

Board Meeting Agenda

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

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT

February 11, 2015

3:00 P.M.

Please Note this meeting is being held at:

Oak View Park & Resource Center
(Formerly Oak View Elementary School)
555 Mahoney Avenue
Oak View, CA 93022

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. Board of Director Verbal Reports on Meetings Attended.
5. Consent Agenda
 - a. Minutes of January 28, 2015 Meeting.
6. Bills
7. Recommend approval of a purchase order to Raftelis in the amount of \$64,450 for a Water Rate Study and Water Conservation Pricing Assessment.

RECOMMENDED ACTION: Motion approving recommendation

8. Recommend the Board of Directors reject all bids for the construction of the District Office Lighting Replacement, Specification 14-377 and direct staff to re-evaluation the project.

RECOMMENDED ACTION: Motion approving recommendation

9. Recommend approval of a purchase order to Watson Metal Masters Inc. in the amount of \$ 55,420.00 plus shipping for the purchase of two replacement ammonia tanks.

RECOMMENDED ACTION: Motion approving recommendation

10. Update from Quagga Ad Hoc Committee.

- a. Recommend approval of a letter to California Department of Fish and Wildlife regarding comments on proposed adoption of regulations regarding dreissenid mussels.

RECOMMENDED ACTION: Motion approving recommendation

- b. Discussion and direction regarding the commentary by Lynn Maulhardt in the Ventura County Star.

11. Resolution setting a public hearing for consideration of an adjustment of 5% to Board of Director's compensation.

RECOMMENDED ACTION: Adopt Resolution

12. Information Items:

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

13. Adjournment

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

Minutes of the Casitas Municipal Water District
Board Meeting Held
January 28, 2015

A meeting of the Board of Directors was held January 28, 2015 at Casitas' Office, Oak View, California. The meeting was called to order at 3:00 p.m. Directors Bergen, Kaiser, Baggerly, Word and Hicks were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were five staff members and no members of the public in attendance. President Bergen led the group in the flag salute.

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

None

2. General Manager comments.

Mr. Wickstrum introduced Michael Moler our newly appointed Operations and Maintenance Manager. Mr. Moler thanked the board for the opportunity to become a member of the team.

Mr. Wickstrum reported on the progress on Recreation Area entrance gate. The roof is down, the kiosks are out and temporary kiosks have been set up on the south side of the location. Staff did a marvelous job setting up the entrances and exits and making it secure. Mr. Cole added that completion of the project is dependent on the roof manufacturer and there is no delivery date from them yet. Director Kaiser asked how the entrance is secured. Ms. Belser replied that the spike strip is installed and gate arms are in use.

Mr. Wickstrum then informed the board of the initial meeting with RNT, the consultant performing the analysis regarding quagga mussels. We had a good meeting with staff in the morning and met with the ad hoc committee in the afternoon. RNT came to the lake on Saturday to gather information prior to our meeting. They expressed that it is great to work with a public agency that is proactive rather than reactive.

Mr. Wickstrum mentioned a conversation with the Bureau of Reclamation regarding an MOU for the Teague watershed. We have an interim agreement dating back to 1980's regarding responsibilities with the Teague watershed. This will be moved to the Recreation Committee. The Park Services Manager and I will work with the Bureau. Director Baggerly asked that we have every single agreement that has been entered into regarding the Teague watershed in its current status. There was discussion that some of those were entered into by a former Bureau employee and the Bureau has had difficulty obtaining some of the documentation so that request may not be feasible.

Mr. Wickstrum informed the board of a traffic accident that went thru a bike trail and caused fence and rail damage at a pump plant. A claim will be submitted for reimbursement.

3. Board of Director comments.

Director Hicks mentioned the editorial in the Ventura County Star on quagga mussels. Director Baggerly asked if you saw the article about funding the proposed upgraded fish ladder at the Vern Freeman Dam on the front page of Saturday's Star. I can't tell you how surprised I was that there was no mention again of Quagga Mussels getting closer to the Santa Clara River. United misunderstood the destructive nature of the mussels in the original threat over a year ago at Lake Piru and now they are about to repeat that history for the Santa Clara River. They are generating all this attention about upgrading a fish ladder when there might not be any fish to swim up the river because the Quagga Mussels will destroy the fish habitat.

Director Baggerly then mentioned that the Department of Fish & Wildlife issued the draft rulemaking on Quagga Mussels and will hold a public hearing March 12 and that is when comments are due. I have developed a few comments to go to the ad hoc committee and back to board. I am interested in the Board sending me to Sacramento on March 12.

Director Baggerly then commented on the sound attenuation on Reeves Rd. It has been over a year now and we are not any closer to a resolution. Mr. Cole added that a report has been prepared and will be brought to the next board meeting. Director Baggerly added I get part of the thread between Neil and Brian but I don't have the report. Mr. Cole explained that the report was received on Tuesday and it would be on the next agenda. Mr. Wickstrum added that he would like the opportunity for Mr. Cole and me to go over the report with Mr. Holly to assist and shed some light on the report. Director Baggerly added all we have done so far is to provide a high degree of resentment. Mr. Wickstrum replied I don't agree with that. We engineered and installed the mutes, we have conducted two sound testings' out there and the results are within the report. Director Word added it may just be that he does not like the results but we need to view the report.

Director Hicks added it is ironic that Mike from United was chiding the City of Ventura for not taking their 10,000 acre feet from State Water when he did not take the 5,000 from us. A lot of water has been offered to United.

4. Board of Director Verbal Reports on Meetings Attended.

Director Baggerly reported that he and Director Kaiser attended the afternoon meeting with RNT on the quagga mussels. Director Hicks reported he attended the AWA meeting and it appears that El Nino is not ending as we had hoped. Director Kaiser reported that the GSA meeting update will be covered on the agenda.

5. Consent Agenda

ADOPTED

- a. Minutes of January 14, 2015 Meeting.

The Consent Agenda was offered by Director Kaiser, seconded by Director Baggerly and passed by the following roll call vote:

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

6. Bills

APPROVED

Director Hicks questioned the purchase of a tree kit. This was recommended by our arborist to treat our oak and pine trees. Ms. Belser reported that this is a product that staff were trained on administering to the trees and it is put in the ground. (Subsequent to the meeting Ms. Belser informed the Clerk of the Board that the product is injected directly into the tree and it has been added to the Integrated Pest Management Plan).

On the motion of Director Hicks, seconded by Director Word, the bills were approved by the following roll call vote:

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

7. Public Hearing on proposed Mitigated Negative Declaration for the Aeration Improvements at Lake Casitas. Item b Approved

- a. Approve the proposed project as described in the initial study and certify the Mitigated Negative Declaration or;
- b. Approve the proposed project with additional mitigation measures in response to comments received and certify the Mitigated Negative Declaration with the additional mitigation measures or;
- c. Direct staff to revise the Mitigated Negative Declaration to respond to comments received and extend the public comment period.

President Bergen stated this is the time and place for a public hearing to consider input regarding the proposed Mitigated Negative Declaration for the Aeration Improvements at Lake Casitas. She asked the Clerk of the Board to read the names of the public who called or submitted communications regarding the Mitigated Negative Declaration. Ms. Vieira answered Russ Baggerly and the Department of Fish & Wildlife. The General Manager asked Mr. Cole to provide a summary of the project. Mr. Cole explained this is for a hypolimnetic aeration system injecting pure oxygen to maintain healthy levels at the lake. The comments received from Fish & Wildlife were attached in the packet. They combined all comments on the three projects in one letter and it is recommended that you include those in the Mitigated Negative Declaration. The other comment was on potentially hazardous materials and he handed out proposed additions to section 2.5.7 a & b to also be included in the MND.

President Bergen opened the public hearing at 3:22 p.m. There was no public in attendance and no comments and the hearing was closed at 3:23 p.m.

The board discussed safety and security issues and on the motion of Director Word, seconded by Director Baggerly, Option b was approved by the following roll call vote:

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

8. Public Hearing on proposed Mitigated Negative Declaration for the Lake Casitas Shoreline Vegetation Removal. Item b Approved

- a. Approve the proposed project as described in the initial study and certify the Mitigated Negative Declaration or;
- b. Approve the proposed project with additional mitigation measures in response to comments received and certify the Mitigated Negative Declaration with the additional mitigation measures or;
- c. Direct Staff to revise the Mitigated Negative Declaration to respond to received comments and extend the public comment period.

President Bergen stated this is the time and place for a public hearing to consider input regarding the proposed Mitigated Negative Declaration for the Lake Casitas Shoreline Vegetation Removal. She asked the Clerk of the Board to read the names of the public who called or submitted communications regarding the Mitigated Negative Declaration. Ms. Vieira answered Pete Kaiser, Russ Baggerly and the Department of Fish & Wildlife. The General Manager asked Mr. Cole to provide a summary of the project. Mr. Cole explained that we want to remove the vegetation to reduce issues of water quality. It is proposed to remove vegetation ten feet above the current water mark and the high water mark. Biological surveys will be conducted and the work would happen following the bird nesting season. If there is bird nesting in one area we can move on to a different area as it is not anticipated that all vegetation will be removed.

President Bergen opened the public hearing at 3:32 p.m. and hearing no public comments closed the hearing at 3:32 p.m.

Director Hicks asked how it would be removed. Mr. Cole said that would be left to the contractors but most likely by brush hog or some areas would be by hand. Director Kaiser asked where the removed debris would be going and suggested taking it to Ojai Valley Organics.

On the motion of Director Hicks, seconded by Director Kaiser, item b was approved by the following roll call vote:

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

ABSENT: Directors: None

9. Public Hearing on proposed Mitigated Negative Declaration for the Santa Ana Launch Ramp Extension at Lake Casitas Recreation Area.

Item b Approved

- a. Approve the proposed project as described in the initial study and certify the Mitigated Negative Declaration or;
- b. Approve the proposed project with additional mitigation measures in response to comments received and certify the Mitigated Negative Declaration with the additional mitigation measures or;
- c. Direct staff to revise the Mitigated Negative Declaration to respond to comments received and extend the public comment period.

President Bergen stated this is the time and place for a public hearing to consider input regarding the proposed Mitigated Negative Declaration for the Santa Ana Launch Ramp Extension at Lake Casitas Recreation Area. She asked the Clerk of the Board to read the names of the public who called or submitted communications regarding the Mitigated Negative Declaration. Ms. Vieira answered the Department of Fish & Wildlife. The General Manager asked Mr. Cole to provide a summary of the project. Mr. Cole reported that this is for the concrete boat ramp extension to Santa Ana Ramp #1. The project is subject to a grant from the California Department of Boating and Waterways. If we get the grant, they will pay for 100% of the extension. Mr. Wickstrum explained that we had a visit from the Department and this was identified as the preferred project.

President Bergen opened the public hearing at 3:30 p.m. and hearing no public comments closed the public hearing at 3:30 p.m.

Director Baggerly asked if the stairway could be included. Ms. Belser responded that this is on a grant that was submitted last May and we have been notified that we will know if we receive the grant this winter.

On the motion of Director Kaiser, seconded by Director Baggerly, option b was approved by the following roll call vote:

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

10. Update on the Groundwater Sustainability Agency from the GSA Committee.

President Bergen reported that the county does was to be involved and will contribute to the costs. We talked about developing a Memorandum of Understanding and splitting the costs for an attorney to assist with the setup of the GSA. The idea behind the MOU is to have five shares and put a cap on the amount we are authorizing to begin with. The MOU will have to go to the Ventura City Council and the County Board of Supervisors which will be a

lengthy process. Director Kaiser added the attorneys are supposed to put together something that is palatable for all agencies. The County said they would like to help out. Mr. Wickstrum added that the Watershed Protection District has an appropriate role in our watershed and they have data from wells in our area. There is a need for involvement of the stakeholders. President Bergen added that Russ McGlothlin indicated there is a way to bring in private parties but it is complicated.

11. Information Items:

APPROVED

- a. Finance Committee Minutes.
- b. Lake Casitas Recreation Area Report for November, 2014.
- c. Lake Casitas Recreation Area Report for December, 2014.
- d. Investment Report.

Director Kaiser reported that the Recreation area does a great job on the cross country events and it is nice to be in your home area and see how well it is organized. He then discussed the Incident Reports listed in the Recreation Area Reports and mentioned another dog bite and referenced a mauling to a Park Services Officer in the past. He added that he sees dogs off leash and suggests doing a better job of enforcing dogs on leashes. With another incident, he expressed concern of doing our own investigations and he hoped it was turned over to the authorities as he doesn't think that is within our ordinance.

On the motion of Director Kaiser, seconded by Director Baggerly, the Information Items were approved by the following roll call vote:

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

12. Adjournment

President Bergen adjourned the meeting at 4:01 p.m.

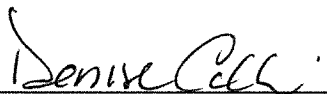
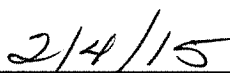
Russ Baggerly, Secretary

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 1/28/15-2/4/15
Presented to the Board of Directors For Approval February 11, 2015

Check	Payee			Description	Amount
000546	Payables Fund Account	#	9759651478	Accounts Payable Batch 012815	\$16,093.65
000547	Payables Fund Account	#	9759651478	Accounts Payable Batch 020415	\$590,956.33
					\$607,049.98
000548	Payroll Fund Account	#	9469730919	Estimated Payroll 2/19/15	\$135,000.00
					\$135,000.00
				Total	\$742,049.98

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, 000546-000548 have been duly audited is hereby certified as correct.

