

# Board Meeting Agenda

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

Pete Kaiser, Director  
James Word, Director

## CASITAS MUNICIPAL WATER DISTRICT

October 23, 2013

3:00 P.M. – DISTRICT OFFICE

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

1. Public Comments (items not on the agenda – three minute limit).
2. General Manager comments.
3. Board of Director comments.
4. Consent Agenda
  - a. Minutes of the October 9, 2013 Board Meeting.
  - b. Recommend approval of leak relief in the amount of \$900.27 for Rose McInerney.
5. Bills
6. Presentation by Jack and Mattie Oehmke of Morgan Stanley regarding the investments of the District.
7. Recommend approval of changes to the Investment Policy.

RECOMMENDED ACTION: Motion approving recommendation

8. Information Items:

- a. Invitation to attend Resource Conservation District Panel Discussion on November 12<sup>th</sup>.
- b. Invitation to attend 5<sup>th</sup> Annual Ventura County Water Tour.
- c. Finance Committee Minutes.
- d. Investment Report.

9. Closed Session

- a. Conference with Legal Counsel -- Existing Litigation (Subdivision (a) of Section 54956.9, Government Code). Name of Case: Golden State Water Company v. Casitas Municipal Water District. Case Number: 56-2013-00433986-CU-WM-VTA.
- b. Conference with Legal Counsel – Anticipated Litigation (subdivision (b) of Section 54956.9, Government Code). Two cases.

10. Adjournment

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

Minutes of the Casitas Municipal Water District  
Board Meeting Held  
October 9, 2013

A meeting of the Board of Directors was held October 9, 2013 at Casitas' Office, Oak View, California. Directors Word, Hicks, Bergen, Kaiser and Baggerly were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, Bob Krimmer. There were three staff members and four members of the public in attendance. President Word led the group in the flag salute.

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

Jay North spoke stating I have been unfairly treated by the lake staff and management at Casitas lake. I would like to be heard by the board. By my point of view, I have been evicted from the lake I have been going to since I was a boy. I have been given two citations and I have paid one. I would like to be allowed back in, I go to the lake for my mental and spiritual well-being. It is a place to be at peace for the last seven years. I spoke with Steve and met with Carol and understood if I paid the citations I could reenter. I have only paid one but am willing to pay the other here today. President Word informed Mr. North that Ms. Belser and Mr. Wickstrum can advise you of the next steps.

2. General Manager comments.

Mr. Wickstrum thanked the board and staff for the nomination for the AWA Achievement award. It was not expected. President Word added it was well deserved. Mr. Wickstrum then mentioned he provided his report on the AWWA conference he attended. It differs from ACWA in that is more focused on operations and engineering.

3. Board of Director comments.

President Word mentioned the hearing date on the 15<sup>th</sup> and asked if it needed to be noticed as a meeting. Since only two directors will be in attendance, no notice is needed.

Director Hicks reported that he attended the chamber meeting Tuesday morning and all the Representatives were there and talking about the situation with the trout plants. Julia Brownlee's representative asked for the information so she can write a letter.

Director Kaiser reported there were three of us were at the Fish & Wildlife Commission. We thought it would be an item of discussion. We were able to have discussion with the head of Fish & Wildlife and he was apologetic we were not included in original biologic assessment. He tried to advise us that we would be included in a supplemental assessment to be conducted in the upcoming months. Our lake and existing fishery can be impacted in a short period of time. Director Bergen added it was her impression that the Department of Fish & Wildlife are really behind in getting trout planting. Being excluded might be an

advantage. They think Lake Casitas is a good test case. We don't have regular spillage. The trick is to get NOAA to move.

Director Baggerly asked about registration for the ACWA Fall Conference. Director's Baggerly and Hicks expressed interest in attending.

4. Consent Agenda ADOPTED

- a. Minutes of the September 25, 2013 Board Meeting.
- b. Recommend approval of an invoice to Alliant Insurance Services in the amount of \$62,890.83 for the Special Liability Insurance Program.
- c. Recommend approval of a purchase order to Kone Cranes, Inc. in the amount of \$22,035.00 for the purchase and installation of a five tone electric chain hoist on Casitas Dam's intake screen removal system.
- d. Recommend awarding the 2014 Night Fishing Tournaments to Western Outdoor News Bass.
- e. Recommend approval of the agreement with Lake Casitas Rowing Association for their activities in the Lake Casitas Recreation Area.

President Word informed the Board that item c on the Consent Agenda was being removed.

The Consent Agenda, minus item c, was offered by Director Baggerly, seconded by Director Kaiser and passed.

5. Bills APPROVED

Director Hicks asked about the payment to Aqua Metric Sales. Mr. Wickstrum explained that is for the purchase of the dials for the tops of the meters and meter reading equipment. Director Kaiser asked about the commercials and KEYT and if they aired on any additional channels. Ms. Belser stated they were on Channel 3.

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

6. Resolution Authorizing the Release of Service Area Parcels to the Ventura River County Water District – APN 033-0-150-555 and 032-0-202-115.

ADOPTED

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

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

Resolution is numbered 13-36.

7. Presentation by Park Services Manager Carol Belser Regarding Fish Planting at Lake Casitas Recreation Area.

Ms. Belser reported that this issue went to Recreation Committee and they suggested we wait until the end of the month and then press on Fish & Wildlife. Fish & Wildlife has said they will put something together in the next few weeks. Hopefully they will prepare a proposal and that at the appropriate time they will share their proposal. We will stay on this and continue to be engaged in this issue. As of now we cannot plant fish at all. We had been stocking under a caveat that allowed us to stock under a no permit required. Dr. Dwayne Maxwell, Fisheries Biologist, delivered the news that he has mistakenly allowed us to stock the past few years. There is no stocking to happen until this gets rectified. Fish & Wildlife is in conversation with NOAA regarding mitigation and use of triploids. This is very concerning and I really appreciate the support from the Board, Supervisor Bennett and Hannah Beth Jackson's office. Scott Lewis also has some ideas on things that could support the fisheries.

8. Resolution establishing parameters for Part-time status. ADOPTED

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

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

Resolution is numbered 13-37.

Director Baggerly made a motion that staff remain diligent in reviewing any possible changes and getting back to the board as necessary. President Word stated I don't believe that is needed. The motion died for lack of a second.

9. Information Items:

- a. Consumption Report.
- b. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- c. Letter from Supervisor Steve Bennett to California Fish and Game Commission.
- d. Letter from Senator Hannah-Beth Jackson to California Fish and Wildlife.
- e. Casitas Letter to Fish and Wildlife Commission.
- f. Personnel Committee Minutes.
- g. Recreation Committee Minutes.
- h. Investment Report.

10. Adjournment

President Word adjourned the meeting at 3:48 p.m.

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Mary Bergen, Secretary

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: October 18, 2013  
TO: Board of Directors  
FROM: General Manager, Steve Wickstrum  
Re: Leak Relief – Rose McInerney

**RECOMMENDATION:**

It is recommended that the Board of Directors consider and approve Ms. McInerney's request for leak relief in the amount of \$900.27.

**BACKGROUND AND OVERVIEW:**

Staff had recognized a high water use at the McInerney property and notified Ms. McInerney, which was responded to in a timely manner. The District has received a request for leak relief from Ms. McInerney and calculated by staff to be in the amount of \$900.27. Ms. McInerney's request for leak relief conforms to the District's policy.

The leak relief has been reviewed by the Finance Committee on October 18, 2013. The relief is in excess of \$500 approval level of staff, therefore this item must be reviewed by the Board of Directors.

If there any question in this regard, please do not hesitate to ask for answers.

