

Casitas Municipal Water District  
RECREATION COMMITTEE

Agenda

Brennan/Spandrio

Alternate: Kaiser

**February 5, 2019 – 10:00 a.m.**

Casitas Municipal Water District

1055 Ventura Ave.

Oak View, CA 93022

1. Roll Call
2. Public comments.
3. Board/Management comments.
4. Presentation by Save the Lake.
5. Review Monthly Recreation Report.
6. Discussion regarding a Special Event Application for October 2019: Topa Topa Folk Festival.
7. Recommend to the Board of Directors to Authorize the General Manager to purchase a Sewage Vacuum Vehicle in the not to exceed amount of \$94,000.
8. Review of Incidents and Comments.

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. If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance (805) 649-2251 ext. 113. (Govt. Code Section 65954.1 and 54954.2(a). Please be advised that members of the Board of Directors of Casitas who are not members of this standing committee may attend the committee meeting referred to above only in the capacity of observers, and may not otherwise take part in the meeting. (Govt. Code Sections 54952.2(c)(6)

## Presentation outline

- Fish habitats- discuss current water level and trees and brush above water line, purpose to congregate bait and prey fish as well as a place for young fish to escape predation. Improves fishery and gives anglers a better experience as well as a healthier ecosystem in general
  - Man-made structure
  - Recycle trees
- Promote youth fishing (I.e. kids fishing days in the past)
  - Promote fishing for younger generations (beginners, new anglers)
  - Builds next generation of anglers making memories at Casitas and will bring them back in the future
  - Discuss plan (sponsors, stocking trout, etc)
- Community outreach
  - Clean up the lake day, clean general and accessible shoreline. similar to coastal cleanup day
  - Help to bring attention to the lake, possible media exposure.

CASITAS MUNICIPAL WATER DISTRICT  
LAKE CASITAS RECREATION AREA

DATE: January 29, 2019  
 TO: Recreation Committee  
 FROM: Carol Belser, Park Services Manager  
 SUBJECT: Recreation Area Monthly Report for December 2018

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Visitation Numbers

The following is a comparison of visitations\* for December 2018.

	Dec. 2018	Dec. 2017	November 2018
Visitor Days	19,552	13,148	31,200
Camps	2,080	1,363	3,677
Cars	4,888	3,287	7,800
Boats	104	74	130
Kayaks & Canoes	52	49	1

Fiscal Year to Date*	
2018/2019	340,296
2017/2018	345,052
%Change	-1.378

\*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

**Fiscal Year to Date** = Beginning July 2018 reflects the total of all visitation shown in the top graph.

Operations and Boating

The District's Prevention, Control and Management Plan for Invasive Species and the Vulnerability Assessment for Invasive Species' 2016 reports that were revised in September 2018, were again updated and resubmitted to California Department Fish and Wildlife. In addition the District's Lake Casitas Invasive Mussel Rapid Response Plan was updated and re-submitted to California Department of Fish and Wildlife. We now are awaiting their approval or additional comments on the reports. The comments and subsequent updates have resulted in improved documents. Park Services Officers, Mitch Tull and RJ Faddis conducted an anti-invasive species presentation to students at Chaparral High School. Funding from this presentation came from the Quagga Grant, a two year grant to educate and inform the community on the destruction that quagga mussels cause as an invasive species, and how to help stop their spread.

Eighteen boats passed the vessel inspection process for entry into Lake Casitas, 4 failed the first inspection. Three-hundred four were retagged in December. Santa Ana Launch Ramp

ceased operation after the water level decreased. Old Coyote was reactivated in July 2017 and continues to be the only launch ramp in use. Strict protocols continue to be in place to prevent quagga and zebra mussels from entering Lake Casitas.

Maintenance finished placing the illuminated exit sign above the exit lane to better assist customers where to exit the LCRA day and night.

Park Rangers completed an American Red Cross Emergency Medical Responder course that included instruction from Ventura County Fire Station 23's Paramedic and EMT's staff.

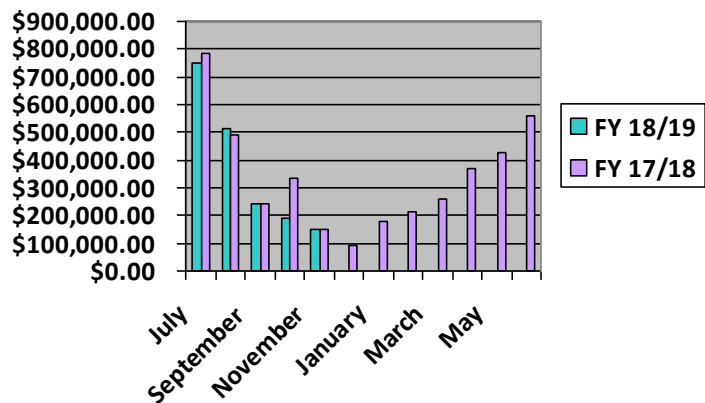


Incidents

There were 34 patrol observations where park staff made customer contact in December. Park Rangers responded to 24 calls for service and 17 customer service issues. There were 0 medical responses, and 22 disturbances with 0 requiring support from the Ventura County Sheriff's Office. There was 1 unattended fire, 1 parking violation, 5 restricted area violations resulting in 1 citation, 0 boating violations, 2 leash law violations, 1 body contact in the lake, and 8 traffic violation,

Revenue Reporting

The 2018/2019 unaudited monthly revenue figures will be reported when made available in the respective months (operations, concessions, Water Adventure, etc.) per the District's Financial Summary generated by the Finance Manager.



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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** RECREATION COMMITTEE

**FROM:** CAROL BELSER, PARK MANAGER

**SUBJECT:** DISCUSS TO FORWARD TO THE BOARD CONSIDERATION OF THE  
TOPA TOPA FOLK FESTIVAL SPECIAL EVENT FOR OCTOBER 2019

**DATE:** JANUARY 30, 2019

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**RECOMMENDATION:**

Consider approval for forwarding to the Board of Directors the attached event application and agreement for the "Topa Topa Folk Fest" to be held in the Lake Casitas Recreation Area's Event Area on October 12, 2019.

**BACKGROUND AND OVERVIEW:**

The "Topa Topa Folk Fest" organizer, Steve Hoganson submitted an application on December 12, 2018 to hold his event in the Lake Casitas Recreation Area's Event Area. The event organizer was provided a copy of the draft 2019 Ojai Wine Festival agreement, the only comparable event agreement available, to review as a guide to what the Topa Topa Folk Fest event agreement may include.

