

# Board Meeting Agenda

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

Pete Kaiser, Director  
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT  
March 26, 2014  
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 (items not on the agenda – three minute limit).
2. General Manager comments.
3. Board of Director comments.
4. Consent Agenda
  - a. Recommend approval of leak relief to Howard & Debra Rosen in the amount of \$682.25.

RECOMMENDED ACTION: Adopt Consent Agenda

5. Bills
6. Request for billing adjustment due to high water usage.

RECOMMENDED ACTION: Direction to Staff

7. Recommend approval of a purchase order in the not to exceed amount of \$14,200 to Famcon Inc. for the purchase of two 16" flexible expansion couplings for the Upper Ojai Reservoir.

RECOMMENDED ACTION: Motion approving recommendation

8. Recommend approval of a purchase order in the amount of \$29,778.34 to ERS Industrial Services, Inc. for the removal, cleaning and reinstallation of media in filter #1.

RECOMMENDED ACTION: Motion approving recommendation

9. Discussion regarding the Watershed Coordinator position for the Ventura River Watershed Council.

RECOMMENDED ACTION: Direction to Staff

10. Information Items:

- a. Recreation Area Report for February, 2014.
- b. Finance Committee Minutes.
- c. Progress Update Villanova Reservoir Repair and Interior Coating.
- d. Investment Report.

11. Closed Session

- a. Conference with Legal Counsel -- Existing Litigation (Subdivision (a) of Section 54956.9, Government Code). Name of Case: Golden State Water Company v. Casitas Municipal Water District. Case Number: 56-2013-00433986-CU-WM-VTA.
- b. Public Employee Performance Evaluation (Govt. Code Sec. 54957)  
Title: General Manager

12. Discussion and possible recommendation for approval of modification to the General Manager's compensation.

13. Adjournment

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

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: March 21, 2014  
TO: Board of Directors  
FROM: Denise Collin - Accounting Manager  
Re: Leak Relief Request – Howard & Debra Rosen  
12147 Linda Flora Drive  
Account Number: 32-30511-04

**RECOMMENDATION:**

Approve Leak Relief Request of: \$682.25

**BACKGROUND AND OVERVIEW:**

September 17, 2013 Debra Rosen was advised of high use. Debra explained to us that their well went dry and that is why they were using more water from CMWD.

Howard and Debra Rosen assumed that the usage was from the dry well and ruled out the possibility of a leak at that time. On January 4, 2014 their contractor discovered a broken mainline and repaired that leak.

January 28, 2014, Howard and Debra Rosen hired a Leak Detection company and found another leak and repaired it, CMWD verified there was no remaining leak.

The Leak Relief calculation only includes the billing cycle when the customer was advised of high usage as they should have checked for a leak when advised of high usage.

All criteria for Leak Relief are met for the amount of \$682.25.

# 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.

000477 A/P Checks: 017504-017518  
A/P Draft to P.E.R.S.  
A/P Draft to State of CA  
A/P Draft to I.R.S.  
Voids:

000478 A/P Checks: 017519-017594  
A/P Draft to P.E.R.S. 032043  
A/P Draft to State of CA 032042  
A/P Draft to I.R.S. 032041  
Void: 016265, 016490, 017562-017563

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

Denise Collin 3/20/14  
Denise Collin, Accounting Manager

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Signature

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Signature

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Signature



CERTIFICATION

Payroll disbursements for the pay period ending 03/15/14  
Pay Date of 03/20/14  
have been duly audited and are  
hereby certified as correct.

Signed: Denise Collin 3/17/14  
Denise Collin

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

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

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

3/20/2014 9:39 AM  
 VENDOR SET: 01 Casitas Municipal Water D  
 BANK: \* ALL BANKS  
 DATE RANGE: 3/06/2014 THRU 3/20/2014

A/P HISTORY CHECK REPORT

| VENDOR I.D. | NAME       | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|------------|--------|------------|----------------|----------|----------|--------------|--------------|
| C-CHECK     | VOID CHECK | V      | 3/20/2014  |                |          | 017562   |              |              |
| C-CHECK     | VOID CHECK | V      | 3/20/2014  |                |          | 017563   |              |              |

\* \* T O T A L S \* \*

|                 | NO | INVOICE AMOUNT    | DISCOUNTS | CHECK AMOUNT |
|-----------------|----|-------------------|-----------|--------------|
| REGULAR CHECKS: | 0  | 0.00              | 0.00      | 0.00         |
| HAND CHECKS:    | 0  | 0.00              | 0.00      | 0.00         |
| DRAFTS:         | 0  | 0.00              | 0.00      | 0.00         |
| EFT:            | 0  | 0.00              | 0.00      | 0.00         |
| NON CHECKS:     | 0  | 0.00              | 0.00      | 0.00         |
| VOID CHECKS:    | 2  | VOID DEBITS 0.00  |           |              |
|                 |    | VOID CREDITS 0.00 | 0.00      | 0.00         |

TOTAL ERRORS: 0

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

| VENDOR I.D.                         | NAME   | STATUS | CHECK DATE             | INVOICE AMOUNT | DISCOUNT | CHECK NO         | CHECK STATUS | CHECK AMOUNT |
|-------------------------------------|--|--------|------------------------|----------------|----------|------------------|--------------|--------------|
| 02489<br>I-030714                   | Kimberly Drury<br>2/26/14-3/11/14                              | R      | 3/10/2014              | 369.30         |          | 017504           |              | 369.30       |
| 00021<br>I-031014                   | AWA OF VENTURA COUNTY<br>Waterwise Breakfast 3/20              | R      | 3/13/2014              | 100.00         |          | 017505           |              | 100.00       |
| 02631<br>I-011314                   | Karl W Bergenstal, Ph. D.<br>DOS 1/13/14 Claim#13-11419        | R      | 3/13/2014              | 34.81          |          | 017506           |              | 34.81        |
| 00055<br>I-Feb 14                   | CASITAS BOAT RENTALS<br>Cafe Passes Reimburse Cafe Passes 2/14 | R      | 3/13/2014              | 1,914.57       |          | 017507           |              | 1,914.57     |
| 01055<br>I-Feb 14                   | Neil Cole<br>Reimburse Expenses 2/14                           | R      | 3/13/2014              | 278.96         |          | 017508           |              | 278.96       |
| 01483<br>I-677548241<br>I-677752461 | CORVEL CORPORATION<br>Bill Review<br>Bill Review               | R<br>R | 3/13/2014<br>3/13/2014 | 18.03<br>8.79  |          | 017509<br>017509 |              | 26.82        |
| 01647<br>I-030614                   | JOEL COX<br>T4 Certification                                   | R      | 3/13/2014              | 235.00         |          | 017510           |              | 235.00       |
| 02544<br>I-024103                   | Department of Justice<br>Fingerprinting                        | R      | 3/13/2014              | 96.00          |          | 017511           |              | 96.00        |
| 00216<br>I-030414                   | THE GAS COMPANY<br>Acct#00801443003                            | R      | 3/13/2014              | 1,308.26       |          | 017512           |              | 1,308.26     |
| 00167<br>I-012914                   | OJAI VALLEY FAMILY MEDICAL GRP<br>DOS 1/29/14 Claim#12-08261   | R      | 3/13/2014              | 56.03          |          | 017513           |              | 56.03        |
| 02637<br>I-031114                   | David Pope<br>Safety Boots                                     | R      | 3/13/2014              | 170.00         |          | 017514           |              | 170.00       |
| 01345<br>I-031214                   | MICHAEL SHIELDS<br>Advance for AWWA Conference                 | R      | 3/13/2014              | 289.13         |          | 017515           |              | 289.13       |
| 01967<br>I-031214                   | Robert Vasquez<br>Safety Boot Purchase                         | R      | 3/13/2014              | 160.18         |          | 017516           |              | 160.18       |
| 01270<br>I-Feb 14                   | SCOTT LEWIS<br>Reimburse Expenses 2/14                         | R      | 3/14/2014              | 1,382.76       |          | 017517           |              | 1,382.76     |

