

# Board Meeting Agenda

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

Pete Kaiser, Director  
James Word, Director

## CASITAS MUNICIPAL WATER DISTRICT

April 23, 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. Minutes of the April 9, 2014 meeting.
  - b. Recommend approval of a purchase order with Sontek in the amount of \$21,232.50 for the purchase of two new flowmeters for the Robles Fish Passage.

RECOMMENDED ACTION: Adopt Consent Agenda

5. Bills
6. Recommend the Board of Directors adopt the Statement of Decision and deny the request of Mr. Baskin for a relief in some amount for high water usage.

RECOMMENDED ACTION: Motion adopting Statement of Decision

7. Presentation by Marshall Pike of Quagga Inspections Services regarding the QID Program.

RECOMMENDED ACTION: Direction to Staff

8. Recommend that the Board of Directors receive and consider the Whitepaper on Body Contact Recreational Activities in Lake Casitas.

RECOMMENDED ACTION: Direction to Staff

9. Recommend authorizing the General Manager to sign and present the Bill of Sale and Offer of Dedication to Senior Canyon Mutual Water Company regarding the Senior Canyon Mutual Water Company Upgrade project.

RECOMMENDED ACTION: Motion approving recommendation

10. Recommend authorization of the design and bidding of the chloramination bypass pipe to the Rincon Pump Plant.

RECOMMENDED ACTION: Motion approving recommendation

11. Information Items:

- a. Recreation Committee Minutes.
- b. Personnel Committee Minutes.
- c. Finance Committee Minutes.
- d. Recreation Area Report for March, 2014.
- e. Certificate of Achievement for Excellence in Financial Reporting received by Denise Collin from the Government Finance Officers Association.
- f. Investment Report.

12. 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.

13. Adjournment

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

Minutes of the Casitas Municipal Water District  
Board Meeting Held  
April 9, 2014

A meeting of the Board of Directors was held April 9, 2014 at Casitas' Office, Oak View, California. Directors Hicks, Bergen, Kaiser, Baggerly and Word were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were two staff members and four members of the public in attendance. President Hicks led the group in the flag salute.

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

Danny Carrillo with SEIU Local 721 introduced Janet Linsalato as the new Work Site Organizer, explaining that she is a seasoned organizer. Danny is now part of the Government Relations Department.

Danny shared concerns that the district lacks written rules and procedures that help guide the effectiveness of the district. He suggested the creation of an anti-bullying policy and suggested continuing to work on updating rules and procedures with staff. He added that they expect to meet and confer before policies are updated or implemented. This was referred to the Personnel Committee which will be meeting on the Second Monday of the month. There appeared to be a discrepancy in the minutes on the date of the Personnel Committee. The minutes will be corrected to state Personnel Committee will meet on the Second Monday of the month.

2. General Manager comments.

Mr. Wickstrum reported that Villanova has been completed. He then informed the board that Neil Cole and the E & M crew are trying to resolve the noise issues at 4m and Upper Ojai. Director Baggerly asked for pictures to be taken during the process.

3. Board of Director comments.

Director Kaiser mentioned it was nice to see the roadways being worked on at the park.

4. Consent Agenda

ADOPTED

- a. Minutes of the March 12, 2014 meeting.
- b. Minutes of the March 15, 2014 special meeting.
- c. Minutes of the March 26, 2014 meeting.

On the motion of Director Kaiser, seconded by Director Baggerly and passed by the following roll call vote, the Consent Agenda was adopted.

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

ABSENT: Directors: None

5. Bills

APPROVED

Director Hicks questioned a check to Moringa Community. Mr. Wickstrum explained this is a donation made by an employee in lieu of paying union dues.

On the motion of Director Bergen, seconded by Director Baggerly and passed by the following roll call vote, the bills were approved.

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

6. Recommend approval of a change order in the amount of \$25,424.32 for the LCRA Water Adventure Coating, Specification 13-369. APPROVED

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

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

7. Letter to Legislators regarding prevention of intrusion of quagga mussels from Lake Piru and Lower Piru Creek into the Santa Clara River.

APPROVED

Director Baggerly stated the letter is self-explanatory and asks the federal agencies to come up with some sort of action to help protect the Santa Clara watershed and ultimately the Ventura River watershed.

Alasdair Coyne with Keep Sespe Wild thanked the board for continuing to address this issue. He explained that he has been in touch with state legislators.

The board discussed the letter with Director Baggerly motioning to approve the letter with a change to add a sentence about the current status at United and include their board memo as an attachment. This was seconded by Director Kaiser and approved by the following roll call vote:

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

Director Baggerly then discussed some items for potential legislation on things that could be done through legislative activities. He asked for permission to use these ideas to contact state legislative delegation. The board expressed concerns with some of the ideas. It was further discussed that meetings be scheduled with legislators first.

The discussion then centered around information that the Department of Fish & Game is sending out an electro fishing boat to test the health of fisheries in lakes in southern California, something they have not done at Casitas for 15 years. Park Services Manager Carol Belser reported that she had received a schedule from Russell Black back in February that looked reasonable but they learned last night that his schedule has changed and he would be visiting Lake Piru tonight prior to visiting Lake Casitas on May 6<sup>th</sup>. The board discussed the need for him to fully comply with our ordinance. Ms. Belser will send an e-mail explaining that until the issue can be resolved, the sampling will not go forward.

8. Information Items:

- a. Executive Committee Minutes.
- b. Water Consumption Report.
- c. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- d. Investment Report.

On the motion of Director Word, seconded by Director Bergen and passed by the following roll call vote, the Information items were approved for filing.

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

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

On the motion of Director Word, seconded by Director Bergen and passed by the following vote, a 3% increase effective May 1, 2014 was approved.

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

10. Adjournment

President Hicks adjourned the meeting at 3:57 p.m.

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Pete Kaiser, Secretary

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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:** AUTHORIZE THE GENERAL MANAGER TO APPROVE A PURCHASE ORDER WITH SONTEK IN THE AMOUNT OF \$21,232.50 FOR THE PURCHASE OF TWO NEW FLOWMETERS FOR THE ROBLES FISH PASSAGE  
**DATE:** APRIL 14, 2014

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**RECOMMENDATION:**

It is recommended that the Board of Directors authorize the General Manager to approve a purchase order with SonTek in the amount of \$21,232.50 for two flow meters.

**BACKGROUND AND DISCUSSION:**

The Robles Fish Passage Facility has several meters to measure flow and water depth at various locations within the facility. The meters are used by Operation and Fisheries personnel to operate, monitor and document that the facility is operated in compliance with the Biological Opinion.

The flow meter in the fish passage has not accurately measured the fish passage flows since the Vaki River Watcher shroud was modified. The fish passage flows have been monitored at the measurement weir while changes to the flow meter were made and tested. It now appears that the meter will not function properly with the modified Vaki River Watcher shroud.

The flow meter in the auxiliary water supply pipe has not worked correctly since it was damaged in the 2006 storms. Various repairs have been made but have not corrected the problems. Further hindering repairs is the lack of flows needed to test the flow meter and the inaccessibility of the meter transducers.

Staff is recommending that two new flow meters be added to the system, one in the fish passage and one in the auxiliary water supply pipeline. The existing meters will remain in place and further repairs will be made and tested. The proposed new meters, SonTek IQ Plus (Fish Ladder) and SonTek IQ Pipe (Auxiliary Water Pipe) are far simpler to install, operate and maintain than the original meters. SonTek has an excellent reputation for producing reliable flow meters. Each flow meter consists of the meter, a 20 meter power-data cable and display with a 4-20mA output.



The flow meters were **not** budgeted in the FY 2013-14 budget. It is recommended that the Board authorize this expenditure to insure Casitas remains in compliance with the Biological Opinion.

**CASITAS MUNICIPAL WATER DISTRICT**  
**Payable Fund Check Authorization**  
**Checks Dated 4/9/14-4/16/14**  
**Presented to the Board of Directors For Approval April 23, 2014**

Check	Payee			Description	Amount
000483	Payables Fund Account	#	9759651478	Accounts Payable Batch 041114	\$126,873.72
000484	Payables Fund Account	#	9759651478	Accounts Payable Batch 041614	\$216,304.59
					\$343,178.31
000485	Payroll Fund Account	#	9469730919	Estimated Payroll 5/1/14	\$125,000.00
					\$125,000.00
				Total	\$468,178.31

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

The above numbered checks, 000483-000485 have been duly audited is hereby certified as correct.

   
 \_\_\_\_\_  
 Denise Collin, Accounting Manager

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

# A/P Fund

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

000483    A/P Checks:                                017714-017730  
              A/P Draft to P.E.R.S.  
              A/P Draft to State of CA  
              A/P Draft to I.R.S.  
              Voids:

000484    A/P Checks:                                017731-017811  
              A/P Draft to P.E.R.S.                041643  
              A/P Draft to State of CA            041642  
              A/P Draft to I.R.S.                041641  
              Void:                                    017780-017781

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

Denise Collin 4/16/14  
Denise Collin, Accounting Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



CERTIFICATION

Payroll disbursements for the pay period ending 04/12/14  
Pay Date of 04/17/14  
have been duly audited and are  
hereby certified as correct.

Signed: Denise Collin: 4/14/14  
Denise Collin

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

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

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

VENDOR SET: 01 Casitas Municipal Water D  
BANK: \* ALL BANKS  
DATE RANGE: 4/09/2014 THRU 4/16/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	4/16/2014			017780		
C-CHECK	VOID CHECK	V	4/16/2014			017781		

\* \* 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 SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 4/09/2014 THRU 4/16/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00021	AWA OF VENTURA COUNTY Annual Water Symposium 4/24	R	4/09/2014	615.00		017714		615.00
00054	CA DEPARTMENT OF PUBLIC HEALTH Water System Fees 7/13-12/13	R	4/09/2014	9,075.20		017715		9,075.20
01055	Neil Cole Reimburse Mileage 3/14	R	4/09/2014	133.84		017716		133.84
00770	CORRPRO COMPANIES, INC. Credit Inv#219549	R	4/09/2014	360.00CR		017717		
	I-219549 Inspection Svc, OV Res Tank	R	4/09/2014	885.00		017717		525.00
01705	RJ FADDIS Gas for Rogue Patrol Boat	R	4/09/2014	455.25		017718		455.25
10120	CHARLES Z. FEDAK & COMPANY Audit YE 063014 Planning	R	4/09/2014	2,425.00		017719		2,425.00
00216	THE GAS COMPANY Acct#18231433006	R	4/09/2014	53.14		017720		
	I-033114a Acct#00801443003	R	4/09/2014	1,273.91		017720		1,327.05
00144	BOB MONNIER Reimburse Mileage 2/14	R	4/09/2014	85.23		017721		
	I-Mar 14 Reimburse Mileage 3/14	R	4/09/2014	109.42		017721		194.65
02498	Offshore Construction, Inc. Grout Sensing Line,Casitas Dam	R	4/09/2014	4,800.00		017722		4,800.00
00347	Ojai Recreation Department Summer Activity Guide Ad WP	R	4/09/2014	750.00		017723		750.00
02187	Pitney Bowes Inc Sealer,Ink for Postage Machine	R	4/09/2014	367.32		017724		367.32
00215	SOUTHERN CALIFORNIA EDISON Acct#2210507034	R	4/09/2014	6,065.19CR		017725		
	I-040314 Acct#2210507034	R	4/09/2014	10,148.07		017725		
	I-040414 Acct#2237789169	R	4/09/2014	27.03		017725		
	I-040414a Acct#2210505426	R	4/09/2014	1,460.11		017725		
	I-040414b Acct#2210502480	R	4/09/2014	75,365.22		017725		80,935.24