The template used, was a result of many meetings held in 2018 by the Recreation Committee and the Board of Directors. Prior to the agreement for 2018 and subsequent 2019 agreements, the Board members expressed significant concern over the event agreement due to alcohol consumption and concerns for a large gathering and insurance requirements. Concerns expressed during meetings were mitigated and the Board's concerns were provided to District Counsel Robert Kwong for inclusion, review and comment.

**SUMMARY**

It is requested the Recreation Committee review and comment on the attached agreement, to then forward to the Board of Directors for consideration. If desired, concerns and comments can be provided to District Counsel and addressed prior to the item going before the Board. Additionally, the Topa Topa Folk Fest was held in the City of Ojai's Libbey Bowl in 2016 and 2017 without incident.

TOPA TOPA FOLK FESTIVAL



LAKE CASITAS RECREATION AREA  
APPLICATION FOR SPECIAL EVENT FACILITY USE

11311 Santa Ana Road Ventura, CA 93001

Phone: (805) 649-2233 Fax: (805) 649-4661

Applicant (Name): Steve Hoganson Date: 12/16/2018

Organization: Santa Barbara Music Foundation

Applicant Address: 4006 Via Lucero, Suite A, Santa Barbara, CA 93110

Business Phone: (805) 280-2281 Evening Phone: (805) 796-3674

Cell Phone: (805) 796-3674 Fax Number: \_\_\_\_\_

Contact Person on site or available by phone on day of event: Steve Hoganson

Phone: (805) 796-3674 Cell Phone or Pager: Same

List any professional or volunteer event organizer or event service provider that is authorized to work on behalf of the sponsoring organization to produce this event.

Name: To be determined Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**EVENT INFORMATION**

Type of event:

- |                                                        |                                                            |                                    |
|--------------------------------------------------------|------------------------------------------------------------|------------------------------------|
| <input type="checkbox"/> Run/Walk/Bike Tour            | <input type="checkbox"/> Park Festival                     | <input type="checkbox"/> Disc Golf |
| <input type="checkbox"/> Camping Event                 | <input type="checkbox"/> Gathering/picnic (reunions, etc.) |                                    |
| <input checked="" type="checkbox"/> Concert Production | <input type="checkbox"/> Other (specify) _____             |                                    |

Facility Requested (Attach map or diagram if necessary):

- Event Area
- Picnic Area 1
- Santa Ana Ramp
- Coyote Ramp
- Campground(s) \_\_\_\_\_
- Other \_\_\_\_\_



# LAKE CASITAS RECREATION AREA

## APPLICATION FOR SPECIAL EVENT FACILITY USE

11311 Santa Ana Road Ventura, CA 93001

Phone: (805) 649-2233 Fax: (805) 649-4661

Event Title: Topa Topa Harvest Moon Festival

Event Dates: October 12, 2019 - October 12, 2019

Approx. Number of Spectators: 1,500

Approx. Number of Participants: 100

Approx. Total attendance: 1,600

Actual Event Hours: Noon  am/  pm to 10  am/  pm

Will a staging/setup/assembly/construction location be required?  Yes  No  
 If yes, Date: 10/11/19 Starting time: 10  am/  pm

Dismantling Date: 10/13/19 Start Time: 8  am/  pm Completion time: 12  am/  pm

Areas to be set up: Event area

Description of the scope of setup/assembly work: Erect 2 stages to include lighting, and sound system. Install fencing around back stage area, around portable toilets, and where necessary around the main entrance. Set portable restrooms and erect pop-up tents for vendors

- List all activities your group will engage in at the Park (Approval may be withheld for any activities not listed):  
The primary focus will be live music performances from 1p - 10p, featuring folk, folk rock, Americana, roots, blues, and bluegrass music. Will also have merchandise tents and be offering beer & wine, and several food trucks. We are also considering having 2 - 3 hot air balloons offering tethered rides if you would approve that. Pie eating contest and game area with cornhole. Jolly jump for children.
- Will alcohol be sold at the event?  Yes  No  
 If yes, I Steve Hoganson will ensure that alcohol will only be consumed by adults of legal drinking age. Alcohol Beverage Control approval must be obtained and submitted to CMWD if alcohol will be sold, before approval can be made on this application. ABC licenses may be checked by law enforcement personnel during your event.  
 Signature of Applicant: \_\_\_\_\_ Date: 12/16/2018
- List all equipment that participants, officials & spectators of your event may wish to bring into the Park:  
Equipment: Stages, lighting rigs, speakers, other sound equipment. Portable restrooms, fencing, pop-up tents, tables and chairs. lighting at the exit and in the parking lot. Participants will be bringing in musical instruments. Spectators will be bringing in blankets, and lawn chairs. Food trucks from vendors.
- Vehicles cannot enter closed areas without special written permission. If you think you may need to drive into a closed area for loading or unloading or for any other reason, list below:  
Do not think we will need access to any closed area as far as I know at this time.
- Describe in detail the type of advertising to be used to attract people to your event:  
Primary advertising will be social media. Email blasts to our 2,000 subscribers, and will also publish ads in the Ojai Valley News, Ventura Star, VC Reporter, and Santa Barbara News Press. Also run ads in the Ojai Valley Visitors Guide, & the Ojai Quarterly magazine. Radio ads on public radio stations and do live interviews on KVTA in Ventura. Will also hang posters in Ojai & Ventura businesses.



# LAKE CASITAS RECREATION AREA

## APPLICATION FOR SPECIAL EVENT FACILITY USE

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6. Will any money be exchanged at your event?  Yes  No. Explain for what purpose (include entry fees, food sales, etc.):
- |                  |            |            |            |                          |
|------------------|------------|------------|------------|--------------------------|
| Admission Fee    | \$30 - 100 | per person | \$ 100,000 | Estimated Gross Receipts |
| Vendor Fees      | \$200      | per person | \$ 70,000  | Estimated Expenses       |
| Participant Fees | \$0        | per person | \$ 30,000  | Projected Revenues       |

Additional information on money exchange:

Ticket sales, food & beverage sales, merchandise sales and balloon ride sales if we decide to offer and you approve.