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: October 17, 2013

TO: Steve Wickstrum - General Manager

FROM: Denise Collin - Accounting Manager

Re: Leak Relief Request – Rose McInerney  
316 Cruzero  
Account Number: 30-28452-01

**RECOMMENDATION:**

Approve Leak Relief Request of \$58.37, \$502.52 and \$339.38 totaling: \$900.27

**BACKGROUND AND OVERVIEW:**

January 25, 2013 the District called Rose McInerney with high usage. Ms. McInerney said she would arrange for a plumber to come out and let us know once the leak was found and also agreed to a payment plan to start paying on the large balance due and stated she would submit a Leak Relief Request after the repair.

May 2, 2013 service was shut off for a failed payment arrangement and no Leak Relief application. Ms. McInerney's son called to say she was very ill and in the hospital and was very angry we turned off their water, we advised him of the missed payment and that we could not discuss the account further as his name was not on the account, he hung up.

May 3, 2013 Ms. McInerney's niece, Tammy Grunolds called to inquire on the balance and how to restore service. I explained because her name was not on the account I could not give her much information without approval from Ms. McInerney. Ms. Grunolds confirmed Ms. McInerney was very ill and in the hospital. I requested a written letter of authorization to allow Ms. Grunolds to access her account information from Ms. McInerney, which I received and confirmed with the hospital. I advised Ms. Grunolds that I would restore service if the leak was repaired; a payment was made of \$1,021.06 with the balance due of \$1,153.10 placed on a payment plan with the condition that they also keep up on their current bills.

May 15, 2013 we received the payment requested totaling \$ 1,021.06 along with a Leak Relief Request. The leak was determined to be under a slab and along a footing repaired with a PVC no-hub fitting. We sent our Customer Service Technicians to verify the leak was fixed before we restored service.

All required documents were submitted and all criteria are met to qualify for Leak Relief. It should be noted that Ms. McInerney has since passed away.

**CASITAS MUNICIPAL WATER DISTRICT**  
**Payable Fund Check Authorization**  
**Checks Dated 10/10/13-10/16/13**  
**Presented to the Board of Directors For Approval October 23, 2013**

Check	Payee			Description	Amount
000441	Payables Fund Account	#	9759651478	Accounts Payable Batch 101013	\$104,955.44
000442	Payables Fund Account	#	9759651478	Accounts Payable Batch 101613	\$377,875.74
					\$482,831.18
000443	Payroll Fund Account	#	9469730919	Estimated Payroll 10/31/13	\$125,000.00
000444	Payroll Fund Account	#	9469730919	Estimated Payroll 11/14/13	\$125,000.00
					\$250,000.00
				Total	\$732,831.18

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, 000441-000444 have been duly audited is hereby certified as correct.

 10/17/13  
 \_\_\_\_\_  
 Denise Collin, Accounting Manager

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

# A/P Fund

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

000441	A/P Checks:	016369-016379
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Voids:	
000442	A/P Checks:	016380-016479
	A/P Draft to P.E.R.S.	101633
	A/P Draft to State of CA	101632
	A/P Draft to I.R.S.	101631
	Void:	016400, 016436-016437

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

 10/17/13

Denise Collin, Accounting Manager

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Signature

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Signature

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Signature

CERTIFICATION

Payroll disbursements for the pay period ending 10/12/13  
Pay Date of 10/17/13  
have been duly audited and are  
hereby certified as correct.

Signed: Denise Collin 10/14/13  
Denise Collin

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

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

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

VENDOR SET: 01 Casitas Municipal Water D

BANK: \* ALL BANKS

DATE RANGE:10/10/2013 THRU 10/16/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	10/16/2013			016400		
C-CHECK	VOID CHECK	V	10/16/2013			016436		
C-CHECK	VOID CHECK	V	10/16/2013			016437		

\* \* 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:	3	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:	3	0.00	0.00	0.00
BANK: * TOTALS:	3	0.00	0.00	0.00

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE:10/10/2013 THRU 10/16/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00821 I-711595	BEST BEST & KRIEGER LLP Matter#823560002 9/13	R	10/10/2013	53.60		016369		53.60
01616 I-100913	FRED BRENEMAN 9/29/13-10/12/13 Claim#0866416	R	10/10/2013	391.00		016370		391.00
01146 I-093013	COUNTY OF VENTURA 8/27/13 Election Costs	R	10/10/2013	27,939.02		016371		27,939.02
00126 I-Sep 13	CAROLE ILES Reimburse Mileage 9/13	R	10/10/2013	39.55		016372		39.55
01270 I-Aug 13a I-Sep 13	SCOTT LEWIS Reimburse Expenses 8/13 Reimburse Expenses 9/13	R R	10/10/2013 10/10/2013	281.60 1,295.77		016373 016373		1,577.37
10042 I-6219 I-6220	PSR ENVIRONMENTAL SERVICE, INC Gas Tank Inspection, LCRA Gas Tank Inspection, Main Yard	R R	10/10/2013 10/10/2013	210.00 210.00		016374 016374		420.00
00234 I-100813	UNITED WATER CONSERVATION State Water Plan Payment	R	10/10/2013	3,784.00		016375		3,784.00
00949 I-100813	CITY OF VENTURA State Water Plan Payment	R	10/10/2013	7,568.00		016376		7,568.00
01396 I-70020525	VULCAN MATERIALS COMPANY Recycle Old Asphalt, Pipelines	R	10/10/2013	100.00		016377		100.00
00489 I-Sep 13	STEVE WICKSTRUM Reimburse Expenses 9/13	R	10/10/2013	192.07		016378		192.07
00323 I-8084	ALLIANT INSURANCE SRVCS, INC Special Liability Insurance	R	10/11/2013	62,890.83		016379		62,890.83
02587 I-37453	A&M LAWNMOWER SHOP Weed Trimmers & Blower, LCRA	R	10/16/2013	864.30		016380		864.30
00004 I-Sep 13	ACWA/JPIA Sep 13 Health Insurance	R	10/16/2013	108,732.12		016381		108,732.12
01441 I-45439	ADVANTAGE TELECOM, INC LCRA Monthly Phone Charges	R	10/16/2013	651.87		016382		651.87

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE:10/10/2013 THRU 10/16/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00010	AIRGAS USA LLC							
I-9020047851	Acetylene for Pipelines	R	10/16/2013	76.95		016383		
I-9020097570	Welding Supplies for Pipelines	R	10/16/2013	176.01		016383		
I-9020253395	Welding Supplies for Pipelines	R	10/16/2013	121.60		016383		
I-9020338498	Safety Glasses for Pipelines	R	10/16/2013	8.06		016383		382.62
01817	ALLIED ELECTRONICS, INC.							
I-9002247715	Electronic Connectors for Fish	R	10/16/2013	93.12		016384		93.12
00014	AQUA-FLO SUPPLY							
I-511603	Couplers for Waterpark	R	10/16/2013	36.31		016385		
I-522999	PVC for Irrigation Repair,LCRA	R	10/16/2013	34.70		016385		71.01
02610	Alfred Aragona							
I-101513	Irrigation Controller Rebate	R	10/16/2013	250.00		016386		250.00
01703	ARNOLD LAROCHELLE MATTHEWS							
I-39005	Matter No 5088013 8/13	R	10/16/2013	1,164.00		016387		1,164.00
02179	Art Street Interactive							
I-99729	Maint/Hosting for Res Software	R	10/16/2013	542.15		016388		542.15
01666	AT & T							
I-000004743494	T-1 Line, Acct#8310001729783	R	10/16/2013	357.32		016389		
I-000004745268	T-1 Lines Acct#8310002969306	R	10/16/2013	1,092.91		016389		1,450.23
00020	AVENUE HARDWARE, INC							
I-52299	Cleaner and Parts for E&M	R	10/16/2013	28.43		016390		28.43
00021	AWA OF VENTURA COUNTY							
I-101513	10/23/13 Educational Lunch	R	10/16/2013	125.00		016391		125.00
00030	B&R TOOL AND SUPPLY CO							
I-1268139000201	Steel Truck Box for LCRA	R	10/16/2013	527.02		016392		527.02
01153	RUSS BAGGERLY							
I-Sep 13	Reimburse Mileage 9/13	R	10/16/2013	121.48		016393		121.48
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S1961194001	Parts for Fairview Pump Plant	R	10/16/2013	671.90		016394		671.90
02045	BC Rincon Construction, Inc.							
I-7149	Asphalt Paving, Service Lines	R	10/16/2013	20,090.00		016395		20,090.00

