



## Board Meeting Agenda

Russ Baggerly, Director  
Angelo Spandrio, Director  
Brian Brennan, Director

Pete Kaiser, Director  
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT  
Meeting to be held at the  
Casitas Board Room  
1055 Ventura Ave.  
Oak View, CA 93022  
January 23, 2019 @ 3:00 P.M.

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. Roll Call
2. Public comments (Items not on the agenda – three minute limit).
3. General Manager comments.
4. Board of Director comments.
5. Board of Director Verbal Reports on Meetings Attended.
6. Consent Agenda
  - a. Minutes from the January 9, 2019 meeting.
  - b. Minutes from the January 12, 2019 Special Meeting.
  - c. Minutes from the January 14, 2019 Special Meeting.
  - d. Recommend authorizing staff to execute the Notice of Completion for the Robles Diversion Canal Maintenance Project, Specification No. 18-405, have the notice recorded and after 35 calendar days in the absence of claims release the retention amount of \$4,862.50.
  - e. Recommend authorizing the General Manager to enter into an agreement for professional services with Roberts Consulting Group, Inc. for the recruitment of the position of Human Resources Manager with the District in an amount not to exceed \$27,000.00.

- f. Resolution, Cal OES Form 130, Designation of Subrecipient's Agent, Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program.

RECOMMENDED ACTION: Adopt Consent Agenda.

- 7. Review of District Accounts Payable Report for the Period of 1/03/19 - 01/16/19.

RECOMMENDED ACTION: Motion approving report.

- 8. Continuing Consideration of a Resolution Declaring a Stage 4 Water Supply Condition at Lake Casitas.

RECOMMENDED ACTION: Adopt Resolution or Direction to Staff

- 9. Recommend approval of the list of contractors who are pre-qualified to bid on the Rincon Pump Plant Electrical Upgrade project.

RECOMMENDED ACTION: Motion approving recommendation

- 10. Recommend authorizing the General Manager to enter into an agreement for professional engineering consulting services with Stantec Consulting Services, Inc. for preparation of the Comprehensive Water Resources Plan and Safe Yield Analysis for a fee not to exceed \$444,442.00.

RECOMMENDED ACTION: Motion approving recommendation

- 11. Recommend authorizing the General Manager to enter into an agreement for professional environmental study services with Padre Associates, Inc. for the preparation of an initial study for the Robles Vertical Test Bore Project for a fee not to exceed \$47,035.00.

RECOMMENDED ACTION: Motion approving recommendation

- 12. Recommend authorizing a budget increase for FY 18-19 Annual Patchwork budget from \$126,041.30 to \$226,041.30.

RECOMMENDED ACTION: Motion approving recommendation

- 13. Information Items:

- a. Hydrologic Status Report for December, 2018.
- b. Water Resources Committee Minutes.
- c. Finance Committee Minutes.
- d. Letter from Ventura River Water District regarding potential New Connection Moratorium.

- e. Investment Report.
  - 14. Closed Session
    - a. Public Employee Appointment (Gov. Code §54957)  
Title: General Manager
  - 15. Consider and Appoint New General Manager and Setting Terms and Conditions of Employment.
  - 16. 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 9, 2019

A meeting of the Board of Directors was held January 9, 2019 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 3:00 p.m. President Word led the group in the flag salute.

1. Roll Call

Directors Spandrio, Brennan, Baggerly, Kaiser, and Word were present. Also present were Mike Flood, Interim General Manager, Rebekah Vieira, Clerk of the Board, and Attorney John Mathews. There were two staff members and fifteen members of the public in attendance

2. Public comments (Items not on the agenda – three minute limit).

None

3. General Manager comments.

Mr. Flood wished the Board a Happy New Year and explained that there were many things that have occurred in the last 30 days. We had some main breaks. On December 25<sup>th</sup> on Grand Avenue and another one yesterday at the Lake. The Grand Avenue was 1930's 8 inch cast iron. We clamped it twice but it continued to dribble. We will have to do some major surgery on that line and replace about 100 foot of pipe. The break at the lake did involve a ten inch main and was repaired by the afternoon and put about half of the park out of water. They are back in service.

The Management Committee on the critical drought protection measures met this morning with 2/3's of the members. CA Department of Fish & Wildlife did not show up. The Bureau will send it to NMFS for final comment. We hope to have concurrence from NMFS by the end of the month to put those measures in place.

President Word asked how the diversion is doing. Mr. Flood responded that it seems to be able to handle the storms that we have had with the conditions of the facility. We are getting quick flashes of water and once the storm stops it decreases quickly. We have one permit for the fish screen bay

clean out and are waiting for the federal permit. We have engaged Monique Limon and the Bureau of Reclamation to help move it along. The State has given a verbal to back off of the 1600 permit now. We are in position to take advantage of it when there is a window of opportunity.

On the FS299 permit we have had little help from anyone we sent letters to. Po Fung is scheduling meetings with Senators Feinstein and Harris' to discuss. We are contacting Julia Brownley's office and are working with an individual in DC that moved the ball the last time to try to push this.

On the State Water Project they have informed us that we have 10% of our initial allocation. The snow survey showed they are 67% of normal. This is an extremely conservative allocation. I will alert you when the allocation changes. We may be interested in doing an exchange again this year.

4. Board of Director comments.

President Word suggested a special meeting on Saturday morning at 10:00 on the General Manager recruitment.

Director Brennan expressed thanks to staff who were called out on Christmas eve and on Christmas day. He also expressed thanks to the families whose holiday was disrupted.

Director Spandrio shared a slide on lake volume and demand assumptions and asked for an updated slide for our next board meeting and start discussing worse case planning for the future.

5. Board of Director Verbal Reports on Meetings Attended.

President Word reported on his attendance at the AWA meeting. The Water wise meeting is on the 17<sup>th</sup> and there is a session on Direct Potable reuse on the 30<sup>th</sup>. In the Government report they quoted Gov. Newsom's rejection of Governor Brown's plan for the twin tunnels and instead he supports narrowing the project and a more modest proposal. These will have direct bearings on cost of project with the intertie.

6. Election of Board Officers.

President Word explained our system of rotating the officer positions and if as there was no objection the Board Officers were presented as follows:

President	Pete Kaiser
Vice President	Russ Baggerly
Secretary	Brian Brennan
Assistant Secretary	Angelo Spandrio
Past President/At Large	Jim Word.

The slate of officers was offered by Director Brennan, seconded by Director Baggerly and adopted by the following roll call vote:

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

The gavel passed to President Kaiser who then stated the following:

Fellow Board members, community members, and district staff:

I'm honored to take the helm as Board President at this pivotal time.

I first want to again welcome our new colleagues to the Board: Mr. Brennan and Mr. Spandrio and thank those Directors who most recently served this District, Ms. Bergen and Mr. Hicks.

This historic drought, notwithstanding recent rains, presents ongoing challenges. This is a critical time to think about who we are, how we operate and how we ensure long term water security for our customers. I believe this Board is committed to doing just that.

With change comes opportunity. As you know, in the fall of last year, our long-term General Manager retired. In the wake of the changing of the guard, I am committed to a top-to-bottom evaluation of the operations of the District.

We know there is still more to be done, but have started this important work. At this crossroads, as a Board, we will provide concerted direction and make the decisions necessary to focus on building a strong future.

Casitas will continue to implement purposeful changes that realign the District to effectively achieve its core function and mission: Delivering safe, clean and reliable water at a fair rate to consumers.

Personally, I come from a background in objective-based management. We need to show innovation, action and results. We've made progress but we need to do a better job District-wide of tracking all our projects and moving things forward to successful conclusions.

I want to ensure that we're going to innovate and streamline processes to make delivery of our services more efficient. That means continuing capital improvements to make service better, and, addressing our internal operations to effectively elicit ratepayer confidence. We need to set a new tone of leadership and results-oriented policymaking. And I expect the management team to follow the directions of this Board to timely completion.

We're going to push back on onerous, nebulous, or obtuse Federal and State bureaucratic inclinations that limit our ability to maintain our facilities, maximize diversions and steward the environment. Meanwhile, we need to be more proactive and prospective in working with these and local agencies to attain the progress that will improve our water security and enhance protection of Endangered Species.

I want to encourage local dependent water agencies to improve on their own water delivery system investments to facilitate more independence from Casitas. Water security rate setting needs to be commensurate with the responsibilities each agency has for the community it services. In my opinion, Casitas with its limited financial resources, cannot subsidize other districts only to see in turn their disproportionate artificial lower rates extended onto the back of Casitas' direct ratepayers. There needs to be a philosophy of capital improvement or system investment by all agencies to responsibly reduce reliance on Casitas as the primary source of water, but rather and truly, a back-up source only needed in the most critical emergency times.

We're going to continue to modernize and expand our communication and transparency efforts. We've started this process but need to continue to answer questions quickly and openly about the status of important projects and water supply so our customers can be confident in our plans to ensure water security.

In the coming weeks, I plan to organize the first 'State of the District' presentation with District managers and personally direct the presentation of this information with goals and objectives attached to it for our served community. I will institute an ad-hoc committee to begin immediately on this important effort.

As we start this year, a new Board is in charge now and soon, also a new General Manager. New directives are already in place with the expectation to be fulfilled. Together, the Board, District Managers, and dedicated staff look forward to working with the public to achieve many successes in 2019 and beyond! Thank you.

Director Baggerly added that Casitas has a public franchise responsibility to make sure we can provide water to our customers forever. If the lake goes dry we will find water someplace else.

## 7. Selection of Board Committees and Ad Hoc Committees.

- a. Board Member Assignments.
- b. Schedule of Committee Meetings
- c. President Assignments to Ad-Hoc Committees

The board discussed the committee meetings and decided that the Quagga Committee would be cancelled with any quagga issues being able to be handled in the Water Resources Committee.

The Committee Assignments and schedule is as follows:

COMMITTEE ASSIGNMENTS:

	<u>Members</u>	<u>Alternate</u>
Executive	Kaiser/Baggerly	Word
Finance	Word/Kaiser	Spandrio
Personnel	Word/Brennan	Baggerly
Recreation	Brennan/Spandrio	Kaiser
Water Resources	Baggerly/Spandrio	Brennan

COMMITTEE DATES AND TIME:

	<u>Date</u>	<u>Time</u>
Executive	2 <sup>nd</sup> Friday	10:00 a.m.
Finance	3 <sup>rd</sup> Friday	10:00 a.m.
Personnel	2 <sup>nd</sup> Tuesday	4:30 p.m.
Recreation	1 <sup>st</sup> Tuesday	10:00 a.m.
Water Resources	3 <sup>rd</sup> Tuesday	10:00 a.m.

Ad Hoc Committee Assignments

	<u>Members</u>	<u>Alternate</u>
State Water	Brennan/Spandrio	Baggerly
Public Relations	Kaiser/Baggerly	Brennan
State of the District	Kaiser/Spandrio	Word

The committee assignments and schedule was offered by Director Word, seconded by Director Baggerly and approved by the following roll call vote:

AYES: Directors: Spandrio, Brennan, Baggerly, Kaiser, Word  
NOES: Directors: None  
ABSENT: Directors: None

8. Assignments to Outside Associations and Approval of Authorized Meetings for the Board. APPROVED

Bruce Kuebler reminded the district that the appointment to UVRGA would need to be done by resolution. Mr. Mathews added you can do it by resolution today.

Director Brennan suggested adding the City of Ventura Water Commission meeting to the list with Director Word and Director Brennan as alternate.