7. Are there any commercial or promotional activities associated with your event?  Yes  No. If Yes, explain:

8. Will you be using amplified sound equipment of any kind?  Yes  No. If Yes, explain:

2 stages will have sound systems to amplify the music. Will provide list of sound equipment if required after we meet with vendor.

9. Will you have a musical group of any kind?  Yes  No. If Yes, explain:

Folk, folk rock, roots, Americana, bluegrass, country music groups.

10. List two responsible adults who will attend the event and who will be responsible for the activities and conduct of all people who come to the Park to attend your event (including for setup and cleanup):

Steve & Polly Hoganson

11. Will any event participants camp overnight in the event area during the event?  Yes  No.

If yes, how many units? 3 (6 people per unit maximum.) How many nights? 2 (See Agreement)

12. Will you be having animals in the event area?  Yes  No. If yes, please explain as to type, number, temporary corrals, etc. (See Agreement):

13. If you will be having animals, please provide the name, address and telephone number of a local veterinarian who has agreed to be a consultant on 24 hour call in the event of an emergency. (See Agreement):

Not applicable

14. Do you have transportation available at all times to transport the animal(s) out of the Park in the event of sickness, emergency or at the request of Park personnel?  Yes  No.

15. Will you be using any type of explosives for special affects during your event?  Yes  No. Please explain (See Agreement):

16. Will you be using a large tent where the public will gather during your event?  Yes  No. (See Agreement)





# LAKE CASITAS RECREATION AREA APPLICATION FOR SPECIAL EVENT FACILITY USE

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17. Sponsor shall not discriminate against any qualified participant during the use of Casitas Municipal Water District's Recreation Area facilities for the event. (See Agreement)
18. Sponsor shall be in compliance with Title VI Federal Equal Opportunity Guidelines. (See Agreement)
19. Fees and charges are subject to change without notice. Fees will be based on the fee rates in effect on date of event.
20. Sponsor shall provide public liability insurance coverage in an amount of not less than 2 million dollars plus an additional 1 million dollars coverage if alcohol is to be served, as set forth in the Agreement. Please provide insurance information if known at the time of application:
 

Name of Insurance Company: Barry Rothstein Insurance Agency	
Agent's Name: Barry Rothstein	Business Phone: (805) 648-6595
Policy Number: will provide once issued	Policy Type: Liability
21. Event fee and security deposit shall be payable as set forth in the Agreement.
22. Sponsor shall enforce Park rules in the event area.
23. This application does not, by itself, constitute an agreement. An Agreement detailing requirements must be approved and executed by both parties in conjunction with the application.
24. The application is to be executed ninety (90) days prior to the event and the Agreement sixty (60) days prior to the event.
25. If this is the first time you will be holding your event at the Lake Casitas Recreation Area, list past experience of organizing events similar to this proposal:
  - Topa Topa Folk Fest - Libbey Bowl - 2016 & 2017
  - Several concerts at the Ventura Theatre, Lobero Theatre in Santa Barbara , & Alcazar Theatre in Carpinteria
26. State law prevents conducting games of chance at Lake Casitas. Please explain any activities which could be interpreted as a game of chance pursuant to State law:
  - Not Applicable
27. Please list any other requests for services for your event:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
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  - \_\_\_\_\_
  - \_\_\_\_\_



# LAKE CASITAS RECREATION AREA APPLICATION FOR SPECIAL EVENT FACILITY USE

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### SECURITY, POLICE AND EMERGENCY SERVICE

Who will be responsible for security at this event?

- Sponsoring organization staff/volunteers
- Professional Security organization (please list):

Security Company: TBD

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Security Director: \_\_\_\_\_

#### Security Responsibilities:

- Any searches prior to entering:  Yes  No
- Bottle and Can check for alcohol:  Yes  No

How many Security Guards at each Entrance: 6-8

Number of Security Guards inside the Venue: 10-15

Do security personnel monitor parking?  Yes  No

How will Event / Staff Patrons be visibly different from the Public? Event Staff/Security shirts

X Steve Johnson X 12/16/18

Signature of Applicant Date

Office Use Only Deposit Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Cash/CC/Check # \_\_\_\_\_

Remaining Balance: \$ \_\_\_\_\_ Remaining Balance Paid on: \_\_\_\_\_ Cash/CC/Check # \_\_\_\_\_

Staff Comments- The following are required for this event prior to final approval:

<input type="checkbox"/> Complete description of event	<input type="checkbox"/> Maps of event area or route	<input type="checkbox"/> Camping Permits
<input type="checkbox"/> County Encroachment Permit	<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Lighting Plan
<input type="checkbox"/> Security Plan	<input type="checkbox"/> Alcohol Beverage Control approval	<input type="checkbox"/> Copy of Vendor Contracts
<input type="checkbox"/> Other _____		

**CASITAS MUNICIPAL WATER DISTRICT LAKE CASITAS RECREATION AREA**

**AGREEMENT FOR SPECIAL EVENT  
CALLED TOPA TOPA FOLK FEST**

**THIS AGREEMENT** is made and entered into by and between **CASITAS MUNICIPAL WATER DISTRICT**, a Municipal Water District authorized by California Water Code Section 1110 et seq., (“Casitas”) and **SANTA BARBARA MUSIC FOUNDATION** a 501 (c) (3) non-profit corporation, (“Sponsor.”) Together, Casitas and Sponsor shall be referred to herein as Parties.

**RECITALS**

WHEREAS, Casitas operates the Lake Casitas Recreation Area (“LCRA”) facilities pursuant to a Management Agreement between The United States of America and Casitas Municipal Water District for the Administration, Operation, Maintenance and Development of Recreation Uses and Facilities at Lake Casitas dated October 7, 2011; and

WHEREAS, LCRA is a family oriented facility which caters to families; and

WHEREAS, Casitas seeks to make the LCRA available for special events from time to time that are consistent with the LCRA’s family oriented nature; and

WHEREAS, Sponsor has organized and managed the Topa Topa Folk Fest in Libbey Bowl in Ojai, California in 2016 and 2017 in order to raise funds for the Santa Barbara Music Festival Service Projects; and

WHEREAS, Sponsor seeks to organize and manage the Topa Topa Folk Fest and to do so at the LCRA; and

WHEREAS, the Parties recognize a mutual benefit of holding the Topa Topa Folk Fest at the LCRA and have agreed to enter into this Agreement to facilitate such mutual goals/benefits.