 Denise Collin, Accounting Manager

 Signature

 Signature

 Signature

A/P Fund

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

000546 A/P Checks: 019972-019978
A/P Draft to P.E.R.S.
A/P Draft to State of CA
A/P Draft to I.R.S.
Voids:

000547 A/P Checks: 019979-020071
A/P Draft to P.E.R.S. 020553
A/P Draft to State of CA 020552
A/P Draft to I.R.S. 020551
Void: 020024

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


Denise Collin, Accounting Manager

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 01/18/15
Pay Date of 02/05/15
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 2/2/15
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

2/04/2015 1:36 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE: 1/28/2015 THRU 2/05/2015

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	2/04/2015			020024		

* * 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:				
1 VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		1	0.00	0.00	0.00
BANK:	TOTALS:	1	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01703	ARNOLD LAROCHELLE MATTHEWS							
I-43082	Matter #5088-015 12/14	R	1/28/2015	1,339.50		019972		
I-43083	Matter #5088-001 12/14	R	1/28/2015	2,664.00		019972		
I-43084	Matter #5088-009 12/14	R	1/28/2015	2,709.95		019972		
I-43085	Matter #5088-014 12/14	R	1/28/2015	288.00		019972		7,001.45
01616	FRED BRENEMAN							
I-012715	1/18/15-1/31/15	R	1/28/2015	391.00		019973		391.00
01525	CPS HR CONSULTING							
I-INV347720	Proj#E3523 Water Ops Mgr	R	1/28/2015	3,018.08		019974		3,018.08
02630	Mail Manager							
I-85041	Postage for Newsletter	R	1/28/2015	4,750.00		019975		4,750.00
00952	PAPA							
I-012615	2015 Membership Renewal	R	1/28/2015	45.00		019976		45.00
00215	SOUTHERN CALIFORNIA EDISON							
I-012315	Acct#2157697889	R	1/28/2015	610.61		019977		
I-012315a	Acct#2266156405	R	1/28/2015	121.59		019977		
I-012315b	Acct#2312811532	R	1/28/2015	69.52		019977		801.72
02583	WageWorks							
I-125AI0374372	FSA Monthly Admin Fee	R	1/28/2015	86.40		019978		86.40
02587	A&M LAWNMOWER SHOP							
I-39966	Chain Saw Repair/Parts, DM	R	2/04/2015	157.72		019979		157.72
00592	AERO COMPRESSOR							
I-259959	Compressor for Treatment Plant	R	2/04/2015	5,415.38		019980		
I-260468	Compressor Oil for Casitas Dam	R	2/04/2015	1,049.23		019980		6,464.61
01325	Aflac Worldwide Headquarters							
I-323487	Supplemental Insurance 1/15	R	2/04/2015	3,048.26		019981		3,048.26
00010	AIRGAS USA LLC							
I-9034931829	Welding Supplies for Pipelines	R	2/04/2015	250.99		019982		
I-9035275638	Welding Supplies for Pipeline	R	2/04/2015	162.43		019982		
I-9924037441	Cylinder Rental for Pipeline	R	2/04/2015	32.88		019982		446.30
00011	ALERT COMMUNICATIONS							
I-150100847101	Call Center 2/15	R	2/04/2015	219.05		019983		219.05

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/28/2015 THRU 2/05/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00029	AMERICAN TOWER CORP							
I-1852461	Tower Rent, Red Mtn/Rincon Pk	R	2/04/2015	1,692.12		019984		1,692.12
00014	AQUA-FLO SUPPLY							
I-714117	PVC Parts for DO Leak Repair	R	2/04/2015	145.46		019985		
I-715660	PVC for 3MPP	R	2/04/2015	26.98		019985		
I-716194	Backflow Repairs for LCRA	R	2/04/2015	496.62		019985		
I-717593	Plumbing Parts for Hostsite	R	2/04/2015	38.97		019985		
I-720449	PVC Parts for Line Leak, TP	R	2/04/2015	30.97		019985		
I-720793	Dripline for LCRA Maint	R	2/04/2015	62.19		019985		801.19
01666	AT & T							
I-000006132157	Local, Regional, Long Distance	R	2/04/2015	1,067.78		019986		
C604513638777								
I-000006169881	T-1 Lines, C602222128777	R	2/04/2015	914.64		019986		1,982.42
00020	AVENUE HARDWARE, INC							
I-59210	Eye Bolts for Tarp, Dist Maint	R	2/04/2015	11.95		019987		11.95
00030	B&R TOOL AND SUPPLY CO							
I-1292065000101	Terry Cloth Rags for Warehouse	R	2/04/2015	416.48		019988		416.48
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S2123632003	Gaskets for Rincon PP Unit#4	R	2/04/2015	163.02		019989		
I-S2124421001	Handrails for Villanova	R	2/04/2015	236.97		019989		
I-S2127094001	TP Intake Pipe Parts	R	2/04/2015	87.38		019989		
I-S2132140001	Flange, Basket for Pipelines	R	2/04/2015	21.71		019989		509.08
00032	BIOVIR LABORATORIES, INC							
I-IEH141644	Giardia/Crypto 11/19/14	R	2/04/2015	396.65		019990		396.65
01236	CAPPO, CA. ASSOC. OF PUBLIC							
I-020315	2015-2015 Membership	R	2/04/2015	130.00		019991		130.00
00055	CASITAS BOAT RENTALS							
I-Jan 15 Gas	Gas for Boats at LCRA	R	2/04/2015	786.68		019992		786.68
00707	CHARLES P. CROWLEY CO.							
I-20914	Freight for Control Assy(Loan)	R	2/04/2015	12.71		019993		12.71
00057	CLEAN SOURCE							
I-288587000	Janitorial Supplies for DO	R	2/04/2015	377.58		019994		377.58

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/28/2015 THRU 2/05/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01843	COASTAL COPY							
I-587428	Copier Usage, District Office	R	2/04/2015	159.30		019995		159.30
01055	Neil Cole							
I-Dec 14	Reimburse Mileage 12/14	R	2/04/2015	57.68		019996		
I-Jan 15	Reimburse Mileage 1/15	R	2/04/2015	21.28		019996		78.96
00061	COMPUWAVE							
I-SB02079092	Okidata Drum Kits for LCRA	R	2/04/2015	325.66		019997		325.66
00062	CONSOLIDATED ELECTRICAL							
I-9009708344	Battery Pack for Telemetry	R	2/04/2015	100.45		019998		
I-9009709280	Wire Ties for Telemetry	R	2/04/2015	111.02		019998		211.47
02034	D.K. Mechanical							
I-3021	BIT Inspection #81	R	2/04/2015	150.00		019999		
I-3022	BIT Inspection #69	R	2/04/2015	112.50		019999		
I-3023	BIT Inspection #212	R	2/04/2015	120.60		019999		
I-3024	BIT Inspection #87	R	2/04/2015	112.50		019999		
I-3025	BIT Inspection #88	R	2/04/2015	150.00		019999		
I-3026	BIT Inspection #89	R	2/04/2015	150.00		019999		
I-3027	BIT Inspection #68	R	2/04/2015	112.50		019999		
I-3028	BIT Inspection #282	R	2/04/2015	75.00		019999		983.10
00081	DELTA LIQUID ENERGY							
I-303997	Fill Damtender's Propane Tank	R	2/04/2015	133.43		020000		
I-304183	Fill LCRA Maint Propane Tank	R	2/04/2015	226.88		020000		
I-304184	Fill LCRA Office Propane Tank	R	2/04/2015	139.73		020000		500.04
00662	Diamond A Equipment							
I-IX57330	Repair Kubota Mower #277	R	2/04/2015	882.58		020001		882.58
02730	Dog Waste Depot							
I-68758	Dog Waste Bags, LCRA	R	2/04/2015	209.63		020002		209.63
00086	E.J. Harrison & Sons Inc							
I-5676	Acct#1C-00053370	R	2/04/2015	114.55		020003		
I-5700	Acct#1C-00054230	R	2/04/2015	470.00		020003		
I-5701a	Acct#1C-00054240	R	2/04/2015	139.60		020003		724.15
10085	ELIFEGUARD, INC.							
C-56563a	Accrue Use Tax	R	2/04/2015	49.35CR		020004		
D-56563a	Accrue Use Tax	R	2/04/2015	49.35		020004		
I-56563	2 Lifeguard Chairs for WP	R	2/04/2015	847.11		020004		847.11

VENDOR SET: 01 Casitas Municipal Water D
BANK: AP ACCOUNTS PAYABLE
DATE RANGE: 1/28/2015 THRU 2/05/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00095	FAMCON PIPE & SUPPLY							
I-164991	Gate Valves for Warehouse	R	2/04/2015	806.25		020005		
I-165034	3 Cla-Val CRDs for Pump Plants	R	2/04/2015	757.88		020005		
I-165054	Copper Pipe for WH Stock	R	2/04/2015	890.10		020005		
I-165293	CRD Covers for Pump Plants	R	2/04/2015	105.35		020005		
I-165314	Galvanized Parts for MM Well	R	2/04/2015	35.48		020005		
I-165327	Cla-Val Parts for WH Stock	R	2/04/2015	13,431.05		020005		
I-165428	Groove Caps, Treatment Plant	R	2/04/2015	521.38		020005		
I-165479	Iron Spools for MM Well	R	2/04/2015	461.18		020005		
I-165507	Saddle, Valve for MM Well	R	2/04/2015	116.37		020005		
I-165562	Gate Valves for Warehouse	R	2/04/2015	698.75		020005		17,823.79
00099	FGL ENVIRONMENTAL							
I-413460A	Wet Chemistry-Total P Diss	R	2/04/2015	1,328.00		020006		
I-414864A	Wet Chemistry-NO3	R	2/04/2015	43.00		020006		
I-415110A	Wet Chemistry-NO3	R	2/04/2015	43.00		020006		1,414.00
00101	FISHER SCIENTIFIC							
I-0124243	Autoclave Bags for Lab	R	2/04/2015	89.44		020007		89.44
00104	FRED'S TIRE MAN							
I-79790	Oil Change, Wiper Blades, #15	R	2/04/2015	96.65		020008		
I-80037	Install Tube for LCRA Maint	R	2/04/2015	20.75		020008		
I-80230	Flat Repair for WP Trailer	R	2/04/2015	15.00		020008		132.40
01280	FRY'S ELECTRONICS, INC.							
I-5801291	Cleaning Supplies for IT Dept	R	2/04/2015	37.01		020009		37.01
00879	Galco Industrial Electronics							
I-A60055401	Selector Switch Operator TP	R	2/04/2015	45.75		020010		45.75
02720	Garda CL West, Inc.							
I-20048340	Armored Truck, Excess Services	R	2/04/2015	554.17		020011		554.17
00216	THE GAS COMPANY							
I-012915	Acct#18231433006	R	2/04/2015	143.11		020012		
I-012915a	Acct#00801443003	R	2/04/2015	382.79		020012		525.90
00491	GIBBS INTERNATIONAL TRUCK CTR							
C-435430	Credit on Inv#435136	R	2/04/2015	253.27CR		020013		
I-369487V	Replace Broken Mirror #81	R	2/04/2015	146.08		020013		
I-439971	Repair Headlight #69 PL Truck	R	2/04/2015	128.35		020013		21.16

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE: 1/28/2015 THRU 2/05/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00115	GRAINGER, INC I-9640078425 Villanova Vault Railing	R	2/04/2015	353.51		020014		353.51
00746	GREEN THUMB INTERNATIONAL I-475798 Plants for Dist Office Garden I-475830 Mulch for District Garden	R R	2/04/2015 2/04/2015	63.78 334.22		020015 020015		398.00
01177	ICON SAFETY COMPANY INC. I-107006110 Oxygen, O2 Sensor for Sniffer	R	2/04/2015	173.66		020016		173.66
00126	CAROLE ILES I-Jan 15 Reimburse Mileage 1/15	R	2/04/2015	38.24		020017		38.24
00127	INDUSTRIAL BOLT & SUPPLY I-00147614 Nuts & Bolts for Rincon PP	R	2/04/2015	121.35		020018		121.35
01022	KELLY CLEANING & SUPPLIES, INC I-91738700 LCRA Janitorial Services	R	2/04/2015	280.00		020019		280.00
02658	Liebert Cassidy Whitmore I-1398619 Harassment Training 12/17/14	R	2/04/2015	2,200.00		020020		2,200.00
00329	MCMASTER-CARR SUPPLY CO. I-22047396 Shaft Collars for Pump Plants	R	2/04/2015	29.23		020021		29.23
01404	MCT TRAILERS I-61509 Plug for Towing, Dist Maint	R	2/04/2015	53.70		020022		53.70
00151	MEINERS OAKS ACE HARDWARE							
	I-646839 LCRA Maintenance Supplies	R	2/04/2015	81.39		020023		
	I-647031 Supplies, Lights for Temp Gate	R	2/04/2015	181.19		020023		
	I-647352 Brake Cleaner for Dist Maint	R	2/04/2015	8.58		020023		
	I-647829 Straps, Bolts & Screws, Fish	R	2/04/2015	26.72		020023		
	I-647985 Staple Hasp for LCRA Maint	R	2/04/2015	15.64		020023		
	I-648042 Batteries, Coupler for Maint	R	2/04/2015	39.29		020023		
	I-648113 ABS Pipe, Blades for Maint	R	2/04/2015	60.71		020023		
	I-648140 Chain, Hooks, Sandbelt, LCRA	R	2/04/2015	153.49		020023		
	I-648147 Spray Paint for TP	R	2/04/2015	19.52		020023		
	I-648164 Brake Cleaner for Dist Maint	R	2/04/2015	9.76		020023		
	I-648235 Brooms for Pipelines	R	2/04/2015	44.18		020023		
	I-648481 Batteries, Cleaners, LCRA	R	2/04/2015	85.71		020023		
	I-648599 Plexiglass Sheet, Bolts for DM	R	2/04/2015	22.07		020023		
	I-648632 Pipe Strap for Pipeline	R	2/04/2015	2.06		020023		
	I-648715 Eyebolts for Dist Maint	R	2/04/2015	16.30		020023		
	I-648772 Parts for Camp C RR Repairs	R	2/04/2015	71.76		020023		
	I-648808 Gloves, Clamps for LCRA Maint	R	2/04/2015	10.69		020023		
	I-648828 Floor Level, Patch for Camp C	R	2/04/2015	65.03		020023		
	I-648977 Plexiglass for Temp Gate	R	2/04/2015	23.31		020023		