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE: 4/09/2014 THRU 4/16/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02643	Take Care by WageWorks I-040714 1/1/13-4/7/14	R	4/09/2014	19,173.67		017726		19,173.67
00250	COUNTY OF VENTURA I-IN0124802 Main Yard UST Fees	R	4/09/2014	2,234.06		017727		
	I-IN0124810 Chlorination Station Fees	R	4/09/2014	3,002.46		017727		5,236.52
00489	STEVE WICKSTRUM I-Mar 14 Reimburse Mileage 3/14	R	4/09/2014	99.68		017728		99.68
01616	FRED BRENEMAN I-041114 3/30/14-4/12/14	R	4/11/2014	391.00		017729		391.00
02489	Kimberly Drury I-041114 3/26/14-4/8/14	R	4/11/2014	369.30		017730		369.30
01629	3M C-02737393a Accrue Use Tax	R	4/16/2014	11.70CR		017731		
	D-02737393a Accrue Use Tax	R	4/16/2014	11.70		017731		
	I-02737393 Safety Glasses for E & M	R	4/16/2014	156.00		017731		156.00
01325	Aflac Worldwide Headquarters I-416609 Supplemental Insurance 4/14	R	4/16/2014	2,905.82		017732		2,905.82
00010	AIRGAS USA LLC I-9026040610 Acetylene for Pump Plants	R	4/16/2014	126.94		017733		126.94
00836	AMERICAN RED CROSS I-10285521 Lifeguard Certificates	R	4/16/2014	270.00		017734		270.00
00022	AMERICAN WATER WORKS ASSOC. I-7000796968 Standards Revisions for Engin	R	4/16/2014	635.00		017735		635.00
00014	AQUA-FLO SUPPLY I-589128 Valve Boxes for Ave 2 PP Drain	R	4/16/2014	91.79		017736		
	I-589245 PVC Parts for Bypass Line	R	4/16/2014	64.00		017736		
	I-592157 PVC for Bypass Line	R	4/16/2014	4.58		017736		160.37
02179	Art Street Interactive I-106138 LCRA Res SoftwareHosting/Maint	R	4/16/2014	542.15		017737		542.15
01666	AT & T I-000005265392 T-1 Line 8310001729783	R	4/16/2014	357.32		017738		
	I-000005267166 T-1 Lines 8310002969306	R	4/16/2014	1,092.91		017738		1,450.23

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02298	Automation Products Group, Inc							
C-599287a	Accrue Use Tax	R	4/16/2014	17.95CR		017739		
D-599287a	Accrue Use Tax	R	4/16/2014	17.95		017739		
I-599287	Float Switches for Pump Plants	R	4/16/2014	239.27		017739		239.27
00020	AVENUE HARDWARE, INC							
I-55827	Router Bit for LCRA Maint	R	4/16/2014	12.09		017740		12.09
00030	B&R TOOL AND SUPPLY CO							
I-1277159000101	Hook for Dist Maint	R	4/16/2014	43.15		017741		43.15
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S2024424001	Piping Materials for 3M PP	R	4/16/2014	547.77		017742		547.77
00821	BEST BEST & KRIEGER LLP							
I-723255	Matter No. 8235600002 3/14	R	4/16/2014	277.20		017743		277.20
00756	BOARD OF EQUALIZATION							
I-041514	Use Tax Return 1/14-3/14	R	4/16/2014	1,784.00		017744		1,784.00
01062	BP Medical Supplies							
C-E131812a	Accrue Use Tax	R	4/16/2014	15.57CR		017745		
D-E131812a	Accrue Use Tax	R	4/16/2014	15.57		017745		
I-E131812	Natural Rodent Bait for LCRA	R	4/16/2014	207.60		017745		207.60
09798	BUENA TILE SUPPLY							
I-528865	Flooring for Waterpark Office	R	4/16/2014	396.01		017746		396.01
00055	CASITAS BOAT RENTALS							
I-Mar 14 Cafe Passes	Reimburse Cafe Passes	R	4/16/2014	2,069.31		017747		2,069.31
00055	CASITAS BOAT RENTALS							
I-Mar 14 Gas	Gas for Boats at LCRA	R	4/16/2014	739.56		017748		739.56
00511	Centers for Family Health							
I-34510	Drug Tests	R	4/16/2014	90.00		017749		90.00
00117	CERTEX USA, INC							
I-1070724600	Parts for Lifting Breakers, PP	R	4/16/2014	46.33		017750		
I-1070726200	Parts for Lifting Breakers, PP	R	4/16/2014	45.12		017750		91.45
00059	COASTAL PIPCO							
I-S1807117001	Polyethylene Tube for TP	R	4/16/2014	75.48		017751		75.48

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 4/09/2014 THRU 4/16/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00061	COMPUWAVE							
I-SB02076555	Toner Cartridges	R	4/16/2014	332.27		017752		332.27
00062	CONSOLIDATED ELECTRICAL							
I-9009691508	Grace Port for Grand Ave PP	R	4/16/2014	144.78		017753		
I-9009692417	Arc Flash Courses, E&M, Maint	R	4/16/2014	3,196.00		017753		
I-9009693614	Canvas Bag for Tools, PP	R	4/16/2014	45.43		017753		
I-9009693615	Caution Tape, Screwdriver, PP	R	4/16/2014	48.17		017753		3,434.38
00719	CORELOGIC INFORMATION SOLUTION							
I-81139136	Realquest Monthly Subscription	R	4/16/2014	137.50		017754		137.50
02034	D.K. Mechanical							
I-2902	Service Kubota Mower, #281	R	4/16/2014	299.73		017755		
I-2903	Service Kubota Mower #277	R	4/16/2014	187.50		017755		487.23
01764	DataProse, LLC							
I-DP1400839	UB Mailing 3/27/14	R	4/16/2014	1,285.09		017756		1,285.09
00081	DELTA LIQUID ENERGY							
I-301026	Propane for Dam Tender	R	4/16/2014	208.52		017757		208.52
00182	DEWITT PETROLEUM							
I-0041506	Gas for Main Yard	R	4/16/2014	4,407.30		017758		
I-0041637	Gas for LCRA	R	4/16/2014	2,518.78		017758		6,926.08
00086	E.J. Harrison & Sons Inc							
I-991	Acct#500546088	R	4/16/2014	163.41		017759		163.41
00090	ENVIRONMENTAL RESOURCE ASSOC							
I-717981	PT Samples for Lab	R	4/16/2014	170.14		017760		170.14
00095	FAMCON PIPE & SUPPLY							
I-156862	Saddle for Pipelines	R	4/16/2014	146.20		017761		
I-157224	Coupling for Villanova Res	R	4/16/2014	697.68		017761		
I-157338	Flange for Pipelines	R	4/16/2014	1,182.50		017761		
I-157405	Spools for 3M Pump Plant	R	4/16/2014	688.00		017761		
I-157406	Materials for Bypass Line	R	4/16/2014	4,007.61		017761		
I-157409	Gaskets for Warehouse Stock	R	4/16/2014	107.50		017761		6,829.49
00099	FGL ENVIRONMENTAL							
I-402187A	Metals, Total-Mn	R	4/16/2014	70.00		017762		
I-402517A	Metals, Total-Mn	R	4/16/2014	70.00		017762		
I-402796A	Metals, Total-Mn	R	4/16/2014	70.00		017762		
I-402797A	Metals, Total-Mn	R	4/16/2014	45.00		017762		255.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
10088	FRED PRYOR SEMINARS							
I-15482813	Seminar for IT Dept, 9/24/14	R	4/16/2014	199.00		017763		
I-15505647	Seminar for LCRA 6/11/14	R	4/16/2014	199.00		017763		
I-1826187	Training Rewards Membership	R	4/16/2014	199.00		017763		597.00
00104	FRED'S TIRE MAN							
I-73452	2 Tires for #54, Maint Truck	R	4/16/2014	397.89		017764		
I-73605	Oil Change, #35	R	4/16/2014	39.67		017764		437.56
00106	FRONTIER PAINT							
I-F191310	Paint Supplies for LCRA RR	R	4/16/2014	128.04		017765		
I-F191405	Paint Supplies for LCRA RR	R	4/16/2014	178.59		017765		
I-F191485	Paint Supplies for LCRA RR	R	4/16/2014	405.83		017765		712.46
00485	FRUIT GROWERS SUPPLY COMPANY							
I-91489436	Chainsaw Chaps, Helmet, Maint	R	4/16/2014	363.22		017766		363.22
01280	FRY'S ELECTRONICS, INC.							
I-5433608	Keyboard and Mouses, IT	R	4/16/2014	118.77		017767		118.77
02158	Google, Inc.							
I-9565403	Additional Usage for IT Dept	R	4/16/2014	16.25		017768		16.25
00115	GRAINGER, INC							
I-9406630609	Spill Containment Kits for DM	R	4/16/2014	485.25		017769		485.25
00121	HACH COMPANY							
I-8753535	Chemicals for Treatment Plant	R	4/16/2014	268.02		017770		268.02
00369	HARRINGTON INDUSTRIAL PLASTICS							
I-01382803	Dessiccant Pouch for TP	R	4/16/2014	122.67		017771		122.67
00125	IDEXX DISTRIBUTION CORP							
I-276606237	Lab Supplies	R	4/16/2014	235.36		017772		235.36
00127	INDUSTRIAL BOLT & SUPPLY							
I-00141588	Nuts and Bolts for LCRA Maint	R	4/16/2014	56.74		017773		
I-00141715	Screws for Pipelines	R	4/16/2014	68.28		017773		125.02
02182	Industrial Coating and Restora							
I-041014	Water Adventure Coating	R	4/16/2014	54,078.10		017774		54,078.10
00872	Irrisoft, Inc.							
I-4958	ET Station Signal Services	R	4/16/2014	79.00		017775		79.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00131	JCI JONES CHEMICALS, INC Chlorine for TP, CM#615007	R	4/16/2014	1,770.00		017776		1,770.00
02644	Michael Klein Camping Fee Refund	R	4/16/2014	25.00		017777		25.00
01270	SCOTT LEWIS Reimburse Expenses 3/14	R	4/16/2014	2,647.15		017778		2,647.15
00151	MEINERS OAKS ACE HARDWARE							
C-603497	Return for Inv#602951	R	4/16/2014	8.06CR		017779		
C-603901	Credit Inv#603636	R	4/16/2014	10.15CR		017779		
I-601584	Gasket Sealant for PL	R	4/16/2014	17.58		017779		
I-601766	Gasket Sealant, Gloves, PL	R	4/16/2014	37.12		017779		
I-603145	Hose and Spraypaint for TP	R	4/16/2014	78.23		017779		
I-603492	Electric Parts for Camp G RR	R	4/16/2014	80.75		017779		
I-603636	Parts for Ave 2 PP Drain Proj	R	4/16/2014	30.12		017779		
I-603710	Items for Camp B RR Repairs	R	4/16/2014	117.94		017779		
I-603772	Parts for Ave 2 PP Drain Proj	R	4/16/2014	67.89		017779		
I-603794	Flex Couplings for Ave 2 PP	R	4/16/2014	10.56		017779		
I-603902	Parts for Ave 2 PP Drain Proj	R	4/16/2014	41.20		017779		
I-603937	Parts for Bypass Line	R	4/16/2014	15.44		017779		
I-604001	Parts for Ave 2 PP Drain	R	4/16/2014	29.41		017779		
I-604009	Paint Supplies for Waterpark	R	4/16/2014	54.67		017779		
I-604092	Rollers for LCRA Maint	R	4/16/2014	12.29		017779		
I-604118	Parts for Ave 2 PP	R	4/16/2014	40.25		017779		
I-604188	Parts for LCRA Maint	R	4/16/2014	52.47		017779		
I-604286	Battery, Drill Bit for Maint	R	4/16/2014	25.51		017779		
I-604322	Bolts & Screws for E&M	R	4/16/2014	13.02		017779		
I-604573	Parts for Waterpark	R	4/16/2014	18.69		017779		
I-604693	Paint Supplies for Waterpark	R	4/16/2014	47.54		017779		
I-604783	Concrete, Cutter Wheel, PL	R	4/16/2014	65.67		017779		
I-604864	Caulk, Painter Tape LCRA Maint	R	4/16/2014	54.72		017779		
I-604896	Gloves for Pipelines	R	4/16/2014	6.22		017779		
I-604976	Flapper, Tie Wire, Casitas Dam	R	4/16/2014	12.39		017779		
I-605013	Painting Supplies for LCRA RR	R	4/16/2014	108.03		017779		
I-605075	Paint Brushes, Drill Bit Maint	R	4/16/2014	26.35		017779		
I-605374	Bolts & Screws for LCRA Maint	R	4/16/2014	63.86		017779		
I-605432	Sprayer, Light Bulbs for LCRA	R	4/16/2014	52.92		017779		
I-605488	Lock for LCRA Maint	R	4/16/2014	14.66		017779		
I-605523	Tools, Supplies for Pipelines	R	4/16/2014	33.30		017779		1,210.59
01138	RONALD E. MERCKLING Reimburse Expenses 4/14	R	4/16/2014	973.45		017782		973.45



VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02185	Oasis Technology Inc.							
I-0402141	Install Win911 Software TP	R	4/16/2014	1,750.00		017783		
I-0402143	IT Support,Anti-Hacking Device	R	4/16/2014	204.00		017783		1,954.00
01570	Ojai Auto Supply LLC							
I-305329	Lights for #42, Pipelines	R	4/16/2014	8.26		017784		
I-305358	Parts for #42, Pipelines	R	4/16/2014	15.54		017784		
I-306097	License Frames for #51, PL	R	4/16/2014	23.08		017784		46.88
00912	OJAI BUSINESS CENTER, INC							
I-9307	Rubber Stamps, Laminating	R	4/16/2014	127.69		017785		127.69
00165	OJAI LUMBER CO, INC							
I-1404664815	Pole for Waterpark	R	4/16/2014	35.06		017786		35.06
00169	OJAI VALLEY SANITARY DISTRICT							
I-16300	Cust #20594	R	4/16/2014	155.91		017787		
I-16373	Cust#52921	R	4/16/2014	51.97		017787		207.88
00184	POWERSTRIDE BATTERY CO, INC							
I-V585148	Batteries for Fisheries	R	4/16/2014	78.02		017788		78.02
01439	PRECISION POWER EQUIPMENT							
I-2950	Head for Weed Eater,Dist Maint	R	4/16/2014	39.76		017789		
I-2951	Head for Weed Eater,Dist Maint	R	4/16/2014	39.76		017789		79.52
02628	R.F. MacDonald Co.							
I-192997	Clairifier Feed Pump, TP	R	4/16/2014	2,056.13		017790		2,056.13
00033	ROBERT SKEELS & CO.							
I-69700	Electronic Door Lock for D.O.	R	4/16/2014	802.03		017791		802.03
00313	ROCK LONG'S AUTOMOTIVE							
I-11252	Lube & Oil Change, Eq#40 TP	R	4/16/2014	179.78		017792		
I-11540	Lube & Oil Change, #80	R	4/16/2014	405.04		017792		584.82
02344	ServiceMaster Building Mainten							
I-16167A	Janitorial Services 4/14 D.O.	R	4/16/2014	1,063.00		017793		1,063.00
00215	SOUTHERN CALIFORNIA EDISON							
I-041214	Acct#2210507034	R	4/16/2014	19,284.28		017794		19,284.28
01696	SUPERIOR MACHINE							
I-2564	Grooves for 3M PP Upgrade	R	4/16/2014	400.00		017795		400.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02527 I-14180	Traffic Technologies LLC "No Vehicles" Signs for LCRA	R	4/16/2014	305.91		017796		305.91
00225 I-320140091	UNDERGROUND SERVICE ALERT 112 New Ticket Charges	R	4/16/2014	168.00		017797		168.00
01569 I-041414	ERNEST UNDERHAY Astronomy Night Programs	R	4/16/2014	560.00		017798		560.00
00257 I-033114 I-033114a	VENTURA RIVER COUNTY WATER Acct#0350100A Acct#0537500A	R R	4/16/2014 4/16/2014	14.70 20.08		017799 017799		34.78
00258 I-152819	VENTURA STEEL, INC Steel for Villanova Reservoir	R	4/16/2014	24.19		017800		24.19
09955 I-180363 I-180397 I-180554 I-180691 I-187318 I-187816	VENTURA WHOLESALE ELECTRIC Electrical Parts for Camp B RR Straps for Ave #2 PP Generator Plug for TP Conduit for Airscour Bulb, TP Electrical Parts for WP Office Electrical Parts,Rincon Balanc	R R R R R R	4/16/2014 4/16/2014 4/16/2014 4/16/2014 4/16/2014 4/16/2014	35.91 4.30 33.33 17.20 105.45 79.45		017801 017801 017801 017801 017801 017801		275.64
01396 I-70302048	VULCAN MATERIALS COMPANY Recycle Used Asphalt	R	4/16/2014	200.00		017802		200.00
00271 I-S55857 I-S56196	WEST COAST AIR CONDITIONING PM Service Dist Ofc A/C Unit Grease for A/C Unit	R R	4/16/2014 4/16/2014	185.00 5.38		017803 017803		190.38
00330 I-10001529210	WHITE CAP CONSTRUCTION SUPPLY Hard Hat for LCRA Maint	R	4/16/2014	20.41		017804		20.41
00124 I-CUI201404140841 I-DCI201404140841 I-DI&201404140841	ICMA RETIREMENT TRUST - 457 457 CATCH UP DEFERRED COMP FLAT DEFERRED COMP PERCENT	R R R	4/16/2014 4/16/2014 4/16/2014	634.61 2,894.24 171.06		017805 017805 017805		3,699.91
01960 I-MOR201404140841	Moringa Community PAYROLL CONTRIBUTIONS	R	4/16/2014	16.75		017806		16.75
00985 I-CUN201404140841 I-DCN201404140841	NATIONWIDE RETIREMENT SOLUTION 457 CATCH UP DEFERRED COMP FLAT	R R	4/16/2014 4/16/2014	864.53 3,957.85		017807 017807		4,822.38

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00180	S.E.I.U. - LOCAL 721							
I-COP201404140841	SEIU 721 COPE	R	4/16/2014	9.50		017808		
I-UND201404140841	UNION DUES	R	4/16/2014	677.00		017808		686.50
00230	UNITED WAY							
I-UWY201404140841	PAYROLL CONTRIBUTIONS	R	4/16/2014	60.00		017809		60.00
1	Michael L Jones							
I-000201404080838	TS Refund	R	4/16/2014	70.00		017810		70.00
1	William H Thrift							
I-000201404080839	TS Refund	R	4/16/2014	70.00		017811		70.00
00128	INTERNAL REVENUE SERVICE							
I-T1 201404140841	Federal Withholding	D	4/16/2014	22,161.11		041641		
I-T3 201404140841	FICA Withholding	D	4/16/2014	22,509.58		041641		
I-T4 201404140841	Medicare Withholding	D	4/16/2014	5,264.28		041641		49,934.97
00049	STATE OF CALIFORNIA							
I-T2 201404140841	State Withholding	D	4/16/2014	7,340.28		041642		7,340.28
00187	CALPERS							
I-PBB201404140841	PERS BUY BACK	D	4/16/2014	66.87		041643		
I-PEB201404140841	PEBRA EMPLOYEES PORTION	D	4/16/2014	800.02		041643		
I-PER201404140841	PERS EMPLOYEE PORTION	D	4/16/2014	9,902.63		041643		
I-PRB201404140841	PEBRA EMPLOYER PORTION	D	4/16/2014	800.02		041643		
I-PRR201404140841	PERS EMPLOYER PORTION	D	4/16/2014	12,222.26		041643		23,791.80

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	96	262,111.26	0.00	262,111.26
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	81,067.05	0.00	81,067.05
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
			99	343,178.31	0.00	343,178.31
BANK: AP	TOTALS:		99	343,178.31	0.00	343,178.31
REPORT TOTALS:		101		343,178.31	0.00	343,178.31

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: April 17, 2014  
TO: Board of Directors  
FROM: Steve Wickstrum – General Manager  
Re: High Usage Relief Request – Statement of Decision - Robert M. Baskin  
Account Number: 51-23744-01

**RECOMMENDATION:**

It is recommended that the Board of Directors adopt the statement of decision and deny the request by Mr. Baskin for a relief in some amount for high water usage.

**OVERVIEW:**

Mr. Baskin has requested that the Casitas Board of Directors consider some relief of the November 2012 high water usage bill. The district's legal counsel offered to review the request to assist the Board in making a final determination. The District's legal counsel has provided a Statement of Decision, attached, concerning Mr. Baskin's request for billing relief.

# CASITAS MUNICIPAL WATER DISTRICT

## STATEMENT OF DECISION

DATE: April 17, 2014  
ACCOUNT NO.: 51-23744-01  
ASSESSOR PARCEL NO.: 029-0-020-245  
PARCEL OWNER/CUSTOMER: Robert Baskin  
SUBJECT: Statement of Decision – Board Appeal for Billing Relief

### **Statement of Decision:**

In early December 2013, the Casitas Municipal Water District (“District”) informed Mr. Robert Baskin, the District customer responsible for Account Number 51-23744-01 (“Subject Account”), of extremely high water usage on the Subject Account during the billing period November 2, 2013 to December 3, 2013 (“High Usage Period”). The total water usage was 4,176 units, or 9.57 acre-feet, over a period of 31 days. Mr. Baskin received a bill for water service for the High Usage Period totaling \$3,967.65. The District classifies the Subject Account as Agricultural-Domestic.

Noting the unusually high water usage during the High Usage Period, District staff checked the movement of the water meter associated with the Subject Account (“Meter”) on three separate occasions (12/5/2013; 12/13/2013; 12/27/13). The Meter’s movement did not indicate the presence of a leak in the plumbing system. Meter reads by the District subsequent to the High Usage Period indicate that water usage has returned to historically normal levels for the Subject Account.