**NOW, THEREFORE**, the Parties, for the recitals set forth above and for the valuable consideration set forth below, mutually agree to abide and be bound by the following terms and conditions:

**I. Term and General Terms of the Event.**

**A.** With the execution of this Agreement, the Topa Topa Folk Fest (“Event”) will be held on Saturday, October 12, 2019. Thereafter, prior to a subsequent Event, this Agreement will be submitted to the Casitas Board of Directors (“Board”) for consideration and approval of renewal. In the event the Board, in its sole discretion, declines to renew, this Agreement will immediately terminate with no further obligation of either party, each to the other.

**B.** Sponsor may plan, conduct, manage and oversee the Event on October 12, 2019, subject to I. A. above and in accordance with the terms and conditions below.

**C.** Location or Site of Event. The Events will be staged at the Wadleigh Arm Event Area at Casitas' LCRA. Sponsor will have exclusive use of the area east from the shoreline gate at trailer storage to the closed area fence line at the beginning of the East Shoreline Trail.

**D.** Time and Description of Event. Event activities may begin at Noon and must end at 10:00 p.m. on the day of the Event. Alcohol may be served to the general public from 1:00 p.m. to 9:00 p.m. in compliance with the Department of Alcoholic Beverage Control Daily License. Attendance to the Event shall be limited by Sponsor to no more than 2,000 people. The Event may include wine and beer sales booths, live music, vendors, food and drink as well as a children's play area.

**II. Sponsor Obligations.** Sponsor agrees to provide the following to Casitas in exchange for the use of Casitas property and related Casitas services as set forth in Section III.

**A. Payment to Casitas.** Sponsor shall pay Casitas the following amounts for the privilege of holding the Event on Casitas property:

1. A minimum payment of two thousand five hundred dollars (\$2,500.00), or the greater of:
2. Ten percent (10%) of total gross receipts up to and including \$100,000.00 as defined (in II.) below.
3. Twelve percent (12%) of total gross receipts from \$100,000.01 up to and including \$150,000.00 as defined (in II.) below.
4. Fifteen percent (15%) of total gross receipts over \$150,000.00 as defined (in II.) below.
  - a. The payment schedule outlined in II. 1. through 4. above shall remain in full force and effect even if Casitas' power service provider is unable to supply electrical power during the event. Casitas shall have no liability in the event this occurs. The payment schedule in II. 1. through 4. above shall continue as long as tickets are sold for the event. Casitas will meet with Sponsor within thirty (30) days after the Event to account for tickets used and receive payment therefor.
  - b. "Gross Receipts" as used in this Agreement shall mean the following:
  - c. Except as specifically provided by policy statement issued by the Casitas General Manager, the term "gross receipts" as used in this Agreement, is defined to be all money or charges received from ticket sales, sales of any

merchandise by Sponsor, food vendor application fees, art/craft vendor application fees, and revenue received from parking and camping.

- d. Except as specifically provided below or by policy statement issued by the General Manager, there shall be no deduction from gross receipts for any overhead or cost or expense of operations, such as, but without limitation to salaries, wages, costs of goods, interest, debt amortization, credit, collection costs, discount from credit card operations, insurance and taxes. Bona fide bad debts actually incurred by Sponsor or its subcontractors, assignees, licensees, concessionaires and permittees may be deducted from gross receipts. There shall, however, be no deduction for bad debts based on past experience or transfers to a bad debt reserve. Subsequent collection of bad debts previously not reported as gross receipts shall be included in gross receipts at the time they are collected.
- e. Except as specifically provided below or by policy statement, gross receipts reported by Sponsor must include the full usual charges for any charges for any services, goods, rentals or facilities. Gross receipts shall not include direct taxes imposed upon the consumer and collected there from by the Sponsor such as, but not limited to, retail sales taxes, excise taxes, or related direct taxes, which are direct taxes paid periodically by Sponsor to a governmental agency accompanied by a tax return statement.
- f. The Casitas General Manager, by policy statement, consistent with recognized and accepted business and accounting practices, and with the approval of Casitas Legal Counsel, may further interpret the term “gross receipts” as used in this Agreement.
- g. “Gross sales price”: the total consideration resulting from the transfer or granting control of this Agreement determined by the total of cash payments and the market value of all non-cash consideration, including, but not limited to, stocks, bonds, deferred payments, secured and unsecured notes, and forbearances regarding claims and judgments.
- h. Sponsor shall be required to maintain a method of accounting which, to the satisfaction of the Casitas General Manager, shall correctly and accurately reflect the gross receipts and disbursements of Sponsor in connection with Event. The method of accounting, including bank accounts, established for said Event shall be separate from the accounting system used for any other business operated by Sponsor. Such method shall include the keeping of the following documents: Regular books of accounting such as general ledgers; sequentially numbered tickets and/or armbands (to include tickets sold, given used or unaccounted for). (All entrance to the event shall, for the purpose of accounting, count as tickets used); Journals including any supporting and underlying documents such as vouchers, checks, tickets, bank statements, etc.; State and Federal income tax returns and sales tax returns and checks and other documents providing payment of sums shown;

Cash register tapes appropriately identified as to type of gross receipt(daily tapes may be separated but shall be retained so that from day to day the sales can be identified); and Any other accounting records that the Casitas General Manager deems necessary for proper reporting of receipts.

- i. All sales and fee collections shall be recorded. The means of recording such sales and fee collections may include electronic data processing and record keeping equipment. The electronic data processing and record keeping equipment shall contain such features as the Casitas General Manager may reasonably require for the purpose of assuring that an accurate record of the transaction is created and retained by the equipment to be used.
- j. All documents, books and accounting records shall be open for inspection and re-inspection at any reasonable time during the term of this Agreement. In addition, the Casitas General Manager may from time to time conduct an audit and re-audit of the books and business conducted by Sponsor and observe the operation of the business so that accuracy of the above records can be confirmed. All information obtained in connection with the Casitas General Manager's inspections of records or audit shall be treated as confidential information and exempt from public disclosure thereof to the extent permitted by law.
- k. Sponsor shall not be required to maintain those documents, books and accounting records, required by this section, that pertain to the period for which an audit has been completed and a report of the finding has been issued by the Casitas General Manager and accepted by the Sponsor. If there is a dispute as a result of said audit, the documents, books and accounting records shall be maintained until all audit disputes have either been settled by agreement of the parties, or adjudicated by the final judgment of a court of competent jurisdiction.
- l. Notwithstanding paragraphs II.A.4. j. and k. above, Sponsor shall comply with all State and Federal retention of records requirements.
- m. Sponsor shall furnish the Casitas General Manager with a gross receipts report showing the amount payable therefrom to Casitas. In addition thereto, Sponsor shall furnish a financial statement and a balance sheet prepared in a form acceptable to Casitas. The financial statement shall be submitted within thirty (30) days after the Event.
- n. In the event that an audit or review conducted by the Casitas General Manager finds that due to Sponsor's non-compliance with its obligation to report gross receipts received in connection with this event, an actual loss and/or a projected loss of revenue to Casitas can be determined, the Casitas General Manager shall bill Sponsor for said losses and said amount is to be paid to Casitas within thirty (30) days following billing therefor unless otherwise extended by the Casitas General Manager.