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE:10/10/2013 THRU 10/16/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02283	Mary Bergen							
	I-Aug 13							
	Reimburse Mileage 8/13	R	10/16/2013	33.34		016396		
	I-Jul 13							
	Reimburse Mileage 7/13	R	10/16/2013	16.72		016396		
	I-Sep 13							
	Reimburse Mileage 9/13	R	10/16/2013	12.54		016396		62.60
00038	BLACK GOLD INDUSTRIES							
	I-20828							
	Oil Waste Recycling	R	10/16/2013	93.00		016397		93.00
00756	BOARD OF EQUALIZATION							
	I-101413							
	Use Tax Return 3rd Qtr 2013	R	10/16/2013	2,110.00		016398		2,110.00
00945	CAMCO BREAKER & CONTROLS, INC.							
	C-24907							
	Store Credit for Breakers	R	10/16/2013	400.00CR		016399		
	C-25693							
	Store Credit for Switch Units	R	10/16/2013	1,150.00CR		016399		
	C-27160							
	Store Credit for Equipment	R	10/16/2013	1,600.00CR		016399		
	I-25350							
	Breakers for Telemetry	R	10/16/2013	96.53		016399		
	I-25787							
	Recondition Starter for E&M	R	10/16/2013	321.75		016399		
	I-25940							
	Camp B Subpanel Breaker	R	10/16/2013	155.51		016399		
	I-26535							
	Circuit Breaker for Pump Plant	R	10/16/2013	203.18		016399		
	I-26696							
	Breaker for Pump Plant	R	10/16/2013	13.44		016399		
	I-26783							
	New Breaker for Owl Court	R	10/16/2013	73.10		016399		
	I-27382							
	Adapter for Gardens Pump Plant	R	10/16/2013	134.38		016399		
	I-27424							
	Breaker Panel for Dist Office	R	10/16/2013	161.25		016399		
	I-27481							
	Breaker for Garden PP	R	10/16/2013	51.06		016399		
	I-27566							
	Feeder Bucket for Grand Ave PP	R	10/16/2013	2,460.68		016399		520.88
01023	CARQUEST AUTO PARTS							
	I-7294394853							
	Fuel Hose for Pump Plants	R	10/16/2013	23.87		016401		23.87
00055	CASITAS BOAT RENTALS							
	I-Sep 13 Cafe Passes							
	Reimburse Cafe Passes 9/13	R	10/16/2013	1,751.11		016402		1,751.11
00057	CLEAN SOURCE							
	I-278181400							
	Janitorial Supplies, LCRA	R	10/16/2013	3,600.12		016403		
	I-278210200							
	Janitorial Supplies, LCRA	R	10/16/2013	281.63		016403		3,881.75
00059	COASTAL PIPCO							
	I-S1786442001							
	Brass Parts for TP	R	10/16/2013	21.75		016404		
	I-S1786769001							
	Irrigation Parts for LCRA	R	10/16/2013	697.17		016404		718.92
01055	Neil Cole							
	I-Sep 13							
	Reimburse Mileage 9/13	R	10/16/2013	90.40		016405		90.40

VENDOR SET: 01 Casitas Municipal Water D

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DATE RANGE: 10/10/2013 THRU 10/16/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00722	CONCRETE EXPRESS VENTURA							
I-41013	Concrete for Villanova Res	R	10/16/2013	877.96		016406		877.96
00062	CONSOLIDATED ELECTRICAL							
I-9009683995	Glanding Plate for Rincon PP	R	10/16/2013	36.28		016407		
I-9009684125	AB Parts for Rincon PP	R	10/16/2013	2,249.80		016407		2,286.08
00331	COORDINATED WIRE ROPE							
I-75810	Sling for Boom Truck, #87	R	10/16/2013	293.38		016408		293.38
00719	CORELOGIC INFORMATION SOLUTION							
I-80986944	Realquest Subscription	R	10/16/2013	125.00		016409		125.00
01856	DATA FLOW							
C-70187a	Accrue Use Tax	R	10/16/2013	13.30CR		016410		
D-70187a	Accrue Use Tax	R	10/16/2013	13.30		016410		
I-70187	W-2 Forms and 1099 Misc Forms	R	10/16/2013	192.35		016410		192.35
01764	DataProse, Inc.							
I-747767	Utility Billing Mailing 7/13	R	10/16/2013	978.96		016411		978.96
00740	DELL MARKETING L.P.							
I-XJ7NTJ2T3	Computer for PSO	R	10/16/2013	903.55		016412		903.55
00081	DELTA LIQUID ENERGY							
C-195895	Credit for Propane Loss	R	10/16/2013	71.60CR		016413		
I-23213405	Fill Shower Propane Tank	R	10/16/2013	141.93		016413		70.33
02544	Department of Justice							
I-998141	Fingerprinting	R	10/16/2013	96.00		016414		96.00
00182	DEWITT PETROLEUM							
I-0035490IN	Gas for Main Yard	R	10/16/2013	5,463.22		016415		5,463.22
00086	E.J. Harrison & Sons Inc							
I-318	Acct#500139629 9/13	R	10/16/2013	3,143.96		016416		
I-955	Acct#500546088	R	10/16/2013	840.00		016416		3,983.96
00488	ELECTRONIC SYSTEMS TECHNOLOGY							
I-7191	Fairview PP Modem Repair	R	10/16/2013	193.33		016417		193.33
00091	ERNST & YOUNG LLP							
I-US0130906518	Client #60028334	R	10/16/2013	978.00		016418		978.00

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE: 10/10/2013 THRU 10/16/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00095	FAMCON PIPE & SUPPLY							
I-152848	Flanges for Villanova Valve	R	10/16/2013	9,325.63		016419		
I-152849	Parts for Villanova Valve	R	10/16/2013	6,119.44		016419		
I-152855	Villanova Valve Replacement	R	10/16/2013	2,243.53		016419		
I-152935	Wedding Rings for Pipelines	R	10/16/2013	118.25		016419		
I-152937	Villanova Valve Replacement	R	10/16/2013	4,574.13		016419		
I-152940	Villanova Valve Replacement	R	10/16/2013	189.20		016419		
I-152948	Villanova Valve Replacement	R	10/16/2013	1,436.74		016419		
I-153076	Villanova Valve Replacement	R	10/16/2013	1,290.00		016419		25,296.92
00093	FEDERAL EXPRESS							
I-242251192	Shipping for Admin	R	10/16/2013	34.86		016420		34.86
00099	FGL ENVIRONMENTAL							
I-309104A	Metals, Total-Mn	R	10/16/2013	70.00		016421		
I-309357A	Metals, Total-Mn	R	10/16/2013	70.00		016421		
I-309670A	Metals, Total-Mn	R	10/16/2013	70.00		016421		210.00
02310	Flora Gardens							
I-1799	Plants for Water Conservation	R	10/16/2013	18.34		016422		18.34
00103	FRANK'S ROOTER & PUMPING							
I-88197	Septic Tank Pumping 9/23/13	R	10/16/2013	712.50		016423		712.50
00104	FRED'S TIRE MAN							
I-69432	Flat Repair, #284, Mower	R	10/16/2013	10.00		016424		
I-69523	Oil Change, Brake Pads for #27	R	10/16/2013	397.70		016424		
I-69837	Flat Repair #19	R	10/16/2013	20.00		016424		427.70
00109	G&S BUILDING SUPPLIES, INC							
I-793958	Boards for Picnic Tables	R	10/16/2013	3,111.45		016425		3,111.45
02158	Google, Inc.							
I-7579906	Additional Usage IT Dept	R	10/16/2013	16.25		016426		16.25
00115	GRAINGER, INC							
I-9249854994	Degreaser for Pump Plant	R	10/16/2013	58.26		016427		58.26
00746	GREEN THUMB INTERNATIONAL							
I-459045	District Garden Plants, Tools	R	10/16/2013	90.03		016428		
I-459046	Plant Labels for Water Cons	R	10/16/2013	5.59		016428		95.62
01052	HARBOR FREIGHT TOOLS USA, INC							
I-0269454	Tow Strap for LCRA	R	10/16/2013	13.96		016429		13.96