| VENDOR I.D.          | NAME                            | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|----------------------|---------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 01616                | FRED BRENEMAN                   |        |            |                |          |          |              |              |
| I-031414             | 3/2/14-3/15/14                  | R      | 3/14/2014  | 391.00         |          | 017518   |              | 391.00       |
| 01441                | ADVANTAGE TELECOM, INC          |        |            |                |          |          |              |              |
| I-49842              | Monthly Phone Charges LCRA      | R      | 3/20/2014  | 644.18         |          | 017519   |              | 644.18       |
| 00010                | AIRGAS USA LLC                  |        |            |                |          |          |              |              |
| I-9024642649         | Cutting Gases, Gloves for PL    | R      | 3/20/2014  | 89.13          |          | 017520   |              |              |
| I-9024877455         | Welding Supplies for Pipelines  | R      | 3/20/2014  | 74.95          |          | 017520   |              |              |
| I-9916649411         | Cylinder Rental for Pipelines   | R      | 3/20/2014  | 28.85          |          | 017520   |              | 192.93       |
| 10179                | ALL-CAL EQUIPMENT SERVICE, INC  |        |            |                |          |          |              |              |
| I-39072              | Inspect & Certify #87, Boom Trk | R      | 3/20/2014  | 105.00         |          | 017521   |              | 105.00       |
| 01006                | ALMETEK INDUSTRIES, INC.        |        |            |                |          |          |              |              |
| C-200184a            | Accrue Use Tax                  | R      | 3/20/2014  | 1.11CR         |          | 017522   |              |              |
| D-200184a            | Accrue Use Tax                  | R      | 3/20/2014  | 1.11           |          | 017522   |              |              |
| I-200184             | New Pedestal Markers, Camp F    | R      | 3/20/2014  | 23.00          |          | 017522   |              | 23.00        |
| 00417                | APPLIED INDUSTRIAL TECHNOLOGY   |        |            |                |          |          |              |              |
| I-7001705022         | Couplers for Pipelines          | R      | 3/20/2014  | 27.63          |          | 017523   |              | 27.63        |
| 00014                | AQUA-FLO SUPPLY                 |        |            |                |          |          |              |              |
| I-577802             | Valve, Adapter for Dist Maint   | R      | 3/20/2014  | 42.87          |          | 017524   |              |              |
| I-578252             | PVC for Waterpark               | R      | 3/20/2014  | 27.76          |          | 017524   |              | 70.63        |
| 02179                | Art Street Interactive          |        |            |                |          |          |              |              |
| I-105199             | LCRA Res System, Hosting/Maint  | R      | 3/20/2014  | 542.15         |          | 017525   |              | 542.15       |
| 01666                | AT & T                          |        |            |                |          |          |              |              |
| I-000005178207       | T-1 Line, 8310001729783         | R      | 3/20/2014  | 357.32         |          | 017526   |              |              |
| I-000005179981       | T-1 Lines, 8310002969306        | R      | 3/20/2014  | 1,092.91       |          | 017526   |              | 1,450.23     |
| 00018                | AT & T MOBILITY                 |        |            |                |          |          |              |              |
| I-829434088X03142014 | PT Wildlife Biol Monthly Cell   | R      | 3/20/2014  | 11.47          |          | 017527   |              | 11.47        |
| 00020                | AVENUE HARDWARE, INC            |        |            |                |          |          |              |              |
| I-54330              | Nozzle, Wheel for Dist Maint    | R      | 3/20/2014  | 42.23          |          | 017528   |              |              |
| I-54336              | PVC Parts for Pipelines         | R      | 3/20/2014  | 13.67          |          | 017528   |              | 55.90        |
| 00021                | AWA OF VENTURA COUNTY           |        |            |                |          |          |              |              |
| I-031814             | Seminar Luncheon for 3/26/14    | R      | 3/20/2014  | 250.00         |          | 017529   |              | 250.00       |

| VENDOR I.D. | NAME  | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|---|--------|------------|----------------|----------|----------|--------------|--------------|
| 00030       | B&R TOOL AND SUPPLY CO<br>I-1275604000101 Wrench, Socket for TP       | R      | 3/20/2014  | 105.18         |          | 017530   |              | 105.18       |
| 00031       | BIG T's FREIGHTLINER, INC.<br>I-240430024 Repair #88, LCRA Pump Truck | R      | 3/20/2014  | 1,151.62       |          | 017531   |              | 1,151.62     |
| 01917       | Biomark<br>C-PSI117409A Accrue Use Tax                                | R      | 3/20/2014  | 8.25CR         |          | 017532   |              |              |
|             | D-PSI117409A Accrue Use Tax   | R      | 3/20/2014  | 8.25           |          | 017532   |              |              |
|             | I-PSI117409 Needles for PIT Tags, Fisheries                           | R      | 3/20/2014  | 110.00         |          | 017532   |              | 110.00       |
| 00032       | BIOVIR LABORATORIES, INC<br>I-140227 Giardia/Crypto for WQ Feb 2014   | R      | 3/20/2014  | 396.48         |          | 017533   |              | 396.48       |
| 00475       | CASA DE LAGO<br>I-224157 Meal While Working at Robles                 | R      | 3/20/2014  | 12.31          |          | 017534   |              | 12.31        |
| 00511       | Centers for Family Health<br>I-33710 Drug Tests                       | R      | 3/20/2014  | 778.00         |          | 017535   |              | 778.00       |
| 01169       | CODE 3, INC.<br>C-974686RIa Accrue Use Tax                            | R      | 3/20/2014  | 52.80CR        |          | 017536   |              |              |
|             | D-974686RIa Accrue Use Tax  | R      | 3/20/2014  | 52.80          |          | 017536   |              |              |
|             | I-974686RI Hazard/Warning Light, Eq #42                               | R      | 3/20/2014  | 703.94         |          | 017536   |              | 703.94       |
| 00062       | CONSOLIDATED ELECTRICAL<br>I-9009691820 Lamp Bulbs for TP Gallery     | R      | 3/20/2014  | 112.66         |          | 017537   |              | 112.66       |
| 00719       | CORELOGIC INFORMATION SOLUTION<br>I-81116399 Realquest Subscription   | R      | 3/20/2014  | 137.50         |          | 017538   |              | 137.50       |
| 01001       | CUSTOM PRINTING<br>I-128096 WIndow Envelopes for Admin                | R      | 3/20/2014  | 205.76         |          | 017539   |              | 205.76       |
| 01764       | DataProse, Inc.<br>I-DPI400563 UB Mailing 2/26/14                     | R      | 3/20/2014  | 1,009.33       |          | 017540   |              | 1,009.33     |
| 00740       | DELL MARKETING L.P.<br>I-XJJCJ9W6P7 New Cash Collection Computer      | R      | 3/20/2014  | 1,067.16       |          | 017541   |              | 1,067.16     |
| 00662       | Diamond A Equipment<br>I-WX09407 Serviced #234, Chipper               | R      | 3/20/2014  | 334.65         |          | 017542   |              | 334.65       |