Mr. Mathews instructed the board on attendance at committee meetings and suggested not attending a standing committee meetings that one does not sit on. If you attend an outside association meeting and receive compensation for a day of service you have to give a verbal report.

Director Brennan moved to approve the outside associations and meetings with the addition of the Ventura Water Commission and by resolution for the UVRGA. This was seconded by Director Word and adopted by the following roll call vote:

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

Director Spandrio then questioned attendance at the Supervisor Bennett meeting which is titled Ojai Ventura Water Agency Partnership. Director Brennan disclosed that he works in Supervisor Bennett's office and does not attend those meetings.

On the motion of Director Word, seconded by Director Baggerly, the Ojai Ventura Water Agency Partnership was added to the list by the following roll call vote:

AYES:	Directors:	Spandrio, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None
ABSTAIN:	Directors:	Brennan

9. Resolution authorizing memberships. ADOPTED

The resolution was offered by Director Baggerly, seconded by Director Brennan and passed by the following roll call vote:

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

Resolution is numbered 19-01

President Kaiser asked that a board planning day be scheduled for Saturday, January 19<sup>th</sup> at 10:00 a.m. Director Brennan moved to hold the special

meeting, this was seconded by Director Baggerly and passed by the following roll call vote:

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

10. Consent Agenda APPROVED

- a. Minutes from the December 12, 2018 meeting.

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

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

11. Review of District Accounts Payable Report for the Period of 12/06/18 - 01/02/19. APPROVED

On the motion of Director Word, seconded by Director Baggerly the Accounts Payable Report was approved by the following roll call vote:

AYES:	Directors:	Spandrio, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None
ABSTAIN:	Directors:	Brennan

12. Continuing Consideration of a Resolution Declaring a Stage 4 Water Supply Condition at Lake Casitas. Continued to next meeting

The Board discussed various alternatives and heard input from the following public:

Larry Fisher expressed concern on a possible moratorium and suggested that not be a part of the action on Stage 4.

A resident of the City of Ojai and owner of a vacant residential lot expressed concerns about the impact of any moratorium given the current state of development in the city of Ojai. As a residential lot owner I want to make it clear that the negative impact that a moratorium action would have on owners vacant lots. It would render it impossible to build. Second, the market would have seized up. Undeveloped property in Ojai is evaporating. No one knows how long this situation will exist. Everyone is doing their best. A lot of it is outside of our control. This could go on for a long period of time. Owners of

properties have carrying costs to deal with. If you own a property that is a tear down you can tear it down and have a meter and can build. If it is a vacant lot you are out of luck.

On the motion of Director Spandrio, seconded by Director Brennan, this item will be continued to the next board meeting. This was passed by the following roll call vote:

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

13. Recommend approval of the list of contractors who are pre-qualified for calendar year 2019 to bid for pipeline construction jobs and perform emergency pipeline repairs using their 2019 rate schedule.

APPROVED

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

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

14. Recommend authorizing the General Manager to enter into an agreement for professional engineering consulting services with Stantec Consulting Services, Inc. for preparation of the Comprehensive Water Resources Plan and Safe Yield Analysis for a fee not to exceed \$398,390.

Water Resources Committee to review

The Board discussed the scope of work and Director Spandrio asked that the item be reviewed in committee and then come back to the full board.

Richard Hajas suggested that a complex model may not give you the bang for the buck and you could spend a lot of time trying to get to a specific number which you will have to re-evaluate again in the future. Do it in a timely manner. Develop a minimum lake level as an insurance policy.

Director Word moved to accept option 2 and move forward with the consultant services agreement. This was seconded by Director Baggerly but failed for lack of majority approval. Director Brennan and Director Kaiser wanted to follow process and have it reviewed by the Water Resources Committee.

On the motion of Director Brennan, seconded by Director Spandrio, this item will go to the Water Resources Committee and the committee can make a

recommendation to the board for the next board meeting. This was passed by the following roll call vote:

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

15. Recommend awarding a contract to Pueblo Water Resources, Inc. in the amount of \$15,320.00 for assessment of the Teague Watershed groundwater resources in relation to proposed pilot bore test wells in the Teague Watershed. APPROVED

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

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

16. Discussion of a letter regarding Ojai Valley Drought Economic Study.

The Board discussed the request to engage in an economic study and heard from the following members of the public:

Mary Bergen discussed estimating the economic effect that the fire caused to Ag. This went out for proposal and Cal Lutheran said they would not bid on it. The scale of impact here is too small. There are so many variables in Ag and staff here is working hard with other priorities. You would have to determine the impact of the fire first and then determine what the impact is as a result of the drought.

William Weirick explained the issue here is as we move forward part of the key is we demonstrate the need and then attract the resources. To achieve water security we all agree to have sustainability in the Ag sector will have to have significant public investment. What will be key to attracting those resources? Ag has an effect on fire safety. Part of this is to demonstrate to ratepayers and public the kind of investment we need to make. Legislative and grant sources need a demonstrated need and collaboration.

Mike Krumpschmidt, resident of Meiners Oaks and Director for MO Water, speaking as a 40+ year resident of the Ojai Valley added that we generally talk about price tag on any kind of idea that is floated. Consider the pricetag. Huge price tags are those are the kinds of prices that set people on their heels and cause people to not support ideas that should be supported. We can anticipate those expenditures in the future. If we are unlucky and attempts made to find

other sources of water and conserve and we get rainfall and if we are lucky, great. Can we be confident those supplies can continue and the lake will give us what we need? We know now that things are looking dire. If we wait and don't prepare our constituents about what could befall us if not supplied with water we could be facing an unsolvable problem. What is the magnitude of problem in terms of dollars? We could get a lot of resistance. Build people towards the idea that answers may cost \$100 million dollars. Point out financial cost if we don't do that. Financial cost can run into the billions if we do not have backup water. The ripple effect can be pervasive. Ag can be impacted. Don't know price tag attached to that. Casitas needs to take the lead on this and develop for the clear understanding of our constituents the ramifications of not taking adequate steps. Encourage you to take that leap for the people in the valley.

Bert Rapp with Ventura River Water District explained that the sponsors put together a scope of work. If Casitas board participates the scope of work would modify to address areas of concern for the Casitas board. If an economic study of lake going dry is of value to you, a scope of work would need to be completed for Casitas. Sponsors are interested in working with you on a revised scope of work. Ag that is dependent on Casitas may not be able to afford the cost of supplemental water.

Mr. Flood added that District staff does not have the capacity to take this on right now and something focused exclusively on the valley does not take into account all of our customers. Our focus should be on projects and analyzing our safe yield to provide answers and solutions to what we are looking at. Members of the community find this important but the district isn't the right vehicle for this.

Directors Baggerly, Kaiser and Word did not support this item at this time. Director Spandrio was supportive and thought the Finance committee could review it. Director Brennan was not for or against it and suggested the Executive Committee could review it. President Kaiser suggested they approach the economic development collaborative and see if you get anything then come back to use and we can assign it to an Executive Committee.

17. Information Items:

APPROVED

- a. Monthly Engineering Status Report for January, 2019.
- b. Monthly Water Security Project Status Report for January, 2019.
- c. Hydrologic Status Report for November, 2018.
- d. LAFCo 2018 Election Results
- e. Water Consumption Report.
- f. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- g. Investment Report.

Director Word commended the Engineering Manager on item b. expressing that this is the kind of monthly report we would like to see on where we stand and realize there are some times when not much progress will show from one month to the next. It gives me a better feeling of seeing some progress

being made. The board concurred. Director Spandrio added I love this report but the one thing missing is an update on the State Water Interconnect with Ventura. Mr. Flood replied we can add that in. Director Spandrio asked for an update now. Mr. Flood reported that the CEQA document is in final internal review and revision. We sent comments a few months ago. The project is not in control of the district but it is expected that the CEQA document will be in front of their elected body in about a month. I would expect that it would get to its final form by summer and move forward in going out to bid later this year. The framework for how to operate has been worked on and the City of Oxnard has expressed an interest. Director Spandrio asked to be informed of when the next ad hoc committee is scheduled. Mr. Flood explained that the ad hoc is more focused on supply rather than projects and was conceived on the Cal water fix question and meeting that were held with the other contract holders.

Mr. Spandrio responded that when the ad hoc committee was formed I was under the impression it was to attend 4 way meetings considering the interconnection. Mr. Flood explained it was put together for the Cal water fix issue. Mr. Spandrio responded I have the minutes from the first ad hoc committee meeting. I am under the impression that it was with the state water project tie in.

Mr. Spandrio then asked about the difference from the consumption report and the hydrology report. Mr. Flood explained that those two documents are not coordinated. Hydrology is done by Water Quality and Consumption is a billing issue on what goes through meter. Also billing is not on a perfect calendar month. Ms. Collin added that adjustments are made for billing. Meter read wrong or average for a stuck meter it will change the billing.

On the motion of Director Word, seconded by Director Brennan, the information items were approved by the following roll call vote:

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

President Kaiser moved the meeting to closed session at 6:00 p.m. and called for a quick recess.

## 18. Closed Session

- a. Conference with Labor Negotiators (Govt. Code Sec. 54957.6)  
Agency Designated Representatives: Rebekah Vieira, Draza Mrvichin  
Employee Organization: Supervisory & Professional, General Unit and Recreation Unit.

- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code §54956.9(a)  
*Santa Barbara Channelkeeper v. State Water Resources Control Board; City of San Buenaventura*, San Francisco County Superior Court, Case No. CPF-14-513875.

President Kaiser moved the meeting back into open session at 7:03 p.m. with Mr. Mathews stating that the Board met with Labor Negotiation representatives and also with General Counsel to discuss the status of the case. There were no actions taken.

19. Possible adoption of resolutions authorizing adoption of a Memorandum of Understanding with the General, Recreation, and Supervisory & Professional Units may be considered following the closed session.

ADOPTED

On the motion of Director Brennan, seconded by Director Word the resolutions were adopted by the following roll call vote:

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser, Word
NOES:	Directors:	None
ABSENT:	Directors:	None

Resolutions are numbered 19-02, 19-03, 19-04

20. Adjournment.

President Kaiser adjourned the meeting at 7:05 p.m.

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Brian Brennan, Secretary



Minutes of the Casitas Municipal Water District  
Special Board Meeting Held  
January 12, 2019

A special meeting of the Board of Directors was held January 12, 2019 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 10:02 a.m.

1. Roll Call

Directors Baggerly, Spandrio, Brennan, Word and Kaiser were present. Also present was Attorney Robert Kwong. There were no members of the public in attendance.

2. Public Comments

None

3. At 10:04 AM the Board of Directors convened in Closed Session with legal counsel on the following two closed session agenda items.

a. PUBLIC EMPLOYMENT (Gov. Code 54957(b)(1))

Title: General Manager

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Government Code §54956.9(a))

*Santa Barbara Channelkeeper v. State Water Resources Control Board; City of San Buenaventura*, San Francisco County Superior Court, Case No. CPF-14-513875.

Interim General Manager Michael Flood joined the Board members for this closed session agenda item only.

4. There was no report out of closed session on either of the closed session agenda items.

5. The Board adjourned out of closed session at 12:07 PM.

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Brian Brennan, Secretary



Minutes of the Casitas Municipal Water District  
Special Board Meeting Held  
January 14, 2019

A special meeting of the Board of Directors was held January 14, 2019 at the Crowne Plaza Ventura Beach Hotel's Santa Rosa Room located at 450 E. Harbor Blvd. in Ventura, California. The meeting was called to order at 8:32 a.m.