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 10/10/2013 THRU 10/16/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00127	INDUSTRIAL BOLT & SUPPLY							
I-00137547	Wedge Anchors for Robles	R	10/16/2013	106.43		016430		106.43
00872	Irrisoft, Inc.							
I-4801	Weather Station Signal Service	R	10/16/2013	79.00		016431		79.00
00131	JCI JONES CHEMICALS, INC							
I-596642	Chlorine for TP, CM#596647	R	10/16/2013	1,770.00		016432		
I-597424	Chlorine for TP, CM#597480	R	10/16/2013	1,770.00		016432		
I-597971	Chlorine for TP, CM#598035	R	10/16/2013	1,770.00		016432		5,310.00
01022	KELLY CLEANING & SUPPLIES, INC							
I-10031096	Janitorial Srvcs, LCRA 9/13	R	10/16/2013	280.00		016433		280.00
02590	Koppl Pipeline Services, Inc.							
I-12675	Line Stopping for Villanova	R	10/16/2013	37,695.00		016434		37,695.00
00151	MEINERS OAKS ACE HARDWARE							
C-575750	Credit Inv#574255	R	10/16/2013	402.83CR		016435		
I-572103	Tools for LCRA Maint	R	10/16/2013	46.39		016435		
I-572319	Chlorine Tabs for Waterpark	R	10/16/2013	56.96		016435		
I-573549	Concrete, Couplings for Maint	R	10/16/2013	52.47		016435		
I-573624	Coupler, PVC Cement, Maint	R	10/16/2013	46.41		016435		
I-574255	Tools for LCRA Maintenance	R	10/16/2013	578.55		016435		
I-574785	Pipe for Roof at Robles	R	10/16/2013	202.53		016435		
I-575177	Tools for LCRA Maintenance	R	10/16/2013	150.33		016435		
I-575297	Couplings for O&M CS	R	10/16/2013	33.24		016435		
I-575309	Nipples & Couplings for O&M CS	R	10/16/2013	36.30		016435		
I-575414	Ball Valves for O&M CS	R	10/16/2013	21.50		016435		
I-575655	Cement for Dist Maint	R	10/16/2013	7.33		016435		
I-575773	Yellow Jacket Spray for DM	R	10/16/2013	8.19		016435		
I-575884	Rebill Inv#574255	R	10/16/2013	373.41		016435		
I-575945	Wrench Set for Dist Maint	R	10/16/2013	22.20		016435		
I-575965	Brooms, Cleaner for Pipelines	R	10/16/2013	47.98		016435		
I-576020	Handy Box, Cover for E&M	R	10/16/2013	2.63		016435		
I-576122	Gloves, Caps for LCRA Maint	R	10/16/2013	11.85		016435		
I-576301	Elec Parts for Pressure Washer	R	10/16/2013	3.77		016435		
I-576389	Mortar Mix, Paint Rollers, WP	R	10/16/2013	69.54		016435		
I-577117	Elbows for Pipelines	R	10/16/2013	25.42		016435		
I-577253	Plastic Dip for LCRA Maint	R	10/16/2013	7.33		016435		
I-577354	Concrete for Pump Plants	R	10/16/2013	56.28		016435		
I-577359	Concrete for Pump Plants	R	10/16/2013	60.03		016435		
I-577569	Paint for Waterpark Bridges	R	10/16/2013	34.54		016435		
I-577966	Screwdriver Set, Hex Key, PP	R	10/16/2013	22.93		016435		1,575.28

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00281 I-10549	CHARLES T. MEYERS DBA Repair Laser Printer TP	R	10/16/2013	224.64		016438		224.64
02185 I-1003136	Oasis Technology Inc. Setup/Configure TP Tablets	R	10/16/2013	2,120.00		016439		2,120.00
00163 I-678263800001 I-678263800002 I-678265012001	OFFICE DEPOT Office Supplies Office Supplies Office Supplies	R R R	10/16/2013 10/16/2013 10/16/2013	246.05 15.67 2.28		016440 016440 016440		264.00
00912 I-8793	OJAI BUSINESS CENTER, INC Shipping-Fish, Copies-E&M	R	10/16/2013	27.44		016441		27.44
00165 C-1309638650 I-1309638418 I-1309638648 I-1309638651 I-1310639463 I-1310640002	OJAI LUMBER CO, INC Credit # 1309638648 Sandbags for Villanova Project Lumber for Dump Truck Lumber for Dump Truck, #69 Lumber for Waterpark Plywood for Waterpark	R R R R R R	10/16/2013 10/16/2013 10/16/2013 10/16/2013 10/16/2013 10/16/2013	9.92CR 92.45 9.92 35.24 438.58 97.69		016442 016442 016442 016442 016442 016442		663.96
00602 I-42657	OJAI TRUE VALUE Pliers for Water Quality	R	10/16/2013	13.96		016443		13.96
00169 I-15896 I-15969	OJAI VALLEY SANITARY DISTRICT Cust#20594 Cust#52921	R R	10/16/2013 10/16/2013	155.91 51.97		016444 016444		207.88
00775 I-297475	OMEGA ENGINEERING INC. Rail Mounts for Telemetry	R	10/16/2013	133.84		016445		133.84
00383 I-116868	ON DUTY UNIFORMS & EQUIPMENT Uniform Shirts for APSO	R	10/16/2013	127.93		016446		127.93
00734 I-S4098826001 I-S4103977001	ONESOURCE DISTRIBUTORS Receptacles for Pedestals Phoenix 4-20 Splitter,Telemetry	R R	10/16/2013 10/16/2013	203.71 644.25		016447 016447		847.96
00178 I-608606	PARADISE CHEVROLET Front Sway Bar Clamp, #54	R	10/16/2013	24.35		016448		24.35
00188 I-101113	PETTY CASH Replenish Petty Cash	R	10/16/2013	320.36		016449		320.36