VENDOR SET: 01 Casitas Municipal Water D
BANK: AP ACCOUNTS PAYABLE
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-648982 Ratchet for Waterpark	R	2/04/2015	19.55		020023		
	I-648983 Extension Socket for Waterpark	R	2/04/2015	5.86		020023		
	I-649165 Screws for Pedestals, LCRA	R	2/04/2015	10.18		020023		
	I-649686 Adapter for Pump Plants	R	2/04/2015	3.42		020023		976.41
01157	MURCAL, INC.							
	I-38158 Murphy Switch Rincon PP	R	2/04/2015	221.30		020025		221.30
01876	NALCO COMPANY							
	I-62156342 Anionic Polymer for TP	R	2/04/2015	740.72		020026		740.72
02185	Oasis Technology Inc.							
	I-01051522 Tech Support, Treatment Plant	R	2/04/2015	562.50		020027		
	I-0115155 NAS Encryption for Management	R	2/04/2015	7,841.75		020027		8,404.25
00163	OFFICE DEPOT							
	I-752628014001 Office Supplies	R	2/04/2015	57.07		020028		57.07
01570	Ojai Auto Supply LLC							
	I-330601 Gas Cap, Floor Mat for #52	R	2/04/2015	64.18		020029		
	I-331040 Fuel Filters, Hose Clamps	R	2/04/2015	96.62		020029		160.80
00165	OJAI LUMBER CO, INC							
	I-1501704783 Concrete Supplies for 3MPP	R	2/04/2015	77.31		020030		
	I-1501705994 Side Boards for Eq#53	R	2/04/2015	60.42		020030		
	I-1501706100 Rebar for 3MPP Upgrade	R	2/04/2015	10.20		020030		
	I-1501706148 Concrete for 3MPP Unit#1	R	2/04/2015	29.58		020030		177.51
02255	Ojai Valley Land Conservancy							
	I-122314 2015 Pledge	R	2/04/2015	2,600.00		020031		2,600.00
00168	OJAI VALLEY NEWS							
	I-011415 Notice of Public Hearing Ads	R	2/04/2015	60.00		020032		
	I-012115 Notice of Public Hearing Ads	R	2/04/2015	52.00		020032		112.00
01627	OSCAR'S TREE SERVICE							
	I-11519 Remove Dead Trees, LCRA	R	2/04/2015	450.00		020033		450.00
00782	Parker Supply Company							
	I-27143 Temperature Sensor, Rincon PP	R	2/04/2015	473.56		020034		473.56
10072	PERMACOLOR, INC							
	I-276301 Coat Bracket for Pipelines	R	2/04/2015	175.00		020035		
	I-276302 Coat Spool for UOPP	R	2/04/2015	175.00		020035		
	I-276315 Coat Pipe Spools, 3MPP	R	2/04/2015	175.00		020035		
	I-276327 Coat Spools for 3MPP	R	2/04/2015	175.00		020035		700.00

VENDOR SET: 01 Casitas Municipal Water D
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00188	PETTY CASH							
I-012915	Replenish Petty Cash	R	2/04/2015	386.01		020036		386.01
00033	ROBERT SKEELS & CO.							
I-10383	Door Lock, Rincon PP	R	2/04/2015	509.55		020037		509.55
00314	ROLLS SCAFFOLD & HIGH REACH							
I-6056668S1C	Scaffolding for TP Filter Work	R	2/04/2015	203.86		020038		203.86
02475	Rutan & Tucker, LLP							
I-709633	Acct #0295180001 12/14	R	2/04/2015	510.00		020039		510.00
02344	ServiceMaster Building Mainten							
I-19083A	Janitorial Services, Dist Ofc	R	2/04/2015	1,196.00		020040		1,196.00
00725	SMART & FINAL							
I-012515	Vinegar, Water, Coffee, TP	R	2/04/2015	50.95		020041		50.95
00608	SMITH PIPE & SUPPLY INC.							
I-2787758	Roundup for Weed Control LCRA	R	2/04/2015	158.95		020042		158.95
00215	SOUTHERN CALIFORNIA EDISON							
I-012915	Acct#2210507034	R	2/04/2015	13,528.20		020043		
I-013015	Acct#2210503702	R	2/04/2015	7,774.69		020043		
I-020315	Acct#2210502480	R	2/04/2015	65,499.43		020043		
I-020315a	Acct#2210505426	R	2/04/2015	1,857.86		020043		
I-020315b	Acct#2237789169	R	2/04/2015	31.76		020043		
I-020315c	Acct#2269631768	R	2/04/2015	24.24		020043		
I-020415	Acct#2237011044	R	2/04/2015	28.34		020043		88,744.52
02202	Stanley Pest Control							
I-679839	Pest Control at Waterpark	R	2/04/2015	170.00		020044		170.00
00048	STATE OF CALIFORNIA							
I-020115	State Water Plan Payment	R	2/04/2015	208,558.00		020045		208,558.00
02707	State Ready Mix Inc.							
I-463238	Sand Slurry for Villanova Res	R	2/04/2015	747.13		020046		747.13
02731	Superior AED							
I-11796	1 Year AED Oversight	R	2/04/2015	125.00		020047		125.00
02643	Take Care by WageWorks							
I-2703364	Reimburse Medical	R	2/04/2015	769.20		020048		769.20

VENDOR SET: 01 Casitas Municipal Water D
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DATE RANGE: 1/28/2015 THRU 2/05/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01959	The Wharf							
I-16006	FR Pants for E&M	R	2/04/2015	232.03		020049		
I-20937	FR Shirts for E&M	R	2/04/2015	217.53		020049		449.56
01662	TYLER TECHNOLOGIES, INC.							
I-025114751	UB Online Monthly Fees	R	2/04/2015	153.00		020050		153.00
00234	UNITED WATER CONSERVATION							
I-013015	State Water Plan Payment	R	2/04/2015	23,852.25		020051		23,852.25
00243	VALLEY EQUIPMENT							
I-10821	Propane for Forklift, Dist Ofc	R	2/04/2015	77.40		020052		77.40
00247	County of Ventura							
I-011515	Encroachment Permit	R	2/04/2015	245.00		020053		245.00
00250	COUNTY OF VENTURA							
I-IN0135112	Permit for Ave #2 Pump Plant	R	2/04/2015	824.15		020054		824.15
00246	VENTURA COUNTY AIR POLLUTION							
I-1033197	Permit Fees for TP Generator	R	2/04/2015	551.00		020055		551.00
00257	VENTURA RIVER WATER DISTRICT							
I-013115	Acct#0350100A	R	2/04/2015	19.42		020056		
I-013115a	Acct#0537500A	R	2/04/2015	43.90		020056		63.32
09955	VENTURA WHOLESALE ELECTRIC							
I-194314	Alligator Clip for Pump Plant	R	2/04/2015	30.10		020057		
I-196209	Electrical Tie In, LCRA Gate	R	2/04/2015	111.92		020057		
I-197259	Electric Parts for MM Well	R	2/04/2015	56.28		020057		198.30
00949	CITY OF VENTURA							
I-013015	State Water Plan Payment	R	2/04/2015	47,704.50		020058		47,704.50
01516	VISTA FORD OF OXNARD							
I-206320	2015 Ford F350 for Dist Maint	R	2/04/2015	36,124.05		020059		36,124.05
02515	Water Quality Solutions, Inc.							
I-154	Hypolimnetic Aeration Specs	R	2/04/2015	20,000.00		020060		20,000.00
00630	WESCO							
I-021608	Electrical Wire for 3MPP	R	2/04/2015	409.77		020061		409.77

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00826	STAN WHISENHUNT DBA							
I-5743	Design Utility Bill Insert	R	2/04/2015	275.00		020062		
I-5744	Design Newsletter	R	2/04/2015	350.00		020062		625.00
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-10002922454	Water Hose, Duct Tape, O&M CS	R	2/04/2015	68.35		020063		68.35
10048	WORLD WATERPARK ASSOCIATION							
I-2015	2015 Membership Dues	R	2/04/2015	395.00		020064		395.00
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201502020942	457 CATCH UP	R	2/04/2015	423.07		020065		
I-DCI201502020942	DEFERRED COMP FLAT	R	2/04/2015	2,321.16		020065		
I-DI%201502020942	DEFERRED COMP PERCENT	R	2/04/2015	85.53		020065		2,829.76
01960	Moringa Community							
I-MOR201502020942	PAYROLL CONTRIBUTIONS	R	2/04/2015	16.75		020066		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN201502020942	457 CATCH UP	R	2/04/2015	864.53		020067		
I-DCN201502020942	DEFERRED COMP FLAT	R	2/04/2015	3,982.85		020067		
I-DN%201502020942	DEFERRED COMP PERCENT	R	2/04/2015	304.10		020067		5,151.48
00180	S.E.I.U. - LOCAL 721							
I-COP201502020942	SEIU 721 COPE	R	2/04/2015	12.00		020068		
I-UND201502020942	UNION DUES	R	2/04/2015	677.00		020068		689.00
00230	UNITED WAY							
I-UWY201502020942	PAYROLL CONTRIBUTIONS	R	2/04/2015	60.00		020069		60.00
1	Randy Sahli							
I-000201501280940	UB Refund	R	2/04/2015	40.34		020070		40.34
1	Scott E Floyd							
I-000201501280941	TS Refund	R	2/04/2015	70.00		020071		70.00
00128	INTERNAL REVENUE SERVICE							
I-T1 201502020942	Federal Withholding	D	2/05/2015	24,770.90		020551		
I-T3 201502020942	FICA Withholding	D	2/05/2015	23,648.64		020551		
I-T4 201502020942	Medicare Withholding	D	2/05/2015	5,530.74		020551		53,950.28
00049	STATE OF CALIFORNIA							
I-T2 201502020942	State Withholding	D	2/05/2015	8,262.64		020552		8,262.64

2/04/2015 1:36 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/28/2015 THRU 2/05/2015

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00187	CALPERS							
	I-PBB201502020942	PERS BUY BACK	D 2/05/2015	66.87		020553		
	I-PEB201502020942	PEBRA EMPLOYEES PORTION	D 2/05/2015	1,261.54		020553		
	I-PER201502020942	PERS EMPLOYEE PORTION	D 2/05/2015	9,741.83		020553		
	I-PRB201502020942	PEBRA EMPLOYER PORTION	D 2/05/2015	1,261.54		020553		
	I-PRR201502020942	PERS EMPLOYER PORTION	D 2/05/2015	11,944.75		020553		24,276.53

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	99	520,560.53	0.00	520,560.53
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	86,489.45	0.00	86,489.45
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00		
		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			102	607,049.98	0.00	607,049.98
BANK: AP	TOTALS:		102	607,049.98	0.00	607,049.98
REPORT TOTALS:			103	607,049.98	0.00	607,049.98

Casitas Municipal Water District
Reimbursement Disclosure Report (1)
Fiscal Year 2014/15
July 1, 2014-January 31, 2015

<u>Date paid</u>	<u>Board of Director/ Employee</u>	<u>Description</u>	<u>Amount Paid</u>
7/1/2014	Denise Collin	Car Rental CSDA Leadership Summit 6/22/14-6/24/14	\$ 246.96
7/1/2014	Denise Collin	Lodging CSDA Leadership Summit 6/22/14-6/24/14	\$ 423.14
7/1/2014	Denise Collin	Airfare CSDA Leadership Summit 6/22/14-6/24/14	\$ 367.50
7/1/2014	Eric Grabowski	Safety Boots	\$ 127.93
7/1/2014	Tim Lawson	Safety Boots	\$ 170.00
7/16/2014	RJ Faddis	Lodging for RJ Faddis & Mitch Tull, Quagga Training 5/27/14-5/29/14	\$ 596.20
7/16/2014	Scott Lewis	Airfare CMWD 6/15/14-6/20/14	\$ 448.00
7/16/2014	Scott Lewis	Lodging CMWD 6/15/14-6/20/14	\$ 408.75
7/16/2014	Scott Lewis	Car Rental CMWD 6/15/14-6/20/14	\$ 320.65
7/16/2014	Denise Collin	Advance for Calpers Forum 10/27/14-10/29/14	\$ 565.77
7/24/2014	Brian Taylor	Wood Chips for Damage Repair from Matilija Conduit Leak	\$ 216.00
8/12/2014	Neil Cole	Water Education Seminar	\$ 130.00
8/12/2014	Ron Yost	Damtender House Property Tax Bill	\$ 548.37
9/3/2014	Scott Lewis	Airfare to CMWD 8/17/14-8/23/14	\$ 305.20
9/3/2014	Scott Lewis	Lodging CMWD 8/17/14-8/23/14	\$ 408.75
9/3/2014	Scott Lewis	Car Rental CMWD 8/17/14-8/23/14	\$ 327.95
9/3/2014	Scott Lewis	Car Rental for Patrol Boat Inspection (for LCRA) in Medford	\$ 105.52
9/17/2014	RJ Faddis	Advance for Travel-Watercraft Inspector Training	\$ 688.20
9/17/2014	Mitch Tull	Advance for Travel-Watercraft Inspector Training	\$ 600.57
9/24/2014	David Pope	Safety Boots	\$ 160.18
9/24/2014	Robert Vasquez	Safety Boots	\$ 170.00
10/8/2014	Scott MacDonald	Safety Boots	\$ 170.00
10/15/2014	Scott Lewis	Office Chair for Fisheries Manager	\$ 279.99
10/15/2014	John Parlee	Safety Boots	\$ 170.00
10/30/2014	Joel Cox	Safety Boots	\$ 170.00
10/30/2014	Lisa Kolar	Advanced Pest Control Course	\$ 250.00
10/30/2014	Lisa Kolar	Qualified Applicator Certificate Exams	\$ 100.00
10/30/2014	Luke Soholt	D4 Exam	\$ 130.00
		Lodging at Landscape Expo 10/28-10/30, Tim Lawson, Curtis Orozco, Ivan Lopez	\$ 1,001.28
11/4/2014	Tim Lawson	Lopez	\$ 1,001.28
11/4/2014	Denise Collin	Round Trip Personal Vehicle Mileage Calpers Forum	\$ 165.82
11/4/2014	Gerardo Herrera	D4 & Exam Certification	\$ 200.00
11/4/2014	Scott MacDonald	D4 Exam	\$ 130.00
11/13/2014	Luke Soholt	Manage for Success Course	\$ 114.68
11/18/2014	RJ Faddis	Lodging 9/29-10/2 Watercraft Inspector Training, RJ Faddis & Mitch Tull	\$ 251.50
11/18/2014	Susan McMahon	Lodging Nalms Conference 11/11-11/13	\$ 433.44
11/25/2014	Scott Lewis	Airfare to CMWD 10/26/14-11/7/14	\$ 293.20
11/25/2014	Brian Taylor	Safety Boots	\$ 170.00
11/25/2014	Rebekah Vieira	Roundtrip to CalPelra Personal Vehicle Mileage	\$ 304.64
12/3/2014	Tracy Medeiros	Roundtrip to Rockwell Automation Fair	\$ 122.64
12/3/2014	John Parlee	Roundtrip to Rockwell Automation Fair	\$ 100.80
12/3/2014	Steve Wickstrum	PE License Renewal	\$ 115.00
12/11/2014	Ronald Merckling	Roundtrip to ACWA Conference	\$ 140.00
12/11/2014	Ronald Merckling	Lodging at ACWA Conference 12/2/14-12/5/14	\$ 728.52
12/17/2014	Willis Hand	Safety Boots	\$ 130.46
12/17/2014	Bill Hicks	Roundtrip to ACWA Conference	\$ 211.68
12/17/2014	Bill Hicks	Lodging at ACWA Conference 12/2/14-12/5/14	\$ 971.36
12/17/2014	Scott Lewis	Lodging CMWD 10/26/14-11/7/14	\$ 916.67
12/17/2014	Scott Lewis	Car Rental CMWD 10/26/14-11/7/14	\$ 440.15
12/17/2014	Robert Vasquez	Safety Boots	\$ 170.00
12/30/2014	Gerardo Herrera	Safety Boots	\$ 170.00

