

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

Signature

Signature

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 I-030714	Kimberly Drury 2/26/14-3/11/14	R	3/10/2014	369.30		017504		369.30
00021 I-031014	AWA OF VENTURA COUNTY Waterwise Breakfast 3/20	R	3/13/2014	100.00		017505		100.00
02631 I-011314	Karl W Bergenstal, Ph. D. DOS 1/13/14 Claim#13-11419	R	3/13/2014	34.81		017506		34.81
00055 I-Feb 14 Cafe Passes	CASITAS BOAT RENTALS Reimburse Cafe Passes 2/14	R	3/13/2014	1,914.57		017507		1,914.57
01055 I-Feb 14	Neil Cole Reimburse Expenses 2/14	R	3/13/2014	278.96		017508		278.96
01483 I-677548241 I-677752461	CORVEL CORPORATION Bill Review Bill Review	R R	3/13/2014 3/13/2014	18.03 8.79		017509 017509		26.82
01647 I-030614	JOEL COX T4 Certification	R	3/13/2014	235.00		017510		235.00
02544 I-024103	Department of Justice Fingerprinting	R	3/13/2014	96.00		017511		96.00
00216 I-030414	THE GAS COMPANY Acct#00801443003	R	3/13/2014	1,308.26		017512		1,308.26
00167 I-012914	OJAI VALLEY FAMILY MEDICAL GRP DOS 1/29/14 Claim#12-08261	R	3/13/2014	56.03		017513		56.03
02637 I-031114	David Pope Safety Boots	R	3/13/2014	170.00		017514		170.00
01345 I-031214	MICHAEL SHIELDS Advance for AWWA Conference	R	3/13/2014	289.13		017515		289.13
01967 I-031214	Robert Vasquez Safety Boot Purchase	R	3/13/2014	160.18		017516		160.18
01270 I-Feb 14	SCOTT LEWIS Reimburse Expenses 2/14	R	3/14/2014	1,382.76		017517		1,382.76

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 3/06/2014 THRU 3/20/2014

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 I-1275604000101 Wrench, Socket for TP	R	3/20/2014	105.18		017530		105.18
00031	BIG T's FREIGHTLINER, INC. I-240430024 Repair #88, LCRA Pump Truck	R	3/20/2014	1,151.62		017531		1,151.62
01917	Biomark 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 I-140227 Giardia/Crypto for WQ Feb 2014	R	3/20/2014	396.48		017533		396.48
00475	CASA DE LAGO I-224157 Meal While Working at Robles	R	3/20/2014	12.31		017534		12.31
00511	Centers for Family Health I-33710 Drug Tests	R	3/20/2014	778.00		017535		778.00
01169	CODE 3, INC. 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 I-9009691820 Lamp Bulbs for TP Gallery	R	3/20/2014	112.66		017537		112.66
00719	CORELOGIC INFORMATION SOLUTION I-81116399 Realquest Subscription	R	3/20/2014	137.50		017538		137.50
01001	CUSTOM PRINTING I-128096 WIndow Envelopes for Admin	R	3/20/2014	205.76		017539		205.76
01764	DataProse, Inc. I-DPI400563 UB Mailing 2/26/14	R	3/20/2014	1,009.33		017540		1,009.33
00740	DELL MARKETING L.P. I-XJJCJ9W6P7 New Cash Collection Computer	R	3/20/2014	1,067.16		017541		1,067.16
00662	Diamond A Equipment I-WX09407 Serviced #234, Chipper	R	3/20/2014	334.65		017542		334.65

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02489	Kimberly Drury I-101813 Claim#12-08261	R	8/15-9/27/13 3/20/2014	56.27		017543		56.27
00488	ELECTRONIC SYSTEMS TECHNOLOGY I-7462 Modem Repair, Telemetry I-7466 Modem Repair, Telemetry I-7469 Esteem Parts for Telemetry	R	3/20/2014 3/20/2014 3/20/2014	414.08 244.08 767.08		017544 017544 017544		1,425.24
02171	Engbretson Underwater Photogra 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 I-401207A Metals, Total-Mn I-401209A Metals, Total-Mn I-401210A Nutrient Profile 2/4/14 I-401341A THM HAA 2/5/14	R	3/20/2014 3/20/2014 3/20/2014 3/20/2014 3/20/2014	706.00 45.00 70.00 1,494.00 817.00		017547 017547 017547 017547 017547		3,132.00
00103	FRANK'S ROOTER & PUMPING I-88697 Septic Tank Pump I-88699 Septic Tank Pump	R	3/20/2014 3/20/2014	427.50 475.00		017548 017548		902.50
00104	FRED'S TIRE MAN I-72559 4 Tires for Truck #41, LCRA I-72593 2 Tires for #80, Welding Truck I-72970 Oil Change for #37 Maint I-72985 Oil Change for #28, Maint	R	3/20/2014 3/20/2014 3/20/2014 3/20/2014	924.79 376.39 39.67 39.67		017549 017549 017549 017549		1,380.52
00106	FRONTIER PAINT I-F189766 Paint Supplies for Fortress I-F190130 Paint for SS Relief Deck	R	3/20/2014 3/20/2014	98.82 59.19		017550 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 I-9381331140 Splinter Tools, Batteries I-9386844410 Diaphragm Pump for SS Relief	R	3/20/2014 3/20/2014 3/20/2014	825.17 19.60 351.84		017553 017553 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 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
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* * 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	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 >