- o. Should the Casitas General Manager find that the additional payment due to Casitas exceeds two percent (2%) of the total amount which should have been paid as determined by such review or audit and observation, and there is no reasonable basis for the failure to report and pay thereon, Sponsor shall also pay the cost of the audit as determined by Casitas.
        - p. Sponsor shall cause any and all of its subcontractors to comply with these requirements except that a subcontractor shall only be required to establish and maintain those accounting records that the Casitas General Manager deems necessary to examine the reported gross receipts in accordance with generally accepted auditing standards.
- 5. All expenses and invoices owed to Casitas shall be paid in full within thirty (30) days after the event unless otherwise noted.
- 6. Seven hundred fifty dollars (\$750.00) refundable security deposit due to Casitas thirty (30) days prior to the Event. The security deposit shall be fully refundable to Sponsor within thirty (30) days after the Event provided that Sponsor shall have returned the area to a clean pre-use condition including trash pickup and removal, and sign removal, to Casitas' satisfaction and that sponsor shall have paid in full, all expenses and invoices owed to Casitas which may include, but shall not be limited to:
  - a. Any charges, billed at the rate of fifty dollars (\$50.00) per hour, for removal of signs. Any signs remaining posted after one (1) day after the event will be removed by Casitas Staff and the Sponsor billed therefor.
  - b. Any costs for clean-up in excess of the security deposit incurred by Casitas and billed to Sponsor.
- 7. Seven hundred fifty dollars (\$750.00) non-refundable fee due to Casitas at the time of execution of contract, and 30 (thirty) days prior to each event each year, to secure the date(s) stated in Section I.A. above with Casitas. This amount will be applied towards fees due referenced in this Section II.

**B.** Space for the placement of a banner publicizing and announcing the Event is not guaranteed, but if available, Sponsor may display a banner at the corner of Highway 150 and Santa Ana Road with the prior approval of Casitas as to context and size. Sponsor shall provide the banner proof for approval to Casitas a minimum often (10) days prior to banner display date. Casitas will display said banner starting on the Monday immediately prior to the Event through the completion of the Event. Sponsor shall pay one hundred fifty dollars (\$150.00) for a seven day duration after service has been provided. Fees for this service shall be paid in accordance with Section II.A.

**C.** Sponsor shall be responsible for ensuring the safety and security of persons attending this Event, including but not limited to, the Event and parking areas and shall remain responsible for securing the Event and parking areas by midnight the day of the Event.

**D.** Sponsor will ensure that all parked vehicles vacate the watershed parking area prior to midnight at which time the area will be locked. All vehicles remaining must be removed no later than noon the day following the Event.

**E.** Sponsor will provide a transportation program for attendees to and from the Event clearly outlined and promoted on the Event website and with signage on the day of the Event.

**F.** Failure of Sponsor to carry out each and every obligation pursuant to this Agreement, including, but not limited to providing permits and insurance within ten (10) days of the Event, shall be grounds for immediate termination by Casitas. Notice shall be given by mail or e-mail to the Casitas Representative listed in Section XXI below. Casitas shall have no liability to Sponsor for such termination.

**G.** Sponsor will make all necessary notifications and arrangements with the Ventura County Sheriff's Office and California Highway Patrol. Sponsor shall be responsible for the cost incurred for security. The Sponsor shall remain in the area until it is cleared of people attending the Event.

**H.** Sponsor shall provide a written security plan to be submitted to Casitas ten (10) days prior to the Event which shall include the names of individuals assigned security duties, how they are to be identified as security personnel and what instructions they have been provided. The security plan shall identify the person in charge and how said person will communicate with local law enforcement in an emergency. Sponsor shall provide certified medical personnel for this Event and a designated first aid area.

**I.** Sponsor shall provide a minimum of twenty (20) chemical toilets, including at least one (1) that complies with ADA requirements for the handicapped. The required number of chemical toilets may increase or decrease year to year at Casitas' sole option based on attendance trends. Sponsor agrees to provide Casitas with a copy of the contract at least ten (10) days prior to the Event.

**J.** Sponsor will email or mail each Board member a non-drinking general admission pass to be used for entry into the Event for the purpose of quality assurance.

**K.** Sponsor shall make arrangements with a local disposal service for supply and removal of dumpsters. Sponsor agrees to provide Casitas with a copy of the contract at least ten (10) days prior to the Event. Two 30 yard dumpsters shall be included in Sponsor's arrangements.

**L.** In order to comply with AB 2176 (Solid Waste Reduction & Recycling) which has been enacted in an attempt to reduce the amount of waste going to landfills, Sponsor shall:



1. Submit a written plan to Casitas for Casitas' approval, ten (10) days prior to the Event, outlining a method to reduce and recycle solid waste generated as a result of the Event. The plan may include arrangements with a local waste hauler to pick up and dispose of waste and recyclable material which is to be sorted into separate containers. As part of this program, Sponsor may use available recycle containers and bags provided by Casitas. Sponsor will be charged for any bags used.
2. If attendance is over 2,000 people per day. Sponsor is responsible for reporting the amount of recyclable material collected and removed to the County of Ventura within thirty (30) days after the Event. A copy of such report shall also be filed with Casitas within the same time frame. Information should be sent to:

Ventura County PWA, W&S, IWMD  
800 South Victoria Avenue, #1650  
Ventura, CA 93009-1650

At the time of execution of this contract the contact person is:

David Goldstein (805) 658-4312 or by email at [david.goldsteinventura.org](mailto:david.goldsteinventura.org).