**Casitas Municipal Water District
Reimbursement Disclosure Report (1)
Fiscal Year 2014/15
July 1, 2014-January 31, 2015**

1/6/2015	Michael Moler	Relocation Expense	\$ 5,000.00
1/8/2015	Ron Yost	Safety Boots	\$ 160.18
1/15/2015	Eric Behrendt	Safety Boots	\$ 170.00
1/15/2015	Ken Grinnell	Water Systems Math Course	\$ 176.00
1/15/2015	Scott Lewis	Office Supplies from Staples	\$ 200.94
1/15/2015	Scott Lewis	Fall Term Tuition	\$ 1,761.57
1/22/2015	Willis Hand	D4 Certification Renewal	\$ 105.00

Note:

1) Reimbursement Disclosure Report prepared pursuant to California Government Code 53065.5

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

DATE: February 5, 2015

TO: Board of Directors

FROM: Steven Wickstrum, General Manager

SUBJECT: Water Rate Study and Water Conservation Pricing Assessment - Purchase Order Contract – Raftelis Financial Consultants, Inc.

RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to sign a purchase order contract with Raftelis Financial Consultants, Inc. (Raftelis) for the preparation and presentation of a water rate study and water conservation pricing assessment, based on the proposal cost estimate of \$64,450.

BACKGROUND AND DISCUSSION:

The District last consulted with Raftelis in 2008 for a water rate study that subsequently led to rate changes that complied with Prop 218 requirements. The District implemented the recommendation of the water rate study, used its own discretion to delay additional rate increases for several years, and applied two years of rate increases to adjust for the Safety of Dams contract expenses.

At this time, the District is considering the implementation of a new water allocation and water conservation budget based program, and in doing so, have a resultant program that is a Prop 218 and Prop 26 compliant.

Raftelis is an expert in guiding water districts to successful development of water rates and has direct knowledge of the Casitas rate development through their work in 2008. Upon award of the purchase order contract, Raftelis is prepared to initiate meetings and data gathering by the first week in March. It is anticipated that the rate process could be finished in late June through the latest in first of August.

The contract work is not budgeted and would need to be funded from reserves.

Attachment: Proposal for Water Rate Study and Water Conservation Pricing Assessment
Raftelis Financial Consultants, Inc.



201 S. Lake Avenue Phone 626 . 583 . 1894 www.raftelis.com
Suite 301 Fax 626 . 583 . 1411
Pasadena, CA 91101

February 6, 2015

Steven E. Wickstrum
General Manager
Casitas Municipal Water District
1055 Ventura Ave
Oak View, CA 93022

Subject: Proposal for Water Rate Study and Water Conservation Pricing Assessment

Dear Mr. Wickstrum:

Raftelis Financial Consultants, Inc. (RFC) is pleased to submit this proposal to conduct a Water Rate Study and Water Conservation Pricing Assessment (Study) for the Casitas Municipal Water District. RFC will update the rate model developed in the previous study to assist the District.

With the current drought situation many agencies are implementing drought rates to incentivize water conservation. Water budget rates are also gaining greater attention. RFC has conducted hundreds of drought studies and assisted in the evaluation, development and/or implementation of water budget based rate structures for numerous agencies including (but not limited to): Alameda County Water District (WD), El Toro WD, Las Virgenes Municipal WD, Rancho California WD, Western Municipal WD, and the cities of Glendora, Huntington Beach and San Clemente. We will bring the experience that we have gained with these agencies to assist the District with this study.

We are excited about this opportunity to assist the District with this important study. If you have any questions, please do not hesitate to contact me at 626.583.1894.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sudhir Pardiwala', is placed above the printed name.

Sudhir Pardiwala, PE
Executive Vice President

Proposal Sections

Project Understanding

The Casitas Municipal Water District (District) supplies water to 60-70,000 people in Western Ventura County and to hundreds of farms. The District boundaries encompass the city of Ojai, Upper Ojai, the Ventura River Valley area, the city of Ventura to Mills Road, and the Rincon and beach area to the ocean and Santa Barbara County line.

The District's current annual water deliveries can vary considerably from year to year. This is because the District has a large number of agricultural customers whose water needs can change significantly due to variations in weather and rainfall. Water deliveries can be lower than 15,000 acre-feet per year to higher than 23,000 acre-feet in a given year.

The District has requested RFC's assistance as it considers the implementation of a new water allocation/conservation rate structure. The District has also requested that RFC conduct an assessment of its current rate structure to assure that the District is in compliance with the requirements of Proposition 218. In addition to the new rate structure, the District is also beginning to develop billing programming changes to incorporate the allocations and conservation surcharge in monthly bills. The District desires that the Study be conducted on a timeline that will allow this new rate structure by July 2015.

Scope of Service

TASK 1 – PROJECT MANAGEMENT, INITIATION, AND DATA COLLECTION

The kick-off meeting provides a solid foundation for the project and ensures that project participants are in mutual agreement in regard to the project's approach, work plan, schedule, and the District's priorities. A detailed data request list will be submitted to the District prior to the meeting so all appropriate data, in the required format, can be forwarded to RFC. Upon receipt of the items specified in the data request, the Project Team will conduct a thorough review of the information provided by the District. It is important for the Project Team to get an understanding of the nature of both the revenue streams and the revenue requirements over the study period, especially for non-recurring expenditures or volatile revenue requirements. In addition, RFC will review the District's current structure of funds and reserves and develop recommendations for appropriate reserve levels that are consistent with industry standards as well as the District's own risk management practices to maintain or enhance financial solvency, especially in light of the current water supply situation.

This task also includes ongoing project management. Management responsibilities include general administrative duties such as client correspondence, billing, project documentation, and administration of the study control plan.

Meetings: One (1) kick-off meeting with District Staff

Deliverables: Data Request List, and presentation materials

TASK 2 – RATE MODEL PREPARATION

TASK 2.1 – FINANCIAL PLAN MODEL DEVELOPMENT

RFC will develop forecasts of revenue requirements for the District over the planning horizon. This will include an estimate of revenues based on current rates, usage characteristics, and other non-operating revenues. Revenue requirements will be projected based on historical results, the current budget, capital improvement plans (CIP), existing debt service, other obligations and current economic trends. Rates, debt, grants, government subsidies, or infrastructure bank loans will be provided as options for capital cost financing. Projecting revenue adjustments over a longer planning horizon can illustrate future rate impacts and potential challenges to the District’s financial situation and allow the District to make adjustments to expenses, reserve balances or capital projects scheduling to smooth rate impacts and to maintain financial stability.

RFC will develop a ten-year cash flow analysis to determine revenue adjustments needed to meet projected revenue requirements for the planning period, while minimizing sharp rate fluctuations and debt coverage requirements. Revenue requirements will be calculated for each year in the forecast period and adjusted to provide a smooth forecast of revenue adjustments. For example, changes to the timing of capital expenditures or the utilization of reserve funds to mitigate short-term rate impacts are two ways that revenue smoothing could be accomplished. The objective is to minimize the magnitude of customer impacts while still achieving long-term revenue objectives.

RFC will update the current model to the extent it is practical to do so given that several years have elapsed since the model was developed. RFC will update the interactive ‘Dashboard’ which shows the impacts of various assumptions so that decisions regarding revenue adjustments, capital financing through pay-go or debt and reserve balances can all be made quickly and efficiently. A snapshot of the Dashboard is shown below.



As part of this task, RFC will work with District Staff to determine the features that will be included in the Model. Upon the completion of the Financial Plan Model, RFC will hold a webinar with District Staff to review the Model and the assumptions for appropriateness and finalize the financial plan to be used for the Rate Design Model.

TASK 2.2 – COST OF SERVICE ANALYSIS FOR WATER SERVICES

Since the last study was done several years ago, RFC will review the cost of service analysis to ensure compliance with Proposition 218; another perspective is the defensibility the analysis provides the District in terms of the selected rate structure and rate levels. This analysis provides support for the District’s pursuit of the rates and rate structure that are best for the District and its customers.

The cost of service study will be performed based on industry standards and methodologies outlined in the AWWA M1 Rate Manual. The cost of service allocations will focus on appropriate service functions, allocating the cost of service (revenue requirements) to the service functions, determining how those services are used by each customer class, and developing the cost allocation components of the model.

Based on the revenue requirements identified in Task 2.1, District costs will be allocated to the appropriate service functions, which are then further divided by customer class, and ultimately converted into a unit cost for each cost category. Operating costs will be allocated to each functional cost category based on the functionalized operating expenses of the District. Capital costs will be allocated on the basis of the existing assets, such as treatment plants, reservoirs, pump stations, wells, pipelines, meters, etc.

The cost of service will be allocated to the various cost components, including capacity-related costs, commodity costs, customer costs, and other direct and indirect costs consistent with industry standards.

The purpose of this task is to allocate the costs associated with the various costs components to the various customer classes on the basis of the relative responsibility of each. Costs will be allocated based on the determination of units of service for each customer class and the application of unit costs of service to the respective units. The result is the total cost responsibility of each customer class in order to maintain the financial sufficiency of the District.

Throughout the cost allocation process, RFC will comply with the District’s policy considerations, procedures, and guidelines applicable to charges for water and ensure that proposed rates are in compliance with Proposition 218 and other regulations.

TASK 2.3 – WATER BUDGET RATE DESIGN FRAMEWORK

It is important that the stakeholders are involved in the process of designing an equitable water budget framework and are informed about different potential policy options and the associated implications of each policy option. RFC will conduct a workshop with the District Board and Staff to discuss different water budget methodologies and policy options to design the water budget framework. As part of the workshop, RFC will present several policy options and the objectives associated with those options for the District’s evaluation.

LANDSCAPE AREA ESTIMATION OPTIONS				
Options	Less Cost to Administer	Based on Individual Needs	Scientific Method	Rewards Past Outdoor Conservation
Bill	★	★★★★	★★★★	★
80% of Lot Size	★★★★ / ★	★	★	★★★★
% by Lot Size Bin	★	★★	★★	★★★★

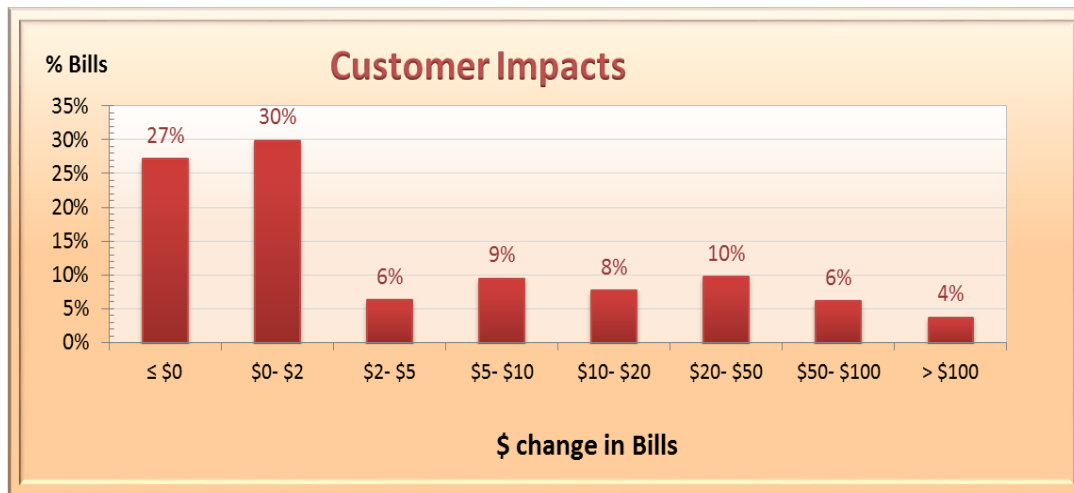
For example, when considering the methodology used for determining outdoor water budget allocations, different options for estimating weather impacts including historic or actual weather data or winter water use or actual household densities. Similar exercises will be completed for all the policy options such as landscape area, usage per capita per day, evapotranspiration adjustment factors, etc. RFC will work closely with District Staff to identify the policy options that need the District Board’s buy-in approval. This approach will facilitate informed decision making and ensure early buy-in of stakeholders.

In addition, as part of this task, RFC will work closely with District Staff to assess the ability of the existing billing system to accommodate a water budget rate structure and will identify any concerns and issues to be addressed such as parcel data, consumption data collection, etc. RFC is considered a leading expert regarding conservation and water budget rate structures. We have performed more water budget rate studies than anyone else in California.

TASK 2.4 – WATER BUDGET MODEL DEVELOPMENT

Based on the water budget framework developed in Task 2.3, RFC will develop a Water Budget Rate Model that will calculate revenue and customer impacts as well as perform certain sensitivity analyses. This task also includes the integration of parcel data from GIS (if available) and consumption data from the billing system for every single user in the District. The Water Budget Rate Model has the following features:

- **Allocation for Water Budget.** The ability to evaluate different policy options associated with defining indoor and outdoor use efficiency such as landscape area and weather.
- **Rate Calculations and Customer Impact Analyses.** The model determines the revenues recovered in each tier and the associated price for each tier. In addition, the model will be able to easily update tiered rates, based on the future revenue requirements. Customer impact analysis will also be conducted and charts similar to the one shown below will be prepared.