On January 9, 2014, Mr. Baskin was informed by the District’s Accounting Manager that, in accordance with the District’s Rules and Regulations for Water Service (“Rules and Regulations”), only properties within the Residential Customer classification are eligible for economic relief from high water usage resulting from water leaks. Since the Subject Account does not fall within the Residential Customer classification, it would not qualify for the District’s Leak Relief Program – even in the event that the cause of the spike in water usage during the “High Usage Period” was attributable to a leak.

On January 24, 2013 and again on February 21, 2014, Mr. Baskin met with the District’s Finance Committee to discuss the billing issue and the possibility of obtaining some economic relief from charges for the High Usage Period. In February 2014, and as instructed by the Finance Committee, District staff pulled and tested the internal mechanics of the Meter for accuracy. The assessment of the Meter showed a slightly slow registering in the customer’s favor, but within industry standards of 2% plus or minus 100%. The testing of the Meter indicated no damage or faulty meter reading mechanisms that might have caused the Meter to register improperly during the High Usage Period.

At the request of the Finance Committee, Mr. Baskin checked for any interconnections to neighboring orchards that may have received water attributable to the Subject Account during the High Usage Period. Mr. Baskin reported back to the Finance Committee that there were no interconnections to neighboring agricultural orchards.

On March 26, 2014, and in accordance with Section 11.2.4 of the Rules and Regulations, Mr. Baskin appealed this matter to the District's Board of Directors ("Board"), again seeking some amount of economic relief from water service charges during the High Usage Period. During the hearing, the Board considered evidence presented by District staff and Mr. Baskin, and now renders a Statement of Decision on Mr. Baskin's request for economic relief.

The Board enters the following decision:

1. Section 11.1.3. of the Rules and Regulations establishes the qualifications, documentation and other procedural requirements for the District to grant economic relief to a customer account where the account reflects high water usage resulting from a water leak. Section 11.1.3.1. limits economic relief from high usage resulting from water leaks to the Residential Customer classification. Here, the Subject Account's water service is not classified as a Residential Customer and is, therefore, not eligible for economic relief under Section 11.1.3. The Board notes that, even if the Subject Account was eligible for relief under Section 11.1.3., no evidence was presented at the hearing that a water leak in the Subject Account's plumbing system caused water usage to spike during the High Usage Period.
2. Section 11.1. of the Rules and Regulations establishes the procedures by which a customer's bill may be adjusted in the event of a billing error resulting from a non-registering or mis-registering water meter. No evidence was presented at the hearing to support a finding by the Board that the Meter mis-registered during the High Usage Period. In fact, the District's testing of the meter indicated that the meter was not faulty. The evidence further established that the monthly readings of the Meter were within historic normal ranges prior to and following the High Usage Period. The High Usage Period was characterized by a one-time spike to 9.57 acre-feet, which is much higher than the customer's historic water usage. No evidence was presented that would attribute the one-time spike during the High Usage Period to any cause other than intended usage by the customer, albeit higher than normal usage. Accordingly, the Board concludes that water usage during the High Usage Period is properly billed by the District to the Customer in the full amount of \$3,967.65.

To date, Mr. Baskin has paid the District \$1,000 of the \$3,967.65 billed to the Subject Account for water service provided by the District during the High Usage Period. Consistent with the above decision and the District's Rules and Regulations, \$2,967.65 is due and payable to the District on the Subject Account within 30 days of the date that this Statement of Decision is issued.

In accordance with Section 11.2.4.2., the determination of the Board in this matter shall be final and conclusive.

CASITAS MUNICIPAL WATER DISTRICT  
Interdepartmental Memo

DATE: April 17, 2014

TO: Steve Wickstrum  
General Manager

FROM: Carol Belser  
Park Services Manager

SUBJECT: **Quagga Inspections Services QID Program**

**RECOMMENDATION:**

After a presentation from Marshall Pike, Project Development Manager of Quagga Inspections Services, LLC, it is recommended that the Board of Directors direct staff on the possible implementation of the QID program at the Lake Casitas Recreation Area.

**BACKGROUND AND DISCUSSION:**

At their meeting on March 31, 2014, the Casitas Quagga Ad-Hoc Committee directed staff to schedule Marshall Pike to make a presentation of QID.

The QID program (see attached) is a database with real time tracking of vessels that have visited lakes operated by participating agencies. Participants in the program allow other lakes to track when a particular vessel has visited their lake. Casitas staff met and consulted with Marshall Pike in 2012 and again in 2014 and determined that while an a database that tracks customers' use of other lakes in the QID program is informative, it will not affect Casitas' invasive species protection protocol. As a note, Eloise Taveras of the Department of Fish and Wildlife was contacted on DFW's position on this service and has stated a neutral position.

In the ongoing effort to only allow access to Lake Casitas under strictly controlled conditions as a defense against invasive species, the additional information obtained from QID may be useful. If the Board chooses to move forward with a license agreement for QID, staff will need direction as to the extent QID will be integrated into Casitas' current inspection and quarantine program and how any possible conflict between QID information and the physical evidence of a validly cabled and tagged vessel may be resolved.

# Quagga Inspection Services

## Quagga and Zebra Mussel Response Planning and Training

Dear Water District Professional:

The serious challenge facing all inland waterway marinas and water agencies is to guard against the affects of invasive species of freshwater, bivalve mollusks, the **quagga mussel** and the **zebra mussel**. Recent legislation enacted by the State Legislature and signed by the Governor has been rolled out by CDFW to begin assessing an annual fee on the registration of vessels used in fresh water lakes and rivers of California. Regional efforts to monitor, prevent and otherwise control the spread of these invasive species will receive priority consideration in the application for these funds.

**Quagga Inspections Services, LLC** has developed a proprietary tool that allows for the real time tracking of CF numbered vessels and other non-registered float craft as they access inspected lakes. The advantage of **QID™** is that inspections and failures are recorded and transmitted in real time to all other inspection facilities in the district or consortium of regional lakes. A “failure” vessel, issued a notice of quarantine, cannot simply clean itself up and represent itself as new to the system or jump to another lake that would not be aware of the failure. **QID™** also allows for districts to track activity at their launch facilities by zip code, and by vessel type as well as access both failure rates and failure reasons. This web-enabled system is available as an annual license and can be accessed by laptop or web enabled PDA.

**QID™** has been in use since 2010 by members of the Bay Area Consortium of lake operators at the following lakes: Anderson, Calero, Coyote, Stevens Creek, Lexington, Del Valle, Contra Loma, Alameda Quarries, San Pablo, Nacimiento and San Antonio. Agency partners are Santa Clara County Parks Department (Kelly Klett), East Bay Regional Park District (Paul Miller), East Bay Municipal Utility District (Elizabeth Hill) , Monterey County Water Resources Agency (Elizabeth Krafft) and the Monterey County Parks Department (Tom Sheppard).

**QID™** was adopted in 2012 by the following lakes within the State Water Project in Southern California: Perris, Silverwood, Castaic, Pyramid and Diamond Valley Lake (in 2010). Our agency partners are the California State Parks Department (John Rowe), Los Angeles County Parks (Lori Bennett) and the Metropolitan Water District of Southern California (David McElroy). In addition, the Lake Hemet Municipal Water District and the Rancho California Water District make use of our full vessel inspection services program, providing trained and certified full time inspection of all vessel traffic at these lakes.

**QID™** is a cost effective and efficient method of maintaining real time coordination and communication between inspected lakes as a critical component of management and prevention. The ability to share vessel access determinations based on mutually approved inspection criteria provides a seamless and convenient service to the public, reduces duplication of data handling and communication and provides statistical evidence of activity on a local, regional and statewide basis.

Our second recommended feature is the use of a **vessel inspection seal** at our inspected lakes. Vessels inspected and authorized to launch may request that we apply a tamper proof seal to mate the vessel to the trailer, which prevents falsification attempts by users. If the vessel returns with the seal unbroken, re-launch to the lake is expedited with no additional paperwork. Agencies may elect to honor each other’s vessel inspection seal by separate memorandum. Currently, Metropolitan Water District and California State Parks and Lake Hemet Municipal Water District have entered into a mutual acknowledgement agreement.



Approved and certified inspection programs are eligible for enrollment in **QID™** and the **vessel inspection seal** program by licensing use of the program from **Quagga Inspections Services, LLC** and maintaining their certification status with CDFW by adopting an approved Aquatic Invasive Species Response Plan.

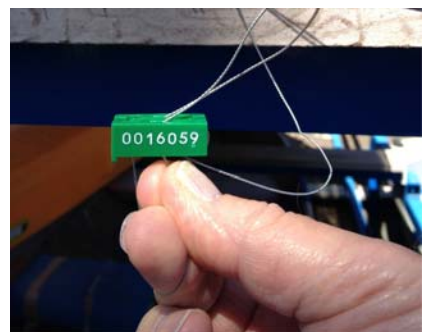
Enrollment in **QID™** requires the following:

- Enrollment cost includes initial set-up and training is \$350 per lake inspection facility.
- Annual licensing is \$1000 per lake inspection point, per year. Terms are in advance and are not prorated.
- Enrolled agencies will be required to provide cellular connection service to a web-enabled PDA with an adequate phone/data plan (basic rates are \$60-\$80 per month) as well as determine cellular coverage for the location. **Quagga Inspections Services, LLC** will assist the Agency in devising alternatives if cellular coverage is inadequate.
- Agencies requesting our banding system will be billed for vessel inspection seals and shall account for the numbered inventory so as to protect from use by unauthorized parties. Agencies may elect to charge the vessel owner for inspections and/or for vessel sealing at their own discretion.
- Agency will be required to agree to indemnification language substantially identical to the following:

**Quagga Inspections Services, LLC** provides licensed end user access to the **QID™** vessel tracking data base. Use is subject to all terms and conditions in the License and the End-User License Agreement. Due to the invasive nature of the mussels, the AGENCY acknowledges that **Quagga Inspections Services, LLC** is under no obligation (and no duty is hereby created) to insure that the subject waterways are currently, or shall remain, free of Zebra or quagga mussel infestation either by adherence to the data entry or data management practices of **QID™** or by engaging **Quagga Inspections Services, LLC** as its inspection service provider. The AGENCY agrees to defend and hold harmless **Quagga Inspections Services, LLC** from any claim (including reasonable attorney's fees and court costs) that alleges Zebra or quagga mussel infestation from any source and/or damages arising therefrom.

Agency management is welcome to contact any of the referenced partners noted above for further detail and references. Please contact me if you would like to discuss the program or details needed to enroll. For further description of services please see our web page at [www.quaggainspections.com](http://www.quaggainspections.com)

Marshall Pike  
Project Development Manager  
**Quagga Inspections Services, LLC**



CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: April 10, 2014

TO: Board of Directors

FROM: General Manager, Steve Wickstrum

Re: Consideration for Body Contact Recreational Activities in Lake Casitas

RECOMMENDATION:

It is recommended that the Board of Directors receive and consider the Whitepaper, and communicate a direction to the General Manager.

EXECUTIVE SUMMARY:

As populations grow in Ventura County over time and new generations continue to seek answers in the future, there will continue to be a need to inform the public of the priorities and limitations that guide the Board of Directors of the Casitas Municipal Water District. One reoccurring question for the District is the public desire to gain access to body contact recreational activities in Lake Casitas.