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02187 I-580207	Pitney Bowes Inc Postage Meter Rental	R	10/16/2013	112.88		016450		112.88
01334 I-E72356	POWER MACHINERY CENTER Club Car Lease, Y13864	R	10/16/2013	604.07		016451		604.07
00184 I-V583421	POWERSTRIDE BATTERY CO, INC Battery for Gate #4 on Canal	R	10/16/2013	74.90		016452		74.90
02475 I-673897	Rutan & Tucker, LLP Acct No:0295180001, 9/13	R	10/16/2013	21,100.67		016453		21,100.67
01107 I-S90869	SAWYER PETROLEUM Hydraulic Oil for LCRA Equip	R	10/16/2013	79.70		016454		79.70
00211 I-I0028539	SECORP INDUSTRIES Hydrotest Escape Respirators	R	10/16/2013	118.89		016455		118.89
02344 I-14301A	ServiceMaster Building Mainten Janitorial Srvcs, 10/13	R	10/16/2013	1,032.00		016456		1,032.00
02597 I-093033611310	Shell Fleet Card Gas for Rogue Patrol Boat	R	10/16/2013	213.24		016457		213.24
10286 I-901397338 I-901412536 I-901430600	SIEMENS WATER TECHNOLOGIES LLC Parts for CL2 Analyzers Parts for CL2 Analyzer for TP Parts for CL2 Analyzers	R R R	10/16/2013 10/16/2013 10/16/2013	126.47 30.54 19.63		016458 016458 016458		176.64
00725 I-176133	SMART & FINAL Vinegar for LCRA Maint	R	10/16/2013	24.48		016459		24.48
02202 I-539542	Stanley Pest Control Yellow Jacket Baiting, WP	R	10/16/2013	170.00		016460		170.00
00498 I-Sep 13	BRIAN TAYLOR T-2 Renewal & CE Classes	R	10/16/2013	296.85		016461		296.85
00225 I-920130090	UNDERGROUND SERVICE ALERT New Ticket Charges	R	10/16/2013	204.00		016462		204.00
00825 I-164059	USA BLUEBOOK Omni Reagent Head for TP	R	10/16/2013	288.05		016463		288.05

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE:10/10/2013 THRU 10/16/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00246 I-R004338	VENTURA COUNTY AIR POLLUTION Gas Tank Test, LCRA	R	10/16/2013	210.00		016464		210.00
01232 I-1314496	VENTURA COUNTY SHERIFF'S OFFIC Security at LCRA, 8/23/13	R	10/16/2013	1,686.72		016465		1,686.72
00254 I-34930	VENTURA LOCKSMITHS LCRA Safe Repairs	R	10/16/2013	657.13		016466		657.13
01283 I-9712646934 I-9712647636	Verizon Wireless Dist Ofc Monthly Cell Charges LCRA Monthyl Cell Charges	R R	10/16/2013 10/16/2013	663.12 188.09		016467 016467		851.21
01516 I-193329	VISTA FORD OF OXNARD Repair Radiator, Seatbelt #42	R	10/16/2013	1,038.47		016468		1,038.47
02583 I-125AI0273453	WageWorks FSA Monthly Fee 9/13	R	10/16/2013	86.40		016469		86.40
02574 I-8170	West Coast Welding & Construct Refurbish #8 Intake Screen	R	10/16/2013	20,238.88		016470		20,238.88
00403 I-33221701	WESTERN WATER WORKS SUPPLY CO. Couplings for Warehouse Stock	R	10/16/2013	698.50		016471		698.50
00330 I-50000450886	WHITE CAP CONSTRUCTION SUPPLY Traffic Cones for Pipelines	R	10/16/2013	821.84		016472		821.84
00124 I-CUI201310140768 I-DCI201310140768 I-DI%201310140768	ICMA RETIREMENT TRUST - 457 457 CATCH UP DEFERRED COMP FLAT DEFERRED COMP PERCENT	R R R	10/16/2013 10/16/2013 10/16/2013	634.61 2,855.76 85.53		016473 016473 016473		3,575.90
01960 I-MOR201310140768	Moringa Community PAYROLL CONTRIBUTIONS	R	10/16/2013	16.75		016474		16.75
00985 I-CUN201310140768 I-DCN201310140768	NATIONWIDE RETIREMENT SOLUTION 457 CATCH UP DEFERRED COMP FLAT	R R	10/16/2013 10/16/2013	864.53 3,807.84		016475 016475		4,672.37
00180 I-COP201310140768 I-UND201310140768	S.E.I.U. - LOCAL 721 SEIU 721 COPE UNION DUES	R R	10/16/2013 10/16/2013	9.50 575.50		016476 016476		585.00

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 10/10/2013 THRU 10/16/2013

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00230	UNITED WAY							
I-UWY201310140768	PAYROLL CONTRIBUTIONS	R	10/16/2013	45.00		016477		45.00
1	Mark T Shipley							
I-000201310080766	TS Refund	R	10/16/2013	70.00		016478		70.00
01203	DENISE COLLIN							
I-101613	Reimburse Expenses 9/13	R	10/16/2013	87.85		016479		87.85
00128	INTERNAL REVENUE SERVICE							
I-T1 201310140768	Federal Withholding	D	10/16/2013	22,320.28		101631		
I-T1 201310140769	Federal Withholding	D	10/16/2013	39.02		101631		
I-T3 201310140768	FICA Withholding	D	10/16/2013	18,681.00		101631		
I-T3 201310140769	FICA Withholding	D	10/16/2013	75.54		101631		
I-T4 201310140768	Medicare Withholding	D	10/16/2013	5,110.92		101631		
I-T4 201310140769	Medicare Withholding	D	10/16/2013	17.66		101631		46,244.42
00049	STATE OF CALIFORNIA							
I-T2 201310140768	State Withholding	D	10/16/2013	7,652.95		101632		
I-T2 201310140769	State Withholding	D	10/16/2013	2.61		101632		7,655.56
00187	CALPERS							
I-PBB201310140768	PERS BUY BACK	D	10/16/2013	66.87		101633		
I-PEB201310140768	PEBRA EMPLOYEES PORTION	D	10/16/2013	131.33		101633		
I-PER201310140768	PERS EMPLOYEE PORTION	D	10/16/2013	9,993.02		101633		
I-PRB201310140768	PEBRA EMPLOYER PORTION	D	10/16/2013	131.33		101633		
I-PRR201310140768	PERS EMPLOYER PORTION	D	10/16/2013	12,337.03		101633		22,659.58

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	108	406,271.62	0.00	406,271.62
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	76,559.56	0.00	76,559.56
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00	
		VOID CREDITS	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	111	482,831.18	0.00	482,831.18
BANK: AP TOTALS:	111	482,831.18	0.00	482,831.18
REPORT TOTALS:	114	482,831.18	0.00	482,831.18

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: October 18, 2013  
TO: Board of Directors  
FROM: Denise Collin - Accounting Manager  
Re: Treasurer's Statement of Investment Policy

**RECOMMENDATION:**

Approval of the revised Investment Policy.

**BACKGROUND AND OVERVIEW:**

The Districts' Investment Policy is intended to provide guidelines for prudent investment of the Districts' Reserves. Although current economic conditions have improved, the past years have negatively affected most all banks ratings from the standard "AA" to far below that.

Currently, Certificate of Deposit's (CD's) have a higher interest rate than most bonds, while adhering to our current Investment Policy, finding a bank with an "AA" rating or higher is a difficult task. Approving the changes in the proposed Investment Policy would allow prudent investments of CD's with banks lower than an "AA" rating but restricting the investments to only 10% of the total investment portfolio. Investing in CD's with an "AA" rating or higher would allow for 25% of the total investment portfolio.

All CD's would be invested with banks or savings and loan institutions and would be FDIC insured up to \$250,000.00.



**DATE:** October 21, 2013~~October 18, 2013~~

**TO:** Board of Directors

**FROM:** Treasurer

**SUBJECT:** Treasurer's Annual Statement of Investment Policy

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1. This statement is intended to provide guidelines for the prudent investment of Casitas Municipal Water Districts (hereinafter "District") Reserves surplus money in its treasury and to outline policies for maximizing the efficiency of the Districts Investment Cash management system. The ultimate goal is to enhance the economic status of the District while protecting its pooled Investment Cash.
2. Prudent Investor Standard – Directors of the District, Treasurer and all persons authorized to make investment decisions on behalf of the District are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, prudence, and diligence considering existing circumstances, general economic conditions and the anticipated needs of the District, to safeguard the principal and maintain the liquidity needs of the District.