TASK 2.5 –MODEL TRAINING SESSION

RFC will conduct one training session with District Staff to demonstrate all key aspects of the Model. The training will consist of reviewing methodologies used during the Study and understanding the Model’s design and layout, discussing how to adjust key variables that support the “what-if” scenario development features of the model, and discussing how to update the Model with new inputs for the District’s future use. At the completion of the training, RFC will provide the Model in Microsoft Excel format along with the training presentation, to serve as a Model user manual to the District for future reference.

Meetings: Up to three (3) conference calls with District Staff, one (1) web-based Financial Plan Workshop, one (1) on-site Water Budget Rate Design Framework Workshop, and one (1) on-site Model Training Session

Deliverables: Electronic Rate Model in Microsoft Office Excel™ for Water, presentation materials for Workshops and Training Session.

TASK 3 – FINAL REPORT PREPARATION AND BOARD WORKSHOP

TASK 3.1 – DRAFT REPORT PREPARATION

RFC will prepare a comprehensive report detailing the rate study process, and rationale for setting up the tiers and the rates. The report is critical to the understanding of the development of rates and recent court decisions have only confirmed the need to provide a strong nexus for any decisions made to support the rates. This draft report will include an executive summary highlighting the major issues and decisions made during the modeling process, as well as an overview of operations, CIP, the financial plan and the final rates resulting from the Study. The discussion on rate structure selection developed will be presented as a comprehensive section on the rate design assumptions and methodologies used to develop the user-rate calculations and financial planning. Comments from District Staff will be incorporated into the Report as appropriate, and the Model will be refined to reflect appropriate issues or concerns raised by stakeholders. The report will be submitted to the District and will include appropriate supporting data from the Model to address Proposition 218 requirements.

TASK 3.2 – FINAL REPORT & BOARD WORKSHOP

RFC will present the proposed water rates and the report to the Board of Directors in Workshop format. The presentation materials used in the Workshop will be provided to the District Staff for review prior to the Workshop. The final presentation materials will be made available to General Manager for approval and be distributed to the Board 48 hours prior to the Workshop. Comments from the District Board will be incorporated into the Final Report. The Final Report will be submitted to the District to address the Proposition 218 requirements.

Meetings: Up to two (2) conference calls with District Staff and one (1) on-site workshop with District Board

Deliverables: Presentation materials for the Workshop, Draft & Final Reports

TASK 4 – PROPOSITION 218 NOTICE AND PUBLIC HEARING

RFC will assist the District with developing a Proposition 218 notice for mailing within the required 45-day noticing period prior to holding the Public Hearing. The notice will outline the proposed rate changes and explain the right to challenge the rates and will meet and comply with all noticing requirements of Proposition 218. RFC will be available to the District for guidance on preparing for the public outreach process.

RFC will prepare the presentation materials and handouts summarizing the methodologies and assumptions used in the Study, key findings and results of the Study along with the proposed rates. Finally, RFC will present at the Public Hearing to adopt the recommended rates and will be available to answer any questions.

Meeting(s)/Conference(s): Up to two (2) conference calls with District Staff and one (1) on-site Public Hearing

Deliverable(s): Proposition 218 notice, presentation materials for Public Hearing

Fees and Hours

RFC proposes to complete the scope of work outlined above on a time-and-materials basis as shown below. The fees shown include \$10 per hour of technology charges for computers, network, software, telephone, etc. Additionally, travel costs for meetings are included in the total fees shown in the right hand column. In addition, we recommend the District provide a contingency budget of \$6,000 to address unforeseen issues that may arise during the study. Water budget studies are complex and the quality of the data plays an important part in the development of the study.

Casitas Municipal Water District - Rate Study and Conservation Pricing Assessment Proposed Hours & Fees

Task	Task Descriptions	No of Meetings	Hours Requirements				Total Fees & Expenses
			SP	FC	Admin	Total	
HOURLY RATES			\$300	\$190	\$70		
1	PROJECT MANAGEMENT, INITIATION, AND DATA COLLECTION	1	16	20	8	44	\$10,110
2	RATE MODEL PREPARATION	1	34	92	-	112	\$26,430
2.1	<i>FINANCIAL PLAN MODEL DEVELOPMENT</i>		6	16		22	<i>\$5,060</i>
2.2	<i>COST OF SERVICE ANALYSIS FOR WATER SERVICES</i>		4	8		12	<i>\$2,840</i>
2.3	<i>WATER BUDGET RATE DESIGN</i>	1	12	16		28	<i>\$7,430</i>
2.4	<i>WATER BUDGET MODEL DEVELOPMENT</i>		10	40		50	<i>\$11,100</i>
2.5	<i>MODEL TRAINING</i>	1	2	12		14	<i>\$3,530</i>
3	FINAL REPORT PREPARATION AND BOARD WORKSHOP	1	22	60	8	90	\$19,970
3.1	<i>DRAFT REPORT PREPARATION</i>		10	44		54	<i>\$11,900</i>
3.2	<i>FINAL REPORT & BOARD WORKSHOP</i>	1	12	16	8	36	<i>\$8,070</i>
4	PROPOSITION 218 NOTICE AND PUBLIC HEARING	1	10	4		14	\$4,410
TOTAL ESTIMATED MEETINGS / HOURS		5	82	176	16	274	
PROFESSIONAL FEES			\$24,600	\$33,440	\$1,120	\$59,160	
						Total Fees	\$59,160
						Total Expenses	\$5,290
						TOTAL FEES & EXPENSES	\$64,450

Recommend contingency budget of \$6,000 for unforeseen issues and data availability and integrity.

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: NEIL COLE, PRINCIPAL CIVIL ENGINEER
SUBJECT: DISTRICT OFFICE LIGHTING REPLACEMENT, SPECIFICATION 14-377
DATE: DECEMBER 3, 2014

RECOMMENDATION:

It is recommended that the Board of Directors reject all bids for the construction of the District Office Lighting Replacement, Specification 14-377 and direct staff to re-evaluate the project.

BACKGROUND AND DISCUSSION:

The T-12 florescent tubes used in the current office lights will no longer be available in the near future. This project will replace the existing light fixtures with LED fixtures and automated controls. The new system is designed to be in compliance with Title 24 requirements. The project also includes painting the ceiling tiles on the first (main) floor and replacing the damaged ceiling tiles in the kitchen area.

The project was advertised through F.W. Dodge and on the District's web site. Four firms completed a site visit. Three firms submitted proposals. The bid results are

<u>FIRM</u>	<u>AMOUNT</u>
New Vision Construction	\$104,790
Oilfield Electric	\$152,820
Smith Electric Service	\$263,700

The FY 2014-15 Capital Budget includes \$85,000 to complete the replacement of this portion of the office lighting. The project is 23% **over budget** based on the lowest bid. The lighting project is the second phase of a three phase project. A significant reason for the additional cost is the brand of lighting fixture specified and the lighting control system. Staff will review the project documents to determine if there is a more cost effective solution and budget this project in the next fiscal year. Staff will proceed with the third phase, window replacement and painting/repairing the ceiling instead.

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: NEIL COLE, PRINCIPAL CIVIL ENGINEER
SUBJECT: AUTHORIZE THE GENERAL MANAGER TO SIGN PURCHASE ORDER
CONTRACT FOR TWO REPLACEMENT AMMONIA TANKS
DATE: FEBRUARY 3, 2015

RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to sign a purchase order contract with Watson Metal Masters Inc. in the amount of \$55,420.00 plus shipping. Shipping is estimated at \$9000.

BACKGROUND AND DISCUSSION:

The Marion Walker Treatment Plant disinfects water using a combination of chlorine and ammonia to form chloramines. The chlorine gas is mixed with water and injected into the water supply before filtration and immediately after filtration. Ammonia solution is added to water downstream of the treatment plant.

The ammonia injection facility was constructed in 2002 and has two fiberglass reinforced plastic (FRP) ammonia solution storage tanks. Both tanks have begun to “weep”. An inspection by a consulting firm recommended replacement of the tanks rather than trying to repair the existing tanks.

A Request for Quotations was advertised. The request allowed for coated steel, fiberglass reinforced plastic or stainless steel tanks. The cost comparison would be made on a “life cycle cost” basis. Casitas established the life of each tank as

Steel Tank	7 years before recoating, 28 year replacement
FRP Tank	12 years before replacement
Stainless Steel tank	25 years before replacement

Casitas received four quotes for stainless steel tanks, three quotes for FRP tanks and two quotes for steel tanks. Watson Metal Masters Inc. quotation for stainless steel tanks was the lowest cost based on life cycle costs and was less costly than the lowest quotation for tanks and only slightly higher than the lowest quotation for FRP tanks.

The replacements tanks are an **unbudgeted** item. Installation of the tanks will be completed with a combination of outside services and Casitas personnel.

Ammonia Tank Replacement

Firm	Amount	Steel	FRP	SS	LCC	Shipping?	Tax
Modern	133,790.00			X		2500 est	7.50%
Watson MM	53,020			X		8972	Not incl
Paso Robles Tank	92,500	X				2200	included
	125,800			X		2200	included
Worthington/CP Crowley	49,700		X			\$7,500	Not incl
Paramount	\$90,000		X			incl	Not incl
SAFNA	140,640	X				Incl	Not Incl
	175,340			X		Incl	Not incl
Daniel Co.	66,950		X			INcl	Not incl

February 11, 2015

California Department of Fish and Wildlife
Invasive Species Program
Attn: Jennifer LaBay
1416 9th Street, 12th Floor
Sacramento, CA 95814

Subject: Department of Fish and Wildlife (Department) proposes to adopt regulations regarding dreissenid mussels and solicits comments.

Dear Ms. LaBay:

Casitas Municipal Water District (CMWD) forewords these comments on the proposed rulemaking for the Possession, Importation, and Transportation of Dreissenid Mussels with the hope that they will help to clarify and strengthen the rule implementing CDFG Code Sections 2301 and 2302.

The definitions in Section 672(a) are very important, as stated in the *Initial Statement of Reasons for Regulatory Action*, because they "provide the public with detail necessary to understand and comply with Code and regulations, as well as insure that the regulations are clear and legally enforceable."

Consistency within the regulations based on a clear understanding of the terms used throughout the regulation is essential for them to be legally enforceable and to be sure to enforce the true intent of the law in the Fish and Game Code. With consistency in mind, CMWD has the following requests for changes to the language in some of the definitions.

Section 672 (a) (1) needs to convey the full intent of Section 2301 (d)(1) to include eradication so that there is no mistaking the meaning of "control" so as to leave out eradication from the understanding of the public or agencies. Further, the word "minimize" should be removed as it represents a continued threat to the waters of the state. Suggested language could be: **(1) "Control" is any activity, including eradication that prevents the movement of adult or veliger dreissenid mussels from a waterbody by any means.**

Section 672(6) – the term "Introduction" in this definition restricts the regulations and the law to only deal with the introduction of Dreissenid mussels into reservoirs. This would be inconsistent with the intent of the law to protect the waters of the state as seen in CDDG Code Section 2301 (a) (1). Our suggestion is to change the word reservoir to "waterbody" to reflect the intent of the law.

Section 672.1 (b) (1) Prevention Program: the Department should add another minimum inclusion to the report requirements. This inclusion should reflect CDFG Section 2301(a)(1) and state unequivocally that "Except as authorized by the Department, a person shall not possess, import, ship or transport in the state, or place, plant or cause to be planted in any water within the state, Dreissenid mussels." A definition of "person" may be appropriate here to clarify that it includes private persons, federal or state agencies, local districts or authority that owns or manages a reservoir as defined in section 6004.5 of the Water Code.

Casitas MWD appreciates the opportunity to comment on the proposed rulemaking. We sincerely hope that the regulations will protect the waters of the state from further Dreissenid mussel infestations.

Yours truly,

Mary Bergen
President of the Board



California Department of
Fish and Wildlife

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(<https://www.wildlife.ca.gov/Notices/Regulations>) : **Proposed Regulations for Dreissenid Mussels (#)**
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Notice of Proposed Rulemaking: Dreissenid Mussels

(Sections 672, 672.1, and 672.2, Title 14, CCR)

January 23, 2015

The proposed regulations provide the Department with the ability to verify that the control and prevention of dreissenid mussels is taking place throughout the state and provides a process to impound conveyances which may be carrying mussels. This benefits the state of California by reducing the number and severity of dreissenid mussel infestations. These actions will help maintain recreational opportunities at reservoirs and prevent adverse impacts to local businesses that rely upon water based recreation. Water supply infrastructure also benefits due to an infestation's ability to stop the flow of water within the infrastructure leading to economic impacts for local agencies and the public. Preventing new dreissenid mussel infestations and controlling current infestations also helps maintain natural resources that the Department is tasked with managing for their ecological values and for their use and enjoyment by the public.

In accordance with the Administrative Procedure Act, CDFW provided notice of the proposed regulatory action to the Office of Administrative Law for publication in the California Regulatory Notice Register on January 23, 2015. The public notice begins a 45-day review process during which interested individuals may comment on the proposed rulemaking.

Written comments are welcomed and must be received by 12:00 p.m. on March 12, 2015. Comments may be submitted by mail, fax, or e-mail as follows:

California Department of Fish and Wildlife
Invasive Species Program
Attn: Jennifer LaBay
1416 9th Street, 12th Floor
Sacramento, CA 95814
Telephone: (916) 653-3868
Fax: (916) 651-3120
Email: Jennifer.LaBay@wildlife.ca.gov (<mailto:Jennifer.LaBay@wildlife.ca.gov>)

A public hearing has been scheduled for Thursday, March 12, 2015, from 10:00 a.m. to 11:30 a.m., at the Resources Building located at 1416 9th Street, Sacramento, California, in the 12th floor conference room, Room 1206. The conference room is wheelchair accessible. At the public hearing, any person may present statements or arguments orally or in writing relevant to the proposed action described in the Informative Digest.