1. Roll Call

Directors Baggerly, Spandrio, Word and Kaiser were present. Director Brennan arrived at 8:35 AM. Also in attendance were Norm Roberts and Valerie Roberts from Roberts Consulting Group and Robert N. Kwong, A to Z Law, legal counsel. There were no members of the public in attendance.

2. Public Comments

None

3. At 8:40 AM, the Board of Directors convened in Closed Session on the following matter:

a. PUBLIC EMPLOYMENT INTERVIEW & APPOINTMENT(Gov. Code 54957)

Title: General Manager

4. Given the fact that there was nothing to report out of closed session, the Board of Directors adjourned out of closed session at 2:59 PM.

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Brian Brennan, Secretary

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## CASITAS MUNICIPAL WATER DISTRICT INTEROFFICE MEMORANDUM

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**TO:** MIKE FLOOD, INTERIM GENERAL MANAGER  
**FROM:** VIRGIL CLARY, CIVIL ENGINEER  
**SUBJECT:** ROBLES DIVERSION CANAL MAINTENANCE (FY 18-19) PROJECT  
FINAL ACCEPTANCE  
**DATE:** JANUARY 23, 2019

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### **RECOMMENDATION:**

It is recommended the Board of Directors:

1. Authorize staff to execute the Notice of Completion for the Robles Diversion Canal Maintenance Project, Specification No. 18-405 and have the same recorded; and
2. In the absence of claims from subcontractors and others, release the retention in the amount of \$4,862.50, 35 calendar days after filing the Notice of Completion.

### **BACKGROUND AND DISCUSSION:**

On October 24, 2018, the Board awarded a construction contract to Southwest General Engineering, Inc. in the amount of \$97,250 for the Robles Diversion Canal Maintenance Project, Specification No. 18-405. The project involved the replacement of numerous concrete-lined canal panels in the Robles Diversion Canal. Southwest General Engineering completed all construction and there are no outstanding issues to prevent final acceptance of the project. Pay Request No.1 reflecting 95% (5% retention withheld) of the revised contract total has been approved as it was within the General Manager's authority.

The Robles Diversion Canal Maintenance Project is complete. A Notice of Completion (NOC) form is attached readied for signature.

### **BUDGET IMPACT:**

There is no financial impact.

Attachments:

Notice of Completion

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO  <b>NAME: Casitas Municipal Water District</b>  STREET ADDRESS: <b>1055 Ventura Avenue</b> CITY: <b>Oak View</b> STATE/ZIP: <b>CA 93022</b>  FILE: <b>SPEC. 18-405</b>	<b>NO FEE PURSUANT TO GOVERNMENT CODE 27388</b>
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## **NOTICE OF COMPLETION**

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is: **CASITAS MUNICIPAL WATER DISTRICT**.
3. The full address of the owner is **1055 VENTURA AVENUE, OAK VIEW, CA 93022**.
4. The nature of the interest or estate of the owner is: **PURCHASER UNDER CONTRACT OF PURCHASE**.
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are: **NONE**.
6. The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to this commencement of the work or improvements herein referred to: **NONE**.
7. A work of improvement on the property hereinafter described was completed on **December 27, 2018**. The work done was: **Robles Diversion Canal Maintenance (FY 18-19), Spec No. 18-405**.
8. The names of the contractor, if any, for such work of improvement was: **Southwest General Engineering, Inc.**
9. The date of the contract was: **November 7, 2018**.
10. The property on which said work of improvement was completed is in various locations within the County of Ventura, State of California, and is described as follows: **Ventura, CA**.
11. The street address of said property is: **N/A**.

### **CASITAS MUNICIPAL WATER DISTRICT**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Michael Flood, Interim General Manager

I, the undersigned, say: I am the Interim General Manager of Casitas Municipal Water District, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at Oak View, California.

\_\_\_\_\_  
Michael Flood, Interim General Manager

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## **DO NOT RECORD**

### **REQUIREMENTS AS TO NOTICE OF COMPLETION**

Notice of completion must be filed for record **WITHIN 10 DAYS** after the completion of the work of improvement (to be computed exclusive of the day of completion) as provided in Civil Code Section 3093.

The "owner" who must file for record a notice of completion of a building or other work of improvement means the owner (or his successor in-interest at the date the notice is filed) on whose behalf the work was done, though his ownership is less than the fee title. For example, if A is the owner in fee, and B, lessee under a lease, causes a building to be constructed, then B, or whoever has succeeded to his interest at the date the notice is filed, must file the notice.

If the ownership is in two or more persons as joint tenants or tenants in common, the notice may be signed by any one of the co-owners (in fact, the foregoing form is designed for giving of the notice by only one cotenant), but the names and addresses of the other co-owners must be stated in paragraph 5 of the form.

Note that any Notice of Completion signed by a successor in interest shall recite the names and addresses of his transferor or transferors.

In paragraphs 3, 5 and 6, the full address called for should include street number, city, county and state.

As to paragraphs 7 and 8, this form should be used only where the notice of completion covers the work of improvement as a whole. If the notice is to be given only of completion of a particular contract, where the work of improvement is made pursuant to two or more original contracts, then this form must be modified as follows: (1) Strike the words "A work of improvement" from paragraph 7 and insert a general statement of the kind of work done or materials furnished pursuant to such contract (e.g., "The foundation for the improvements"); (2) Insert the name of the contractor under the particular contract in paragraph 8.

In paragraph 8 of the notice, insert the name of the contractor for the work of improvement as a whole. No contractor's name need be given if there is no general contractor, e.g. on so-called "owner-builder jobs."

In paragraph 9, insert the full, legal description, not merely a street address or tax description. Refer to deed or policy of title insurance. If the space provided for description is not sufficient, a rider may be attached.

In paragraph 10, show the street address, if any, assigned to the property by any competent public or governmental authority.

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## CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

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**TO:** MICHAEL FLOOD, INTERIM GENERAL MANAGER

**FROM:** JULIA ARANDA, ENGINEERING MANAGER

**SUBJECT:** ADOPTION OF RESOLUTION (CAL OES FORM 130) DESIGNATION OF SUBRECIPIENT'S AGENT FOR THE HAZARD MITIGATION GRANT PROGRAM AND PRE-DISASTER MITIGATION PROGRAM

**DATE:** 01/23/19

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### **RECOMMENDATION:**

It is recommended the Board of Directors adopt a Resolution (Cal OES Form 130) Designation of Subrecipient's Agent for the Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program.

### **BACKGROUND AND DISCUSSION:**

On September 4, 2018 the District submitted a subapplication to the California Office of Emergency Services (Cal OES) under the Hazard Mitigation Grant Program (HMGP) for the Casitas Backup Diesel Generator Mitigation project. The project includes installation of stationary generators at Avenue 1, Avenue 2, and Rincon Pump Plants. The subapplication will be forwarded to the Federal Emergency Management Agency (FEMA) to be considered for funding. Steve Wickstrum, former General Manager, signed the subapplication and supplemental letters as an Authorized Agent of the District.

Cal OES provided a Request for Information to the District dated January 4, 2019, requesting clarification and additional information to support the subapplication. In correspondence with Cal OES, Mr. Wickstrum's retirement was mentioned and the District was informed a new Resolution must be submitted stating new authorized agents. This resolution is necessary to maintain the District's subapplication for funding consideration.

The attached Cal OES Form 130 provides the required information to Cal OES.

### **BUDGET IMPACT:**

There is no direct budget impact to this resolution.

Attachment:  
Cal OES Form 130

**DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION  
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Subrecipient)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service, for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Subrecipient)

hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future Disasters/Grants up to three (3) years following the date of approval below.

This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

## Cal OES Form 130 Instructions

**A new Designation of Applicant's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval.**

When completing the Cal OES Form 130, Subrecipients should fill in the blanks on page 1. The blanks are to be filled in as follows:

### **Resolution Section:**

Governing Body: This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

Name of Subrecipient: This is the official name of the non-profit, agency, city, county or special district that has applied for the grant. Examples include: City of Sacramento; Sacramento County; or Los Angeles Unified School District.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Service regarding grants applied for by the subrecipient. There are two ways of completing this section:

1. Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.
2. Names and Titles: If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving board members. Examples include: Chairman of the Board, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

### **Certification Section:**

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."

**CASITAS MUNICIPAL WATER DISTRICT****Payable Fund Check Authorization**

Checks Dated 01/03/19-01/16/19

Presented to the Board of Directors For Approval January 23, 2019

Check	Payee	#	Description	Amount
000857	Payables Fund Account	# 9759651478	Accounts Payable Batch 010919	\$413,875.41
000858	Payables Fund Account	# 9759651478	Accounts Payable Batch 011619	\$460,461.50
				\$874,336.91
000859	Payroll Fund Account	# 9469730919	Estimated Payroll 01/31/19	\$200,000.00
000860	Payroll Fund Account	# 9469730919	Estimated Payroll 02/14/19	\$200,000.00
			Total	\$1,274,336.91

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,  
000857-000860  
have been duly audited is hereby certified as correct.

 1/17/2019  
\_\_\_\_\_  
Denise Collin, Accounting Manager/Treasurer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## CERTIFICATION

Payroll disbursements for the pay period ending 01/12/19  
Pay Date of 01/17/19  
have been duly audited and are  
hereby certified as correct.

Signed: Denise Collin : 1/14/19  
Denise Collin

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

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

Signed: \_\_\_\_\_  
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.

000857 A/P Checks: 32515-32538

A/P Draft to P.E.R.S.

A/P Draft to State of CA

A/P Draft to I.R.S.

Voids: 032528

000858 A/P Checks: 32539-32686

A/P Draft to P.E.R.S. 000000

A/P Draft to State of CA 000000

A/P Draft to I.R.S. 000000

Voids: 32603, 32609, 32617, 32618, 32619

Denise Collin 1/17/2019

Denise Collin, Accounting Manager/Treasurer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

1/17/2019 10:10 AM

## A/P HISTORY CHECK REPORT

PAGE: 1

VENDOR SET: 01 Casitas Municipal Water D

BANK: \* ALL BANKS

DATE RANGE: 1/03/2019 THRU 1/16/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00141	C-CHECK	VOID CHECK	V	1/09/2019		032528		
	C-CHECK	VOID CHECK	V	1/16/2019		032603		
		LEWIS & LEWIS ENTERPRISES						
	C-CHECK	LEWIS & LEWIS ENTERPRISEVOIDED	V	1/16/2019		032609		4,593.15CR
	C-CHECK	VOID CHECK	V	1/16/2019		032617		
	C-CHECK	VOID CHECK	V	1/16/2019		032618		
C-CHECK	VOID CHECK	V	1/16/2019		032619			

\* \* 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:	6	0.00 VOID DEBITS 4,593.15CR	4,593.15CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			6	4,593.15CR	0.00	0.00
BANK:		TOTALS:	6	4,593.15CR	0.00	0.00

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## A/P HISTORY CHECK REPORT

PAGE:

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VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/03/2019 THRU 1/16/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	STATE OF CALIFORNIA							
C-T2 201901021450	State Withholding	D	1/16/2019	1.13CR		000000		
I-T2 201901151451	State Withholding	D	1/16/2019	10,947.32		000000		10,946.19
00128	INTERNAL REVENUE SERVICE							
C-T1 201901021450	Federal Withholding	D	1/16/2019	2.81CR		000000		
I-T1 201901151451	Federal Withholding	D	1/16/2019	29,080.84		000000		
I-T3 201901151451	FICA Withholding	D	1/16/2019	33,632.30		000000		
I-T4 201901151451	Medicare Withholding	D	1/16/2019	7,865.58		000000		70,575.91
00187	CALPERS							
C-PEB201901021450	PEPRA EMPLOYEES PORTION	D	1/16/2019	142.03CR		000000		
C-PRB201901021450	PEBRA EMPLOYER PORTION	D	1/16/2019	155.48CR		000000		
I-PBB201901151451	PERS BUY BACK	D	1/16/2019	150.08		000000		
I-PBP201901151451	PERS BUY BACK	D	1/16/2019	161.96		000000		
I-PEB201901151451	PEPRA EMPLOYEES PORTION	D	1/16/2019	5,517.09		000000		
I-PEM201901151451	PERS EMPLOYEE PORTION MGMT	D	1/16/2019	2,135.55		000000		
I-PER201901021450	PERS EMPLOYEE PORTION	D	1/16/2019	154.80		000000		
I-PER201901151451	PERS EMPLOYEE PORTION	D	1/16/2019	6,473.16		000000		
I-PRB201901151451	PEBRA EMPLOYER PORTION	D	1/16/2019	6,199.74		000000		
I-PRR201901021450	PERS EMPLOYER PORTION	D	1/16/2019	184.04		000000		
I-PRR201901151451	PERS EMPLOYER PORTION	D	1/16/2019	10,113.39		000000		30,792.30
00004	ACWA JOINT POWERS INSURANCE AU							
I-0582712	Health Insurance 12/18	R	1/09/2019	147,348.62		032515		
I-0587576	Health Insurance 1/19	R	1/09/2019	164,601.56		032515		311,950.18
01325	Aflac Worldwide Headquarters							
I-515142	Supplemental Insurance 12/18	R	1/09/2019	2,893.18		032516		2,893.18
00859	AMERICAN FISHERIES SOCIETY							
I-121718	2019 Dues Renewal	R	1/09/2019	105.00		032517		105.00
01703	ARNOLD LAROCHELLE MATTHEWS							
I-54450	Matter# 5088-016 11/18	R	1/09/2019	1,824.00		032518		
I-54451	Matter# 5088-001 11/18	R	1/09/2019	4,176.00		032518		
I-54452	Matter# 5088-021 11/18	R	1/09/2019	10,440.00		032518		
I-54453	Matter# 5088-020 11/18	R	1/09/2019	1,440.00		032518		17,880.00
01666	AT & T							
I-000012389497	Acct# 9391064013	R	1/09/2019	20.73		032519		20.73
01666	AT & T							
I-000012412198	Acct# 9391064882	R	1/09/2019	1,037.31		032520		1,037.31

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## A/P HISTORY CHECK REPORT

PAGE:

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VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/03/2019 THRU 1/16/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00021	AWA OF VENTURA COUNTY 2019 Annual Membership	R	1/09/2019	6,000.00		032521		6,000.00
00051	BOARD OF EQUALIZATION Underground Storage Tank Fee	R	1/09/2019	319.52		032522		319.52
00051	BOARD OF EQUALIZATION Underground Storage Tank Fee	R	1/09/2019	357.08		032523		357.08
00756	BOARD OF EQUALIZATION Use Tax Return 15300115	R	1/09/2019	678.00		032524		678.00
00208	CareIQ Patient#107891666 DOS 9/25/18 Patient# 107344147 DOS 8/16/18 Patient# 107886860 DOS 9/7/18 Patient# 107886862 DOS 9/12/18 Patient# 107886864 DOS 9/14/18 Patient# 107900311 DOS 9/21/18 Patient# 107283671 DOS 8/24/18 Patient# 108971043 DOS 11/7/18	R	1/09/2019	337.91 99.63 141.13 130.64 141.13 143.54 99.63 337.91		032525 032525 032525 032525 032525 032525 032525 032525		1,431.52
00511	Centers for Family Health Patient# 42068600 DOS 9/27/18	R	1/09/2019	71.83		032526		71.83
01483	CORVEL CORPORATION Bill Review Bill Review Claim#1102WC190000002 Claim#1102WC190000002 Claim#1102WC180000002 Claim#1102WC180000001 Claim#1102WC180000001 Claim#1102WC180000002 Claim#1102WC180000002	R	1/09/2019 1/09/2019 1/09/2019 1/09/2019 1/09/2019 1/09/2019 1/09/2019 1/09/2019 1/09/2019 1/09/2019 1/09/2019 1/09/2019 1/09/2019 1/09/2019 R	11.55 9.50 9.50 9.50 9.50 9.50 9.50 9.50 9.50 9.50 9.50 9.50 9.50 9.50 25.00 25.00 120.00 400.00 120.00 795.60 199.20		032527 032527 032527 032527 032527 032527 032527 032527 032527 032527 032527 032527 032527 032527 032527 032527 032527		1,791.35

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VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/03/2019 THRU 1/16/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03926	Alan M Gross MD Patient#C8B0000Q DOS 10/9/18	R	1/09/2019	625.00		032529		625.00
03927	Deborah & Rex Kochel Water Meter Repair	R	1/09/2019	170.00		032530		170.00
00625	OfficeTeam Admin Temp I-52500495 I-52521242	R R	1/09/2019 1/09/2019	1,020.00 612.00		032531 032531		1,632.00
01882	OJAI BASIN GROUNDWATER Quarterly Pumping Fee	R	1/09/2019	8,437.50		032532		8,437.50
00947	CITY OF OJAI Encroachment Permits	R	1/09/2019	350.00		032533		350.00
02268	Curtis Orozco Reimburse Expenses 12/18	R	1/09/2019	75.00		032534		75.00
00215	SOUTHERN CALIFORNIA EDISON Acct#2269631768 I-010319a I-010319b I-010319c	R R R	1/09/2019 1/09/2019 1/09/2019	23.50 31.81 57,583.34		032535 032535 032535		57,638.65
03916	Angelo Spandrio Reimburse Mileage 12/18	R	1/09/2019	23.44		032536		23.44
02643	Take Care by WageWorks Reimburse Med/Dep Care I-8392116 I-8398542	R R	1/09/2019 1/09/2019	170.20 20.63		032537 032537		190.83
00274	JAMES WORD Reimburse Mileage 12/18 I-Dec 18 I-Nov 18	R R	1/09/2019 1/09/2019	61.04 136.25		032538 032538		197.29
00188	PETTY CASH Increase Petty Cash - DO	R	1/10/2019	400.00		032539		400.00
02033	Abbot Industrial Supplies Black Trash Liner Return -LCRA I-C49051 I-49037	R R	1/16/2019 1/16/2019	442.94CR 1,898.33		032540 032540		1,455.39
00010	AIRGAS USA LLC Battery - PL I-9083238726 Pipe Wrap - PL I-9083431656 Gloves - TP I-9084008623	R R R	1/16/2019 1/16/2019 1/16/2019	11.24 29.89 47.41		032541 032541 032541		88.54

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PAGE:

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VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/03/2019 THRU 1/16/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
09569	ALLCABLE I-4007886 Pliers & Lube - IT/LCRA	R	1/16/2019	77.22		032542		77.22
03044	Amazon Capital Services C-1NFW-JYWJ-HF3Jb Accrue Use Tax C-1RCL-H676-T9QKb Accrue Use Tax D-1NFW-JYWJ-HF3Ja Accrue Use Tax D-1RCL-H676-T9QKa Accrue Use Tax I-19TX-69D1-QKFM Hard Hats - OM/ENG I-1NFW-JYWJ-DKYP Blind Spot Mirror - Unit 287 I-1NFW-JYWJ-HF3J Whiteboard Sticker - IT I-1PLL-LGJQ-VNNX Interior Door Lock - WHS I-1PLL-LGJQ-XLDL Ranger Patrol Log - LCRA I-1RCL-H676-T9QK Keys - Unit 138	R R R R R R R	1/16/2019 1/16/2019 1/16/2019 1/16/2019 1/16/2019 1/16/2019 1/16/2019	1.52CR 1.30CR 1.52 1.30 115.86 27.87 20.99 79.69 48.73 17.88		032543 032543 032543 032543 032543 032543 032543 032543 032543 032543		
01336	AMERICAN LIFEGUARD PRODUCTS LL C-116595b Accrue Use Tax D-116595a Accrue Use Tax I-116595 Junior Lifeguard Shorts - WP	R R R	1/16/2019 1/16/2019 1/16/2019	105.44CR 105.44 1,454.28		032544 032544 032544		1,454.28
00029	AMERICAN TOWER CORP I-2880116 Tower Rent-Red Mtn.Rincon Peak	R	1/16/2019	2,013.15		032545		2,013.15
03917	Catie Anaya I-731960 Camping Cancellation - LCRA	R	1/16/2019	245.00		032546		245.00
00417	APPLIED INDUSTRIAL TECHNOLOGY I-7015194322 Quadra Flex Sleeve Coupling-TP	R	1/16/2019	271.35		032547		271.35
00014	AQUA-FLO SUPPLY I-SI1310277 Marking Paint - PL I-SI1310642 PVC Cement & Primer - LCRA I-SI1312930 Cement, Primer, Fitting - LCRA I-SI1313471 PVC Fittings - LCRA	R R R R	1/16/2019 1/16/2019 1/16/2019 1/16/2019	19.32 55.26 76.01 42.96		032548 032548 032548 032548		193.55
00840	AQUA-METRIC SALES COMPANY I-INV0072084 SR2 Meter Parts - UT	R	1/16/2019	5,087.78		032549		5,087.78
00030	B&R TOOL AND SUPPLY CO I-1900923647 Cutter - LCRA I-1900923878 Hammers,Gloves,Can Air - PL I-1900924204 Gaskets & Carburetor - PL I-1900924358 Descaler, Rerounding Tool - PL I-1900924524 Cutter & Tool Kit - LCRA I-1900924943 Wrench & Pliers - TP	R R R R R R	1/16/2019 1/16/2019 1/16/2019 1/16/2019 1/16/2019 1/16/2019	23.48 180.13 119.26 572.28 87.07 65.05		032550 032550 032550 032550 032550 032550		1,047.27

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VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/03/2019 THRU 1/16/2019

## A/P HISTORY CHECK REPORT

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00679	BAKERSFIELD PIPE & SUPPLY INC Teflon Tape - PL	R	1/16/2019	30.44		032551		30.44
00032	BIOVIR LABORATORIES, INC Giardia/Crypto Test 12/20/18	R	1/16/2019	365.00		032552		365.00
03207	BMI PacWest Inc. AC Service DO 1/19 Repair AC @ San Antonio - EM	R R	1/16/2019 1/16/2019	559.00 1,019.84		032553 032553		1,578.84
03612	Boot Barn Inc. Safety Boots - ENG	R	1/16/2019	169.69		032554		169.69
03059	Brenntag Pacific Inc. Chlorine for Ojai Sys. - TP	R	1/16/2019	964.70		032555		964.70
03801	Carol Brown Camping Cancellation - LCRA	R	1/16/2019	195.00		032556		195.00
03918	John Burmeister Camping Cancellation - LCRA	R	1/16/2019	55.00		032557		55.00
03928	Brandon Burnett Camping Cancellation - LCRA	R	1/16/2019	145.00		032558		145.00
00463	Cal-Coast Machinery Oil Filter - LCRA	R	1/16/2019	18.62		032559		18.62
00067	CALIFORNIA SPECIAL DISTRICTS A 2019 Membership Dues	R	1/16/2019	7,252.00		032560		7,252.00
00055	CASITAS BOAT RENTALS Gas for Boats - LCRA	R	1/16/2019	832.98		032561		832.98
00055	CASITAS BOAT RENTALS Gas for Boats - LCRA	R	1/16/2019	729.90		032562		729.90
03171	Mindy Chandler Camping Reduction - LCRA	R	1/16/2019	200.00		032563		200.00
03935	Kimberely Cline Camping Cancellation - LCRA	R	1/16/2019	175.00		032564		175.00