**M.** Sponsor shall provide adult crossing guards for the crosswalks at all times during which cars are parked on the watershed parking area, or Sponsor shall pay for Casitas to provide such guards. Crossing guards with hand held, two sided, signs and safety vests provided by Sponsor shall be trained and comply with the safety requirements of any Federal, State, County and local agencies which may be applicable. Sponsor must provide proof of training including the individual name(s) of the crossing guards at least ten (10) days prior to the Event day.

**N.** Sponsor shall provide adequate lighting for the Event, including the parking area. Based on the hours listed Section I.D., a lighting plan will not be applicable for this Event.

**O.** Sponsor shall have non-exclusive use to set up two (2) days immediately prior to the Event and non-exclusive use for take-down one (1) day immediately following the Event.

**P.** Sponsor shall notify and make all necessary arrangements, as applicable, with state and local public agencies, including, but not limited to, the Ventura County Sheriff's Office, California Highway Patrol, Ventura County Health Department, Department of Alcoholic Beverage Control and the County Fire Department. If applicable, fire permits shall include those necessary for public use of a large tent. Sponsor agrees to comply with the license issued by the Department of Alcoholic Beverage Control issued for the Event, including, but not limited to, hours, method of dispensing, and the cessation of alcoholic beverage sales upon the order of any peace officer or Casitas staff.

**Q.** In the event any federal, state or local public agency, including the Bureau of Reclamation, does not require specific permits to be issued for the activities covered by this

Agreement, Sponsor shall follow all rules and regulations governing the activities as if permits had been issued by these agencies.

**R.** Prior to commencement of any construction at the Event site, Sponsor shall obtain from Casitas written approval of all plans, specifications and construction cost estimates for any improvements to Casitas' premises. Casitas' General Manager may waive these procedures for minor construction, if in the General Manager's opinion, these steps are not necessary.

**III. Casitas Obligations.** Casitas agrees to provide the following for the Event in exchange for the valuable consideration set forth above from Sponsor:

**A.** Forty (40) trash cans and twelve (12) recycle containers as provided in Section II.L above.

**B.** Fifty (50) tables already located in the area, if requested.

**C.** Parking for the Event in a designated area on the north side of Santa Ana Road opposite the Event Area. Casitas shall provide all signs for cross walks and parking, and Sponsor shall pay Casitas for any signs not returned after the Event.

**D.** Encroachment permits from the County of Ventura for temporary traffic control for use of parking.

**E.** Labor and materials for the event that are available and agreed upon in writing prior to the Event at Sponsor's cost.

**F.** Sponsor may use the water faucets in the Event Area.

**G.** Sponsor may use the existing electrical outlets in the Event Area, which are supplied by Casitas. Under no circumstances shall the electricity panels be altered or tampered with by any person. Breaker panels are to remain locked for safety purposes and only Casitas personnel shall have access to the panels.

**H.** Sponsor understands that no refunds, credits or adjustments will be made in the event Casitas' power service provider is unable to supply electrical power during the event. Casitas shall have no liability in the event this occurs.

**I.** Because of the family oriented nature of the LCRA facilities, Casitas reserves the right to disapprove any music, acts, entertainment, performances or attractions at any time which it considers, in its sole discretion, to be inconsistent with its current philosophy.

**J.** While Casitas will make every effort to provide its facilities for Sponsor's Event, Casitas shall have no liability to Sponsor if Casitas' facilities become restricted or closed for reasons including, but not limited to, acts of God, terrorism, war or the inability to provide facilities if permitting agencies, including the Bureau of Reclamation, revoke permits or authorization to use facilities. This includes the Event Area itself as well as parking areas. In

the event Casitas loses the ability to allow vehicles to be parked on the Watershed lands, Casitas will make every effort to make space available for vehicles to be parked within the Recreation Area, however, any costs such as busing or obtaining satellite parking shall be Sponsor's sole responsibility with no liability to Casitas whatsoever.

**K.** Casitas will not assume responsibility or be liable for items or equipment left on the premises by Sponsor or others associated with this event. Items remaining after the take down period may be removed by Casitas, at its sole option, and Sponsor will be charged therefor.

**L. Access.** Sponsor ingress and egress to the Event Area shall only be through the auxiliary gate(s) off Santa Ana Road. The auxiliary gate(s) must be staffed at all times by responsible representatives of Sponsor while they are open and will be locked shut when not guarded. Event participants identified with valid vehicle entry hang tags will be allowed to access the Event parking and the LCRA during normal Lake hours without incurring additional parking fees. After normal LCRA hours, Event participants may enter and exit through the auxiliary gate(s). At no time shall Sponsor allow any type of watercraft whatsoever to enter the Recreation Area through any gate under Sponsor's control or oversight. All watercraft seeking entrance through the auxiliary gate(s) off Santa Ana Road must be directed to the Main Gate for proper invasive species inspection before entry is allowed onto Casitas property.

**IV. Sale of Alcohol.** If Sponsor provides or allows for the sale of alcoholic beverages at the Event, such sale of alcoholic beverages must be in compliance with the terms set forth in Sections II, V and VI herein.

**V. Commercial General Liability, Liquor Liability for the Event.**

**A. Coverage.** Coverage for commercial general liability shall be at least as broad as the following:

1. Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001).
2. Liquor Liability Coverage.

**B. Limits.** Sponsor shall, during the course of this event, maintain limits no less than the following:

1. General Liability. SEVEN MILLION DOLLARS (\$7,000,000) per occurrence and in the aggregate for bodily injury, property damage, personal injury, contractual liability and liquor liability.

**C. Required Provisions.** The general liability, automobile and liquor liability (if any) policies are to contain, or be endorsed to contain the following provisions:

1. Bureau of Reclamation, Casitas Municipal Water District, their directors, officers, employees, or authorized volunteers shall be named as additional insured (via ISO

endorsement CG 2026 or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Sponsor; products and completed operations of the Sponsor; premises occupied or used by the Sponsor.

2. For any claims related to this event, the Sponsor's insurance shall state that coverage is primary as respects the Bureau of Reclamation, Casitas Municipal Water District, its directors, officers, employees, or authorized volunteers, and any insurance, self-insurance, or other coverage obtained or maintained by the Bureau of Reclamation, Casitas Municipal Water District, their directors, officers, employees, or authorized volunteers shall be in excess of said primary coverage and not contributing.
3. The Sponsor's insurance shall apply separately to the insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
4. Sponsor shall provide written notice by U.S. Mail to Casitas within five (5) days of Sponsor's receipt of any notice informing Sponsor that coverage will be cancelled or non-renewed. Sponsor understands and agrees that the Event cannot occur unless the insurance specified in this Agreement is in full force and effect.