It is the Districts full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time.

The Districts Treasurer and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individuals security's credit risk or market

price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

3. Investment of pooled investment funds of Casitas shall be made in securities in which Casitas is legally empowered to invest such funds, in accordance with Section 53601 of the Government Code, taking into consideration the probable income as well as the probable safety of said funds, exercising the judgment and care, under the circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation, but in regard to the permanent disposition of said funds.
4. As far as possible, all money shall be deposited for safekeeping in state or national banks or state or federal savings and loan associations or may be invested as provided in Section 53635 of the Government Code.
5. Money may be invested in the Local Agency Investment Fund (LAIF) as well as those deposited in Ventura County's pooled investment fund in accordance with Section 16429.1 of the Government Code.
6. Investment of funds under 1, 2, 3, 4 and 5 above shall be limited as follows:
  - a. Not more than 25% of Casitas' funds shall be invested in any one single institution.
  - b. Local Agency Investment Fund (LAIF) which shall not exceed 95%
  - c. United States Treasury Bills, Bonds, and Notes shall have no limit.
  - d. Government National Mortgage Association (GNMA), The Federal Farm Credit System (FFCB), The Federal Home Loan Bank Board (FHLB), The Federal National Mortgage Association (FNMA) and the Federal Home Loan Mortgage Association (FHLMC) shall have no limit.
  - e. Casitas' investments in any savings and loan institution and bank shall be limited to FDIC Limitations.

f. Casitas' investments in any savings and loan institution and bank shall be invested ~~on line~~ following the procedure below.

**Comment [DC1]:** Delete, purchase is not on line only.

1. Determine how much Casitas would want to invest on CDs.

2. ~~Have a check drawn on the General Fund account for this exact amount.~~

**Comment [DC2]:** Delete, this is assumed.

3. ~~Deposit the check to the separate CD account prior to investment being made.~~

**Comment [DC3]:** Delete, this process currently happens through an on line transfer process with our current investment firm.

4. The Accounting Manager would ~~go online and determine which banks that have the highest CD rate of interest and determine length of term to get the best possible interest rate.~~ will discuss ~~with current investment firm approved by the Board to determine which banks have the highest CD rate of interest and determine length of term to get the best possible interest rate.~~

**Comment [DC4]:** Insert, new process for investing.

**Comment [DC5]:** Delete, this process has changed, see insert.

5. Verify that they are federally insured by getting the FDIC number from the bank and go to the FDIC web-site and verify the bank's FDIC number and to get a report on the bank's strength.

6. ~~Go online and find out the bank's financial rating. It must be rated a minimum "AA". Casitas would invest in only those accounts that are at least a "AA" or equivalent rating.~~

**Comment [DC6]:** Delete, this process is now through our current investment firm. FDIC insurance will cover the CD Investment reducing the risk of choosing a Bank with less than an "AA" rating.

7. Once the bank is determined, purchase the CD, limiting investments to FDIC Limits per on-line institution, and retain all of the documentation to verify that this is a legitimate investment that Casitas wanted.

8. Report to the Board of Directors each month on the transactions that have been made in purchasing CDs and the results of all investigations.

g. The staff shall attempt to follow an investment pattern of investing not more than ~~10% of Casitas' invested funds with CD's at savings and loans or Banks under an "AA Rating," 25% of Casitas funds~~ with savings and loans ~~with a rating above "AA"~~, 50% with banks, 100% in treasury bills and/or government securities and 95% in LAIF and that the guidelines shall be reviewed by the Board on an annual basis.

h. The above percentages may be exceeded for a period of 90 days due to cash flow or other circumstances.

7. No investments shall be made in financial futures or financial options contracts which are otherwise allowed pursuant to Section 53601.1 of the Government Code.

8. Interest earned and received on investments on the reserves for the United States Bureau of Reclamation and the State Water Plan as well as the Mira Monte Special Assessment Fund and the Mira Monte Reserve for Bond Redemption shall be credited to those funds in the same proportion that such funds bear to the total money invested.

9. Interest earned and received on Capital Facility Charges shall be credited to that fund on a proportional basis. All other interest, including interest on the reserve for capital outlay, reserve for variation in water sales, the general reserve, and any other general reserves shall be credited to the general fund.

10. Accounts shall be established and maintained in Casitas' accounting records to record the surplus and inactive funds invested at all times in accordance with the State Controller's chart of accounts as authorized by Section 53891 of the Government Code.

11. Reserve fund account balances shall be maintained separately and shall reflect,

**Comment [DC7]:** Insert.

**Comment [DC8]:** Inserted for authority to invest in CD's at banks rated less than an "AA" using prudent judgment.

**Comment [DC9]:** Deleted to read easier.

**Comment [DC10]:** Insert to clarify.

at all times, the balance in each reserve fund in a manner consistent with generally accepted accounting practices.

12. Depositories having custody of Casitas funds shall be directed to forward copies of all correspondence concerning Casitas funds to the Treasurer of Casitas.
13. Verification that moneys have been on deposit at all times and collateralized in amounts equal to or in excess of funds designated by the Board of Directors as reserve funds shall be made in the annual audit of Casitas records.
14. The Treasurer should be delegated the authority and responsibility to invest or to reinvest funds of Casitas or to sell or exchange securities so purchased in accordance with Section 53607 of the Government Code and/or this policy which ever is more prudent.
15. The Board should annually determine which reserve funds are surplus and which are inactive.
16. The Treasurer shall render a monthly report to the Board in accordance with Section 53646(b) of the Government Code.