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01843	COASTAL COPY							
I-828784	Copier Usage - DO Downstairs	R	1/16/2019	379.60		032565		
I-831034	Copier Usage - DO Downstairs	R	1/16/2019	793.90		032565		1,173.50
00061	COMPUWAVE							
I-SB02091683	Toners - DO	R	1/16/2019	427.93		032566		427.93
00062	CONSOLIDATED ELECTRICAL							
I-9009-784330	Mutual Plant Processor - TP	R	1/16/2019	7,826.72		032567		7,826.72
00719	CORELOGIC INFORMATION SOLUTION							
I-81938582	Realquest Subscription	R	1/16/2019	137.50		032568		137.50
03920	Tamara Crudo							
I-761547	Camping Cancellation - LCRA	R	1/16/2019	115.00		032569		115.00
01764	DataProse, LLC							
I-DP1804128	UB Mailing 11/18	R	1/16/2019	3,315.18		032570		3,315.18
03919	Colby Day							
I-770902	Camping Cancellation - LCRA	R	1/16/2019	115.00		032571		115.00
03026	Christine De La Torre							
I-772179	Camping Cancellation - LCRA	R	1/16/2019	193.00		032572		
I-772196	Camping Cancellation - LCRA	R	1/16/2019	160.00		032572		353.00
00081	DELTA LIQUID ENERGY							
I-071861	Propane - TP	R	1/16/2019	427.72		032573		427.72
03606	Oscar Demartino							
I-771014	Camping Cancellation - LCRA	R	1/16/2019	213.00		032574		213.00
01498	Department of Industrial Relat							
I-P1611003SN	DIR Inspection Fee - WP	R	1/16/2019	487.50		032575		487.50
03910	DoiT International USA, INC							
I-EI188001446	G-Suite for Business 12/18	R	1/16/2019	1,060.00		032576		1,060.00
02667	Digital Telecommunications Cor							
I-33152	Phone Extension Install - LCRA	R	1/16/2019	472.36		032577		472.36
00086	E.J. Harrison & Sons Inc							
I-1372	Acct#500546088	R	1/16/2019	467.25		032578		467.25

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00086 I-1510	E.J. Harrison & Sons Inc Acct#500546088	R	1/16/2019	954.09		032579		954.09
00086 I-4132	E.J. Harrison & Sons Inc Acct#1C00054230	R	1/16/2019	2,490.00		032580		2,490.00
01288 I-93568610	ENVIRONMENTAL SYSTEMS ESRI GIS Support - ENG	R	1/16/2019	47,000.00		032581		47,000.00
00095 I-214482	FAMCON PIPE & SUPPLY Fittings - PL	R	1/16/2019	832.26		032582		
I-214514	Fittings, Angle Meter, Clamps - PL	R	1/16/2019	367.87		032582		
I-214515	Fittings & Gaskets - PL	R	1/16/2019	1,407.12		032582		
I-214516	Flanges, Bolts, Nuts - PL	R	1/16/2019	90.09		032582		
I-214517	Romac Bolts - PL	R	1/16/2019	579.15		032582		
I-214808	Pipe Lube & Steel Probe - PL	R	1/16/2019	75.08		032582		3,351.57
00099 I-815389A	FGL ENVIRONMENTAL Lake Nutrient Monitoring 11/16	R	1/16/2019	1,288.00		032583		
I-815390A	Manganese Monitoring 12/20/18	R	1/16/2019	105.00		032583		
I-816772A	Manganese Monitoring 12/18/18	R	1/16/2019	105.00		032583		
I-816773A	Selenium Monitoring 12/31/18	R	1/16/2019	27.00		032583		1,525.00
00101 I-8559226	FISHER SCIENTIFIC Beaker & Storage - LAB	R	1/16/2019	72.43		032584		
I-8811324	Agar & Ethyl Alcohol - LAB	R	1/16/2019	64.84		032584		137.27
01280 I-7315156a	FRY'S ELECTRONICS, INC. Battery, Cords, Switch - LCRA	R	1/16/2019	178.30		032585		
I-7315156b	Cords & USB - IT/BOARD	R	1/16/2019	91.59		032585		
I-7317982	Battery & Cables - ADM	R	1/16/2019	144.33		032585		
I-7346165	Flash Drive - IT	R	1/16/2019	26.93		032585		441.15
03921 I-734113	Doug Gallaher Camping Reduction - LCRA	R	1/16/2019	60.00		032586		60.00
02720 I-10453734	Garda CL West, Inc. Armored Truck Service	R	1/16/2019	731.40		032587		731.40
03929 I-771130	Marzena Gilbert Camping Reduction - LCRA	R	1/16/2019	38.00		032588		38.00
03922 I-724314	Nancy Goldstone Camping Reduction - LCRA	R	1/16/2019	51.00		032589		51.00

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02217	Greg Rents							
I-3861	Cement Slurry - PL	R	1/16/2019	311.00		032590		
I-4393	Cement Slurry - PL	R	1/16/2019	106.18		032590		417.18
03923	Theresa Hart							
I-736281	Camping Cancellation - LCRA	R	1/16/2019	355.00		032591		355.00
03700	HDR Engineering, Inc.							
I-1200160273	Ojai East Res. Repairs - ENG	R	1/16/2019	1,377.25		032592		
I-1200167940	Camp Chafee Pipeline Phase 1	R	1/16/2019	4,518.50		032592		
I-1200167941	Camp Chafee Pipeline Phase 2	R	1/16/2019	3,091.25		032592		8,987.00
03924	Barre Heller							
I-755573	Camping Reduction - LCRA	R	1/16/2019	50.00		032593		50.00
03936	Esmeralda Hernandez							
I-710017	Camping Cancellation - LCRA	R	1/16/2019	207.00		032594		207.00
01186	GERARDO M HERRERA							
I-011119	Safety Boots	R	1/16/2019	170.00		032595		170.00
03933	Lisa Hess							
I-766705	Camping Cancellation - LCRA	R	1/16/2019	195.00		032596		195.00
00596	HOME DEPOT							
I-1515491	Concrete Dye - LCRA	R	1/16/2019	53.58		032597		
I-4904854	Air Compressor - LCRA	R	1/16/2019	162.57		032597		
I-8595151	Band Saw - EM	R	1/16/2019	24.10		032597		240.25
00894	HOSE-MAN, INC.							
I-5256345-0001-05	Swivel & Pipe Brush - Unit 117	R	1/16/2019	132.70		032598		
I-5256398-0001-05	Adapters & Reducer - PL	R	1/16/2019	200.54		032598		333.24
03937	Teressa Hunter							
I-770719	Camping Cancellation - LCRA	R	1/16/2019	109.00		032599		109.00
02303	Irrigation Association - Certi							
I-67625-2019	Irrigation Cert Renewal - CONS	R	1/16/2019	125.00		032600		125.00
00872	Irrisoft, Inc.							
I-6474	Weather Station Signal	R	1/16/2019	79.00		032601		79.00
09910	J.W. ENTERPRISES							
I-305820	CT Pumping - AVE 1 PP	R	1/16/2019	76.50		032602		
I-305821	CT Pumping - VILLANOVA RD	R	1/16/2019	76.50		032602		
I-305822	CT Pumping - FAIRWAY LN	R	1/16/2019	76.50		032602		
I-305823	CT Pumping - 4M PP	R	1/16/2019	76.50		032602		
I-305824	CT Pumping - GRAND AVE	R	1/16/2019	76.50		032602		

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I-305825	CT Pumping - 4M RES	R	1/16/2019	76.50		032602		
I-305826	CT Pumping - SAN ANTONIO	R	1/16/2019	153.00		032602		
I-305827	CT Pumping - UPPER OJAI	R	1/16/2019	76.50		032602		
I-305828	CT Pumping - 3M PUMP	R	1/16/2019	76.50		032602		
I-305829	CT Pumping - SIGNAL RES	R	1/16/2019	76.50		032602		
I-305830	CT Pumping - FAIRVIEW RES	R	1/16/2019	76.50		032602		
I-305831	CT Pumping - CASITAS DAM	R	1/16/2019	76.50		032602		
I-305832	CT Pumping - RINCON TANK	R	1/16/2019	76.50		032602		
I-305833	CT Pumping - BATES RD	R	1/16/2019	76.50		032602		1,147.50
02344	Janitek Cleaning Solutions							
	Janitorial Services - DO	R	1/16/2019	1,959.10		032604		
	Carpet Cleaning - ADM	R	1/16/2019	300.00		032604		2,259.10
00131	JCI JONES CHEMICALS, INC							
	Chlorine - TP, CM 778590	R	1/16/2019	1,650.00		032605		1,650.00
01022	KELLY CLEANING & SUPPLIES, INC							
	Janitorial Services - LCRA	R	1/16/2019	280.00		032606		280.00
10241	LBL EQUIPMENT REPAIR, INC							
	Filters & Solenoid - Unit 267	R	1/16/2019	1,032.52		032607		1,032.52
00360	LESLIE'S POOL SUPPLIES, INC							
	Filter Parts - WP	R	1/16/2019	560.57		032608		560.57
03516	Kelly Luedy							
	Camping Cancellation - LCRA	R	1/16/2019	109.00		032610		109.00
03892	Brandi Macias							
	Camping Cancellation - LCRA	R	1/16/2019	235.00		032611		235.00
00145	MAGNUM FENCE & SECURITY, INC.							
	Fittings & Ties - MAINT	R	1/16/2019	57.18		032612		57.18
02948	David Mason							
	Camping Cancellation - LCRA	R	1/16/2019	109.00		032613		109.00
03930	Allen May							
	Camping Cancellation - LCRA	R	1/16/2019	71.00		032614		71.00
02129	Tracy Medeiros							
	Workers Comp 1102WC180000001	R	1/16/2019	2,129.42		032615		2,129.42