The attached Whitepaper is intended to inform the decision-makers and the public of the significant processes, risks and risk mitigation measures, guidelines and regulations, and a preliminary view of the financial impacts and benefits that surround the question of providing body contact recreational activities in a drinking water resource.

The Board of Directors and public must take into consideration the following, as described in the Whitepaper:

- The primary purpose of Lake Casitas is a source of domestic drinking water, with the secondary benefit of providing recreational opportunities that are consistent with public health and safety regulations;
- The California Department of Public Health regulates the use of domestic drinking water reservoirs, excluding recreational body contact activities except where otherwise approved with additional protection of public health and safety;
- Water quality regulations emanating from the US Environmental Protection Agency and the State of California have continued to escalate over time, moving from parts per million to parts per billion in monitoring constituents in water that could pose a threat to public health, and additional threats from invasive species have become more apparent and prevalent in recent years;
- The District and the United States have undertaken considerable efforts and expense to protect and treat the watershed and waters of Lake Casitas to maintain a safe, reliable and affordable water supply for western Ventura County.

The Board of Directors and public must also consider that there are several questions that cannot be conclusively answered by the Whitepaper:

- Will the body contact activities in Lake Casitas be financially viable?
- Will the body contact activities in Lake Casitas be environmentally viable?
- Will additional water treatment be required by the State, at what cost and who pays?
- Will other rules and regulations lessen the opportunities or deter public participation?

Many of these questions can only be answered by committing additional financial resources to conduct studies, such as an environmental evaluation (CEQA/NEPA), and implement policy and systems to protect the drinking water supply.

At this time, the Board of Directors may consider the following actions, or any other action that the Board deems necessary:

1. Maintain the status quo; or
2. Commit resources to proceed toward providing body contact activities in Lake Casitas; or
3. Seek resources from interested parties to proceed toward providing body contact activities in Lake Casitas; or
4. Other.

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

## **CASITAS MUNICIPAL WATER DISTRICT**

### **WHITEPAPER ON THE CONSIDERATION FOR BODY CONTACT RECREATIONAL ACTIVITIES IN LAKE CASITAS**

Prepared By: Steven E. Wickstrum, General Manager

April 18, 2014

This whitepaper is prepared to assist the Board of Directors of the Casitas Municipal Water District in the consideration of the public request to allow body contact activities in Lake Casitas.

At the December 11, 2013, regular meeting of the Casitas Board of Directors, a member of the public asked whether the Casitas Municipal Water District would reconsider allowing body contact recreational activities, such as swimming and water skiing, in Lake Casitas. In responding to the public request for body contact at Lake Casitas, the District must consider the purpose of the Ventura River Project, the goals of the Casitas Municipal Water District, and the current and foreseeable water quality regulatory requirements that are likely to be associated with the allowance of body contact recreation in Lake Casitas.

#### **BACKGROUND**

In 1953, the District solicited federal assistance to develop a reliable water supply in western Ventura County. By 1954, the United States Bureau of Reclamation (USBR) had prepared a feasibility study to develop the Ventura River Project – Lake Casitas, Casitas Dam, Robles Diversion and Canal, and a distribution system. As described in the feasibility study, the primary purpose of the project was to provide potable water; a secondary purpose was to provide recreational opportunities.

In 1954, the USBR presented the feasibility study and letters from applicable agencies to Congress for consideration of authorizing the Ventura River Project. In the letter submitted by the United States Department of Public Health, it was recognized that in Ventura River Project's development of a reliable potable water supply the Project would be subject to the permitting of the California State Department of Public Health in accordance with provisions of State legislation. The legislation in question stated: "(c) Recreational use of domestic water supply reservoirs should be limited to boating, fishing, and hunting. No wading or swimming should be allowed by persons or animals." This requirement was included in the Project description that was considered by Congress for the funding authorization of the Ventura River Project.

After project completion in 1959, the USBR maintained ownership of the Ventura River Project and assigned the operation and maintenance to the District. The District operates the Lake Casitas Recreation Area (LCRA) as a part of the Ventura River Project under the Repayment Contract (1956). In 2011, the Bureau and Casitas formalized a new contract for the management of recreation. The new

contract requires both parties to adhere to the guidelines in the Resource Management Plan published by the USBR in 2010 and all applicable Federal and State laws.

The Lake Casitas Resource Management Plan and Environmental Impact Statement describe management goals and objectives, guidelines and actions for the LCRA and Open Space (Charles M. Teague Memorial Watershed) north of Lake Casitas. The goals include protection and maintenance of existing recreational uses and provide for enhanced or new recreational uses that are compatible with other Plan goals (page 2-8). The Plan recognized that “public uses of the lake must be consistent with protecting water supply and water quality, and must accommodate the necessary reservoir operations and management needs” (page 2-4).

Three alternatives addressed the issues, opportunities and constraints in the Plan Area. Alternative 1 provided for “status quo” for recreational uses at Lake Casitas and the Open Space. Alternative 2, stated in Section 2.7 as the preferred alternative, provides for the expansion of recreational uses through proposed upgrades and improvements to many of the Park’s existing facilities and utilities. Alternative 3 provides a discussion of management actions to substantially expand recreational use of Lake Casitas. Alternative 3 includes the option to allow body-contact water sports at Lake Casitas (page 2-17). (See Section 3.9.1.2) Alternative 3 recognizes that to maintain state and federal water quality standards, swimming would be a strictly managed recreational activity (see section 3.1), and that lakes like Lake Casitas that are managed as drinking water reservoirs, have restrictions on body-contact sports or have intensely managed and/or treated swim beaches. The Plan recognized that new activities would require the local and federal evaluation and environmental review before implementation.

### **Maintenance of Water Quality in Lake Casitas**

From the beginning, the District recognized that the quality and affordability of water from Lake Casitas depends on effective lake management and protection of adjoining watersheds.

In 1959, the District adopted Ordinance 10 establishing the rules and regulations for the public use of the LCRA. Section 5 of Ordinance No. 10 established the District’s first regulation that prohibited body contact with the waters of the lake. Ordinance No. 10 has been revised several times since 1959, but the prohibition of body contact with the waters of Lake Casitas has remained a constant element to protect water quality. The most recent version of the Rules and Regulation for the LCRA is Ordinance No. 14-01.

In the 1960’s and 1970’s, the District moved boldly with several partners to protect the watersheds of Lake Casitas and to maintain and improve lake water quality. The District and Ventura County worked together to develop the Ventura County Critical Watershed Ordinance which regulates development in the watersheds of Lake Casitas and Matilija reservoir. To reduce the risk of water contamination, the Ordinance included standards for rural septic tanks and leach field installations.

In 1971-72 the County of Ventura and the District jointly prepared the Casitas Impact Study, an evaluation of potential water quality impacts from the urban and agricultural growth in the Lake Casitas watershed, particularly the Upper Santa Ana Valley located north of Lake Casitas. The study found that Lake Casitas is nitrogen sensitive and development would contribute substantially to deterioration in water quality.

In response to the study, the County Planning Division developed policies to insure that proper permitting guidelines were in place should the watershed be further developed. The District implemented the study recommendations to conduct lake inflow monitoring of nitrogen and phosphorus.

The District also gained the support of Congressmen Teague and Lagomarsino to submit bill HR1922 which provided funding to acquire approximately 2,500 acres of the watershed around Lake Casitas. The lands remain as open space with the specific intention of protecting water quality in Lake Casitas. The lands acquired through enactment of Public Law 93-493 provided temporary leases of the land back to the property owners. By Resolution No. 77-8, the District affirmed its position that, on termination, the leases would revert to open space for the protection of water quality in Lake Casitas. As of March 2014, only one lease remains.

The District, on its own, has implemented projects to ameliorate water quality issues that are normally associated with large reservoirs. To maintain the level of dissolved oxygen in Lake Casitas, the District installed and operated an aeration system near the intake at Casitas Dam. To control algae blooms in Lake Casitas, the District sparingly implemented copper sulfate treatment as needed. To control turbidity after the 1995 Wheeler Fire, the District installed and operated flocculation stations on the main inflow tributaries and diversion canal to Lake Casitas.

## **DRINKING WATER REGULATIONS**

Drinking water in California is regulated by both the Federal and State government. The Safe Water Act enacted in 1974 and amended in 1986 and 1996, and implemented by the Environmental Protection Agency (EPA), provides the foundation for the regulations applicable to drinking water.

The State of California has the primary role in regulating and monitoring public water systems within the State. When there is a conflict between Federal and State regulations, the strictest law applies. In general, California tends to have the most stringent regulations.

The California Department of Public Health (Department) is responsible for the enforcement of drinking water regulations. The District is regulated by the Department and regularly reports the results of water quality monitoring to the Department.

A few of the specific regulations that the District must comply with in order to continue to provide a potable water supply are described below.

### **Surface Water Treatment Rule**

In 1990, EPA cited drinking water contamination as one the most important environmental risks and indicated that disease-causing microbial contaminants (e.g., bacteria, protozoa, and viruses) are probably the greatest remaining health risk management challenge for drinking water suppliers (EPA/SAB 1990). In response to the threat, EPA began developing new regulations, the Surface Water Treatment Rule (SWTR).

The SWTR direction begins with an assessment of the watershed conditions that could have an influence on water quality. The SWTR requires a sanitary survey of the watershed every five years to identify any

potential contamination source. The District conducts and reports sanitary surveys for the Lake Casitas and upper Ventura River watersheds every five years. When problems are detected, the District notifies responsible agencies to assist with remedial action.

Early on it was clear that the Surface Water Treatment Rule would require building a water treatment plant to address the turbidity conditions in Lake Casitas. Turbidity had been identified as masking microbial contaminants in surface waters from disinfection inactivation. The District struggled with the financing of a treatment plant that included conventional treatment, ozone and filtration, and would cost approximately \$35 million. In 1994 the District asked the Department to consider a proposal to use direct filtration as a more cost effective process to meet the requirements of the SWTR. The Department reviews proposals to apply alternative technology on a case-by-case basis. Permit applications are approved only after extensive pilot testing.

The pilot testing of the direct filtration process at Lake Casitas received a rigorous evaluation and was conditionally approved by the Department, based on source water quality and pilot plant filter performance. The plant was approved to filter water at a high rate of 12 gpm/sf, instead of the usually accepted rate of 3 gpm/sf. The high filtration rate allowed the District to limit the plant size and cost to eight pressure filters at a cost of \$9.1M, instead of thirty-two filters that would be needed at the 3 gpm/sf rate of filtration and a cost in excess of \$30M. The District's filtration plant was operational in 1996, and has continued to operate in compliance with the SWTR.

The final Surface Water Treatment rule was published in 2001 with the goal to control microbial contaminants, particularly viruses, Giardia, and Cryptosporidium, in all public water systems using surface water or under the direct influence of surface water. The Rule requires a 3 log (99.9%) removal of Giardia, 4 log (99.99%) virus inactivation, and a requirement for turbidity reduction in the filtration treatment of surface water supplies.