The current rulemaking file for this proposal consists of the following documents:

[Notice of Proposed Rulemaking \(https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93065&inline=1\)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93065&inline=1)

[Initial Statement of Reasons \(https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93063&inline=1\)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93063&inline=1)

[Proposed Regulatory Text Language \(https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93066&inline=1\)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93066&inline=1)

[Economic and Fiscal Impact Statement \(Form 399\) \(https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93067&inline=1\)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93067&inline=1)

[Permit Application Form, DFW 1014 \(https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93068&inline=1\)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93068&inline=1)

[Quarantine Notice Form, DFW 1015 \(https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93069&inline=1\)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93069&inline=1)

[Administrative Penalty Form, DFW 1016 \(https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93070&inline=1\)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93070&inline=1)

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TITLE 14. DEPARTMENT OF FISH AND WILDLIFE
NOTICE OF PROPOSED RULEMAKING
JANUARY 23, 2015

NOTICE IS HEREBY GIVEN that the Department of Fish and Wildlife (Department) proposes to adopt the regulations described below regarding dreissenid mussels after considering all comments, objections, and recommendations regarding the proposed action. The Department invites interested persons to present statements or arguments with respect to alternatives to the regulations at the scheduled hearing or during the written comment period.

PUBLIC HEARING

The Department will hold a public hearing on March 12, 2015, from 10:00 a.m. to 11:30 a.m., at the Resources Building located at 1416 9th Street, Sacramento, California, twelfth floor in Room 1206. The Resources Building Room 1206 is wheelchair accessible. At the public hearing, any person may present statements or arguments orally or in writing relevant to the proposed action described in the Informative Digest. The Department requests, but does not require, that the persons who make oral comments at the hearing also submit a written copy of their testimony at the hearing.

WRITTEN COMMENT PERIOD

Any interested person, or his or her authorized representative, may submit written comments relevant to the proposed regulatory action to the Department. All written comments must be received by the Department at the office below not later than 12:00 p.m. on March 12, 2015. All written comments must include the true name and mailing address of the commenter.

Written comments may be submitted by mail, fax, or e-mail as follows:

California Department of Fish and Wildlife
Invasive Species Program
Attn: Jennifer LaBay
1416 9th Street, 12th Floor
Sacramento, CA 95814
Telephone: (916) 653-3868
Fax: (916) 651-3120
Email: Jennifer.LaBay@wildlife.ca.gov

Authority: Sections 702, 2301, and 2302, Fish and Game Code.

Reference: Sections 2301 and 2302, Fish and Game Code.

INFORMATIVE DIGEST (Policy Statement Overview)

Add sections 672, 672.1, and 672.2 to Title 14, CCR.

Quagga and zebra mussels (*Dreissena rostriformis bugensis* and *Dreissena polymorpha*) are two species of freshwater mussels, native to Ukraine and Russia, which were discovered in the Great Lakes in the 1980s. The genus *Dreissena* was added to Section 671, Title, CCR (California's Restricted Species List) in April 1994. The mussels were first discovered in California in 2007. This discovery prompted legislative action, and Governor Arnold Schwarzenegger signed Assembly Bill (AB) 1683, Wolk, on October 10, 2007. AB 1683 enacted Fish and Game Code section 2301, which makes the possession of dead or live mussels illegal without Department of Fish and Wildlife (Department) approval, authorizes the Department to conduct inspections, order quarantines, work with water managers in the development of mandated response plans for infested waterbodies, and to take other actions to prevent the spread of invasive quagga/zebra mussels. On September 30, 2008, the Governor signed AB 2065, Hancock. Implemented as Fish and Game Code section 2302, this legislation requires that uninfested reservoirs open to the public for recreational opportunities implement a program to prevent the introduction of mussels, which includes public education, monitoring, and management of recreational activities. Fish and Game Code sections 2301 and 2302 both authorize the Department to adopt regulations to implement and enforce these code sections.

The purpose of the proposed regulations is to address: 1) establishment of a program to permit the possession of dead dreissenid mussels; 2) deadlines and reporting requirements for control plans for water supply systems infested with dreissenid mussels; 3) deadlines and reporting requirements for prevention programs at reservoirs open to the public; 4) the process for quarantining conveyances when CDFW, or other state agencies acting on its behalf, determines the conveyance has the potential to spread dreissenid mussels; and 5) Procedure and appeal processes for imposing an administrative penalty for violations of Fish and Game Code, sections 2301 and 2302 and the proposed regulations or related orders.

BENEFITS OF THE PROPOSED ACTION:

The proposed regulations provide the Department with the ability to verify that the control and prevention of dreissenid mussels is taking place throughout the state and provides a process to impound conveyances which may be carrying mussels. This benefits the state of California by reducing the number and severity of dreissenid mussel infestations. These actions will help maintain recreational opportunities at reservoirs and prevent adverse impacts to local businesses that rely upon water based recreation. Water supply infrastructure also benefits due to an infestation's ability to stop the flow of water within the infrastructure leading to economic impacts for local agencies and the public. Preventing new dreissenid mussel infestations and controlling current infestations also helps maintain natural resources that the Department is tasked with managing for their ecological values and for their use and enjoyment by the public.

COMPATIBILITY WITH EXISTING STATE REGULATIONS:

The Department has reviewed its own regulations and finds that the proposed regulation is neither inconsistent nor incompatible with existing state regulations. The Department has searched the California Code of Regulations and finds no other state agency regulations pertaining to dreissenid mussels. The proposed regulation is neither inconsistent nor incompatible with existing federal regulations.

DOCUMENTS INCORPORATED BY REFERENCE:

Dreissenid Mussel Permit Application, DRW 1014 (NEW 09/25/14)
Quarantine Notice, DFW 1015 (NEW 09/25/14)
Administrative Penalty Citation Form DFW 1016 (NEW 05/07/14)

DISCLOSURES REGARDING THE PROPOSED ACTION:

Mandate on local agencies or school districts: None.

Costs or savings to any state agency: None.

Cost to any local agency or school district which must be reimbursed in accordance with Government Code sections 17500 through 17630: None.

Other nondiscretionary costs or savings imposed on local agencies: None.

Costs or savings in federal funding to the state: There are no related costs or savings in Federal Funding to the State.

Significant, statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states: The proposed action will not have a significant statewide adverse economic impact directly affecting businesses, including the ability of California businesses to compete with businesses in other states.

Effect on small business: The Department has determined that the reporting requirements of the proposed regulations will predominantly effect water supply systems that are not classified as small businesses (Government Code Section 11342.610). The possession permit requirements may affect a limited number of small businesses, however these permits impose no additional costs. The expenses incurred by local agencies, including small businesses, are an incidental impact of the regulation that apply generally to all state residents and entities. In addition, the only costs that will be incurred as a result of these regulations are reporting costs, unless deadlines are not met, then businesses may incur penalties if in violation of Fish and Game Code or regulations.

Cost impacts on a representative private person or business: The Department is not aware of any cost impacts that a representative private person or business would

necessarily incur in reasonable compliance with the proposed action.

Significant effect on housing costs: None.

RESULTS OF THE ECONOMIC IMPACT ASSESSMENT

The Department does not anticipate any impacts on the creation or elimination of jobs, the creation of new business, the elimination of existing businesses, the expansion of businesses in California, or benefits to worker safety.

Benefits to the Health and Welfare of California Residents:

The Department anticipates benefits to the health and welfare of California residents from better protection of the State's natural resources.

Benefits to the State's Environment:

The Department anticipates benefits to the environment through the prevention of new dreissenid mussel infestations and the control of infestations that have already occurred in waters of the state to help maintain the natural resources that the Department is tasked with managing for their ecological values and for their use and enjoyment by the public.

CONSIDERATION OF ALTERNATIVES:

The Department must determine that no reasonable alternative it considered or that has otherwise been identified and brought to its attention would be more effective in carrying out the purpose for which the action is proposed, would be as effective as and less burdensome to affected private persons than the proposed action, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

MITIGATION MEASURES REQUIRED BY REGULATORY ACTION:

The proposed regulatory action will have no negative impact on the environment; therefore, no mitigation measures are needed.

CONTACT PERSONS

Inquiries concerning the proposed administrative action may be directed to:

Jennifer LaBay
CDFW – Invasive Species Program
1416 9th Street, 12th Floor
Sacramento, CA 95814
Telephone: (916) 653-3868
Email: Jennifer.LaBay@wildlife.ca.gov

The backup contact person for these inquiries is:

Martha Volkoff
CDFW – Invasive Species Program
1416 9th Street, 12th Floor
Sacramento, CA 95814
Telephone: (916) 651-8658
Email: Martha.Volkoff@wildlife.ca.gov

Please direct requests for copies of the proposed text (the “express terms”) of the regulations, the initial statement of reasons, the modified text of the regulations, if any, or other information upon which the rulemaking is based to Ms. LaBay at the above address.

AVAILABILITY OF THE INITIAL STATEMENT OF REASONS, TEXT OF PROPOSED REGULATIONS, AND RULEMAKING FILE:

The Department will have the entire rulemaking file available for inspection and copying at its offices at the above addresses. As of the date this notice is published, the rulemaking file consists of this notice, the proposed text of the regulations, the Initial Statement of Reasons, the Economic Impact Assessment, the Economic and Fiscal Impact Assessment (STD. Form 399).

AVAILABILITY OF DOCUMENTS ON THE INTERNET:

Website Access: The entire rulemaking file is available at:
<https://www.wildlife.ca.gov/Notices/Regulations>

AVAILABILITY OF CHANGED OR MODIFIED TEXT:

After holding the hearing and considering all timely and relevant comments received, the Department may adopt the proposed regulations substantially as described in this notice. If the Department makes modifications which are sufficiently related to the originally proposed text, it will make the modified text (with the changes clearly indicated) available to the public for at least 15 days before the Department adopts the regulations as revised. Please send requests for copies of any modified regulations to the attention of Jennifer LaBay as indicated above. The Department will accept written comments on the modified regulations for 15 days after the date on which they are made available.

AVAILABILITY OF THE FINAL STATEMENT OF REASONS:

Upon its completion, copies of the Final Statement of Reasons may be obtained by contacting Jennifer LaBay as indicated above.

Regulatory Language

Section 672, Title 14, CCR is to be added as follows:

§672. Possession, Importation, and Transportation of Dreissenid Mussels

(a) Definitions.

For the purposes of sections 672, 672.1 and 672.2 of these regulations, the following definitions apply:

(1) "Control" is any activity that prevents or minimizes the movement of adult or veliger dreissenid mussels from a waterbody by any means.

(2) "Control Plan" is a written document that describes the actions to be implemented to control dreissenid mussels.

(3) "Conveyance" is any item that may contain or carry adult or veliger dreissenid mussels including, but not limited to, vehicles, watercraft, containers, and trailers. Conveyance does not include water supply facilities and infrastructure.

(4) "Detected" means:

A) There has been an observed presence of one or more adult dreissenid mussels, or;

B) There has been an observed presence of one or more veliger dreissenid mussels that have been verified by the best available laboratory methodologies.

(5) "Dreissenid mussel" is collectively all species in the taxonomic family Dreissenidae, including quagga mussels (*Dreissena rostriformis bugensis*) and zebra mussels (*Dreissena polymorpha*).

(6) "Introduction" means the intentional or unintentional placement of adult or veliger dreissenid mussels into a reservoir.

(7) "Prevention Program" is a written document that describes the actions to be implemented at a reservoir to keep dreissenid mussels from being introduced and keep them from being moved from the reservoir should they be present.

(8) "Quarantine" means to restrict the movement and/or use of a conveyance.

(9) "Veliger" is the microscopic larva of dreissenid mussels.

(10) "Waterbody" is any water of the state that includes, but is not limited to lakes, rivers, streams, canals, ponds, flooded areas, reservoirs, sloughs, and springs.

(11) "Water Supply System" is any natural or man-made means for distributing or holding water, operated by a public or private agency.

(b) General Permit Provisions.

(1) Any person, scientific or educational institution, federal, state, or local agency, private or public district or authority may apply for a Dreissenid Mussel Permit, which, according to its terms, may authorize that entity to possess, import, ship or transport dead dreissenid mussels.

(2) Permits to possess dead dreissenid mussels will be issued only for the purpose(s) of outreach, education, species verification, training, or other purposes deemed by the department to be in the best interest of the State.

(3) This permit does not authorize the collection of live dreissenid mussels.

(4) A permit issued pursuant to this section does not supersede any federal, state, or local law regulating or prohibiting possession or transportation of dreissenid mussels.

(5) The department may enter any holding facility, vehicle, vessel, or other place where dreissenid mussels are permitted to be kept or may be kept to inspect mussels, facilities or equipment.

(c) Permit Application.

An applicant for a new permit, renewal of an existing permit, or amendment to an existing permit, must submit a completed application on Dreissenid Mussel Permit Application, DFW 1014 (NEW 09/25/14), incorporated by reference herein. Application forms are available on the department's website.

(1) Review and Approval. After receiving a complete application, the department shall review the application within 30 business days. If approved, the department shall notify the applicant via an approval letter and signed permit. The permit shall be presented upon request by any individual in possession of dreissenid mussels, to any department employee or person with delegated authority under Fish and Game Code section 2301.

(2) Denial. The department may deny the issuance, renewal or amendment of a permit if any of the following occurs:

(A) The department determines that the application or other documents submitted do not support the applicant's stated purpose or use for the dreissenid mussels.

(B) The department determines that the possession, importation, shipment or transportation of dead dreissenid mussels as proposed is not in the best interest of the state.

(C) The permittee has failed to comply with terms and conditions of a permit or any provision of the Fish and Game Code or regulations adopted pursuant thereto.

(d) Revocation. The department may revoke at any time any permit issued pursuant to these regulations for failure to comply with the terms and conditions of the permit or failure to comply with any provision of the Fish and Game Code or regulations adopted pursuant thereto. In the event of a permit revocation, the permittee shall immediately surrender any dreissenid mussels in its possession to the department.

(e) Request for reconsideration. Any applicant or permittee who is denied a permit or renewal or amendment to an existing permit, or whose permit is revoked by the department pursuant to these regulations, may request reconsideration of that denial or revocation by filing a written request with the Invasive Species Program, 1416 Ninth Street, Sacramento, California 95814, postmarked no later than 30 business days after the date of the notification letter from the department. The letter shall set forth the reason(s) for the reconsideration, including any new information or facts pertinent to the issue(s) raised by the request for reconsideration. The department shall notify the applicant or permittee, in writing, of its decision within 45 business days of its receipt of the request for reconsideration.