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00151	MEINERS OAKS ACE HARDWARE							
	I-857047 Cleaner & Wrench - TP	R	1/16/2019	12.00		032616		
	I-857749 Bright Box - PL	R	1/16/2019	3.21		032616		
	I-857925 Wire Brush, Wrench, Ratchet - UT	R	1/16/2019	50.71		032616		
	I-858033 Extension Cord, Rod, Mortar-LCRA	R	1/16/2019	93.15		032616		
	I-858866 Spring Assist - FISH	R	1/16/2019	4.49		032616		
	I-858875 Concrete Mix - WP	R	1/16/2019	40.53		032616		
	I-858914 Tape, Faucet, Paint Brush - WP	R	1/16/2019	85.31		032616		
	I-858939 Spring Extensions - FISH	R	1/16/2019	5.34		032616		
	I-859218 Paint, Bushings, Locknut -LCRA	R	1/16/2019	160.81		032616		
	I-859356 Gloves & Rebar - LCRA	R	1/16/2019	57.70		032616		
	I-859359 Putty & Bondo - LCRA	R	1/16/2019	9.64		032616		
	I-859396 Bolts, Screws, Fittings - LCRA	R	1/16/2019	12.32		032616		
	I-859450 Pipe, Seal, Pipe Thread - MAINT	R	1/16/2019	66.09		032616		
	I-859451 Blades - MAINT	R	1/16/2019	11.70		032616		
	I-859476 Screwdriver & Trash Bags - TP	R	1/16/2019	37.49		032616		
	I-859540 Oil, Bolts, Washers, Tape-LCRA	R	1/16/2019	119.54		032616		
	I-859544 Bolts & Screws - LCRA	R	1/16/2019	34.11		032616		
	I-859568 Sander, Liners, Rollers - LCRA	R	1/16/2019	42.49		032616		
	I-859569 Hooks, Wire Rope, Bolts - FISH	R	1/16/2019	23.38		032616		
	I-859575 Rod Thread - LCRA	R	1/16/2019	11.68		032616		
	I-859598 Gloves & Stripper - LCRA	R	1/16/2019	31.21		032616		
	I-859656 Socket Sets - MAINT	R	1/16/2019	42.86		032616		
	I-859740 Putty Knife & Paint - LCRA	R	1/16/2019	27.07		032616		
	I-859778 Rope & Bucket - UT	R	1/16/2019	16.57		032616		
	I-860210 Battery Adapter - MAINT	R	1/16/2019	48.79		032616		
	I-860249 Pine - LCRA	R	1/16/2019	64.71		032616		
	I-860279 Blade, Bolts, Paint - LCRA	R	1/16/2019	59.77		032616		
	I-860297 Concrete Mix - WP	R	1/16/2019	68.43		032616		
	I-860299 Duct Tape & Gloves - EM	R	1/16/2019	15.20		032616		
	I-860311 Shovel, Broom, Transplanter-UT	R	1/16/2019	42.91		032616		
	I-860330 Batteries - UT	R	1/16/2019	17.54		032616		
	I-860364 Tape, Key, Concrete - MAINT	R	1/16/2019	51.66		032616		
	I-860398 Thermostat - ENG	R	1/16/2019	26.80		032616		
	I-860425 Flashlight - PL	R	1/16/2019	23.41		032616		
	I-860429 Batteries - PL	R	1/16/2019	15.59		032616		
	I-860481 Key & Bag - ENG	R	1/16/2019	30.45		032616		
	I-860600 Chlorine - WHS	R	1/16/2019	24.42		032616		
	I-860773 Shear & Sand - LCRA	R	1/16/2019	56.07		032616		
	I-860777 Lysol, Tape, Sponges - LCRA	R	1/16/2019	45.94		032616		1,591.09
00143	METTLER TOLEDO, INC.							
	I-654670179 Calibrate Balance - LAB	R	1/16/2019	200.50		032620		200.50

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03724	Michael K. Nunley & Associates							
I-4918	Engineering Serv -Proj.421/422	R	1/16/2019	43,273.06		032621		
I-5094	Engineering Serv.-Proj 421/422	R	1/16/2019	2,910.75		032621		
I-5138	Fish Screen Redesign - ENG	R	1/16/2019	1,297.33		032621		47,481.14
03444	Mission Linen Supply							
I-508959481	Uniform Pants - TP	R	1/16/2019	28.76		032622		
I-509014885	Uniform Pants - TP	R	1/16/2019	28.76		032622		57.52
03701	MNS Engineers, Inc.							
I-71713	Sunset Pipeline Replace - ENG	R	1/16/2019	17,125.00		032623		
I-71714	Upper Rincon Lateral - ENG	R	1/16/2019	3,204.27		032623		
I-71715	Wellfield Pipe Replace - ENG	R	1/16/2019	1,187.50		032623		21,516.77
03938	Duane Molloy							
I-734301	Camping Cancellation - LCRA	R	1/16/2019	235.00		032624		235.00
02194	Draza Mrvichin							
I-123118	Negotiator Services 12/18	R	1/16/2019	4,793.75		032625		4,793.75
03503	National Commission for the Ce							
I-123118	Crane Certification Fee	R	1/16/2019	50.00		032626		50.00
00812	KEVIN NGUYEN							
I-Dec 18	Reimburse Mileage 12/18	R	1/16/2019	43.60		032627		43.60
03845	Oakridge Geoscience, Inc.							
I-048.002-01	Robles Panel Repairs - ENG	R	1/16/2019	1,672.00		032628		1,672.00
02185	Oasis Technology Inc.							
I-123118-1	Scada Support 12/17-12/30	R	1/16/2019	6,000.00		032629		6,000.00
00163	OFFICE DEPOT							
I-252669506001	Office Supplies - LCRA	R	1/16/2019	325.06		032630		
I-256673873001	Office Supplies - DO	R	1/16/2019	448.62		032630		
I-256681622001	Office Supplies - DO	R	1/16/2019	31.70		032630		805.38
00625	OfficeTeam							
I-52570589	Admin Temp	R	1/16/2019	816.00		032631		816.00
01570	Ojai Auto Supply							
I-448263	Vehicle Fluids - GAR	R	1/16/2019	279.28		032632		
I-451649	V Belt for Concrete Saw - PL	R	1/16/2019	103.47		032632		
I-452831	Injector Cleaner - Unit 267	R	1/16/2019	24.32		032632		407.07

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00912	OJAI BUSINESS CENTER, INC							
I-13924a	Shipping - LCRA	R	1/16/2019	18.32		032633		
I-13924b	Shipping - LAB	R	1/16/2019	79.94		032633		98.26
00161	OJAI VALLEY CHAMBER OF 2019 Membership Dues	R	1/16/2019	690.00		032634		690.00
00169	OJAI VALLEY SANITARY DISTRICT 2019 Discharge Permit Fee	R	1/16/2019	1,480.50		032635		
I-120418	Cust # 52921	R	1/16/2019	56.14		032635		
I-20907	Cust # 20594	R	1/16/2019	168.42		032635		1,705.06
03931	Sun Pedraza Camping Cancellation - LCRA	R	1/16/2019	60.00		032636		60.00
00188	PETTY CASH Replenish Petty Cash - DO	R	1/16/2019	776.17		032637		776.17
00188	PETTY CASH Replenish Petty Cash - LCRA	R	1/16/2019	9.00		032638		9.00
10042	PSR ENVIRONMENTAL SERVICE, INC Gas Tank Spill Bucket Mod -GAR	R	1/16/2019	4,745.68		032639		
I-9081	Gas Tank Inspection - DO	R	1/16/2019	220.00		032639		
I-9082	Gas Tank Inspection - LCRA	R	1/16/2019	220.00		032639		5,185.68
02767	Pueblo Water Resources, Inc. Supply Augmentation Assessment	R	1/16/2019	1,845.00		032640		1,845.00
03554	J. Harris Industrial Water Tre Water Softner Service - WP	R	1/16/2019	135.00		032641		135.00
03932	Ron Quinine PC 832 Course Fee	R	1/16/2019	145.50		032642		145.50
03651	Rincon LLC PR Professional Services -MGMT	R	1/16/2019	4,087.50		032643		4,087.50
00313	ROCK LONG'S AUTOMOTIVE Oil Service - Unit 51	R	1/16/2019	351.88		032644		
I-25530	Oil Service - Unit 50	R	1/16/2019	109.24		032644		461.12
03925	Leslee Rodgers Camping Cancellation - LCRA	R	1/16/2019	175.00		032645		175.00

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00978	SAFETY GEAR CORPORATION							
C-0044137b	Accrue Use Tax	R	1/16/2019	13.74CR		032646		
D-0044137a	Accrue Use Tax	R	1/16/2019	13.74		032646		
I-0044137	Safety Vests - OM/ENG	R	1/16/2019	189.54		032646		189.54
03934	Kristine Salazar							
I-754538	Camping Cancellation - LCRA	R	1/16/2019	145.00		032647		145.00
02756	SC Fuels							
I-1331179-IN	Gas & Diesel - LCRA	R	1/16/2019	2,453.36		032648		2,453.36
00211	SECORP INDUSTRIES							
I-I0059732	Hydrotest Escape Hood - TP	R	1/16/2019	80.98		032649		80.98
02003	Sostre Enterprises Inc.							
I-3665	Website/CMS Fee Hosting	R	1/16/2019	249.00		032650		249.00
00215	SOUTHERN CALIFORNIA EDISON							
I-011119	Acct#2397969643	R	1/16/2019	13,814.44		032651		13,814.44
00767	STATE WATER RESOURCES CONTROL							
I-LW-1022572	SWRCB Water System Fees-Ojai	R	1/16/2019	12,653.50		032652		
I-LW-1022582	SWRCB Water System Fees-Casita	R	1/16/2019	12,737.50		032652		25,391.00
03939	Gina Stevens							
I-752411	Camping Cancellation - LCRA	R	1/16/2019	109.00		032653		109.00
02643	Take Care by WageWorks							
I-8445187	Reimburse Med/Dep Care	R	1/16/2019	63.00		032654		63.00
03003	Stephen Taylor							
I-010919	Workers Comp 1102WC170000001	R	1/16/2019	241.80		032655		241.80
00266	THOMSON REUTERS - WEST							
I-839611136	Government Code Updates	R	1/16/2019	4,459.62		032656		4,459.62
00364	TRI-COUNTY OFFICE FURNITURE							
I-137203	Storage Cabinet - IT	R	1/16/2019	820.26		032657		820.26
00225	UNDERGROUND SERVICE ALERT							
I-1220180090	77 New Ticket Charges	R	1/16/2019	137.05		032658		137.05
02784	United Rentals							
I-164293130-001	Steel Plates - PL	R	1/16/2019	7,758.47		032659		7,758.47

1/17/2019 10:10 AM

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/03/2019 THRU 1/16/2019

## A/P HISTORY CHECK REPORT

PAGE: 15

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00246	VENTURA COUNTY AIR POLLUTION Air Permit for TP Generator	R	1/16/2019	602.00		032660		602.00
00251	VENTURA COUNTY STAR Notice of Public Hearing - BRD	R	1/16/2019	115.26		032661		115.26
02113	Ventura County Watershed Prote Encroachment Permits	R	1/16/2019	2,000.00		032662		2,000.00
09955	VENTURA WHOLESALE ELECTRIC Conduit, Fittings, Locknuts-LCRA	R	1/16/2019	163.21		032663		163.21
00247	County of Ventura Encroachment Permits	R	1/16/2019	2,220.00		032664		2,220.00
01283	Verizon Wireless Monthly Cell Charges - DO Monthly Cell Charges - LCRA	R R	1/16/2019 1/16/2019	2,747.66 756.59		032665 032665		3,504.25
01396	VULCAN CONSTRUCTION MATERIALS Recycle Asphalt - PL Recycle Asphalt - PL Recycle Asphalt - PL Recycle Asphalt - PL	R R R R	1/16/2019 1/16/2019 1/16/2019 1/16/2019	50.00 50.00 548.86 570.72		032666 032666 032666 032666		1,219.58
00536	Water Resource Engr Associates HOBO to VERBO - ENG	R	1/16/2019	16,857.79		032667		16,857.79
02854	Water Works Engineers, LLC WestEnd Ojai Ave Pipeline-ENG	R	1/16/2019	28,701.45		032668		28,701.45
00663	WAXIE SANITARY SUPPLY Towel Cabinets - DO Peroxide Cleaner - LCRA	R R	1/16/2019 1/16/2019	150.58 195.02		032669 032669		345.60
00330	WHITE CAP CONSTRUCTION SUPPLY Whisk Broom - PL	R	1/16/2019	50.50		032670		50.50
01270	SCOTT LEWIS Reimburse Expenses 12/18	R	1/16/2019	4,593.15		032671		4,593.15
00625	OfficeTeam Admin Temp	R	1/16/2019	1,030.40		032672		1,030.40