### **EPA Long Term 1 and 2 Enhanced Surface Water Treatment Rule (LT1 and 2)**

The purpose of the LT1 is to improve control of microbial pathogens, specifically Cryptosporidium, in drinking water and address trade-offs with disinfection byproducts. Implemented in 2004 by the State of California, the LT1 requires surface water treatment to attain a 2 Log removal (99%) of Cryptosporidium, 0.3 NTU for turbidity, and total organic carbon reductions for precursor removal. Under the LT1 evaluation, the source water monitoring for Cryptosporidium levels result in the assignment of filtered systems to "bins", which dictate the application of additional microbial barriers or treatment systems.

The purpose of the LT2 was to match source water quality with the required treatment. Based on levels of Cryptosporidium in the source water, filtered systems must provide the level of treatment for Cryptosporidium specified by the following table (simplified from the EPA table to be specific to the District's direct filtration process). Systems classified in Bins 3 or 4 must achieve at least 1-log of additional treatment using either one or a combination of the following: bag filters, bank filtration, cartridge filters, chlorine dioxide, membranes, ozone, or UV as specified in the microbial toolbox. The microbial toolbox also specifies additional inactivation credits provided for watershed control program and other pre-filtration treatment options. The direction of the LT2 is to provide additional treatment, above and beyond filtration, if the microbial levels are elevated in the source water.

If the source water <i>Cryptosporidium</i> conc. in oocyst/L is...	Direct Filtration
<0.075 (Bin 1)	No additional treatment
≥0.075 and <1.0 (Bin 2)	1.5-log treatment
≥1.0 and <3.0 (Bin 3)	2.5-log treatment
≥3.0 (Bin 4)	3.0-log treatment

A key requirement of the LT2 is the gathering of data to detect the level of *Cryptosporidium* in the source water. The District conducted *Cryptosporidium* sampling in Lake Casitas between September 2004 and August 2006 and submitted the data to the Department for review. In a letter dated January 31, 2007, the Department grandfathered the data and determined that the average of the 24 samples was 0.004 oocyst/L. This level placed the District into Bin 1 of the LT2 treatment requirement, requiring no additional treatment beyond current filtration and disinfection.

The Department’s letter also notified the District that a second round of sampling will be required in year 2015 for consideration under the Federal Long Term 2 Enhanced Surface Water Treatment Rule (LT2). The LT2 requires all surface water systems to conduct two years of source water monitoring for *Cryptosporidium*.

**Total Coliform Rule (TCR)**

The objective of the Total Coliform Rule (TCR) is to improve public health protection by reducing fecal pathogens, including fecal coliforms and *E. coli.*, to minimal levels. The TCR requires regular monitoring of the distribution system for the presence/absence of total coliform to assure adequate levels of disinfection. If coliform levels exceed acceptable levels, the system is re-tested. If coliform bacteria are still present, the affected public is notified, the cause of the problem is determined and corrective action taken.

**Stage 1 and 2 Disinfectants/Disinfection By-Product Rule (D/DBP)**

The objective of the D/DBP Rule is to improve public health protection by reducing exposure to disinfection byproducts. Disinfection byproducts are formed in the water distribution system by the combination of chlorine, a commonly used water disinfectant, and dissolved organic carbon remaining after filtration. In 2003, the District started using chloramine disinfection of filtered water in order to meet the requirements of the D/DBP Rule.

**Body Contact and Drinking Water Regulations**

California Health and Safety Code Sections 115825-115850 describe allowable uses of water supply reservoirs. Section 115825(b) specifically excludes recreational activities where there is body contact with the water by any participant. This specific exclusion was recognized by United States in the development of the Ventura River Project and has been continuously upheld and stated in the Casitas Recreation Ordinance, as amended. This Code is the primary reason for the exclusion of body contact recreational activities at Lake Casitas.



Code Sections 115840 through 115850 do authorize specific operators/owners of several reservoirs to allow body contact recreation, but with specific stipulations for increased level of treatment required to further protect or enhance the public health and safety.

To amend the Code for body contact activities authorization, the responsible agency would have to pursue a legislative amendment to the Code.

### **CONSIDERATION OF BODY CONTACT ACTIVITIES AT LAKE CASITAS**

In 1996, the District considered allowing body contact activities in Lake Casitas. At that time, the District had recently installed the Marion R. Walker Pressure Filtration Plant. After considerable public debate and review of various alternatives, the Board of Directors moved to continue to exclude body contact activities in Lake Casitas and to provide a swimming facility outside of the Lake waters, in the LCRA. The District constructed the swimming facilities in two stages, first providing a water playground with a shallow pool of water, and then building a river feature. The Water Park facility today serves approximately 76,000 customers during the summer season.

In the present case, to pursue allowing body contact activities, the District would, at a minimum, need to:

- Perform an in-depth assessment of the risk of contamination of the water supply with human pathogens;
- Perform environmental evaluations (CEQA and NEPA);
- Apply to the State Legislature for an amendment to the Water Code;
- Apply to the Department of Public Health for an amended domestic water supply permit;
- Amend the Rules and Regulations for the LCRA; and
- Revise the Quagga Prevention Program.

If the analysis indicates a low risk of contamination from human pathogens, the next step would be to develop alternatives for the types and locations of recreational uses and proceed with a full environmental analysis, following the procedures required by NEPA and CEQA, including an initial study, an environmental impact report (EIR) and public hearings. All potential impacts would be analyzed, including impacts to air and water quality and biological resources, the potential for invasive species, and conflicts among recreational users, among other things. At the end of the process, one alternative, the project, would be selected for implementation.

With the risk analysis and the EIR in hand, the District could then submit an application to the Legislature requesting an amendment of the Water Code to allow the selected body contact activities with the current level of treatment. However, in recent cases, it appears that the legislative review has resulted in the automatic inclusion of additional treatment requirements for either ozone or ultraviolet disinfection.

As an example, for the Modesto Reservoir §115840.5(a) (1), the Code was amended to state “the additional disinfection shall include, but not be limited to ozonation.” At the Canyon Lake Reservoir (§115843.5(a)(1), a drinking water resource for the Elsinore Valley Municipal Water District, the Code requires the addition of ozonation or ultra violet light (UV) disinfection to an existing conventional filtration treatment process. The Code adds “that nothing in this division shall limit the state or the

Department from imposing more stringent treatment standards than those required by federal law (e.g., EPA Long Term 2 Enhanced Surface Water Treatment Rule).”

The risk assessment and EIR would also be used in the application for a permit modification from the Department of Public Health. At the least, a permit modification would require more intensive monitoring, particularly for *Cryptosporidium*, and it is highly likely that the Department would require additional water treatment.

At the end of the process, assuming the Legislature modifies the Water Code and the Department of Public Health modifies the permit, the District would have to revise the Rules and Regulations for the LCRA and the Quagga Prevention Program before allowing body contact recreation.

### **CONSIDERATION OF BODY CONTACT ACTIVITIES AT OTHER RESERVOIRS**

Throughout California, policy decisions have been made by many governing bodies to restrict the recreational activities on drinking water reservoirs. The most recent germane risk assessment of the impacts of body contact recreation on drinking water supplies appeared in a peer-reviewed article in the May 2002 edition of American Water Works Association (AWWA) publication, entitled “Predicted Public Health Consequences of Body Contact Recreation on a Potable Water Reservoir” by Stewart, et al.

The article summarizes a report that was prepared on behalf of the Metropolitan Water District of Southern California (MWDSC) to assess potential health and economic impacts resulting from permitting body contact recreational activities in the newly constructed Diamond Valley Lake, an 800,000 acre-foot drinking water reservoir with 4,500 acre of surface area. Diamond Valley Lake is first and foremost a reliable drinking water supply and drought protection for 18 million people in Southern California. Diamond Valley Lake’s location in southwestern Riverside County, California, is adjacent to and readily accessible by the major populations of Los Angeles, Orange, Riverside, and San Diego Counties.

The conclusions of the article state that body contact recreation:

- ***will increase the concentration of pathogens, including *Cryptosporidium*, in the reservoir;***
- ***will increase waterborne illnesses for downstream consumers;***
- ***may result in increased treatment costs for treatment plants receiving water from Diamond Valley Lake; and***
- ***may result in an economic loss that is equivalent to or greater than the proposed revenues associated with the addition of body contact (BC) recreational activities.***

After careful consideration of the assessment by Stewart, et al, MWDSC decided to not allow body contact recreational activities at Diamond Valley Lake, but instead, installed an aquatics center outside of the Lake waters. It should be noted that the MWDSC does not allow body-contact recreation activities on Lake Skinner or Lake Mathews for the same or similar reasons that were followed at Diamond Valley Lake.

As with any topic of public concern, the assessment by Stewart, et al, is not without criticism and scientific debate. In the January 2003 Journal of AWWA, Soller, et al, raised questions about Stewart’s

assumptions and uncertainties in the assessment, and suggests further rigorous analyses and technical review be performed before policy or management decisions proceed forward.

Other California drinking water reservoirs that prohibit body contact activities for reasons that are similar to Lake Casitas and Diamond Valley Lake, include, but are not limited to, Lake Cachuma (Santa Barbara County) and Contra Loma (Contra Costa Water District). Meanwhile, within one hundred miles of Lake Casitas are three reservoirs (Lake Piru, Lake Castaic, and Lake Pyramid) that do allow body contact recreational activities. Lake Piru water is used for groundwater recharge and does not provide direct service of drinking water, while the agencies that draw upon Lake Pyramid and Lake Castaic for drinking water have made considerable investment in ozone disinfectant process to attain drinking water quality.

### **FINANCIAL CONSIDERATIONS**

Because the benefits of body contact activities accrue only to recreational users, all costs must be borne by recreational users, not water rate payers. So the question is: how do anticipated costs caused by the addition of body contact recreational activities compare to the recreational users willingness to pay?

Preparing applications for the Legislature and the Department of Water Resources will have associated costs. It will be necessary to hire consultants with appropriate credentials to prepare a risk assessment for human pathogens and an EIR. As a ballpark estimate, a risk assessment may cost from \$20,000 to \$50,000 and an EIR from \$100,000 to \$200,000. Additional work will be needed to assemble results into applications and to shepherd the applications through the governmental process.

As noted above, the Legislature and/or the Department may, in an abundance of caution, require additional water treatment. If so, it is likely that the District will be required to add UV disinfection to the existing direct filtration plant. Based on the cost estimates summarized by EPA, the capital and process cost to convert to UV is approximately \$6M and the annual O&M cost is \$67K.

An economic analysis is needed to determine the potential for additional revenue from camping, boating and day use to cover the costs for the added water treatment. Most visits to Lake Casitas are camping related; camping is the largest source of revenue (\$1,587,177 in FY 2012-13) for the LCRA. Peak camping attendance occurs on summer weekends between Memorial Day and Labor Day. Body contact activities could increase revenues by increasing weekday camping occupancy. Boating revenue at Lake Casitas in FY 2012-13 was \$117,065 and an additional \$84,070 was provided by the boating concessionaire. The potential for increased boating and park attendance due to the availability of body contact recreation at Lake Casitas should be carefully evaluated, but may be difficult to determine particularly given the constraints of the Quagga prevention program. The addition of body contact recreational activities in Lake Casitas will most likely also require additional staff costs to assure safe operations and public safety.

Another factor to consider is the potential impact of body contact activities on revenues at the Lake Casitas Water Park. If people swim in the Lake instead of the Water Park, the Water Park may not be financially self-supporting.