 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 24th and February 21st, 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.

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

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

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.

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

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

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.

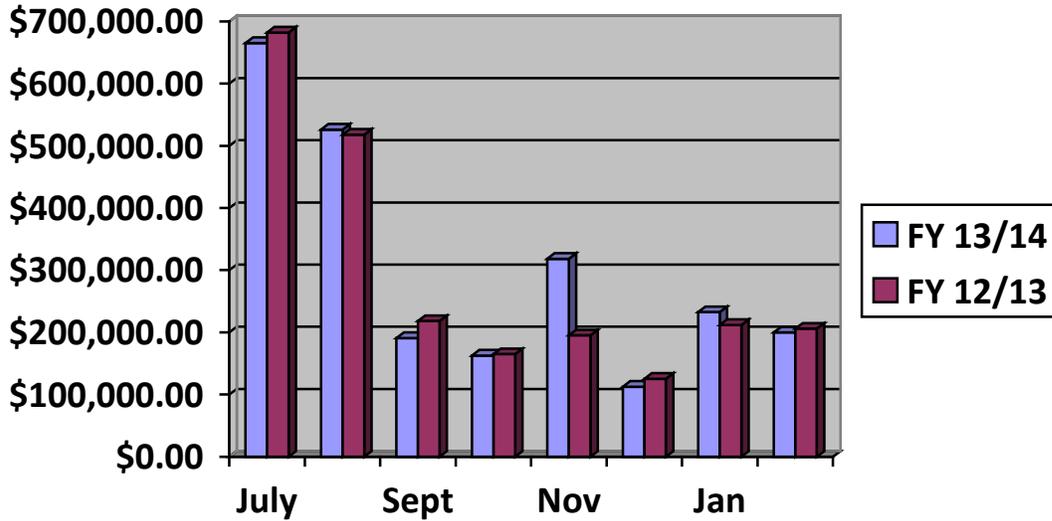
Incidents

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 8th 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.

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

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

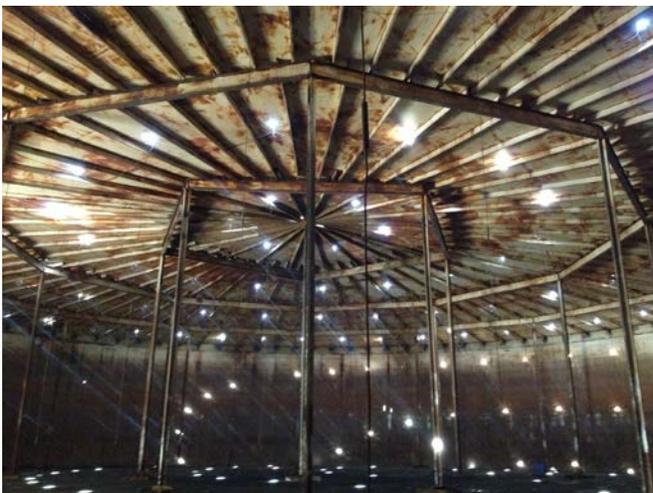
RECOMMENDATION:

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				
Total in Gov't Sec. (11-00-1055-00&1065)				\$14,535,561	\$14,676,700			80.30%	
*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%			
Total Certificates of Deposit: (11.13506)				\$1,443,000	\$1,426,266			7.80%	
**	LAIF as of: (11-00-1050-00)		N/A	\$445	\$445	0.29%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,174,370	\$2,174,370	0.33%	Estimated	11.90%	
TOTAL FUNDS INVESTED				\$18,153,376	\$18,277,781			100.00%	
Total Funds Invested last report				\$14,301,532	\$14,818,480				
Total Funds Invested 1 Yr. Ago				\$18,759,320	\$19,491,074				
****	CASH IN BANK (11-00-1000-00) EST.			\$3,972,667	\$3,972,667				
	CASH IN Western Asset Money Market			\$9	\$9	0.01%			
TOTAL CASH & INVESTMENTS				\$22,126,051	\$22,250,456				
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.