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VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/03/2019 THRU 1/16/2019

## A/P HISTORY CHECK REPORT

PAGE: 16

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00102	FRANCHISE TAX BOARD Payroll Deduction	R	1/16/2019	50.00		032673		50.00
00124	ICMA RETIREMENT TRUST - 457 DEFERRED COMP FLAT DEFERRED COMP PERCENT	R R	1/16/2019 1/16/2019	575.00 141.44		032674 032674		716.44
00985	NATIONWIDE RETIREMENT SOLUTION 457 CATCH UP DEFERRED COMP FLAT DEFERRED COMP PERCENT	R R R	1/16/2019 1/16/2019 1/16/2019	230.77 5,360.39 387.31		032675 032675 032675		5,978.47
00180	S.E.I.U. - LOCAL 721 SEIU 721 COPE UNION DUES	R R	1/16/2019 1/16/2019	40.00 791.75		032676 032676		831.75
1	DRONEY, TIM US REFUND	R	1/16/2019	77.96		032677		77.96
1	TERZIAN, MAIA US REFUND	R	1/16/2019	21.38		032678		21.38
1	HUNTER, JOSEPH & LEA US REFUND	R	1/16/2019	10.75		032679		10.75
1	YACURA, RYAN US REFUND	R	1/16/2019	17.15		032680		17.15
1	J & H ENGINEERING US REFUND	R	1/16/2019	245.62		032681		245.62
1	TILLMAN, BRITTANY & US REFUND	R	1/16/2019	21.32		032682		21.32
1	A/A THACHER US REFUND	R	1/16/2019	44.25		032683		44.25
1	JAYNE, TERESA US REFUND	R	1/16/2019	12.08		032684		12.08
1	OLSON, DAVID & AGNES US REFUND	R	1/16/2019	3.29		032685		3.29

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## A/P HISTORY CHECK REPORT

PAGE: 17

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/03/2019 THRU 1/16/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00793 I-011619	LOS ANGELES REGIONAL WATER Robles Timber Cut-off Repair	R	1/16/2019	2,122.00		032686		2,122.00

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	166	762,022.51	0.00	762,022.51
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	112,314.40	0.00	112,314.40
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
	VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			169	874,336.91	0.00	874,336.91
BANK: AP		TOTALS:	169	874,336.91	0.00	874,336.91
REPORT TOTALS:			169	874,336.91	0.00	874,336.91

## MEMORANDUM

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TO: Board of Directors

From: Michael L. Flood, Interim General Manager

RE: **Resolution Declaring Stage 4 Water Supply Condition at Lake Casitas**

Date: January 18, 2018

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**RECOMMENDATION:**

The Board of Directors consider adopting a resolution declaring that a Stage 4 Water Supply Condition exists for the Lake Casitas water supply and provide direction to staff to implement specific actions in accordance with the Casitas MWD Water Efficiency and Allocation Program (WEAP).

**BACKGROUND:**

On April 27, 2016, the Board of Directors adopted a resolution declaring that a Stage 3 water supply condition existed for the Lake Casitas water supply. Three categories of specific actions were identified to be part of the declaration:

Category 1: Communication and Outreach – this included intensification of public outreach focused on alerting the public to the existence of a Stage 3 water supply condition and that mandatory water use reductions were in place. Budget development to support outreach efforts was also part of this category.

Category 2: New Service Connections & Allocations - Direction to staff to bring back a recommendation on either a moratorium or controlled issuance of new water service connections and allocations.

Category 3: Specific Actions to Support Conservation – This involved a list of specific actions involving allocation adjustments, landscape irrigation limitations and conservation penalties.

Since the adoption of the Stage 3 resolution, the level in Lake Casitas saw a minor recovery in early 2017 but a continued decline since that time. As of early December 2018, the level at Lake Casitas is nearing the 30% full threshold which is one criteria within the WEAP (Section 5.4, Table 5) that the Board of Directors can use in consideration of a declaration of a Stage 4 water supply condition.

On December 12, 2018, the Board of Directors held a hearing in regard to adopting a resolution declaring that a Stage 4 water condition exists at Lake Casitas. Subsequent to that hearing, the Board determined it would defer the decision to the January 9<sup>th</sup>, 2019 Board meeting.

On January 9, 2019, the Board of Directors considered adopting a resolution declaring that a Stage 4 water condition exists at Lake Casitas. The Board determined it would defer the decision to the January 23<sup>rd</sup>, 2019 Board meeting.

As a result of recent storm activity, the water supply percentage in Lake Casitas has risen to 32.2 %.

#### DISCUSSION:

The WEAP provides the Board of Directors full discretion to determine what water supply condition Stage to declare in response to a drought emergency and is contained primarily in Section 5.4. This includes (but is not limited to) the water level of Lake Casitas, the measured response to the call for conservation, and changes to water resource conditions.

A presentation was provided by the Interim General Manager during the December 12, 2018 Board meeting that went into more detail on these factors as well as others such as timing of its implementation, a summary of public feedback on the issue and actions being taken by Casitas' wholesale customers. A list of recommendations of means as well as options for timing of the implementation of these means was included and will be available at the January 23<sup>rd</sup>, 2019 Board Meeting.

The Board requested that the 'Health & Safety Analysis' slide from the September Water Resources Committee meeting be updated and provided for this discussion. That updated slide is attached.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO. 19-

RESOLUTION DECLARING AND IMPLEMENTING  
A STAGE 4 WATER SUPPLY CONDITION  
FOR ALL CASITAS CUSTOMERS

WHEREAS, on April 26, 2016 the Board of Directors of the Casitas Municipal Water District adopted Resolution 16-09 declaring that a Stage 3 water supply condition did exist at Lake Casitas, and

WHEREAS, as of November 2018, Lake Casitas has continued to decline to nearly 30% of its full capacity of 237,975 Acre-Feet, and

WHEREAS, the National Weather Service in their November 15, 2018 U.S. Seasonal Drought Outlook indicates continued but improving drought conditions through February 28, 2019, and

WHEREAS, the Casitas Water Efficiency and Allocation Program adopted on May 9, 2018 identifies a decline to thirty (30) percent of storage available in Lake Casitas as the possible Stage 4 condition and subject to water demand reduction measures to preserve the Lake Casitas water supply during a continuation of the drought; and

WHEREAS, Article X, Section 2 of the California Constitution declares that the general welfare requires that water resources be put to beneficial use, that waste or unreasonable use or unreasonable method of use of water be prevented and that conservation of water be fully exercised with a view to the reasonable and beneficial use thereof; and

WHEREAS, California Water Code, Section 375, authorizes a water supplier to adopt and enforce a comprehensive water conservation program to reduce water consumption and conserve water supplies; and

WHEREAS, California Water Code, Section 71611 provides that a district may sell water under its control, without preference, to cities, other public corporations and agencies, and persons, within the district for use within the district.

WHEREAS, California Water Code Section 71640 authorizes the governing body of a municipal water district to restrict the use of district water during any emergency caused by drought, or other threatened or existing water shortage, and may prohibit the wastage of district water or the use of district water during such periods for any purpose other than

household uses or such other restricted uses as the district determines to be necessary, and may prohibit use of district water during such periods for specific uses which it finds to be nonessential; and

WHEREAS, California Water Code Section 71642 authorizes the governing body of a municipal water district to find the existence or threat of a drought emergency or other threatened or existing water shortage, and that finding is *prima facie* evidence of the fact or matter so found, and such fact or matter shall be presumed to continue unchanged unless and until a contrary finding is made by the board by resolution or ordinance; and

WHEREAS, pursuant to Water Code section 71641 and Government Code section 6061, the [District] must publish in a newspaper of general circulation any ordinance setting forth the restrictions, prohibitions, and exclusions determined to be necessary under Water Code section 71640 within 10 days after its adoption; and

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

- 1) Pursuant to Water Code section 71642, and for the reasons set forth herein, the Board continues with the determination of the existence or threat of a drought emergency or other water shortage condition; and
- 2) Pursuant to California Water Code Section 71611 and under the authority of Water Code Section 71640, any water that is delivered from Lake Casitas and the Casitas distribution system that is used outside the District boundaries is considered an unreasonable use and an unreasonable method of use; and
- 3) Casitas hereby declares that a Stage 4 water supply condition exists within the service area of the Casitas Municipal Water District; and
- 4) The Board of Directors hereby directs staff to take the following actions that are described in the 2018 Water Efficiency and Allocation Program for a Stage 4 condition in Lake Casitas, in the specified time, that include:
  - a) Effective upon adoption of this Resolution:
    - i. Continue with the Stage 1, Stage 2 and Stage 3 measures; and
    - ii. Expand and intensify the public information campaign within Casitas Municipal Water District that an increased and continued mandatory reduction in water use is required during Stage 4 water supply conditions.
    - iii. Implement measures to inform and educate all water users within Casitas Municipal Water District as to methods for achieving the reduction in water use.

- iv. Increase the current level of public outreach in relation to a specific Stage 4 message.
  - v. Develop a budget including staffing requirements to support water conservation and public outreach efforts.
- b) Prior to March 23, 2019, bring forward to the Board of Directors recommendations to consider a moratorium or more restrictive controlled issuance of new water service connection and allocations.
- c) Effective XX,XX,20XX, implement the following Stage 4 actions and measures:
- i. Reduce the initial allocation of every customer by an additional ten (10) percent; and
  - ii. Maintain the conservation penalty at \$5.00 per unit for all water usage exceeding monthly allocations for residential customers and annual allocations for all other customers; and
  - iii. Restrict landscape irrigation watering to the hours of 8PM to 8AM.
- 5) The Stage 4 water supply condition shall be presumed to continue unchanged unless and until a contrary finding is made by the Board by resolution or ordinance or when Lake Casitas reaches a volume of 90,000 AF upon which time the water supply condition will be declared as Stage 3.

ADOPTED this 23rd day of January, 2019.

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Pete Kaiser, President  
Casitas Municipal Water District

ATTEST:

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Brian Brennan, Secretary  
Casitas Municipal Water District

# Health & Safety Analysis

## Assumptions:

1. Dry/Difficult Conditions Persist
2. Ag Demands Remain Constant @ 6,300 AF/Year
3. Health & Safety @ 5,600 AF/Year
4. Net Evaporation @ 2,500 AF/Year
5. Total Yearly Demand of 14,400 AF

Assume FY 2019 Lake Demands (Feb through June): 4,000 AF

Add Remaining Net Lake Evaporation: 1,000 AF

FY 2019 Total Estimated Lake Demand: **5,000 AF**

Estimate End FY 2019 Lake Level: 76,000 AF – 5,000 AF = **71,000 AF (29.8%)** (Conservative)

Stage 5 Lake Volume: **59,494 AF (25%)**

## With Ag (14,400 AF/Year)

Estimate End FY 2020 Lake Level : 56,600 AF (23.8%)

## W/O Ag (8,100 AF/Year)

N/A

Estimate End FY 2021 Lake Level : 42,200 AF (17.7%)

48,500 AF (20.4%) (6 Years Supply)

Estimate End FY 2022 Lake Level : 27,800 AF (11.7%)

40,400 AF (17.0%) (5 Years Supply)

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## CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

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**TO:** MICHAEL FLOOD, INTERIM GENERAL MANAGER

**FROM:** LINDSAY CAO, CIVIL ENGINEER

**SUBJECT:** PREQUALIFICATION OF RINCON PUMP PLANT ELECTRICAL UPGRADE

**DATE:** 01/23/19

---

### **RECOMMENDATION:**

It is recommended the Board of Directors determine bids for Rincon Pump Plant Electrical Upgrade will only be accepted from the provided list of contractors who are pre-qualified for this project.