View this email in your browser

**RCD Award Luncheon Nov 12**

AWA . <awa@awavc.org>  
To: awa@awavc.org  
Bcc: swickstrum@casitaswater.com

Thu, Oct 17, 2013 at 2:33 PM

**\*\*\* PLEASE DO NOT REPLY TO THIS EMAIL \*\*\***

To: AWA Water Issues Committee

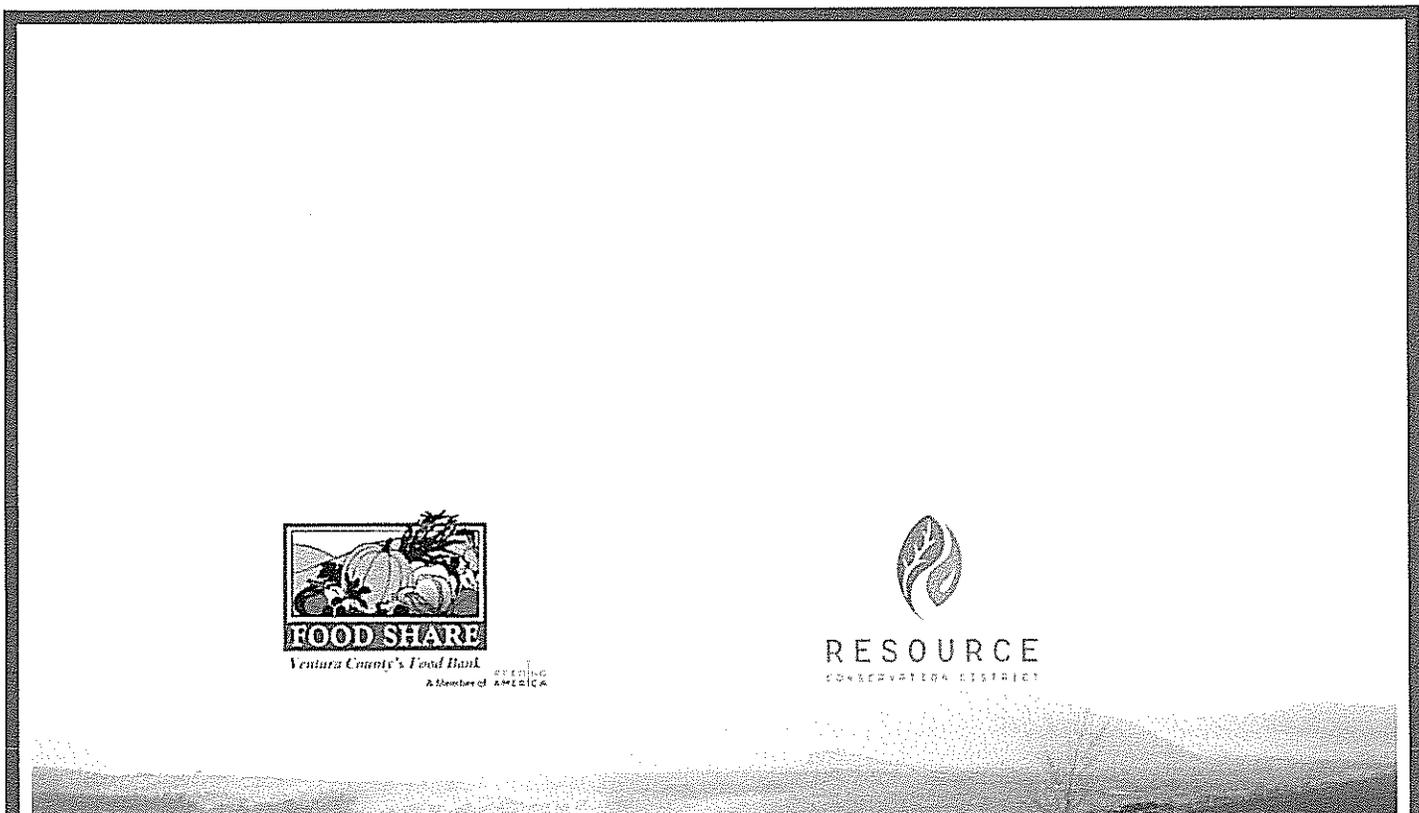
Because of this year's panel discussion, an invitation has been extended to you to attend this annual program.

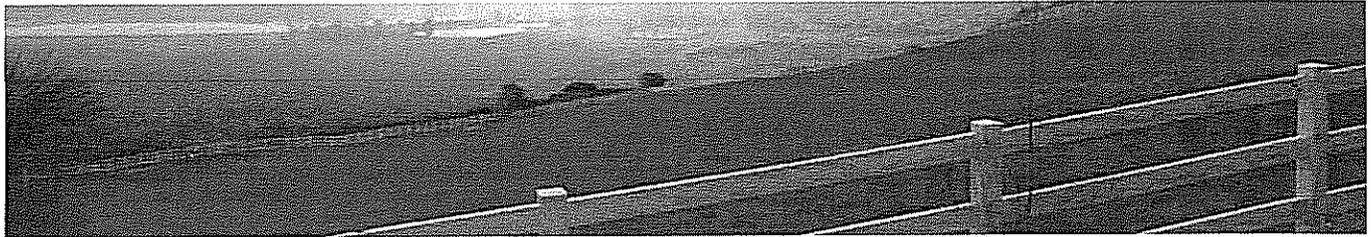
If you'd like to attend please RSVP by:

Call: 805-764-5137 - Email: martinfredric@gmail.com - Web: [www.vcrd.org/rsvp](http://www.vcrd.org/rsvp)



RESOURCE  
CONSERVATION DISTRICT





# You are Cordially Invited

to

## The 4th Annual RCD Award Luncheon

for

**EXCELLENCE IN AGRICULTURAL STEWARDSHIP  
AND SUSTAINABILITY**

TUESDAY NOVEMBER 12, 2013 - 11:30 AM – 2:00 PM

CROWNE PLAZA VENTURA BEACH

450 EAST HARBOR BLVD. VENTURA CA

### PANEL DISCUSSION

"Agriculture, water, regulation, and an uncertain future"

RSVP BY NOV 7, 2013

Call: 805-764-5137 - Email: [martinfredric@gmail.com](mailto:martinfredric@gmail.com)

Web: [www.vcrd.org/rsvp](http://www.vcrd.org/rsvp)

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Natural Resources Division



*Tawlyn Thomson*



Proudly Present The  
**5<sup>th</sup> Annual**

## Ventura County Water Tour

**Have you ever wondered where Ventura County gets its water?**

Find out on a one-day tour organized by the Association of Water Agencies and the Farm Bureau of Ventura County in partnership with our 2013 Sponsor the **University of California Hansen Fund** and presenters from local water purveyors. Participants will visit critical water supply facilities and have the opportunity to hear from experts discussing the issues affecting the reliability, safety, quality, quantity and cost of this vital resource.

The tour is intended for policymakers, community and business leaders, attorneys, consultants, journalists and anyone interested in the water supply issues of Ventura County.

**Date: Thursday, November 14, 2013**

**Time: 7:00 a.m. to 4:00 p.m.**

**Cost: \$25.00 per person** *Via AWA registration (see official form below)*

### Planned Itinerary:

- 7:00 a.m. **Registration/Continental Breakfast**—5156 McGrath St. Ventura 93003  
(Please arrive on time for registration, bus MUST leave on schedule)
- 7:45 a.m. BUS DEPARTS PROMPTLY** for the following sites...
- 8:30 a.m. **Lake Bard Treatment Plant**—learn about the critical role of imported water.  
Host: Calleguas Municipal Water District
- 10:00 a.m. **Freeman Diversion Facility**—learn about groundwater, aquifer recharge, seawater intrusion, agricultural use, and endangered species issues.  
Host: United Water Conservation District
- 12:15 p.m. **Boxed Lunch Served (City of Oxnard)**
- 1:00 p.m. **City of Oxnard Advanced Water Purification Facility**—learn about efforts to augment local supplies with recycled water, brackish groundwater and other strategies.  
Host: City of Oxnard Water Resources Division
- 2:30 p.m. **Casitas Dam**—learn about surface water developments and issues.  
Host: Casitas Municipal Water District
- 4:00 p.m. **Tour Concludes** at 5156 McGrath St. Ventura

*(Facility arrival times are approximate and subject to change).*

# OFFICIAL REGISTRATION FORM:

## November 14, 2013 - Ventura County Water Tour

Please mail, fax or email this form:

AWA: 5156 McGrath St.-Suite 104 Ventura-CA 93003, Fax: (805) 644-0435, email: [awa@awavc.org](mailto:awa@awavc.org)

Name (First, Last) \_\_\_\_\_

Agency \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

\*Email \_\_\_\_\_

\* **Official reservation "confirmations" will be sent from AWA via email.**

Boxed sandwich lunches will be served. Please let us know if you require a VEGETARIAN lunch by checking here

### Registration Information

**Must have official AWA reservation "confirmation" to board bus.** Register early – don't delay! Limited space; first-come, first-served. Reservations will be accepted until all bus seats are filled. If your reservation is accepted, you will receive an email confirmation. **You must print the confirmation and bring it with you to board the bus.** Overflow names will be placed on standby waiting list and will be notified in the event of cancellations.

**Absolute Deadline - Thursday, November 7, 2013.**

### Payment

Total cost of \$25 per person includes continental breakfast, transportation, lunch, refreshments, and informational packet. Cash and checks only. **Payment due to AWA on or before event date 11-14-13.** No-shows will be billed.