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|-------------|---|--------|------------|----------------|----------|----------|--------------|--------------|
| 02489       | Kimberly Drury<br>I-101813 Claim#12-08261 8/15-9/27/13          | R      | 3/20/2014  | 56.27          |          | 017543   |              | 56.27        |
| 00488       | ELECTRONIC SYSTEMS TECHNOLOGY                                   |        |            |                |          |          |              |              |
|             | I-7462 Modem Repair, Telemetry                                  | R      | 3/20/2014  | 414.08         |          | 017544   |              |              |
|             | I-7466 Modem Repair, Telemetry                                  | R      | 3/20/2014  | 244.08         |          | 017544   |              |              |
|             | I-7469 Esteem Parts for Telemetry                               | R      | 3/20/2014  | 767.08         |          | 017544   |              | 1,425.24     |
| 02171       | Engbretson Underwater Photogra<br>I-2096 Use of Bass Web Photos | R      | 3/20/2014  | 100.00         |          | 017545   |              | 100.00       |
| 00095       | FAMCON PIPE & SUPPLY  |        |            |                |          |          |              |              |
|             | I-156880 14" Gate Valve for Pipelines                           | R      | 3/20/2014  | 6,095.25       |          | 017546   |              | 6,095.25     |
| 00099       | FGL ENVIRONMENTAL   |        |            |                |          |          |              |              |
|             | I-400985A Annual Monitoring 2014                                | R      | 3/20/2014  | 706.00         |          | 017547   |              |              |
|             | I-401207A Metals, Total-Mn                                      | R      | 3/20/2014  | 45.00          |          | 017547   |              |              |
|             | I-401209A Metals, Total-Mn                                      | R      | 3/20/2014  | 70.00          |          | 017547   |              |              |
|             | I-401210A Nutrient Profile 2/4/14                               | R      | 3/20/2014  | 1,494.00       |          | 017547   |              |              |
|             | I-401341A THM HAA 2/5/14  | R      | 3/20/2014  | 817.00         |          | 017547   |              | 3,132.00     |
| 00103       | FRANK'S ROOTER & PUMPING  |        |            |                |          |          |              |              |
|             | I-88697 Septic Tank Pump  | R      | 3/20/2014  | 427.50         |          | 017548   |              |              |
|             | I-88699 Septic Tank Pump  | R      | 3/20/2014  | 475.00         |          | 017548   |              | 902.50       |
| 00104       | FRED'S TIRE MAN   |        |            |                |          |          |              |              |
|             | I-72559 4 Tires for Truck #41, LCRA                             | R      | 3/20/2014  | 924.79         |          | 017549   |              |              |
|             | I-72593 2 Tires for #80, Welding Truck                          | R      | 3/20/2014  | 376.39         |          | 017549   |              |              |
|             | I-72970 Oil Change for #37 Maint                                | R      | 3/20/2014  | 39.67          |          | 017549   |              |              |
|             | I-72985 Oil Change for #28, Maint                               | R      | 3/20/2014  | 39.67          |          | 017549   |              | 1,380.52     |
| 00106       | FRONTIER PAINT  |        |            |                |          |          |              |              |
|             | I-F189766 Paint Supplies for Fortress                           | R      | 3/20/2014  | 98.82          |          | 017550   |              |              |
|             | I-F190130 Paint for SS Relief Deck                              | R      | 3/20/2014  | 59.19          |          | 017550   |              | 158.01       |
| 01482       | MICHAEL GIBSON  |        |            |                |          |          |              |              |
|             | I-Feb 14 Reimburse Expenses 2/14                                | R      | 3/20/2014  | 511.60         |          | 017551   |              | 511.60       |
| 02158       | Google, Inc.  |        |            |                |          |          |              |              |
|             | I-9251323 Additional Usage, IT Dept                             | R      | 3/20/2014  | 16.25          |          | 017552   |              | 16.25        |
| 00115       | GRAINGER, INC   |        |            |                |          |          |              |              |
|             | I-9379815625 AC/Wall Heater for WP Office                       | R      | 3/20/2014  | 825.17         |          | 017553   |              |              |
|             | I-9381331140 Splinter Tools, Batteries                          | R      | 3/20/2014  | 19.60          |          | 017553   |              |              |
|             | I-9386844410 Diaphragm Pump for SS Relief                       | R      | 3/20/2014  | 351.84         |          | 017553   |              | 1,196.61     |

| VENDOR I.D.    | NAME                           | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|----------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 02217          | Greg Rents                     |        |            |                |          |          |              |              |
| I-18348        | Roto Tiller for Water Conserva | R      | 3/20/2014  | 74.18          |          | 017554   |              | 74.18        |
| 01052          | HARBOR FREIGHT TOOLS USA, INC  |        |            |                |          |          |              |              |
| I-116179       | Brad Nailer for LCRA Maint     | R      | 3/20/2014  | 21.49          |          | 017555   |              |              |
| I-116186       | Pry Bar for LCRA Maint         | R      | 3/20/2014  | 5.36           |          | 017555   |              | 26.85        |
| 00122          | BILL HICKS                     |        |            |                |          |          |              |              |
| I-Jan & Feb 14 | Reimburse Mileage 1/14, 2/14   | R      | 3/20/2014  | 264.32         |          | 017556   |              | 264.32       |
| 00127          | INDUSTRIAL BOLT & SUPPLY       |        |            |                |          |          |              |              |
| I-00140736     | Capscrews and Nuts for WH      | R      | 3/20/2014  | 213.04         |          | 017557   |              |              |
| I-00141036     | Capscrews and Nuts for WH      | R      | 3/20/2014  | 587.84         |          | 017557   |              | 800.88       |
| 00872          | Irrisoft, Inc.                 |        |            |                |          |          |              |              |
| I-4920         | ET Station Signal Services     | R      | 3/20/2014  | 79.00          |          | 017558   |              | 79.00        |
| 00131          | JCI JONES CHEMICALS, INC       |        |            |                |          |          |              |              |
| I-612105       | Chlorine forTP, CM#612148      | R      | 3/20/2014  | 1,770.00       |          | 017559   |              | 1,770.00     |
| 02639          | Matthew Kelleher               |        |            |                |          |          |              |              |
| I-031214       | Day Use Refund                 | R      | 3/20/2014  | 23.00          |          | 017560   |              | 23.00        |
| 00151          | MEINERS OAKS ACE HARDWARE      |        |            |                |          |          |              |              |
| I-596494       | Concrete for Rincon Main Sta   | R      | 3/20/2014  | 75.04          |          | 017561   |              |              |
| I-597671       | Paper Towels, Keys Made, LCRA  | R      | 3/20/2014  | 12.87          |          | 017561   |              |              |
| I-597929       | Paint Supplies for Fortress    | R      | 3/20/2014  | 65.87          |          | 017561   |              |              |
| I-598502       | Leak Repair Parts, LCRA        | R      | 3/20/2014  | 115.43         |          | 017561   |              |              |
| I-598572       | Knives,Cement for Grand Ave PP | R      | 3/20/2014  | 94.75          |          | 017561   |              |              |
| I-598581       | Cleaning Supplies for PL       | R      | 3/20/2014  | 16.59          |          | 017561   |              |              |
| I-598636       | Hoses for Fish Ladder Screens  | R      | 3/20/2014  | 61.61          |          | 017561   |              |              |
| I-598995       | Grout for Camp B Toilet Repair | R      | 3/20/2014  | 48.86          |          | 017561   |              |              |
| I-599059       | Swap Rings, Plastic Dip, DM    | R      | 3/20/2014  | 15.33          |          | 017561   |              |              |
| I-599122       | Parts for Camp B Restroom      | R      | 3/20/2014  | 12.71          |          | 017561   |              |              |
| I-599219       | Staples, Blades for Waterpark  | R      | 3/20/2014  | 6.14           |          | 017561   |              |              |
| I-599453       | Batteries for E&M              | R      | 3/20/2014  | 41.88          |          | 017561   |              |              |
| I-599474       | Cleaning Supplies for LCRA     | R      | 3/20/2014  | 17.25          |          | 017561   |              |              |
| I-599541       | Ballasts for Robles Cntrl Room | R      | 3/20/2014  | 33.24          |          | 017561   |              |              |
| I-599544       | Grout for Camp B RR            | R      | 3/20/2014  | 38.17          |          | 017561   |              |              |
| I-599642       | Gloves & Grout for Camp B RR   | R      | 3/20/2014  | 11.33          |          | 017561   |              |              |
| I-599690       | Shop Supplies for Dist Maint   | R      | 3/20/2014  | 25.19          |          | 017561   |              |              |
| I-599941       | Paint Supplies for Casitas Dam | R      | 3/20/2014  | 25.81          |          | 017561   |              |              |
| I-599979       | Primer for Dock Repairs, LCRA  | R      | 3/20/2014  | 5.38           |          | 017561   |              |              |
| I-600151       | Parts for Stop Sign at Gate    | R      | 3/20/2014  | 27.43          |          | 017561   |              |              |
| I-600226       | Blade, Sprayer for E&M         | R      | 3/20/2014  | 16.42          |          | 017561   |              |              |
| I-600354       | Pump for LCRA Maint            | R      | 3/20/2014  | 19.04          |          | 017561   |              |              |
| I-600399       | Parts for Fish Ladder Baffles  | R      | 3/20/2014  | 53.94          |          | 017561   |              |              |
| I-600481       | Batteries for Fisheries        | R      | 3/20/2014  | 16.11          |          | 017561   |              |              |