## **CONCLUSION**

It is important to understand that the direction and priority of the Casitas Municipal Water District has always been to provide an affordable, safe and reliable supply of water to the public. The District has implemented many measures and programs to continuously meet the expectations of the water ratepayers and protect the local water resources. Many of these measures and programs are directly related to the protection of the watersheds that feed Lake Casitas and the waters of Lake Casitas. The State and District recognize the importance and requirement that where recreational uses of water are permitted, the use must conform in some manner to protecting the water source and minimizing the risk to public health and safety. The District and the public must recognize that the permitting and implementing body-contact recreational activities at Lake Casitas has many tasks and challenges.

## **REFERENCES**

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CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: April 23, 2014

TO: Board of Directors

CC: Steve Wickstrum, General Manager

FROM: Ronald E. Merckling, Public Affairs/Resource Manager

RE: Senior Canyon Upgrades Project – Bill of Sale

**Recommendation:**

Staff recommends the Board of Directors to authorize and direct the General Manager to sign and present the attached Bill of Sale and Offer of Dedication to Senior Canyon Mutual Water Company regarding the Senior Canyon Mutual Water Company Upgrade project.

**Background and Discussion:**

The Bill of Sale acknowledges that the project is complete and that all equipment and property purchased are fully owned by and the responsibility of the Senior Canyon Mutual Water Company.

On January 18, 2007, the State Water Resources Control Board announced it would fund the Watersheds Coalition of Ventura County's (WCVC) \$25 million grant application that included eleven projects. Included in this suite of projects was Senior Canyon Mutual Water Company Upgrade project, designed to reduce long-term water demand on Casitas' water supplies.

Casitas' was successful in securing an original grant award of \$488,462 for this project. When project costs exceeded this amount, Casitas' staff successfully sought and secured an additional \$425,000 in grant funding to complete the project.

**BILL OF SALE**

The Casitas Municipal Water District, for a valuable consideration, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey to the Senior Canyon Mutual Water Company, the property installed as part of the Proposition 50 Agreement No. 07-540-550-0 V-11 Senior Canyon Upgrades project administered by the Casitas Municipal Water District with all appurtenances thereto funded by this grant including all pieces of equipment related to water supply lines, the constructed suspended pipeline bridge spanning the Senior Canyon Creek, and instrumentation and controls. The receivers do for valuable consideration, along with the heirs, executors and administrators, covenant and agree to warrant and defend the title to the property, goods and chattels hereby conveyed, against the just and lawful claims and demands of all persons whomsoever.

Steve Wickstrum, General Manager

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014

OFFER OF DEDICATION OF THE  
PROPOSITION 50 - AGREEMENT NO. 07-540-550-0 V-11  
SENIOR CANYON WATER COMPANY SYSTEM IMPROVEMENTS

The undersigned hereby declares that the equipment related to water supply lines, the constructed suspended pipeline bridge spanning the Senior Canyon Creek, and instrumentation and controls has been constructed for use by the Senior Canyon Mutual Water Company pursuant to the Cooperative Agreement For The Senior Canyon Mutual Water Company System Improvements, dated November 14<sup>th</sup>, 2007.

The undersigned hereby makes this Offer of Dedication of said facilities, as stated, to the Senior Canyon Mutual Water Company. Upon acceptance by Senior Canyon Mutual Water Company, all rights, title and interest of the undersigned in and to said facilities shall be vested with Senior Canyon Mutual Water Company.

CASITAS MUNICIPAL WATER DISTRICT

By: \_\_\_\_\_  
Title:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014

ACCEPTED:

SENIOR CANYON MUTUAL WATER COMPANY

By: \_\_\_\_\_  
President Date

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Attorney



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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:** AUTHORIZE THE DESIGN AND BIDDING OF THE CHLORAMINATION BYPASS PIPE TO THE RINCON PUMP PLANT  
**DATE:** APRIL 16, 2014

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**RECOMMENDATION:**

It is recommended that the Board of Directors authorize the design and bidding of the chloramination bypass pipe to the Rincon Pump Plant.

**BACKGROUND AND DISCUSSION:**

The Rincon Del Mar water service area is provided water by Carpinteria Valley Water District (CVWD) under a water exchange agreement between Casitas and CVWD. Casitas does not have a direct water pipeline to the Rincon Del Mar area. In the exchange agreement, Casitas supplies water to CVWD that is returned to Casitas' Rincon Del Mar service area through CVWD connection. In 2002, Prior to Casitas' conversion to chloramine disinfection with the addition of ammonia, Casitas delivered approximately 250 acre-feet of water to CVWD which has since been returned to the Rincon Del Mar service area.

In February 2014, Casitas met with CVWD and officials at the department of Public Health, Drinking Water Division, to determine the best method to continue the water exchange agreement that serves Casitas customers in Rincon Del Mar and to satisfy CVWD's desire to not receive chloramine treated water that would conflict with the free-chlorine residuals in the CVWD system.

The concept that seemed the most reasonable and effective is to deliver chlorinated water, without chloramines, through the Rincon system only during the high-use summer months. To deliver chlorinated water to only the Rincon system, staff proposes a bypass pipeline that is connected to the system prior to the point where the ammonia is added to the system. The bypass pipeline will be valve controlled so that the bypass pipeline can be isolated when Casitas is not providing water to CVWD. The bypass will only affect customers that are served water via the Rincon Pump Plant. Impacts to customers will be minimal.

The estimated cost to build the bypass is \$90,000. This cost is not included in the FY 2014-15 budget. It is recommended that this project be constructed in a timely manner to facilitate delivery of water to CVWD and continuation of the exchange agreement. It is desired to have the bypass pipeline operational by July 2014.

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: April 18, 2014  
TO: Board of Directors  
FROM: General Manager, Steve Wickstrum  
Re: Recreation Committee Meeting of April 7, 2014

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.** Director Jim Word and Director Bill Hicks  
General Manager Steve Wickstrum  
Park Services Manager Carol Belser  
Park Services Officer Suzi Taylor  
  
Public: Dee Bennett, Lake Casitas Rowing Club  
Other: Fred Adler, London Bridge Marine Corp.
2. **Public comments.**  
Dee Bennett spoke on behalf of the Lake Casitas Rowing Club, informing the Committee that due to other financial expenditures this year, the Club does not plan to relocate its storage facility until September 2014.
3. **Board/Management comments.**  
PSM Belser reported that a shoreline cleanup is scheduled for April 27th. Staff will be meeting with the Bureau of Reclamation representatives on April 22<sup>nd</sup> through 24<sup>th</sup> to discuss watershed management and projects for recreation. There is an unconfirmed report that two eaglets have hatched in the nesting location and staff has applied protective measures in accordance with the consulting biologist. The soft opening of the Water Adventure is planned for May 16<sup>th</sup>.
4. **California Department of Parks and recreation – Patrol Boat application Update.**  
PSM Belser reported to the committee that she has completed the application for a \$80,000 grant that would fund the cost of replacing the Davis patrol boat. The committee supported the action to remove the Davis boat from operation on Lake Casitas. The Davis boat would be turned back into the State for use at another lake.  
  
The committee discussed the current use of high-grade fuel and current practice of hauling boat(s) to the gas station to be refueled. PSM Belser reported that they are close to an agreement with Gary Wolfe to provide for on-lake fueling of the boats.
5. **Tequila Festival Event application Update.**  
PSM Belser reported that there are many issues with the proposal for the Tequila Festival that will not be resolved in time to have such an event in August 2014. The promoters of the event may desire to delay the event application for at least one year.
6. **World Music and Dance Festival Event Application and discussion.**  
PSM Belser reported that an entity would like to promote an event at Lake Casitas on a date that would take the place and date of the proposed Brewfest, which has been officially cancelled. Staff will continue to proceed with the review of the proposed event.

7. **Discussion regarding the Boathouse Project.**

Park staff have solicited proposals to provide a new boat house at Lake Casitas. Based on one concept, London Bridge Marine Corporation (LBMC) provided the least cost for the same dock. The budget for the boat house was at \$85,000, with one-half being funded by the Bureau of Reclamation. The LBMC price is \$128,000.

Mr. Fred Adler, President of LBMC was in attendance at the committee meeting and approached the District with alternative ideas for lowering the cost of the boat house. His proposal was to have Casitas staff perform the assembly and installation, lessening labor cost that LBMC has included in the price. The committee's concerns were that this is a transfer of actual costs that may not be a reduction in project cost, leaves the district with more liability for product and labor, and may interfere with staff's current tasks. The committee preferred to pay the additional cost than to accept such risks.

Mr. Adler agreed to go back to sharpen the price of the boat house with his additional knowledge of the project.

8. **Review of Incidents and Comments.**

PSM Belser reported on several minor incidents and one suicide attempt event at the LCRA. The committee was informed of the damage to the new patrol vehicle, which required approximately \$2,000 in repairs. Staff updated the committee on the removal of the submerged truck. One inflatable vessel was removed from the lake and park.

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: April 17, 2014  
TO: Board of Directors  
FROM: Assistant to General Manager, Rebekah Vieira  
Re: Personnel Committee Meeting of April 14, 2014

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. Roll Call  
Director Baggerly, Director Kaiser  
General Manager, Steve Wickstrum  
Assistant to General Manager, Rebekah Vieira  
Staff: Todd Evans, Suzi Taylor and John Parlee  
SEIU: Janet Linsalato
2. Public comments  
Janet Linsalato brought forward a concern of the employees that a manager is exhibiting bullying behavior. She provided a Bullying in the Workplace report that was created for the County of Ventura and suggested that an Anti-Bullying policy be created.
3. Board/Manager comments  
None
4. Discussion regarding the review process of various policies.  
The committee discussed the policy review process and reviewed a list of policies that had been worked on in the past. A game plan will be developed and presented at the next meeting. Director Baggerly suggested hiring a consultant, such as Leibert Cassidy to assist with the process.
5. Discussion of the Rules of Conduct and suggested modifications.  
Various sections of the Rules of Conduct were discussed along with the possibility of separating out the Rules of Conduct for the board from the policy for other employees. This will be discussed further at the next meeting.
6. Discussion regarding recruitments.  
The Assistant to the General Manager reported that since the last meeting, six positions had been filled with the only remaining opening being the Safety Officer.
7. Closed Session
  - a. Gov. Code Sec. 53957.6  
The Committee held a brief closed session with the management group. There were no actions to report from this closed session.

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: April 18, 2014  
TO: Board of Directors  
FROM: General Manager, Steve Wickstrum  
Re: Finance Committee Meeting of April 18, 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
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 legal counsel has prepared a statement of decision for the Board to consider on April 23<sup>rd</sup>.

The General Manager informed the committee of two separate requests from Staff for purchases.