**D. Acceptability of Insurers.** All of the insurance shall be provided on policy forms and through companies satisfactory to Casitas. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A- or equivalent or as otherwise approved by Casitas.

**E. Evidences of Insurance.** No later than thirty (30) days prior to the Event, Sponsor shall file with Casitas a Certificate of Insurance (Accord Form 25-S or equivalent) signed by the insurer's representative and industry standard certificate of insurance.

**F.** Sponsor may or may not be subject to the provisions in Section 3700-3709.5 of the California Labor Code regarding worker's compensation insurance for its employees, but Sponsor shall provide Casitas with either proof of worker's compensation insurance in compliance with the California Labor Code or a written statement indicating that Sections 3700-3709.5 of the California Labor Code do not apply to Sponsor or that Sponsor is exempt from these laws.

**VI. Indemnification for the Event.** To the fullest extent permitted by law, Sponsor shall defend, indemnify and hold harmless the United States of America (Bureau of Reclamation), Casitas and its directors, officers, employees or authorized volunteers from and against:

**A.** All claims, damages, losses and expenses, including, but not limited to reasonable attorney's fees arising out of or resulting from any act, conduct, omission, negligence, misconduct or unlawful act (or act contrary to any applicable governmental order or regulation) of Sponsor, its officers, directors, employees, contractors, subcontractors, agents or volunteers.

**B.** Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from or on

account of the violation of any governmental law or regulation, compliance with which is the responsibility of Sponsor.

C. Any and all losses, expenses, damages (including damages to the work itself), and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of Sponsor to faithfully perform all of its obligations under the contract. Such costs, expenses, and damages shall include all costs incurred by the indemnified parties in any lawsuits to which they are a party.

D. Sponsor shall defend, at Sponsor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against Casitas or its directors, officers, employees, or authorized volunteers.

E. Sponsor shall pay and satisfy any judgment, award or decree that may be rendered against Casitas or its directors, officers, employees, or authorized volunteers, in any such suit, action or other legal proceeding.

F. Sponsor shall reimburse Casitas and its directors, officers, employees, or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

G. Sponsor agrees to carry insurance for this purpose as set out in the specifications. Sponsor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Bureau of Reclamation, Casitas, or its directors, officers, employees, or authorized volunteers.

**VII. Overnight Camping in the Event Area.** Sponsor may have up to two self-contained recreational vehicles camp from Thursday through Saturday nights of the Event weekend in the Event Area at no charge to provide security for Sponsor's equipment.

A. Sponsor shall be responsible for staffing the auxiliary gate(s) when the gate(s) are open.

B. Campers are not permitted to camp within two hundred feet (200') of the shoreline.

C. No waste water shall be discharged onto the ground. All waste water shall be contained and disposed of properly at a local dump station.

D. Sufficient restrooms and trash receptacles shall be provided by Sponsor for campers and be conveniently placed for ease of use.

E. Sponsor shall ensure that staff, vendors and participants camping at the event site shall comply with paragraph 13 hereinafter.

**VIII. Use of Equines or Other Animals at the Event.** This Agreement does not permit the use of equines or other animals such as, for example, the type that might be included in a petting zoo.

**IX. Use of Explosives at the Event.** This Agreement does not permit the use of explosives, fireworks, or any other incendiary device(s), materials, displays or projectiles.

**X. Taxes and Assessments.** A taxable possessory interest may be created by this Agreement and Sponsor may be subject to the payment of property taxes levied on such interest. Sponsor shall pay before delinquent any and all taxes and assessments levied against Sponsor by reason of Sponsor's use and occupancy of the Recreation Area.

**XI. Publicity.** Sponsor hereby agrees that Casitas may utilize any publicity generated for, or because of, the Event for the mutual and/or separate benefit of Sponsor and/or Casitas at no cost to Casitas. Sponsor agrees that any printed material used by Sponsor shall include the words "Lake Casitas Recreation Area".

**XII. Compliance with Rules and Regulations.** The Sponsor hereby certifies that he/she has read and will comply with the Park rules, regulations, laws, etc. governing the Lake Casitas Recreation Area including, but not limited to, quiet hours after 10:00 p.m., and will be responsible for the activities and conduct of all people whose activities and conduct are a result of the event or arise out of the Event. Sponsor shall enforce the applicable park rules and regulations in the Event Area. Failure to do so may result in forfeiture of the security deposit. Any person or persons violating any Park rules or laws may be subject to citation and/or eviction from the Park at Casitas' sole discretion. Sponsor must comply with Casitas' decision and, if necessary, assist Park Staff in the removal of any such person or persons.

**XIII. Raffles and Games of Chance.** Sponsor hereby agrees that no-one will be allowed to participate in games of chance, raffles, or any such activities, which contravene state and local lottery laws.

**XIV. Discrimination.** The Sponsor agrees that during the use of Casitas Municipal Water District's Recreation Area facilities, no qualified person shall be prevented from participating or denied the benefits of, or otherwise be subjected to discrimination because of the person's race, color, national origin, age or handicap.

**XV. Title VI Compliance.** Sponsor hereby acknowledges that as a sub-recipient of federal funds, Casitas Municipal Water District's Recreation Area cannot discriminate against anyone on the basis of race, color, natural origin, age or handicap in the provision of its services to the public. Anyone who believes that he/she has been subjected to discrimination can file a complaint either with the Casitas Municipal Water District's Recreation Area, 1055 Ventura Avenue, Oak View, CA 93022, or the Office for Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

**XVI. Law & Jurisdiction Governing.** This Agreement is being delivered and shall be deemed entered into in the State of California and shall be governed by and construed according to the laws of such state. Any dispute, claim or controversy between the parties shall be arbitrated and/or litigated in Ventura County, California. If any provision of this Agreement is determined to be illegal, invalid or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall not be affected thereby and shall remain in full force and effect.

**XVII. Entire Agreement.**

**A.** This document constitutes the entire Agreement between Casitas and Sponsor for the use granted at the Lake Casitas Recreation Area for the Event.