| VENDOR I.D.    | NAME                           | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|----------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| I-600567       | Trash Bags for Treatment Plant | R      | 3/20/2014  | 17.11          |          | 017561   |              |              |
| I-600634       | Yellow Jacket Trap, Cement PP  | R      | 3/20/2014  | 35.60          |          | 017561   |              |              |
| I-600763       | Hardware for T-Dock Repairs    | R      | 3/20/2014  | 25.71          |          | 017561   |              |              |
| I-601185       | Paintbrushes for Grand Ave PP  | R      | 3/20/2014  | 7.31           |          | 017561   |              |              |
| I-601342       | Hose, Bolts for E&M            | R      | 3/20/2014  | 28.60          |          | 017561   |              | 970.72       |
| 02225          | Musick, Peeler & Garrett LLP   |        |            |                |          |          |              |              |
| I-263920       | File#13477.002, 2/14           | R      | 3/20/2014  | 1,698.50       |          | 017564   |              | 1,698.50     |
| 01549          | NALMS                          |        |            |                |          |          |              |              |
| I-14SP111      | 2014 Membership for WQ         | R      | 3/20/2014  | 110.00         |          | 017565   |              | 110.00       |
| 02185          | Oasis Technology Inc.          |        |            |                |          |          |              |              |
| I-0304143      | Monthly Anti-Hacking Device    | R      | 3/20/2014  | 79.00          |          | 017566   |              |              |
| I-0304143a     | Feb 14 Tech Support-TP         | R      | 3/20/2014  | 500.00         |          | 017566   |              |              |
| I-0304143b     | Feb 14 Tech Support, TP        | R      | 3/20/2014  | 562.50         |          | 017566   |              |              |
| I-0304143c     | Feb 14 Tech Support IT         | R      | 3/20/2014  | 125.00         |          | 017566   |              | 1,266.50     |
| 00163          | OFFICE DEPOT                   |        |            |                |          |          |              |              |
| I-694489779001 | Toner Cartridge                | R      | 3/20/2014  | 80.29          |          | 017567   |              |              |
| I-694750310001 | Porcelain Board for LCRA Maint | R      | 3/20/2014  | 196.71         |          | 017567   |              |              |
| I-694750398001 | Office Supplies                | R      | 3/20/2014  | 4.35           |          | 017567   |              |              |
| I-695353557001 | Copy Paper, Toner Cartridges   | R      | 3/20/2014  | 490.97         |          | 017567   |              | 772.32       |
| 01570          | Ojai Auto Supply LLC           |        |            |                |          |          |              |              |
| I-302592       | Battery for #4, LCRA Maint Trk | R      | 3/20/2014  | 129.20         |          | 017568   |              | 129.20       |
| 00912          | OJAI BUSINESS CENTER, INC      |        |            |                |          |          |              |              |
| I-9181         | Shipping for Telemetry         | R      | 3/20/2014  | 125.45         |          | 017569   |              | 125.45       |
| 00165          | OJAI LUMBER CO, INC            |        |            |                |          |          |              |              |
| I-1403660868   | Lumber for Stop Sign at Gate   | R      | 3/20/2014  | 21.47          |          | 017570   |              |              |
| I-1403661399   | Lacquer Thinner, Cement E&M    | R      | 3/20/2014  | 19.33          |          | 017570   |              | 40.80        |
| 00168          | OJAI VALLEY NEWS               |        |            |                |          |          |              |              |
| I-031414       | 12 Month Subscription          | R      | 3/20/2014  | 52.00          |          | 017571   |              | 52.00        |
| 00169          | OJAI VALLEY SANITARY DISTRICT  |        |            |                |          |          |              |              |
| I-16222        | Cust#20594                     | R      | 3/20/2014  | 155.91         |          | 017572   |              |              |
| I-16295        | Cust#52921                     | R      | 3/20/2014  | 51.97          |          | 017572   |              | 207.88       |
| 00959          | PERIMETER SECURITY SYSTEMS     |        |            |                |          |          |              |              |
| I-399140       | Nuts for Canal Gate #5         | R      | 3/20/2014  | 40.85          |          | 017573   |              | 40.85        |

| VENDOR I.D.    | NAME                            | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|----------------|---------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 01439          | PRECISION POWER EQUIPMENT       |        |            |                |          |          |              |              |
| I-2966         | Rope Repair on Leaf Blower      | R      | 3/20/2014  | 13.00          |          | 017574   |              | 13.00        |
| 10042          | PSR ENVIRONMENTAL SERVICE, INC  |        |            |                |          |          |              |              |
| I-6425         | Inspect & Certify LCRA GasTank  | R      | 3/20/2014  | 560.00         |          | 017575   |              |              |
| I-6426         | Gas Tank Inspection, Main Yard  | R      | 3/20/2014  | 210.00         |          | 017575   |              | 770.00       |
| 00313          | ROCK LONG'S AUTOMOTIVE          |        |            |                |          |          |              |              |
| I-11256        | Smog for Eq#19, Maint Truck     | R      | 3/20/2014  | 44.75          |          | 017576   |              | 44.75        |
| 01109          | SALVADOR LOERA TRANSPORTATION   |        |            |                |          |          |              |              |
| I-15150        | Road Base for LCRA              | R      | 3/20/2014  | 516.00         |          | 017577   |              | 516.00       |
| 01992          | Salinas Tree Service            |        |            |                |          |          |              |              |
| I-201408       | Remove Tree at Damtender's      | R      | 3/20/2014  | 750.00         |          | 017578   |              | 750.00       |
| 00725          | SMART & FINAL                   |        |            |                |          |          |              |              |
| I-030614       | Breakroom Supplies              | R      | 3/20/2014  | 73.62          |          | 017579   |              | 73.62        |
| 00225          | UNDERGROUND SERVICE ALERT       |        |            |                |          |          |              |              |
| I-220140090    | 124 New Ticket Charges          | R      | 3/20/2014  | 186.00         |          | 017580   |              | 186.00       |
| 02626          | Unified Communications Integra  |        |            |                |          |          |              |              |
| I-15878        | Phone System Repair, LCRA       | R      | 3/20/2014  | 1,170.00       |          | 017581   |              | 1,170.00     |
| 00256          | VENTURA RENTAL CENTER, INC.     |        |            |                |          |          |              |              |
| I-1612813      | Rent Manlift, TP Lighting Maint | R      | 3/20/2014  | 273.00         |          | 017582   |              | 273.00       |
| 00258          | VENTURA STEEL, INC              |        |            |                |          |          |              |              |
| I-151030       | Metal for Fortress Tank Ladder  | R      | 3/20/2014  | 184.56         |          | 017583   |              |              |
| I-151860       | Steel for T-Dock Repair LCRA    | R      | 3/20/2014  | 40.64          |          | 017583   |              | 225.20       |
| 09955          | VENTURA WHOLESALE ELECTRIC      |        |            |                |          |          |              |              |
| I-186077       | Long Nose Pliers for E & M      | R      | 3/20/2014  | 33.33          |          | 017584   |              |              |
| I-187387       | Parts for Toilet Repairs Pit B  | R      | 3/20/2014  | 21.34          |          | 017584   |              | 54.67        |
| 01283          | Verizon Wireless                |        |            |                |          |          |              |              |
| I-9721185762   | DO, TP Monthly Cell Charges     | R      | 3/20/2014  | 650.38         |          | 017585   |              |              |
| I-9721186434   | LCRA Monthly Cell Charges       | R      | 3/20/2014  | 178.92         |          | 017585   |              | 829.30       |
| 02583          | WageWorks                       |        |            |                |          |          |              |              |
| I-125AI0305244 | FSA Admin Fee                   | R      | 3/20/2014  | 86.40          |          | 017586   |              | 86.40        |

