsDole	\$105,623.00

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
02/21/13**

Type of Invest	Institution	CUSIP	Date of Maturity	Amount of Deposit	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Home Loan Bank	313379EE5	06/14/19	\$1,393,598	\$1,374,530	1.625%	10/03/12	10.90%	2273
*TB	Federal Home Loan Bank	3133XFKF2	06/11/21	\$743,109	\$722,921	5.625%	01/16/13	5.73%	2990
*TB	Federal Home Loan Bank	3133XSP930	12/13/13	\$743,750	\$716,583	3.125%	07/01/10	5.68%	292
*TB	Federal Home Loan Bank	3133XWNB10	06/12/15	\$729,603	\$740,383	2.875%	07/01/10	5.87%	831
*TB	Federal Home Loan Bank	3134A4VG60	11/17/15	\$801,864	\$782,488	4.750%	07/19/10	6.20%	986
*TB	Federal Home Loan MTG Corp	3135G0ES80	11/15/16	\$696,737	\$701,106	1.375%	03/12/12	5.56%	1344
*TB	Federal Home Loan MTG Corp	3137EABA60	11/17/17	\$1,211,010	\$1,193,750	5.125%	01/03/12	9.46%	1706
*TB	Federal Home Loan MTG Corp	3137EABS70	09/27/13	\$766,605	\$716,548	4.125%	07/01/10	5.68%	216
*TB	Federal Home Loan MTG Corp	3137EACD90	07/28/14	\$739,907	\$726,943	3.000%	07/01/10	5.76%	517
*TB	Federal Home Loan MTG Corp	3137EADB2	01/13/22	\$210,366	\$205,900	2.375%	02/11/13	1.63%	3202
*TB	Federal Natl MTG Assn	31398AYY20	09/16/14	\$739,123	\$730,506	3.000%	07/01/10	5.79%	41296
*TB	US Treasury Inflation Index NTS	912828JE10	07/15/18	\$1,055,030	\$1,244,916	1.375%	07/06/10	9.87%	1944
*TB	US Treasury Notes	912828JW10	12/31/13	\$709,352	\$707,903	1.500%	07/01/10	5.61%	310
*TB	US Treasury Notes	912828LZ10	11/30/14	\$718,129	\$723,163	2.125%	07/01/10	5.73%	639
*TB	US Treasury Inflation Index NTS	912828MF40	01/15/20	\$1,041,021	\$1,255,206	1.375%	07/01/10	9.95%	2484
	Accrued Interest			\$69,618	\$72,205				
	Total in Gov't Sec. (11-00-1055-00&1065)			\$12,368,822	\$12,615,050			85.35%	
	Total Certificates of Deposit: (11.13506)			\$0	\$0			0.00%	
**	LAIF as of: (11-00-1050-00)		N/A	\$444	\$444	0.35%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,164,574	\$2,164,574	0.65%	Estimated	14.65%	
	TOTAL FUNDS INVESTED			\$14,533,840	\$14,780,067			100.00%	
	Total Funds Invested last report			\$14,314,524	\$14,556,650				
	Total Funds Invested 1 Yr. Ago			\$14,337,204	\$14,866,935				
****	CASH IN BANK (11-00-1000-00) EST.			\$4,815,455	\$4,815,455				
	CASH IN Western Asset Money Market			\$8	\$8	0.010%			
	CASH IN PIMMA Money Market			\$0	\$0	0.000%			
	TOTAL CASH & INVESTMENTS			\$19,349,303	\$19,595,531				
	TOTAL CASH & INVESTMENTS 1 YR AGO			\$17,894,675	\$18,424,405				

- *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 (j) 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.