### Cancellations

Must be received in writing no later than 11-7-13. **No cancellations, refunds or reservation changes after Thursday, November 7, 2013 - Absolutely no exceptions.**

**NOTE: You MUST HAVE your official printed "AWA Reservation Confirmation" to board the bus.**

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: October 18, 2013  
TO: Board of Directors  
FROM: General Manager, Steve Wickstrum  
Re: Finance Committee Meeting of October 18, 2013

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**  
Director Bergen and Director Kaiser  
General Manager Steve Wickstrum  
Accounting Manager and Treasurer Denise Collin  
Jack and Mattie Oehmke – Morgan Stanley
2. **Public comments.** None.
3. **Board/Management comments.**  
The General Manager informed the Committee of a recent case regarding Prop 218 and tiered water rates. The case is moving forward to appeal, but may have an impact on the use of tiered water rates. The General Manager will also be in contact with the District's rate consultant.
4. **Review of the Financial Statement for September 2013.**  
The Committee reviewed the financial statement for September 2013. The Committee reviewed the expenditures in various work sections of the District and addressed questions.
5. **Review of the Water Consumption for September 2013.**  
The Committee reviewed the water consumption numbers for September 2013. The upward trending water demands by Resale and Agricultural classifications are indicative of the dry weather pattern and depleted groundwater basins, transferring the demand to the Lake Casitas supply. The Residential classification demand trend appears to be the same as in FY 2012-13, with no increase due to the lack of rainfall.
6. **Discussion with Jack Oehmke from Morgan Stanley regarding Investments and Purchasing CDs.**  
Mr. Oehmke reviewed the present status and performance of the District's investments. Denise Collin informed the Committee of the movement of \$490,000 of recently matured investments to bank CDs. The Committee discussed the direction to propose changes to the District's Investment Policy to consider investing in FDIC insured institutions that are rated less than AAA. The Committee and investment advisor reviewed the benefits of this proposed change. The Committee requested that Mr. Oehmke be available for a presentation to the Board of Directors on October 23, 2013.

7. **Discussion of proposed changes to the Investment Policy.**  
Denise Collin presented the recommendation to change the Investment Policy in such a manner that would be more consistent with current investment practices, while still being very conservative and secure. The Committee reviewed the proposed changes and suggested moving the changes to the Board for consideration of approval.
8. **Discussion regarding the CalPERS Actuarial.**  
The District auditor recommended that the Finance Committee review the new format of the CalPERS actuarial. The Committee did so. No further action required.
9. **Leak relief for Rose McInerny in the amount of \$900.27.**  
Denise Collin presented the request for leak relief to the Committee. All appropriate criteria for leak relief have been met in the request. The request for leak relief will be moved to the Board of Directors for consideration of approval.
10. **Discussion regarding budgeting of overtime.**  
The General Manager presented and the Committee reviewed the criteria for overtime budgeting that will be applied during staff's development of the FY 2014-15 Budget.

**CASITAS MUNICIPAL WATER DISTRICT  
TREASURER'S MONTHLY REPORT OF INVESTMENTS  
10/17/13**

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	\$959,320.99	\$959,518.56	5.650%	04/01/2013	6.20%	253
*TB	Federal Home Loan Bank	313379EE5	06/14/2019	\$1,386,905.89	\$1,326,712.50	1.625%	10/03/2012	8.57%	2037
*TB	Federal Home Loan Bank	3133XFKF2	06/11/2021	\$727,545.68	\$666,282.40	5.625%	01/16/2013	4.31%	2754
*TB	Federal Home Loan Bank	3133XKTV7	06/13/2014	\$963,600.55	\$963,685.80	4.875%	04/01/2013	6.23%	236
*TB	Federal Home Loan Bank	3133XLWN1	09/12/2014	\$971,915.85	\$971,682.60	5.250%	04/01/2013	6.28%	325
*TB	Federal Home Loan Bank	3133XSP930	12/13/2013	\$702,009.37	\$703,241.00	3.125%	07/01/2010	4.55%	56
*TB	Federal Home Loan Bank	3133XWNB10	06/12/2015	\$710,207.83	\$728,903.00	2.875%	07/01/2010	4.71%	595
*TB	Federal Home Loan Bank	3134A4VG60	11/17/2015	\$741,047.10	\$762,216.00	4.750%	07/19/2010	4.93%	750
*TB	Federal Home Loan Bank	3134G34WJ	08/28/2014	\$998,348.82	\$998,345.95	0.375%	04/01/2013	6.45%	311
*TB	Federal Home Loan MTG Corp	3135G0ES80	11/15/2016	\$692,109.98	\$694,167.05	1.375%	03/12/2012	4.49%	1108
*TB	Federal Home Loan MTG Corp	3137EABA60	11/17/2017	\$1,148,563.86	\$1,151,690.00	5.125%	01/03/2012	7.44%	1470
*TB	Federal Home Loan MTG Corp	3137EACD90	07/28/2014	\$707,834.69	\$714,973.00	3.000%	07/01/2010	4.62%	281
*TB	Federal Home Loan MTG Corp	3137EADB2	01/13/2022	\$209,657.38	\$193,202.00	2.375%	02/11/2013	1.25%	2966
*TB	Federal Natl MTG Assn	31398AYY20	09/16/2014	\$708,719.68	\$718,200.00	3.000%	07/01/2010	4.64%	329
*TB	US Treasury Inflation Index NTS	912828JE10	07/15/2018	\$1,131,007.91	\$1,190,045.76	1.375%	07/06/2010	7.69%	1708
*TB	US Treasury Notes	912828JW10	12/31/2013	\$700,554.05	\$701,834.00	1.500%	07/01/2010	4.54%	74
*TB	US Treasury Notes	912828LZ10	11/30/2014	\$704,712.95	\$714,903.00	2.125%	07/01/2010	4.62%	403
*TB	US Treasury Inflation Index NTS	912828MF40	01/15/2020	\$1,115,984.48	\$1,181,811.82	1.375%	07/01/2010	7.64%	2248
Accrued Interest					\$131,040.92				
<b>Total in Gov't Sec. (11-00-1055-00&amp;1065)</b>				<b>\$15,280,047</b>	<b>\$15,472,455</b>			<b>85.38%</b>	
*CD	GE Capital - CD Salt Lake City UT			\$245,000	\$239,061	3.15%			
*CD	GE Capital - CD Draper UT			\$245,000	\$239,292	3.25%			
<b>Total Certificates of Deposit: (11.13506)</b>				<b>\$490,000</b>	<b>\$478,353</b>			<b>2.64%</b>	
**	<b>LAIF as of: (11-00-1050-00)</b>		N/A	<b>\$445</b>	<b>\$445</b>	0.35%	Estimated	<b>0.00%</b>	
***	<b>COVI as of: (11-00-1060-00)</b>		N/A	<b>\$2,170,476</b>	<b>\$2,170,476</b>	0.65%	Estimated	<b>11.98%</b>	
<b>TOTAL FUNDS INVESTED</b>				<b>\$17,940,967</b>	<b>\$18,121,728</b>			<b>100.00%</b>	
Total Funds Invested last report				\$17,949,667	\$18,148,668				
Total Funds Invested 1 Yr. Ago				\$14,498,280	\$14,900,918				
****	<b>CASH IN BANK (11-00-1000-00) EST.</b>			<b>\$1,503,390</b>	<b>\$1,503,390</b>				
	<b>CASH IN Western Asset Money Market</b>			<b>\$224,440</b>	<b>\$224,440</b>	0.010%			
	<b>CASH IN PIMMA Money Market</b>			<b>\$0</b>	<b>\$0</b>	0.000%			
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$19,668,797</b>	<b>\$19,849,558</b>				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$17,650,266	\$18,052,904				
*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.