| VENDOR I.D. | NAME  | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|---|--------|------------|----------------|----------|----------|--------------|--------------|
| 01362       | I-451424  |        |            |                |          |          |              |              |
|             | WARREN DISTRIBUTING, INC<br>Service Parts, LCRA Carts | R      | 3/20/2014  | 325.64         |          | 017587   |              | 325.64       |
| 01500       |   |        |            |                |          |          |              |              |
|             | WORKRITE  |        |            |                |          |          |              |              |
|             | I-0871125   | R      | 3/20/2014  | 366.49         |          | 017588   |              |              |
|             | I-0871904   | R      | 3/20/2014  | 308.47         |          | 017588   |              | 674.96       |
| 1           |   |        |            |                |          |          |              |              |
|             | I-000201403110830                                     | R      | 3/20/2014  | 0.89           |          | 017589   |              | 0.89         |
| 00124       |   |        |            |                |          |          |              |              |
|             | ICMA RETIREMENT TRUST - 457                           |        |            |                |          |          |              |              |
|             | I-CUI201403180831                                     | R      | 3/20/2014  | 634.61         |          | 017590   |              |              |
|             | I-DCI201403180831                                     | R      | 3/20/2014  | 2,894.24       |          | 017590   |              |              |
|             | I-DI%201403180831                                     | R      | 3/20/2014  | 299.36         |          | 017590   |              | 3,828.21     |
| 01960       |   |        |            |                |          |          |              |              |
|             | Moringa Community                                     |        |            |                |          |          |              |              |
|             | I-MOR201403180831                                     | R      | 3/20/2014  | 16.75          |          | 017591   |              | 16.75        |
| 00985       |   |        |            |                |          |          |              |              |
|             | NATIONWIDE RETIREMENT SOLUTION                        |        |            |                |          |          |              |              |
|             | I-CUN201403180831                                     | R      | 3/20/2014  | 864.53         |          | 017592   |              |              |
|             | I-DCN201403180831                                     | R      | 3/20/2014  | 3,857.85       |          | 017592   |              | 4,722.38     |
| 00180       |   |        |            |                |          |          |              |              |
|             | S.E.I.U. - LOCAL 721                                  |        |            |                |          |          |              |              |
|             | I-COP201403180831                                     | R      | 3/20/2014  | 9.50           |          | 017593   |              |              |
|             | I-UND201403180831                                     | R      | 3/20/2014  | 677.00         |          | 017593   |              | 686.50       |
| 00230       |   |        |            |                |          |          |              |              |
|             | UNITED WAY  |        |            |                |          |          |              |              |
|             | I-UWY201403180831                                     | R      | 3/20/2014  | 60.00          |          | 017594   |              | 60.00        |
| 00128       |   |        |            |                |          |          |              |              |
|             | INTERNAL REVENUE SERVICE                              |        |            |                |          |          |              |              |
|             | I-T1 201403180831                                     | D      | 3/20/2014  | 22,913.34      |          | 032041   |              |              |
|             | I-T3 201403180831                                     | D      | 3/20/2014  | 23,281.26      |          | 032041   |              |              |
|             | I-T4 201403180831                                     | D      | 3/20/2014  | 5,444.70       |          | 032041   |              | 51,639.30    |
| 00049       |   |        |            |                |          |          |              |              |
|             | STATE OF CALIFORNIA                                   |        |            |                |          |          |              |              |
|             | I-T2 201403180831                                     | D      | 3/20/2014  | 7,785.46       |          | 032042   |              | 7,785.46     |
| 00187       |   |        |            |                |          |          |              |              |
|             | CALPERS   |        |            |                |          |          |              |              |
|             | I-PBB201403180831                                     | D      | 3/20/2014  | 66.87          |          | 032043   |              |              |
|             | I-PEB201403180831                                     | D      | 3/20/2014  | 784.39         |          | 032043   |              |              |
|             | I-PER201403180831                                     | D      | 3/20/2014  | 9,918.19       |          | 032043   |              |              |
|             | I-PRB201403180831                                     | D      | 3/20/2014  | 784.39         |          | 032043   |              |              |
|             | I-PRR201403180831                                     | D      | 3/20/2014  | 12,241.12      |          | 032043   |              | 23,794.96    |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|------|--------|------------|----------------|----------|----------|--------------|--------------|
|-------------|------|--------|------------|----------------|----------|----------|--------------|--------------|

\* \* T O T A L S \* \*

|                 | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|-----------------|----|----------------|-----------|--------------|
| REGULAR CHECKS: | 89 | 55,044.50      | 0.00      | 55,044.50    |
| HAND CHECKS:    | 0  | 0.00           | 0.00      | 0.00         |
| DRAFTS:         | 3  | 83,219.72      | 0.00      | 83,219.72    |
| EFT:            | 0  | 0.00           | 0.00      | 0.00         |
| NON CHECKS:     | 0  | 0.00           | 0.00      | 0.00         |
| VOID CHECKS:    | 0  | VOID DEBITS    | 0.00      |              |
|                 |    | VOID CREDITS   | 0.00      | 0.00         |

TOTAL ERRORS: 0

| VENDOR SET: 01 | BANK: AP | TOTALS: | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|----------------|----------|---------|----|----------------|-----------|--------------|
|                |          |         | 92 | 138,264.22     | 0.00      | 138,264.22   |
| BANK: AP       | TOTALS:  |         | 92 | 138,264.22     | 0.00      | 138,264.22   |
| REPORT TOTALS: |          |         | 94 | 138,264.22     | 0.00      | 138,264.22   |

Void CK#016265 to Ojai Rec.  
 Dept. for refundable  
 cleaning deposit

< 50.00 >

Void CK#016490 for  
 Workers Comp. Claim.  
 CK re-issued

< 56.27 >

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138,157.95

January 6, 2014

*Information Redacted at  
request of property owner. RV*

Casitas Municipal Water District  
**Attention: General Manager Steven Wickstrum and Manager Denise Collin**  
1055 Ventura Avenue  
Oak View, California 93022-9622

Re: *Account No.: 51-23744-01*  
*Service Address:*  
*Billing Period: 11/4/13 to 12/3/13*

Dear Mr. Wickstrum and Ms. Collin:

Please find enclosed a copy of your account statement for the period November 4, 2013 to December 3, 2013. The bill indicates that during the billing period, I used 4,176 units of water for a total of 3,123,648 gallons with an average usage during the billing period of 100,763 gallons per day.

During the previous year for the month of November, I used 39,644 gallons (according to the bill), which would average 1,279 gallons per day.

My property's monthly bill averages between \$500.00 and \$1,000.00 per month depending upon the time of year. Most of the water consumption is for our 5 acres of avocados and pixie tangerines. This monthly average is to be compared with the current bill, which totals \$3,967.65. Our last bill for the preceding month totaled \$857.88. These changes were during a month (October 2013) in which there was no rain. When it rained in mid-November, I turned the orchard drip system off for approximately two (2) weeks. The orchard system was turned back on at the beginning of December immediately ahead of the week long freeze at the beginning of December.