- The first request is from the Principal Engineer to purchase replacement metering equipment for the Robles fish Passage and auxiliary pipe, in the amount of \$21,232.50. This item will be moved to the Board for consideration of the purchase that exceeds the General Managers authority to purchase.
- The second request is based on recent problems with the 2003 Chevy patrol truck. A recent failure of the power system and braking system leaves the question as to the safe operation of the vehicle. The vehicle has been checked by a reputable local mechanic and a local Chevrolet dealership, with no problems identified. Given the experience of the failure and the question of its safe operation, the vehicle has been taken out of service. The FY2014-15 Budget proposes to replace the vehicle. Given the need for the vehicle, staff has recommended the vehicle be replaced as soon as possible rather than waiting for the approval of the FY2014-15 budget. The estimated cost for the replacement truck is \$50,000. Casitas presently has \$25,000 of FY2013-14 budget for a vehicle that has not been spent. When staff has received an acceptable bid for the replacement vehicle, staff will bring the recommendation to the Board.

4. **Review of the Financial Statement for March 2014.**  
The Committee reviewed the expenditures in various work sections of the District. The committee noted that revenues for Recreation are slightly below last year's pace, but that the timing of the big Easter weekend may contribute the difference in revenues between the two years.
5. **Review of the Water Consumption for March 2014.**  
The Committee reviewed the water consumption numbers for March 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.

6. **Review of the Preliminary Draft Budget for FY 2014-2015.**

The committee was presented a few minor changes Draft FY 2014-15 Budget. The Committee had a general discussion on various items of the budget. The committee discussed the imbalance between revenues and expenditures, and the source of reserve funding to balance the budget. The committee expressed that the draft budget is ready for initial review by the Board.

7. **Review of the Preliminary 10-year Capital Budget.**

The General Manager informed the committee that the Ojai East Reservoir project is complicated by the lack of rainfall this winter, and that the District may alternatively use a portion of the proposed budget for this project to take care of the Upper Ojai 3(M) Reservoir and address issues of service for the Ojai East Reservoir project. The Ojai East Reservoir project is more complex than the Villanova Reservoir project completed this year. The District really needs a wet year to take water demands off of the Ojai East system. For now, the project costs will remain under the Ojai East Reservoir heading, giving staff a chance to resolve the issues or make a determination to move to the Upper Ojai 3(M) Reservoir.

8. **Finalization of the Senior Canyon Project.**

The committee was informed that staff has completed the tasks that are associated with the Senior Canyon Mutual water Company improvements, and that the District has received its \$90,000 retention from the State. Staff recommends that the Board conclude the efforts by recognizing the completion of the project and authorizing the General Manager to sign a bill of sale for all physical components of the project.

It was further noted by the General Manager that Mr. Bill Blackburn, President, expressed their appreciation and gratitude for the efforts and cooperation of the district. It is felt by Mr. Blackburn that SCMWC has new life and direction as a result of our collective efforts.

9. **Budget estimate for the temporary chloramination bypass pipeline project – Rincon Main.**

The General Manager described the need to continue with the agreement between Carpinteria Valley Water District and Casitas so that water service to Rincon Del mar service area continues. Staff has developed a plan for a bypass pipeline to address the water service issues and estimate that \$90,000 is needed to construct the pipeline. The project is not budgeted. It is desired to construct the pipeline prior to July 1, 2014. The committee will move this proposal to the Board for consideration of approval.

CASITAS MUNICIPAL WATER DISTRICT  
LAKE CASITAS RECREATION AREA

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

Visitation Numbers

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

	Mar. 2014	Mar. 2013	Feb. 2014
Visitor Days	40,896	56,280	26,720
Camps	3,788	4,184	2,216
Cars	10,224	14,070	6,680
Boats	440	485	268
Kayaks & Canoes	3	11	2

Fiscal Year to Date Visitation	
2012/2013	441,120
2013/2014	413,812
% Change	-6.188

\*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 9 cables sold for new inspections, 15 vessels were re-inspected and a total of 823 vessels were retagged. Ten vessels failed the first inspection in March 2014.

Night fishing from shore was held March 14 and 15.

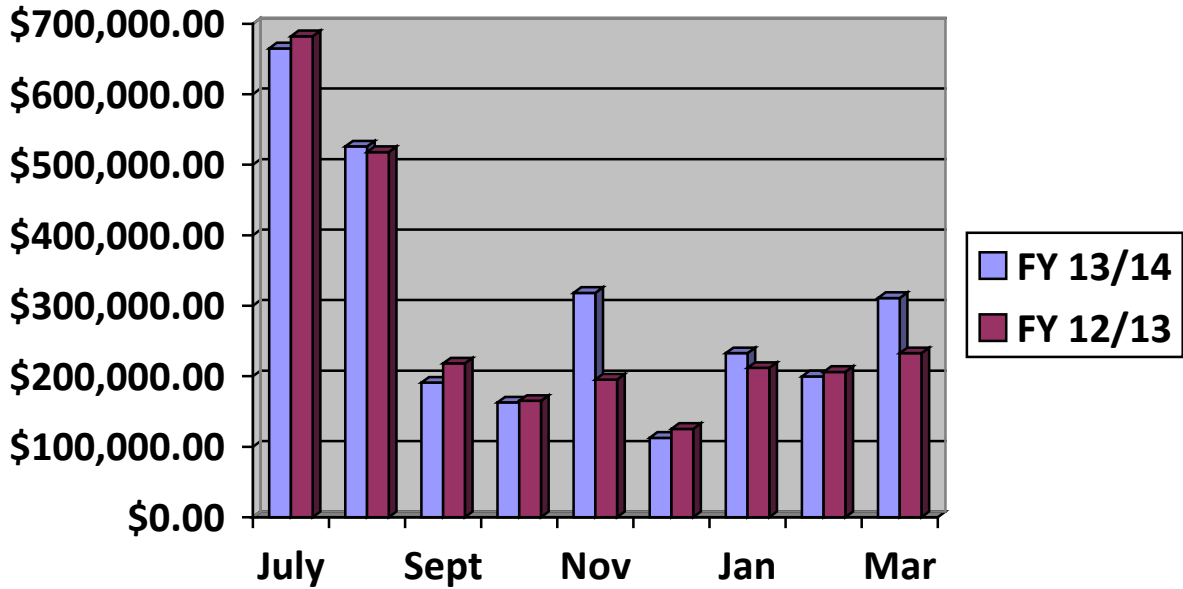
Incidents

Incidents in the month of March that required assistance from outside agencies included the removal of a vehicle from the lake bottom that apparently had been there 10 years, and two ultra-lites seen by PSO personnel landing on the old Hwy 150 on the sunken island. The ultra-lite activity was reported to Ventura County Sheriff and Camarillo Airport personnel were notified.

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







Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

March 31, 2014

Steve Wickstrum  
General Manager  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View CA 93022

Dear Mr. Wickstrum:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2013** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The Certificate of Achievement plaque will be shipped to:

**Denise Collin**  
**Accounting Manager / Treasurer**

under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,  
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

03/31/2014

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Casitas Municipal Water District** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Denise Collin, Accounting Manager / Treasurer**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

**CASITAS MUNICIPAL WATER DISTRICT  
TREASURER'S MONTHLY REPORT OF INVESTMENTS  
04/16/14**

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	\$934,194	\$934,571	5.650%	04/01/2013	6.34%	74
*TB	Federal Home Loan Bank	313379EE5	06/14/2019	\$1,383,738	\$1,340,469	1.625%	10/03/2012	9.09%	1858
*TB	Federal Home Loan Bank	3133XFKF2	06/11/2021	\$717,160	\$681,195	5.625%	01/16/2013	4.62%	2575
*TB	Federal Home Loan Bank	3133XKTV7	06/13/2014	\$941,788	\$942,069	4.875%	04/01/2013	6.39%	57
*TB	Federal Home Loan Bank	3133XLWN1	09/12/2014	\$948,711	\$949,372	5.250%	04/01/2013	6.44%	146
*TB	Federal Home Loan Bank	3133XWNB10	06/12/2015	\$707,154	\$721,875	2.875%	07/01/2010	4.89%	416
*TB	Federal Home Loan Bank	3134A4VG60	11/17/2015	\$731,339	\$750,757	4.750%	07/19/2010	5.09%	571
*TB	Federal Home Loan Bank	3134G34WJ	08/28/2014	\$997,568	\$997,967	0.375%	04/01/2013	6.77%	132
*TB	Federal Home Loan MTG Corp	3135G0ES80	11/15/2016	\$690,648	\$695,902	1.375%	03/12/2012	4.72%	929
*TB	Federal Home Loan MTG Corp	3137EABA60	11/17/2017	\$1,130,814	\$1,140,080	5.125%	01/03/2012	7.73%	1291
*TB	Federal Home Loan MTG Corp	3137EACD90	07/28/2014	\$702,824	\$705,754	3.000%	07/01/2010	4.79%	102
*TB	Federal Home Loan MTG Corp	3137EADB2	01/13/2022	\$209,110	\$196,888	2.375%	02/11/2013	1.34%	2787
*TB	Federal Natl MTG Assn	31398AYY20	09/16/2014	\$703,963	\$708,512	3.000%	07/01/2010	4.80%	150
*TB	US Treasury Inflation Index NTS	912828JE10	07/15/2018	\$1,133,888	\$1,182,123	1.375%	07/06/2010	8.02%	1529
*TB	US Treasury Notes	912828LZ10	11/30/2014	\$702,621	\$708,911	2.125%	07/01/2010	4.81%	224
*TB	US Treasury Inflation Index NTS	912828MF40	01/15/2020	\$1,118,834	\$1,176,865	1.375%	07/01/2010	7.98%	2069
*TB	US Treasury Bond	912828WE6	11/15/2023	\$769,895	\$774,800	2.613%	12/13/2013	5.25%	3449
Accrued Interest					\$139,766				
<b>Total in Gov't Sec. (11-00-1055-00&amp;1065)</b>				<b>\$14,524,250</b>	<b>\$14,747,875</b>			<b>80.37%</b>	
*CD	cit Salt Lake City UT - CD		12/18/2023	\$245,000	\$242,962	3.30%			
*CD	Discover BK Greenwood DE - CD		01/16/2024	\$239,000	\$235,188	3.20%			
*CD	GE Capital - CD Draper, UT		09/27/2023	\$245,000	\$242,876	3.25%			
*CD	GE Capital - CD Salt Lake City, UT		09/27/2023	\$245,000	\$240,909	3.15%			
*CD	Goldman Sachs - CD New York, NY		10/30/2023	\$224,000	\$222,862	3.25%			
*CD	Toyota Financial Services - CD -Henderson NV		12/20/2023	\$245,000	\$243,052	3.30%			
<b>Total Certificates of Deposit: (11.13506)</b>				<b>\$1,443,000</b>	<b>\$1,427,848</b>			<b>7.78%</b>	
**	<b>LAIF as of: (11-00-1050-00)</b>		N/A	<b>\$445</b>	<b>\$445</b>	0.23%	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>11.85%</b>	
<b>TOTAL FUNDS INVESTED</b>				<b>\$18,142,065</b>	<b>\$18,350,538</b>			<b>100.00%</b>	
Total Funds Invested last report				\$18,148,235	\$18,280,074				
Total Funds Invested 1 Yr. Ago				\$18,265,460	\$18,828,775				
****	<b>CASH IN BANK (11-00-1000-00) EST.</b>			<b>\$3,821,806</b>	<b>\$3,821,806</b>				
	<b>CASH IN Western Asset Money Market</b>			<b>\$5</b>	<b>\$5</b>	0.01%			
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$21,963,875</b>	<b>\$22,172,348</b>				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$18,425,402	\$18,988,717				
*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.