NOTE: Authority: Fish and Game Code Sections 702 and 2301. Reference: Fish and Game Code Section 2301.

Section 672.1, Title 14, CCR is to be added as follows:

§672.1. Dreissenid Mussel Control and Prevention.

(a) Control Plan.

If a public or private agency that operates a water supply system detects dreissenid mussels, they shall immediately begin developing a dreissenid mussel control plan and implement measures to prevent further spread.

(1) A control plan shall be submitted to the department either:

(A) Within 60 business days of the date the department requests a control plan from the operator of a water supply system that has previously reported dreissenid mussel detections; or,

(B) Within 60 business days of dreissenid mussels being detected; or,

(C) Within 60 business days of changes to the approved control plan.

(2) Control plans shall be revised within 60 business days of receipt of comments from the department.

(3) Control plans that have been approved prior to the effective date of these regulations are not required to be resubmitted for review by the department. The authorization contained in such control plans is deemed to be in effect as of the date it was approved.

(4) The department shall maintain a list of waterbodies where dreissenid mussels have been detected.

(5) Control plans shall consist of a written document describing the status of the dreissenid mussel population at the time the plan is developed, control activities, and monitoring to determine changes in the population. A control plan may also include a description of maintenance activities to maintain functionality of the water supply facility.

(6) Monitoring activities associated with an approved control plan per Fish and Game Code section 2301 do not require a separate permit for collection, transport to laboratories, or analysis, unless activities are associated with scientific research.

(7) Plan implementation shall be demonstrated through submission of annual reports (January 1 – December 31) to the department by March 31 of each year, that summarize changes in dreissenid mussel populations, control activities implemented, and monitoring results.

(8) Any public or private agency that violates this section by failing to submit a control plan, revision, or annual report is subject to a maximum penalty of \$1,000 that shall be imposed administratively by the department. The administrative penalty and appeal process are described in section 682.

(b) Prevention Program.

It is unlawful for any person, or federal, state, or local agency, district or authority that owns or manages a reservoir, as defined in section 6004.5 of the Water Code, where recreational, boating, or fishing activities are permitted, to operate without developing and implementing a dreissenid mussel prevention program that meets the requirements of this subsection.

(1) Dreissenid mussel prevention programs shall include, at a minimum, a report summarizing the following:

(A) An assessment of the vulnerability of the reservoir for the introduction of both adult and veliger dreissenid mussels.

(B) A monitoring program to detect the presence of adult and/or veliger dreissenid mussels.

(C) Management of recreational activities to prevent the introduction of mussels and that keeps them from being moved from the waterbody if present, that includes public education and outreach.

(2) Possession of dreissenid mussels as a result of early detection monitoring is not a violation of Fish and Game Code section 2301, subdivision (a) provided that monitoring is conducted under a prevention program being implemented consistent with Fish and Game Code section 2302.

(3) A written document describing the prevention program shall be submitted to the department within 90 business days of the date the department requests documentation of the prevention program.

(4) Prevention programs shall be revised within 60 business days of receipt of comments from the department.

(5) Program implementation shall be demonstrated through submission of an annual report (January 1 – December 31) to the department by March 31 of each year that summarizes any changes in the reservoir's vulnerability, monitoring results, and management activities.

(6) Any person, or federal, state, or local agency, district or authority that violates this section by failing to submit a prevention program, revision, annual report, or fails to report a new discovery of dreissenid mussels as required by Fish and Game Code section 2301, subdivision (e) is subject to a maximum penalty of \$1,000 that shall be imposed administratively by the department. The administrative penalty and appeal process are described in section 682.

(c) Inspection of Conveyances.

It is unlawful for any person to fail to fully comply with any verbal or written order, or to resist, obstruct, delay or interfere with any department employee or any other state agency representative who has been delegated the authority to enforce Fish and Game Code section 2301. Full compliance with an order shall include, but is not limited to, the order being followed in the manner, time frame, and to the degree directed by an agency representative authorized to implement Fish and Game Code section 2301.

(1) Any department employee or any other state agency representative, to whom the department has delegated the authority to implement Fish and Game Code section 2301, may impound or quarantine any conveyance known or suspected to contain dreissenid mussels for the period of time necessary to ensure the removal or death of any such mussels. Impounded or quarantined conveyances shall be stored at a location determined by the enforcing authority, and all costs associated with the impounding or quarantine are the responsibility of the owner of the conveyance or the person in possession of the conveyance. The department is not responsible for any costs that are in any way, whether directly or indirectly, related to or resulting from quarantine or storage.

(2) State agencies delegated authority to implement Fish and Game Code section 2301 are not obligated to impound or quarantine conveyances.

(3) Tags, stickers or other methods used to identify a conveyance as quarantined shall not be tampered with or destroyed prior to the conveyance being released from quarantine by the department.

(4) When a conveyance is quarantined by the department, the owner or person in possession of the conveyance will receive a copy of Quarantine Notice, DFW 1015 (NEW 09/25/14), incorporated by reference herein. If the owner is not present at time of the department-issued quarantine, the department shall provide a copy of the Quarantine Notice electronically or by mail to the owner. The conveyance will remain under quarantine until the department has re-inspected the conveyance, determined it has been properly treated to remove or kill all dreissenid mussels, and/or has released it from quarantine. The owner of the conveyance is responsible for contacting the department for re-inspection of the conveyance.

(5) In addition to any other penalty provided by law, any person who violates this section, section 2301 of the Fish and Game Code, or any verbal or written order issued pursuant to these sections, or who resists, delays, obstructs, or interferes with the implementation of these sections, is subject to a penalty of not less than one hundred dollars (\$100) and not more than one thousand dollars (\$1,000), that shall be imposed administratively by the department. Any such person shall be issued an Administrative Penalty Citation Form DFW 1016 (NEW 05/07/14), incorporated by reference herein. The owner of any conveyance involved in the violation or quarantine may be held responsible for the violation, impoundment, or quarantine. In determining the amount of the penalty, the department may consider the willfulness of the action or failure to act, the nature and gravity of the action or failure to act, including the potential impacts on public safety, recreation, or natural resources of the state, the history of past acts or failures to act, and any other relevant factors as justice may require. The administrative penalty and appeal process is described in section 672.2 of these regulations.

NOTE: Authority: Fish and Game Code sections 702, 2301 and 2302. Reference: Fish and Game Code section 2301 and 2302.

Section 672.2, Title 14, CCR is to be added as follows:

§672.2. Dreissenid Mussel Penalty and Appeal Procedures.

(a) Penalties.

This section applies to violations of sections 672 and 672.1 of these regulations.

(1) The department will send a written notification of penalty assessment to persons against whom an administrative penalty has been imposed. The penalty amount shall be based on a review of all relevant circumstances. The department may provide notification together with its notice that a person or entity has violated section 672.1, or may provide the notification of penalty assessment by writing within 30 business days after a person has been issued a citation pursuant to subsection 672.1(c)(5). The

department may provide written notification by mail or email. The notification will at a minimum include a brief description of the reason the administrative penalty has been imposed, the amount of the administrative penalty, and the time and method for providing payment. The notification shall also include a statement of a person's right to appeal an administrative penalty and directions explaining how to initiate an appeal.

(2) Requests for an appeal must be postmarked no later than 30 calendar days after issuance of the notification of penalty assessment and shall include an advance deposit of the full amount of the administrative penalty. Any administrative penalty that has been deposited shall be refunded if it is determined, after an appeal hearing, that the penalty is reduced or excused. No request for an appeal to an administrative penalty shall be considered unless both a request for an appeal hearing and a deposit in the full amount of the penalty is received in a timely manner by the department.

(3) Anyone who is issued a citation or notice of violation pursuant to section 672.1, but does not receive a notification of penalty assessment shall contact the department within 30 calendar days of being issued a citation or notice of violation and provide the department with a current address to send the notification of penalty assessment. The department is to be reached by calling (866) 440-9530 or sending an email to invasives@wildlife.ca.gov.

(4) The department shall deposit administrative penalties into the Fish and Game Preservation Fund.

(5) In the event a person fails to pay the administrative penalty when due, the department may take any actions permitted by law to collect the unpaid penalty, which shall accrue interest at a rate of ten percent per year, commencing 30 calendar days after the administrative penalty becomes due and continuing until paid. In the event a civil action is commenced to collect the administrative penalty, the department shall be entitled to recover all costs associated with the enforcement, investigation, establishment and collection of the penalty. Costs include, but are not limited to, staff time and costs incurred in the investigation, establishment and the collection or processing of the penalty. The penalty and any late payment charges and costs shall be deposited into the Fish and Game Preservation Fund.

(b) Appeal Procedure.

This subsection shall govern appeals when a person requests an appeal of the imposition of administrative penalties.

(1) A person wishing to appeal a decision of the department shall file a written request for an appeal with the department's Office of the General Counsel, which request shall be postmarked no later than 30 calendar days after the department's issuance of the notification of penalty assessment. The time limit for filing a request for an appeal shall be deemed jurisdictional and may not be waived. A request for an appeal shall specifically set forth the decision being appealed and the legal and factual grounds for the appeal. The request for an appeal may include a request for an oral hearing. The request for an appeal and any subsequent written submittals shall be signed by the appellant under penalty of perjury.

(2) Administrative penalties imposed by the department shall be presumed to be correct, and the appellant shall have the burden of proof.

(3) Appeals shall be considered by an unbiased hearing officer designated by the director, who has not served as an investigator, prosecutor or advocate regarding the department decision. The hearing officer shall control the nature and order of the proceedings. Appeals may be informal and may, at the hearing officer's discretion, be based on written submittals only.

(4) The hearing officer shall notify the appellant if the appeal will be limited to written submittals and shall notify the appellant of the date by which the appellant must provide any additional submittals or documentary evidence to the department. No later than 30 business days after receipt of the appellant's additional submittals or evidence, the department may submit a response to the hearing officer, with a copy sent to the appellant, along with any supporting documentary evidence and/or declarations under penalty of perjury. No later than 15 business days after receipt of the department's response, the appellant may submit a reply to the hearing officer, with a copy sent to the department that addresses arguments and evidence raised in the department's response. The appellant's reply shall not contain any new evidence or new factual or legal grounds for challenging the department's action.

(5) The hearing officer shall only consider evidence that is relevant to whether the action or failure to act identified in the notification of penalty assessment in fact occurred and whether the recipient of the administrative penalty has caused or allowed the action or failure to act to occur.

(6) If determined necessary by the hearing officer, oral hearings shall be held at such times and locations as determined by the hearing officer. The hearing officer may engage in ex parte communications with the parties for the purpose of settling a time and place of hearing. The parties shall be notified of the time and place set for hearing at least 10 calendar days prior to the date of the hearing. The hearing officer may continue the hearing as he deems necessary.

(7) The failure of an appellant who has requested an oral hearing to appear at the hearing, after receiving notice of the hearing, shall constitute abandonment of the appeal unless the appellant has submitted a written request for a continuance at least two days prior to the oral hearing.

(8) Any appeal conducted pursuant to this section need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions. However, the hearing officer has discretion to exclude evidence if its probative value is substantially outweighed by the probability that its admission will cause undue consumption of time. The hearing officer may examine any party or witness.

(9) Within 45 calendar days of the conclusion of any oral hearing, or the day by which the department receives all written submittals if the appeal is based on written submittals only, the hearing officer shall provide the parties with a written decision containing the hearing officer's findings of fact and conclusions. The decision of the hearing officer shall be the final administrative decision of the department.

NOTE: Authority: Fish and Game Code sections 702, 2301 and 2302. Reference: Fish and Game Code sections 2301 and 2302.

COMMENTARY

No easy solution for quagga mussels in Lake Piru

Re: your Jan. 19 article, "Quagga fix poses a quandary":

The Star's article accurately captured the dilemma that United Water Conservation District finds itself in when it comes to trying to eradicate the invasive quagga mussel.

The Star also has printed letters to the editor from some citizens who are well-meaning but sadly misinformed about United's efforts to control the quagga mussel and effects on others.

The quagga mussel was discovered in Lake Piru a year ago — undoubtedly brought into the lake by a boater who, despite inspections and boater education by United, left us with the problem.

In ideal conditions, the quagga mussel rapidly multiplies and can quickly clog intake screens, pipes, valves, pumps and other structures. Without a significant level of regular maintenance, the water infrastructure can quickly

LYNN MAULHARDT

GUEST COLUMNIST

be rendered useless.

These creatures are extremely difficult to eliminate. The quagga mussel has appeared in other bodies of water in California, run by agencies that are many times larger than United. To date, none have been able to eradicate the quagga mussel in a large lake, such as Lake Piru. This is an extraordinarily difficult problem.

United is under additional pressures. To comply with the Endangered Species Act and our hydroelectric license, we are required to release water from Lake Piru every moment of the day. We cannot stop releasing water ever, or we will violate our federal license, federal law, and likely incur a heavy fine.

Obviously, it is our strongest intention to

contain the quagga mussel in Lake Piru. If we could stop releasing water, we would. Some have suggested we simply ask the federal government if we could stop releasing water indefinitely, or if we could drain the lake.

The federal government has suggested that it would consider a temporary suspension of the required water release only if we have a viable eradication plan and schedule that will allow the release to start back up in a short time frame.

Therein lies the problem — there is no simple, reliable, cost-effective method to kill all the quagga mussels that does not include killing virtually every living thing in the lake.

When we release water from the lake, we can only inspect it for a quarter mile into Piru Creek, on United's property. We have confirmed the presence of quagga mussels in Piru Creek just below the dam, but their numbers

have remained low for months, indicating that conditions are less than ideal for them to spawn and multiply.

Piru Creek then crosses onto private property where we are not allowed to inspect for the presence of the mussel. We are monitoring the publicly-accessible area of Piru Creek near the community of Piru, and have found no evidence of quagga mussel. Additionally, we have not found quagga mussels in the Santa Clara River.

We hope it stays this way and the quagga is limited to Piru Creek, just below the dam. Some have suggested that if the quagga moves down river it will affect growers on the Oxnard Plain who pump groundwater. That's impossible as the quagga cannot live underground where the basin water is pumped.

We have examined multiple solutions. There is one chemical product that would kill most of the

quagga mussels and not significantly harm other species, but its manufacturer has not yet tested such a large application, and one dosage would cost tens of millions of dollars.