In early December, I received a call from your office advising that a read of the water meter had indicated an unusually high consumption of water. I asked that a field technician come out and do a check, which was immediately done by you. I coordinated with the field technician and used no water during the two (2) hour period of the test. The water meter showed no usage during that period of time, which indicated that there were no leaks in the system. The read showed continued slightly higher than normal usage in the days following the current read of December 3, 2013 through the test date which was consistent with higher orchard water usage during the freeze.

I was next contacted by your front office personnel who explained that the test showed no leak in the system. At that point, I discussed with your office staff what they meant by high usage. When it was explained to me that the high water usage to which they were referring was over 9

acre feet (i.e., an acre of land flooded to a depth in excess of 9 feet deep), we discussed how such a usage could have occurred. The office staff suggested that perhaps it was a dripping faucet or a garden hose left on. Given the enormous quantity of the water that the meter indicated had been used, I asked that another field technician come out.

I met with the second field technician during the inspection. During a two (2) hour period of no water usage, the meter showed no water usage indicating that there were no leaks. The field technician told me that a usage of over 100,000 gallons per day is enormous and could not result from either normal or extraordinary usage. It would involve an enormous leak that would be obvious.

I did some research to try to get a handle on what 100,000 gallons of usage a day would look like. It is the equivalent of filling an Olympic size swimming pool, 75 feet long and 50 feet wide by 8 feet deep every six and a half (6 ½) days. Translated into garden hoses, it would be the equivalent of seven (7) garden hoses running at full force 24 hours a day for 30 days.

When I met with the second technician, he told me that such a leak, even for a short period of time would have been obvious and that such a leak could not have spontaneously begun and spontaneously stopped.

I cannot imagine how my property could have used six (6) months of water in 30 days. This is particularly true as for half (1/2) of the month of November, the orchard above ground drip system was turned off. Since the irrigation system for the orchard is above ground, such a leak could not have occurred without an obvious flood and would not have stopped on its own accord.

As a good faith gesture, I am paying at this time \$1,000.00 towards the water bill, which is much more than I expect that it would have been for the month of November. The technician who came out the second time told me that he wanted to do further investigation and someone would get back to me. I did not hear further from your office until I received the bill that is enclosed.

I did receive a telephone call from Cinnamon on January 3, 2014. She confirmed that the most recent January 2014 read of the water meter indicated that 400 units of water had been used during a 30 day period of time in December 2013. This would be as expected, given the higher usage during the freeze in the first week of December 2013. This reading of the water meter confirms that there was no unknown water leak during that period of time.

Please contact me so that we may discuss this matter and reach a resolution. It is inconceivable to me that there could have been a 6 fold increase in the usage of our water during the month of November. You may call me at the telephone number listed above.

Very truly yours,

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: March 21, 2014  
TO: Board of Directors  
FROM: Steve Wickstrum – General Manager  
Re: High Usage Relief Request – Robert M. Baskin  
Account Number: 51-23744-01

**RECOMMENDATION:**

Direction to staff on a billing adjustment, if any.

**BACKGROUND AND OVERVIEW:**

Mr. Baskin was informed of extreme high usage in early December 2013 for the billing period 11/2/2013 to 12/3/2013. The total usage was 4,176 units, or 9.57AF, over a period of 31 days. Mr. Baskin has three residential structures on his property and six acres of orchard (tangerines and avocado). Mr. Baskin's water service classification is Agricultural-Domestic.

On December 5, 2013, Casitas staff noted a high use reading at Mr. Baskin's meter and checked the meter for any leaks. The meter did not indicate an on-going leak. Casitas staff again on 12/13/13 checked the meter movement for the indication of a leak on the customer's plumbing, and still did not find a leak, once again checked the meter on 12/27/13 with still no detected leak. Since the November high use period that is in question, Mr. Baskin's water usage has returned to normal.

Mr. Baskin spoke with the Accounting Manager on January 9, 2014 and was informed even if he found a leak he would not qualify for the Casitas Leak Relief program as his classification is Ag/Domestic. No leak was has been found.

Mr. Baskin has meet with the Finance Committee on January 24<sup>th</sup> and February 21<sup>st</sup>, 2014, to discuss the water use billing. From the January meeting, staff were directed and tested the meter and inspected the internal mechanics of the meter for possible fault in the meter. Mr. Baskin was asked to check for any other interconnection with neighboring orchards that may have received the water in question. The meter was pulled and tested in February 2014. The assessment of the meter serving Mr. Baskin's property showed a slightly slow registering that is in the customers favor, but within industry standards of 2% + or – of 100%. There were no indications of damaged or faulty meter reading mechanisms that would lead Casitas to a miss-registering meter. Mr. Baskin has reported back to the Finance Committee that there are no interconnections to neighboring agriculture orchards.

**ANALYSIS:**

The Casitas Rates and Regulations for Water Service is the guiding basis for water service conditions. Section 11 of the Rates and Regulations prescribes the considerations for billing adjustments for non-registering meters, leak adjustment, and other adjustments. The above case does not appear to be a result of a non-registering meter, does not qualify for a leak adjustment as no leak has been found and repaired, and does not appear to qualify for the reasons stated by the Rates and Regulations for other adjustments (described as District causing a leak or a meter miss-registering or a non-registering meter).

From the monthly readings of the meter serving Mr. Baskin's property, the readings appear to follow normal usage trends prior to November 2013 and in the months after November 2013. The November reading spiked to 9.57 acre-feet, which is an extremely high water use compared to the parcel water use history. The spike in water demand has not reoccurred and from staff assessment of the Casitas equipment, the spike does not appear to be caused by either the water meter or the reading instrument. The Committee and Mr. Baskin did not arrive at a logical conclusion as to where the 9.57 acre-feet of water went to after passing through the meter.

Casitas relies on the water metering systems to provide accurate measurements of water delivered to each and every Casitas customer. When a malfunction of the metering system is identified, Casitas has made reasonable and justified adjustments to water bills. In this case, it appears that there is not an identified malfunction of the metering system to justify the adjustment of a water bill. Adjusting water bills without reasonable justification for doing so may not be good public policy or good business, and may be setting precedence for the future.

**CONCLUSION:**

Mr. Baskin's position is that the November 2013 water usage is in error and he is asking the Board for some relief of his bill totaling \$3,967.65. Mr. Baskin has paid \$1,000.00 in good faith pending the result of the Board's decision. Mr. Baskin will present during the Board meeting of March 26, 2014, whatever evidence he may have concerning the alleged error in the bill. In accordance with the Rates and Regulations, the Board shall consider the alleged error and give its decision within 30 days after the conclusion of the Board meeting.

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**CASITAS MUNICIPAL WATER DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** STEVEN E. WICKSTRUM, GENERAL MANAGER  
**FROM:** NEIL COLE, PRINCIPAL CIVIL ENGINEER  
**SUBJECT:** AUTHORIZE THE GENERAL MANAGER TO SIGN A PURCHASE ORDER WITH FAMCON INC. FOR THE PURCHASE OF TWO 16" FLEXIBLE EXPANSION COUPLINGS FOR THE UPPER OJAI RESERVOIR  
**DATE:** MARCH 19, 2014

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**RECOMMENDATION:**

It is recommended that the Board of Directors authorize the General Manager to sign a purchase order with Famcon Inc. in the not to exceed amount of \$14,200 to provide two Romac 16" flexible expansion couplings.

**BACKGROUND AND DISCUSSION:**

Casitas has been in the process of improving the seismic capabilities of the reservoirs. An important component of improving the ability of a steel reservoir to handle an earthquake with minimal damage is to provide flexible connections between the inlet/outlet piping and the reservoir. This purchase order will provide couplings that will both expand and rotate, providing the flexibility that is needed. Flexible expansion couplings were not installed at the Upper Ojai Reservoir during the interior coating project because of budget constraints. The Villanova Reservoir is now nearly complete and under budget.