**B.** This document may be modified only by further written agreement between the parties hereto. Any such modification shall not be effective unless and until executed by Sponsor and in the case of Casitas, except as otherwise specifically authorized herein, until approved and executed by Casitas' Park Services Manager and/or the Casitas General Manager and Board of Directors.

**XVIII. Time is of the Essence.** Time is of the essence for all the time frames of this Agreement.

**XIX. Termination.** This Agreement shall terminate on December 31, 2019 unless sooner terminated pursuant to subsections I.A. and II.F. herein.

**XX. Inquiries.** Please direct all inquiries regarding this Agreement to:

CMWD: Carol Belser, Park Services Manager  
11311 Santa Ana Road Ventura,  
CA 93001  
Tel: (805) 649-2233, ext. 111  
Cell: (805) 797-1517  
[Email: cbelser@casitaswater.com](mailto:cbelser@casitaswater.com)

**XXI. Representatives.** The representatives of the parties to this Agreement are those set forth below:

**Santa Barbara Music Foundation:**

Steve Hoganson, Secretary, Treasurer  
4006 Via Lucero, Suite A  
Santa Barbara, CA 93110  
Tel: (805) 796-3674

**Casitas:**

Carol Belser, Park Services Manager  
11311 Santa Ana Road  
Ventura, CA 93001  
Tel: (805) 649-2233, ext. 111  
Cell: (805) 797-1517  
[Email: cbelser@casitaswater.com](mailto:cbelser@casitaswater.com)

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2019.

**SPONSOR:**

**SANTA BARBARA MUSIC FOUNDATION**

**By:** \_\_\_\_\_  
**Secretary/Treasurer**

**CASITAS:**

**CASITAS MUNICIPAL WATER DISTRICT**

**By:** \_\_\_\_\_  
**Board President, Peter Kaiser**



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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** RECREATION COMMITTEE

**FROM:** CAROL BELSER, PARK MANAGER

**SUBJECT:** REQUEST THE BOARD OF DIRECTORS TO AUTHORIZE GENERAL MANAGER TO PURCHASE SEWAGE VACUUM VEHICLE NOT TO EXCEED \$94,000 FOR THE LAKE CASITAS RECREATION AREA

**DATE:** JANUARY 30, 2019

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**RECOMMENDATION:**

It is recommended the Recreation Committee support a recommendation to the Board of Directors to authorize the General Manager to begin the competitive bid process to purchase a vacuum vehicle not to exceed \$94,000 to pump the Lake Casitas Recreation Area's chemical toilets and sewage holding tanks for transportation out of the park to the Ojai Sanitary District's facilities in Ventura.

**DISCUSSION:**

The Lake Casitas Recreation Area hosts thousands of customers a day and during peak times up to 25,000 customers on a single day (Easter Sunday). Customers expect clean, accessible, aesthetically pleasing restrooms and showers. The Lake Casitas Recreation Area's reliance on chemical toilets make it challenging to meet that expectation due to the odor, small size, and sight of the contents in the holding tank. Restroom facility status and cleanliness is Lake Casitas customer's most frequent complaint. A long term solution to the deployment of over 100 chemical toilets, and reliance on toilet/sink/shower holding tanks, can be resolved in part with connection to sewer system. The District began the assessment process for that project with a Sewer Feasibility Study in 2017. It is anticipated that the next fiscal year's budget will continue to fund assessment costs. In the mean-time an additional "pump" truck will be very beneficial to assist in the assurance that staff have the resources necessary to clean and pump out the restrooms.

The Lake Casitas Recreation Area's sewage is captured on site and removed from the Lake Casitas Recreation Area several times a day in the high season and several times a week in the low season via a tank truck. Chemical toilets and holding tanks require manual pumping for transport off site. The Recreation force currently has two vacuum or pump trucks to transport restroom and waste water for the flush toilets, showers, sinks, Marina Café water...etc.). Unit 88, a 2005 Freightliner, has a tank that holds 3,400 gallons of sewage and 100 gallons of water and collects all sewage for transport outside the park to the treatment facility. Unit 55 is a 2002 Ford that handles all the chemical toilets. Unit 55's tank holds 300 gallons of sewage and 100 gallons of water to rinse the hoses. Unit 55 is only used for chemical toilets since it is small to maneuver and reach the remote areas. All chemical toilet sewage and debris collected from Unit 55 is first placed in a 1500 gallon holding tank equipped with a screen to filter out trash. It takes an

employee an average of 8 hours to clean and pump 35 chemical toilets and several trips to the holding tank near Campground Hawk. Once the contents are in the holding tank at Hawk, Unit 88 is used to vacuum the contents, as well as all the other holding tanks located throughout the park, to begin the trip to the treatment facility outside the park.

Unit 55 - 300 gallons sewage



Unit 88 - 3,400 gallons of sewage



#### **ANANYSIS:**

At the November 8, 2018 meeting of the Recreation Committee, the committee discussed the sewage removal situation at the Lake Casitas Recreation Area. At that meeting, the Committee supported this purchase, but did not have the benefit of an up to date cost estimate.

The recommendation for the vehicle is to provide additional resources to keep up with the demand of the customer needs. An additional truck will allow staff to clean and pump the chemical toilets, and with a 1100 tank, not have to drive to and off load the contents in the holding (filter) tank as often as the 300 gallon tank requires. The pump truck maintenance staff have identified is larger than Unit 55, but can still reach remote areas. Specifications include the size of a Ford 550, 6.7 Liter engine, 330 Horsepower turbo diesel with automatic transmission. The tank compartment is desired to hold 1100 gallons of sewage and 400 gallons of water. At the November 8, 2018 meeting the Committee was informed that there would be no special driver license to operate the new truck, but as of 2019 a vehicle of this nature (with over a 999 gallon tank) now requires the operator to possess a Class B Commercial license. Several staff have a Class B license and it is not perceived to be an obstacle to train new staff for that license. Unit 88 requires the operator to possess a Class A Driver License, and some staff have that as well. A Class A driver can also operate the new truck. Even if we move forward with a sewer line, there will be a need for this vehicle to reach remote locations in the park that are unlikely to be financially feasible for a sewer lateral due to the topography, and also other District chemical toilet facilities.

#### **BUDGET IMPACT:**

This project was not included in the fiscal year 2018-19 budget. The estimates for the vehicle that were obtained range from \$78,480 to \$87,700 not including tax, therefore authorization for a purchase not to exceed \$94,000 is recommended.