Other chemicals are available that would kill the mussels, but would kill everything else. Many available chemicals would leave a long-lasting residual in the watershed, harming downstream species.

There are species that feast on the quagga mussel in its native habitat in Asia, but they cannot be imported to Ventura County, as they would be classified as invasive species.

We are working cooperatively with every agency in the local, state and federal jurisdictions. All of them are sympathetic but realistic, and these public agencies have found no long-term solutions. They know that the quagga mussel has invaded water bodies managed by agencies with budgets much larger than ours. No one has yet

succeeded in eradicating the quagga mussel from a large water body.

It's easy for the letter writers and even a board member from another water agency to offer "solutions" without doing any research on the roadblocks. None of these critics have ever contacted United to offer real concrete help. We would welcome their input, after they have been educated about and appreciate the reality of the situation we are in.

If eradicating the quagga mussel were as easy as some suggest, the multitude of federal, state and local agencies would direct us to a viable solution.

We won't give up. We will continue to research and try to find technically sound solutions. We ask for the public's help and understanding while we work through this problem.

Lynn Maulhardt is chairman of the board of United Water Conservation District.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION SETTING THE TIME AND PLACE OF A PUBLIC HEARING FOR
INCREASING COMPENSATION AUTHORIZED TO BE PAID TO THE DIRECTORS
OF THE CASITAS MUNICIPAL WATER DISTRICT

WHEREAS, Water Code Section 20200, et seq. provides for an annual increase in compensation not to exceed five percent (5%) per meeting day to be paid to the Directors of the Casitas Municipal Water District; and

WHEREAS, compensation for the Casitas Board of Directors was last changed effective February 12, 2001; and

WHEREAS, a public hearing must be held to discuss director compensation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Casitas Municipal Water District as follows:

1. A public hearing will be conducted for the purpose of hearing all interested parties as to increasing the compensation authorized to be paid to the Board of Directors of Casitas.
2. The place of said hearing is hereby fixed at Casitas' Office, 1055 Ventura Avenue, in the town of Oak View. The date and time for said hearing is hereby fixed as March 11, 2015 at 3:00 p.m.
3. The Clerk of the Board is hereby directed to give notice of said hearing by publishing notice of the time and place of the hearing as required by law.

ADOPTED this 11th day of February, 2015.

Mary Bergen, President
Casitas Municipal Water District

ATTEST:

Russ Baggerly, Secretary
Casitas Municipal Water District

Board Compensation Comparison 2014

Casitas	\$171.06 per meeting	Max 10 meetings per month
Calleguas	\$200.00 per meeting	Max 10 meetings per month
Carpinteria	\$100 per meeting	Max 6 meetings per month
Castaic	\$224.25 per meeting	Max 10 meetings per month
Goleta	\$200 per meeting	Max 10 meetings per month
Las Virgenes	\$200 per meeting	Max 10 meetings per month
Montecito	\$110 per month	Max 10 meetings per month
Ojai San	\$175 regular meeting \$ 87.50 committee meeting	
United	\$187.00 per meeting	Max 10 meetings per month

Per California Water Code 20202, an increase in board compensation may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment. An increase to board compensation is only done by adoption of an ordinance which requires a public hearing, noticed in the paper. The ordinance is not effective until 60 days from the date of final passage. Voters of the district have the right to petition protesting the adoption of the ordinance.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES
Recreation Committee

DATE: February 2, 2015
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Committee Meeting of February 2, 2015

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Bill Hicks and Director Russ Baggerly
General Manager, Steve Wickstrum
Park Services Manager, Carol Belser
Park Services Officer IV, Suzi Taylor

Public: Dee Bennett, Lake Casitas Rowing Club
2. **Public comments.**
None.
3. **Board/Management comments.**
The General Manager asked about the status of the Davis boat. It appears that the Davis boat will remain in the fleet but be used sparingly in emergencies only. Further assessment of the cost of the Davis boat operation and maintenance is to be considered by the Park Services Manager, with the consideration of limiting its use.
4. **Review of the Casitas Water Adventure Report.**
Carol Belser presented the draft report for review and comment by the committee. There were specific changes that were suggested to the charts and a request for clarification on the use of parenthesis on values. Director Baggerly suggested more information on the positive aspects of lifeguard training and employment opportunities. The Report will be revised to address the committee suggestions and brought to the Board.
5. **Discussion regarding User Fee Recommendations.**
Carol Belser presented to the committee a fee survey of local campgrounds and water parks, a background discussion on the LCRA revenues and expenses trends, and recommendations for fee increases. From PSO IV Taylor, the fee increases are best adjusted in October each year to avoid different fees for reservations and walk-ups. It was suggested in the committee to proceed with the preparation of the FY 2015-16 Budget for the LCRA and propose fee adjustments to occur after Labor Day 2015. It was noted that fee changes will require public hearings.
6. **Recreation Monthly Reports.**
Carol Belser asked that the recreation monthly reports be reviewed by the committee before being presented in the Board agenda. This committee agreed to the review by committee. It was further suggested that the monthly reports have information on upcoming events.

7. **Review of Incidents and Comments.**

PSO IV Taylor informed the Committee of incidents occurring at the LCRA. There were seven calls for agency assistance to respond to emergencies.

CASITAS MUNICIPAL WATER DISTRICT
Minutes

DATE: February 6, 2015
TO: Board of Directors
FROM: General Manager, Steve Wickstrum

Re: Executive Committee Meeting of February 6, 2015

RECOMMENDATION:

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

MEETING:

1. **Roll Call.** Directors Mary Bergen and Peter Kaiser
Steve Wickstrum, General Manager
Rebekah Vieira, Assistant to the General Manager
Ron Merckling, Public Affairs/Resource Manager

2. **Public Comments.** None.

3. **Board/Manager comments.**

Director Kaiser asked about the timing of the vegetation removal along the north shoreline of Lake Casitas. The General Manager reported that the action is not likely to take place until after the bird nesting season, ending in September.

Director Kaiser asked if there is an interest in participating in a basin study through the Bureau of Reclamation. Director Kaiser asked about the recent news concerning information hacking of Anthem, and protection assistance to employees. Rebekah Vieira has shared the information provided by Anthem with all insured employees and will share any future information as it is released by Anthem.

Director Bergen commented on the content of an editorial letter in the VC Reporter as being very inaccurate.

4. **Request from Ventura Earth Day for sponsorship and/or participation in Ventura Earth Day, April 25, 2015.**

Staff has received an invitation to participate in the Ventura Earth Day, scheduled for April 25, 2015. The Committee discussed the opportunity to connect with the Ventura citizens and share information about the Casitas Municipal Water District, similar to that for Ojai Day. Ron Merckling stated that this will require additional work by staff and he will coordinate the district's efforts to attend. The Committee supported the participation as a vendor.

5. **Discussion regarding training opportunities for the Board of Directors.**

Rebekah Vieira presented a catalog of training opportunities for Board members that are available through the California Special District Association. The Committee suggested that the Board of Directors be provided a copy of the catalog. The Committee recognized the need for continuing education.

6. **Discussion regarding protocols for agendas and potential for agenda meetings with the President of the Board of Directors.**

The General Manager presented a direction to have regular meetings with the President

of the Board to review Board agendas prior to the finalization of the agenda and that items for the agendas be submitted to the General Manager in a timely manner. Director Kaiser suggested developing a written policy for the Board agendas. The General Manager will proceed with the development of a written policy for consideration by the Committee.

7. **Discussion regarding the proposed contract with Carl Warren & Company for third party claims administration for the liability insurance program.**

Rebekah Vieira informed the Committee of the need to continue the contract with Carl Warren & Company. The contract will continue until new proposals for the same services are received, reviewed, and may result in a change of the firm employed for these services. The Committee supported the continuation until such time that new proposal are received and approved.



Consumption Report

Water Sales FY 2014-2015 (Acre-Feet)

Classification	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month to Date	
													2014 / 2015	2013 / 2014
													Total	Total
AD Ag-Domestic	391	706	398	712	355	368	59						2989	3370
AG Ag	341	518	432	550	374	234	67						2516	2663
C Commercial	91	99	93	79	43	29	9						443	509
DI Interdepartmental	18	3	22	4	10	37	6						100	97
F fire	0	0	0	0	0	0	0						0	1
I Industrial	1	6	1	3	2	3	2						18	12
OT Other	27	34	24	24	16	10	3						138	188
R Residential	212	132	224	116	180	86	99						1049	1213
RS - P Resale Pumped	68	174	157	178	104	97	29						807	946
RS - G Resale Gravity	548	608	615	647	419	322	158						3317	3834
TE Temporary	2	8	6	11	3	1	0						31	47
Total	1699	2288	1972	2,324	1506	1187	432	0	0	0	0	0	11,408	12,880
Total 2013/2014	2014	1910	2301	2122	1951	1437	1145	1713	1022	765	1003	1710	N/A	19093

Casitas Municipal Water District
CFD No. 2013-1 (Ojai) - Monthly Cost Analysis
2014/2015



02/04/2015

	<u>Services & Suplies</u>	<u>Legal Fees</u>	<u>Labor Expense</u>	<u>Other Services</u>	<u>Total Expenses</u>
2011 / 2012	-289.50	42,560.00	11,098.37	0.00	53,368.87
2012 / 2013	831.82	223,462.77	14,836.68	0.00	239,131.27
2013 / 2014	29.89	91,878.06	3,835.65	0.00	95,743.60
July	0.00	0.00	0.00	0.00	0.00
August	0.00	840.00	0.00	0.00	840.00
September	0.00	96.00	0.00	0.00	96.00
October	0.00	22,258.61	0.00	0.00	22,258.61
November	0.00	696.00	0.00	0.00	696.00
December	0.00	2,134.00	0.00	0.00	2,134.00
January	0.00	510.00	0.00	0.00	510.00
Feburary	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00
Total Cost YTD	<u>0.00</u>	<u>26,534.61</u>	<u>0.00</u>	<u>0.00</u>	<u>26,534.61</u>
Total Project Cost	<u><u>572.21</u></u>	<u><u>384,435.44</u></u>	<u><u>29,770.70</u></u>	<u><u>0.00</u></u>	<u><u>414,778.35</u></u>

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
02/04/15**

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 Home Loan Bank	313379EE5	06/14/2019	\$1,378,632	\$1,363,824	1.625%	10/03/2012	8.34%	1570
*TB	Federal Home Loan Bank	313379RN1	12/27/2024	\$978,364	\$995,289	2.840%	06/18/2014	6.09%	3563
*TB	Federal Home Loan Bank	3133802D8	11/23/2022	\$1,477,575	\$1,485,371	2.400%	11/19/2014	9.08%	2809
*TB	Federal Home Loan Bank	313380A98	08/14/2024	\$126,966	\$130,359	2.500%	07/03/2014	0.80%	3430
*TB	Federal Home Loan Bank	313380S73	10/11/2022	\$699,720	\$697,795	2.430%	08/11/2014	4.27%	2767
*TB	Federal Home Loan Bank	313381ST3	01/17/2023	\$250,346	\$253,475	1.500%	09/08/2014	1.55%	2863
*TB	Federal Home Loan Bank	313381TA3	01/17/2023	\$277,619	\$281,899	2.240%	09/08/2014	1.72%	2863
*TB	Federal Farm CR Bank	3133EAZM3	07/24/2023	\$1,658,682	\$1,701,715	2.380%	09/16/2014	10.41%	3050
*TB	Federal Home Loan Bank	3133XFKF2	06/11/2021	\$700,384	\$693,017	5.625%	01/16/2013	4.24%	2287
*TB	Federal Home Loan Bank	3133XWNB10	06/12/2015	\$702,204	\$706,832	2.875%	07/01/2010	4.32%	128
*TB	Federal Home Loan Bank	3133XWNB10	06/12/2015	\$715,611	\$724,815	4.750%	07/01/2010	4.43%	128
*TB	Federal Home Loan Bank	3134G34R8	07/23/2021	\$513,841	\$517,279	2.000%	12/02/2014	3.16%	2329
*TB	Federal Home Loan MTG Corp	3134G43A4	10/30/2024	\$849,441	\$869,849	2.500%	07/03/2014	5.32%	3506
*TB	Federal Home Loan MTG Corp	3135G0ES80	11/15/2016	\$688,293	\$693,313	1.375%	03/12/2012	4.24%	641
*TB	Federal National Assn	3136G0K67	04/09/2021	\$192,000	\$192,363	2.000%	12/02/2014	1.18%	2225
*TB	Federal Home Loan MTG Corp	3137EABA60	11/17/2017	\$1,102,153	\$1,114,090	5.125%	01/03/2012	6.81%	1003
*TB	Federal Home Loan MTG Corp	3137EADB2	01/13/2022	\$681,998	\$687,273	2.375%	09/08/2014	4.20%	2499
*TB	US Treasury Inflation Index NTS	912828JE10	07/15/2018	\$1,142,288	\$1,172,665	1.375%	07/06/2010	7.17%	1241
*TB	US Treasury Notes	912828LZ10	01/15/2020	\$1,127,126	\$1,183,120	2.125%	07/01/2010	7.24%	1781
*TB	US Treasury Bond	912828WE6	11/15/2023	\$769,531	\$829,191	2.750%	12/13/2013	5.07%	3161
Accrued Interest					\$56,449				
Total in Gov't Sec. (11-00-1055-00&1065)				\$16,032,774	\$16,349,984			88.23%	
Total Certificates of Deposit: (11.13506)				\$0	\$0			0.00%	
**	LAIF as of: (11-00-1050-00)		N/A	\$446	\$446	0.25%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,181,158	\$2,181,158	0.25%	Estimated	11.77%	
TOTAL FUNDS INVESTED				\$18,214,378	\$18,531,588			100.00%	
Total Funds Invested last report				\$18,221,455	\$18,535,788				
Total Funds Invested 1 Yr. Ago				\$18,180,974	\$18,354,756				
****	CASH IN BANK (11-00-1000-00) EST.			\$6,478,308	\$6,478,308				
	CASH IN Western Asset Money Market			\$5	\$5	0.01%			
TOTAL CASH & INVESTMENTS				\$24,692,691	\$25,009,901				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$22,384,994	\$22,558,776				

- *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.