The couplings will be installed by Casitas personnel.

**FUNDING:**

Funding for this work is available in the FY 2013-14 Capital Budget under the Villanova Reservoir Project. Both the Villanova Reservoir Coating Project and the Villanova Reservoir expansion couplings have been completed with sufficient remaining budget to purchase the flexible expansion joints for the Upper Ojai Reservoir.

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**CASITAS MUNICIPAL WATER DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** OPERATIONS MANAGER  
**FROM:** TREATMENT PLANT SUPERVISOR  
**SUBJECT:** MEDIA CLEANING – FILTER #1  
**DATE:** MARCH 21, 2014

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**RECOMMENDATION:**

It is recommended that the Board of Directors approve a purchase order for ERS Industrial Services, Inc. in the amount of \$29,778.34 for the removal, cleaning and reinstallation of media in filter #1

**BACKGROUND AND DISCUSSION:**

The FY 2013/14 budget contains funds in the amount of \$35,000.000 for the removal, cleaning, and reinstallation of the media in filter #1.

A job walk was conducted and three contractors attended; the following bids were received.

|                         |               |             |
|-------------------------|---------------|-------------|
| Offshore Construction   | Mike McDole   | \$44,300.00 |
| Prominent Systems, Inc  | James Harvey  | \$38,319.80 |
| ERS Industrial Services | Rick Langlois | \$29,778.34 |

CASITAS MUNICIPAL WATER DISTRICT  
LAKE CASITAS RECREATION AREA

DATE: March 18, 2014  
 TO: Steve Wickstrum, General Manager  
 FROM: Carol Belser, Park Services Manager  
 SUBJECT: Recreation Area Monthly Report for February 2014

Visitation Numbers

The following is a comparison of visitations\* for February 2014:

|                 | Feb. 2014 | Feb. 2013 | Jan. 2014 |
|-----------------|-----------|-----------|-----------|
| Visitor Days    | 26,720    | 26,004    | 28,008    |
| Camps           | 2,216     | 1,464     | 1,992     |
| Cars            | 6,680     | 6,501     | 7,002     |
| Boats           | 268       | 274       | 180       |
| Kayaks & Canoes | 2         | 9         | 6         |

| Fiscal Year to Date Visitation |         |
|--------------------------------|---------|
| 2012/2013                      | 384,830 |
| 2013/2014                      | 372,916 |
| % Change                       | -3.096  |

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

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

**Camps** = Campsites occupied + extra vehicles

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

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

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

Boating

There were eight cables sold for new inspections, seven vessels were re-inspected and a total of 509 vessels were retagged. Ten vessels failed the first inspection in February 2014.

Night fishing from shore was held February 14, 15 and 16.

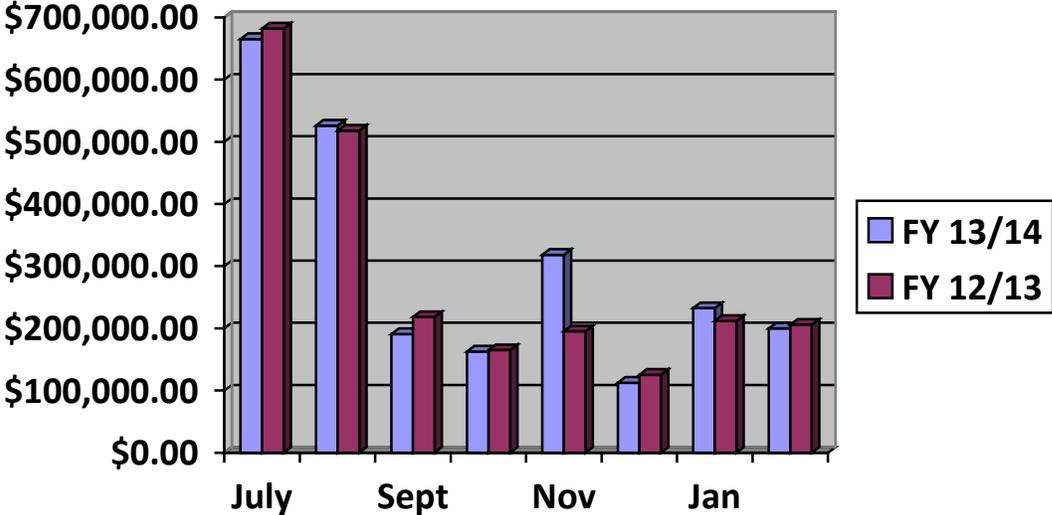
Incidents

Incidents in the month of February that required assistance from outside agencies included a disturbance, an attempted suicide and a fallen tree.

Revenue Reporting

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

LCRA TOTAL REVENUE



CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: March 21, 2014  
TO: Board of Directors  
FROM: General Manager, Steve Wickstrum  
Re: Finance Committee Meeting of March 21, 2014

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**  
Director Mary Bergen and Director Jim Word  
General Manager Steve Wickstrum  
Accounting Manager and Treasurer Denise Collin
2. **Public comments.** None.
3. **Board/Management comments.**  
Director Word asked if the billing relief request by Mr. Baskin was to be placed on the next Board agenda. The General Manager affirmed that the request will be on the March 26, 2014 agenda and that Mr. Baskin will be presenting his request.
4. **Review of the request for leak relief from Howard and Debra Rosen.**  
Denise Collin presented the request for leak relief from Howard and Debra Rosen. The amount of the request is in excess of the Accounting Manager's authorization. The request is to be moved to the Board for consideration.
5. **Review of the Financial Statement for February 2014.**  
The Committee reviewed the expenditures in various work sections of the District. While looking at the revenue numbers for the Temporary classification, Denise Collin noted that the district has several temporary meters in the system that have exceeded to six-month allowable time, and suggested calling in those temporary meters. Denise Collin also noted that there is a continuing high level of late charges and hang tags that will usually decrease in numbers after the holiday season.
6. **Review of the Water Consumption for January 2014.**  
The Committee reviewed the water consumption numbers for February 2014. The Committee was informed that water demands by the City of Ventura have begun to resume, after a short curtailment after the March rain event.
7. **Review of the Preliminary Draft Budget for FY 2014-2015.**  
The committee was presented the preliminary draft budget for FY 2014-15. The Committee had a general discussion on various items of the budget. The Committee will convene on April 8<sup>th</sup> to go over questions that the Committee may have and refine the budget where needed.
8. **Review of the Preliminary 10-year Capital Budget.**  
The 10-year Capital Budget was presented as a part of the FY 2014-15 Budget workbook.

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**CASITAS MUNICIPAL WATER DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** STEVE WICKSTRUM, GENERAL MANAGER  
**FROM:** NEIL COLE, PRINCIPAL CIVIL ENGINEER  
**SUBJECT:** PROGRESS UPDATE-VILLANOVA RESERVOIR REPAIR AND INTERIOR COATING, SPECIFICATION 13-367  
**DATE:** MARCH 19, 2014

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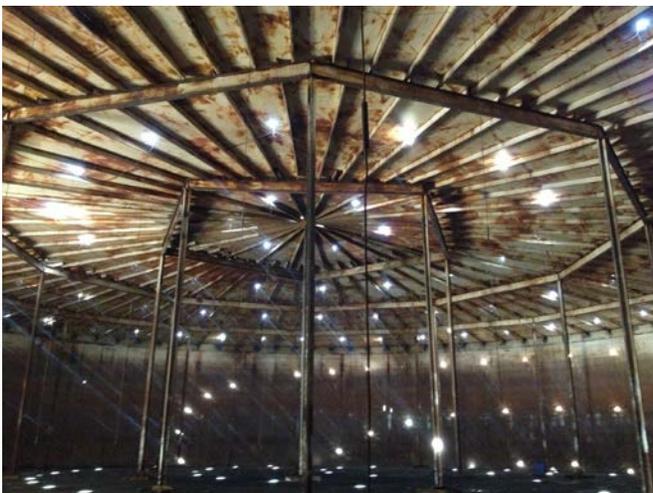
**RECOMMENDATION:**

This item is provided for information only and no action is required at this time.

**BACKGROUND AND DISCUSSION:**

Casitas Board of Directors awarded the contract to repair and coat the interior of the Villanova Reservoir on September 25, 2013 in the amount of \$656,650.00. The project included repairing the Villanova Reservoir structure and coating the interior of the reservoir. The project is now nearly complete. The structural repairs, interior and exterior coating have been completed. The only contractor work item left to be completed is the installation of the cathodic protection system. Installation of the cathodic protection system will not delay placing the reservoir back in active service. There have been a total of six change orders including one change order to coat the exterior of the reservoir. Total cost for the Villanova Reservoir Repair and Interior Coating, Specification 13-367 is \$773,622.

Below are before and after pictures of the reservoir interior.



**CASITAS MUNICIPAL WATER DISTRICT  
TREASURER'S MONTHLY REPORT OF INVESTMENTS  
03/20/14**

| 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 BK                                       | 31331VK96  | 06/30/2014       | \$937,825           | \$938,248           | 5.650%           | 04/01/2013      | 6.39%          | 100              |
| *TB   | Federal Home Loan Bank                                   | 313379EE5  | 06/14/2019       | \$1,384,196         | \$1,317,141         | 1.625%           | 10/03/2012      | 8.97%          | 1884             |
| *TB   | Federal Home Loan Bank                                   | 3133XFKF2  | 06/11/2021       | \$718,664           | \$669,334           | 5.625%           | 01/16/2013      | 4.56%          | 2601             |
| *TB   | Federal Home Loan Bank                                   | 3133XKTV7  | 06/13/2014       | \$944,940           | \$945,276           | 4.875%           | 04/01/2013      | 6.44%          | 83               |
| *TB   | Federal Home Loan Bank                                   | 3133XLWN1  | 09/12/2014       | \$952,067           | \$952,543           | 5.250%           | 04/01/2013      | 6.49%          | 172              |
| *TB   | Federal Home Loan Bank                                   | 3133XWNB10 | 06/12/2015       | \$707,596           | \$722,141           | 2.875%           | 07/01/2010      | 4.92%          | 442              |
| *TB   | Federal Home Loan Bank                                   | 3134A4VG60 | 11/17/2015       | \$732,743           | \$751,450           | 4.750%           | 07/19/2010      | 5.12%          | 597              |
| *TB   | Federal Home Loan Bank                                   | 3134G34WJ  | 08/28/2014       | \$997,681           | \$998,166           | 0.375%           | 04/01/2013      | 6.80%          | 158              |
| *TB   | Federal Home Loan MTG Corp                               | 3135G0ES80 | 11/15/2016       | \$690,859           | \$693,914           | 1.375%           | 03/12/2012      | 4.73%          | 955              |
| *TB   | Federal Home Loan MTG Corp                               | 3137EABA60 | 11/17/2017       | \$1,133,380         | \$1,137,840         | 5.125%           | 01/03/2012      | 7.75%          | 1317             |
| *TB   | Federal Home Loan MTG Corp                               | 3137EACD90 | 07/28/2014       | \$703,551           | \$707,154           | 3.000%           | 07/01/2010      | 4.82%          | 128              |
| *TB   | Federal Home Loan MTG Corp                               | 3137EADB2  | 01/13/2022       | \$209,189           | \$194,638           | 2.375%           | 02/11/2013      | 1.33%          | 2813             |
| *TB   | Federal Natl MTG Assn                                    | 31398AYY20 | 09/16/2014       | \$704,655           | \$709,639           | 3.000%           | 07/01/2010      | 4.84%          | 176              |
| *TB   | US Treasury Inflation Index NTS                          | 912828JE10 | 07/15/2018       | \$1,130,184         | \$1,179,528         | 1.375%           | 07/06/2010      | 8.04%          | 1555             |
| *TB   | US Treasury Notes  | 912828LZ10 | 11/30/2014       | \$702,933           | \$709,758           | 2.125%           | 07/01/2010      | 4.84%          | 250              |
| *TB   | US Treasury Inflation Index NTS                          | 912828MF40 | 01/15/2020       | \$1,115,169         | \$1,171,498         | 1.375%           | 07/01/2010      | 7.98%          | 2095             |
| *TB   | US Treasury Bond   | 912828WE6  | 11/15/2023       | \$769,929           | \$765,536           | 2.613%           | 12/13/2013      | 5.22%          | 3475             |
| Accrued Interest                                    |  |            |                  |                     | \$112,896           |                  |                 |                |                  |
| <b>Total in Gov't Sec. (11-00-1055-00&amp;1065)</b> |  |            |                  | <b>\$14,535,561</b> | <b>\$14,676,700</b> |                  |                 | <b>80.30%</b>  |                  |
| *CD   | cit Salt Lake City UT - CD                               |            | 12/18/2023       | \$245,000           | \$242,726           | 3.30%            |                 |                |                  |
| *CD   | Discover BK Greenwood DE - CD                            |            | 01/16/2024       | \$239,000           | \$234,949           | 3.20%            |                 |                |                  |
| *CD   | GE Capital - CD Draper, UT                               |            | 09/27/2023       | \$245,000           | \$242,648           | 3.25%            |                 |                |                  |
| *CD   | GE Capital - CD Salt Lake City, UT                       |            | 09/27/2023       | \$245,000           | \$240,671           | 3.15%            |                 |                |                  |
| *CD   | Goldman Sachs - CD New York, NY                          |            | 10/30/2023       | \$224,000           | \$222,450           | 3.25%            |                 |                |                  |
| *CD   | Toyota Financial Services - CD -Henderson NV             |            | 12/20/2023       | \$245,000           | \$242,822           | 3.30%            |                 |                |                  |
| <b>Total Certificates of Deposit: (11.13506)</b>    |  |            |                  | <b>\$1,443,000</b>  | <b>\$1,426,266</b>  |                  |                 | <b>7.80%</b>   |                  |
| **  | <b>LAIF as of: (11-00-1050-00)</b>                       |            | N/A              | <b>\$445</b>        | <b>\$445</b>        | 0.29%            | Estimated       | <b>0.00%</b>   |                  |
| ***   | <b>COVI as of: (11-00-1060-00)</b>                       |            | N/A              | <b>\$2,174,370</b>  | <b>\$2,174,370</b>  | 0.33%            | Estimated       | <b>11.90%</b>  |                  |
| <b>TOTAL FUNDS INVESTED</b>                         |  |            |                  | <b>\$18,153,376</b> | <b>\$18,277,781</b> |                  |                 | <b>100.00%</b> |                  |
| Total Funds Invested last report                    |  |            |                  | \$14,301,532        | \$14,818,480        |                  |                 |                |                  |
| Total Funds Invested 1 Yr. Ago                      |  |            |                  | \$18,759,320        | \$19,491,074        |                  |                 |                |                  |
| ****  | <b>CASH IN BANK (11-00-1000-00) EST.</b>                 |            |                  | <b>\$3,972,667</b>  | <b>\$3,972,667</b>  |                  |                 |                |                  |
|   | <b>CASH IN Western Asset Money Market</b>                |            |                  | <b>\$9</b>          | <b>\$9</b>          | 0.01%            |                 |                |                  |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                 |  |            |                  | <b>\$22,126,051</b> | <b>\$22,250,456</b> |                  |                 |                |                  |
| TOTAL CASH & INVESTMENTS 1 YR AGO                   |  |            |                  | \$18,759,320        | \$19,491,074        |                  |                 |                |                  |
| *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.