### **BACKGROUND AND DISCUSSION:**

The District issued a Request for Qualifications for Rincon Pump Plant Electrical Upgrade on November 15, 2018. Five qualification packages were received. One of the contractors was deemed non-responsive as their package did not include (1) necessary financial information and (2) required list of recently completed projects. The four remaining contractors received passing scores based on reference checks, safety record, bonding capacity, compliance with civil and criminal law, and other factors in the questionnaire. The contractors who are eligible to submit bids for Rincon Pump Plant Electrical Upgrade construction are (in no particular order):

1. Venco Electric, Inc.
2. Eco Energy Solutions, Inc. dba High volt Electric
3. Oilfield Electric Company dba Oilfield Electric and Motor
4. Taft Electric Company

### **BUDGET IMPACT:**

The fiscal year 2018-19 capital improvement program budget includes \$600,000 for the design and construction for the subject project.

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## CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

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**TO:** MICHAEL FLOOD, INTERIM GENERAL MANAGER

**FROM:** JULIA ARANDA, ENGINEERING MANAGER

**SUBJECT:** AUTHORIZE GENERAL MANAGER TO SIGN PROFESSIONAL SERVICES AGREEMENT FOR COMPREHENSIVE WATER RESOURCES PLAN

**DATE:** 01/23/19

---

### **RECOMMENDATION:**

It is recommended the Board of Directors authorize the General Manager to enter into an agreement for professional engineering consulting services with Stantec Consulting Services, Inc. (Stantec) for preparation of the Comprehensive Water Resources Plan and Safe Yield Analysis for a fee not to exceed \$444,442.

### **BACKGROUND AND DISCUSSION:**

This item was presented at the Board meeting of January 9, 2019 and was directed to the Water Resources Committee for discussion and recommendation.

In their proposal, Stantec presented two options for the safe yield analysis of the lake. The first option includes a model update using a 'traditional' safe yield analysis methodology. The second option is a Probabilistic Yield Analysis which incorporates multiple possible future hydrologies and presents reliability under different scenarios. The two options were presented to the Water Resources Committee on January 15, 2019 and the Committee recommended proceeding with Option 2. Stantec also revised their proposal to update the period of record from the existing model (1944-1965) with current data (through 2018), at the Committee's recommendation.

Stantec is well qualified and committed to completing the Comprehensive Water Resources plan in a timely fashion. The proposal includes the following schedule milestones:

Early Action Plan	April 2019
Probabilistic Yield Update Tech Memo	July 2019
Water Supply Alternatives Tech Memo	August 2019
Funding Alternatives Tech Memo	September 2019
Draft CWRP	November 2019
Final CWRP	December 2019

**BUDGET IMPACT:**

This project was not included in the fiscal year 2018-19 budget. The base fee proposal from Stantec is \$367,186 for preparation of the Comprehensive Water Resources Plan, including the Early Action Plan. The total estimated fee with the Probabilistic Yield Analysis and period of record update is \$444,442.

Attachment:

Proposal from Stantec Consulting Services, Inc. dated January 17, 2019



**Stantec Consulting Services Inc.**  
111 E. Victoria St.  
Santa Barbara, CA 93101

January 17, 2019  
File: 184032004

**Attention: Ms. Julia Aranda**  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, CA 93022

**VIA EMAIL:** [jaranda@casitaswater.com](mailto:jaranda@casitaswater.com)

Dear Ms. Julia Aranda

**Reference: Comprehensive Water Resources Plan Scope of Work**

## **SCOPE OF SERVICES**

Stantec will prepare the Casitas Municipal Water District (Casitas) Comprehensive Water Resources Plan. The tasks proposed to be completed are described below.

### **TASK 1 – PROJECT MANAGEMENT**

#### **1.1 Project Management**

Stantec will implement its formal project management framework that must be applied to all projects. The framework is tailored to each project based on its size and complexity. Stantec will prepare a Project Management Plan that will include the following components:

- Scope of Work
- Budget
- Schedule
- Quality Control/Quality Assurance Plan—This plan will describe how work products and analyses will be checked by internal subject matter experts. All project deliverables will be reviewed by one of the Strategic Advisors prior to submittal to Casitas.
- Communications Plan—This plan will describe lines of communication between the Stantec team and Casitas, and between the Stantec team and external stakeholder groups.
- Risk Register—This will include a list of possible project risks in technical, schedule, budget, and management categories, as well as proposed mitigation strategies to be implemented by Stantec.
- Change/Issues Log—This is a log of direction provided by Casitas to address changes to the scope and budget.

Stantec will submit monthly invoices and brief progress reports providing the status of scope, schedule and budget.

January 17, 2019

Ms. Julia Aranda

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Reference: **Comprehensive Water Resources Plan Scope of Work**

## **1.2 Quality Control/Accuracy**

Stantec will implement quality control/assurance procedures to check all work products for accuracy and use of best practices. All project deliverables will be checked by one of Stantec's senior project team members.

## **1.3 Meetings**

Stantec will attend the following meetings at the District offices unless otherwise noted:

- Project kickoff meeting, including the key Stantec staff and Casitas staff.
- Monthly progress meetings—these will be in person meetings and will focus on key milestones when important decisions need to be made; some team members may attend via conference call when providing routine project status updates. (assumes up to 10 meetings)
- Project updates at Water Resources Committee meetings—we will prepare presentation materials for use by Casitas staff or by our project staff as desired. (assumes up to 3 meetings)
- Three (3) presentations at Casitas Board meetings—we will prepare presentation materials for use by Casitas staff or by our project staff as desired.
- Meeting to review Draft Comprehensive Water Resources Plan—this in-person meeting will be conducted to review the draft Comprehensive Water Resource Plan report and recommendations.
- A final board meeting to present the final Comprehensive Water Resources Plan

For all meetings Stantec will prepare and distribute an electronic copy of the draft agenda a minimum of three (3) days prior to each meeting. Stantec will prepare and distribute an electronic copy of the meeting minutes a minimum of five (5) days after each meeting.

## **1.4 Stakeholder Engagement**

Stantec will implement a stakeholder engagement program in close coordination with Casitas. The stakeholder engagement program will be implemented in two phases.

### **1.4.1 Phase 1 - Initial Information Gathering and Outreach**

Phase 1 activities will include:

1. Prepare Stakeholder Engagement Plan.
2. Create and update the stakeholder database in the Stakeholder Engagement Plan, which lists known stakeholder groups (e.g., Ojai FLOW, Ojai Valley Land Conservancy, Ojai Valley Sanitary District, Ojai Valley Water Advisory Group, Ojai Water Conservation District, City of Ojai, US Bureau of Reclamation, US Forest Service, Ventura River Water District, Oak View, Meiners Oaks, Ventura County).
3. Develop themes and messaging framework for engaging with the community and stakeholders.
4. Develop simple online microsite for the community to ask questions and express concerns.
5. Conduct outreach to elected officials at the County and City levels to help ensure Casitas has identified the key stakeholders they would like to participate in the process (e.g. City of Ventura, County of Ventura, and City of Ojai).

January 17, 2019

Ms. Julia Aranda

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**Reference:**    **Comprehensive Water Resources Plan Scope of Work**

#### 1.4.2 Phase 2 - Ongoing Stakeholder Involvement

Phase 2 activities will include:

1. Support community outreach meetings for each of the stakeholders identified in Phase 1. This will include up to 12 outreach meetings. A summary of the initial issues, questions, feedback and concerns raised by the stakeholders will be provided to the team for use in updating the Stakeholder Engagement Plan. The summary information will be presented at a Casitas Board meeting.
2. Launch online microsite for broader community input.
3. Update themes and messaging framework for the proposed solutions as a result of the community outreach effort.
4. Conduct a final meeting with the Casitas Board to present results of the Comprehensive Water Resources Plan, with an invite to all stakeholders.

### **TASK 1 DELIVERABLES**

1. Project Management Plan in PDF format (A hardcopy will be available upon request)
2. Monthly invoices
3. Monthly updated project schedule
4. Meeting agendas and minutes (delivered as outlined in task 1.3)
5. PowerPoint presentations (delivered electronically; assumes three (3) board presentations, three (3) Water Resources Committee presentations, one (1) draft plan review presentation, and one (1) final plan review presentation)
6. Stakeholder Engagement Plan in PDF format (A hardcopy will be available upon request)

### **TASK 2 – REVIEW AND SUMMARIZE EXISTING PLANNING DOCUMENTS AND CURRENT PROJECT STATUS**

#### **2.1 Review Existing Planning Documents**

Stantec will review existing planning documents available from Casitas and other sources that describe water supplies, demands, existing water sources, and potential future projects. In addition, to assessing previous supply options in this task, Stantec will also review previous demand forecasts for the Casitas service area. Stantec will review past demand estimates in light of recent drought and significant conservation efforts and adjust if needed to provide realistic forecasts of future demand in the service area.

#### **2.2 Review Water Security Project Status**

Stantec will review the status of existing water security projects on which Casitas is currently working and/or coordinating with other agencies. These include the State Water Project Interconnection and Matilija Formation Deep Wells.

January 17, 2019

Ms. Julia Aranda

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Reference:    **Comprehensive Water Resources Plan Scope of Work**

## **2.3 Summarize Existing Planning Documents and Status of Current Water Supply Projects**

Stantec will prepare a Background Information Technical Memorandum (TM) that summarizes the review of previous demand estimates, water supply options, and current status of water security projects. The TM will discuss the advantages and disadvantages of the alternatives from their respective studies and evaluate whether they are viable alternatives to reconsider. The information will be presented in matrix, figure or graphical format that can be presented to the general public as an informational tool. The TM will recommend options to be evaluated further in Task 3.

The TM will be formatted to become Section 2 of the final project report. The draft TM will be submitted to Casitas for review and comment, and comments will be incorporated into a final TM. The draft TM will represent a key project milestone; it will be reviewed in a face-to-face monthly progress meeting with Casitas.

## **2.4 Early Action Plan (Alternate Task)**

If approved by Casitas, Stantec will help Casitas develop an Early Action Plan to address the current water supply crisis as expeditiously as possible.

Stantec will quickly screen all the past water supply options and identify those that can be implemented within a few months. Stantec will perform a rapid assessment of those options and work with Casitas staff to recommend those that have the most chance of success and prepare a high-level implementation strategy. Accompanying the technical assessment will be a stakeholder involvement effort as described in Phase 1 of the Stakeholder Engagement task to assess the level of public acceptance for candidate immediate strategies.

The result of this task will be a brief write-up and presentation of the proposed strategy that staff can use with Board members, stakeholders and the public to demonstrate it has a plan to mitigate the current situation and is taking action. The Early Action Plan will keep in mind the potential long-range water supply options, so early actions do not preclude pursuing other opportunities in the future. This task would be completed within three (3) months from award of contract.

## **TASK 2 DELIVERABLES**

1. Early Action Plan, if approved, in PDF format (A hardcopy will be available upon request)
2. Matrix and graphical exhibit of previously identified water supply alternatives in electronic format
3. Draft Background Information TM in PDF format (a hardcopy will be available upon request)
4. Final Background Information TM in PDF format (a hardcopy will be available upon request)

## **TASK 3 – DEVELOP WATER SUPPLY ALTERNATIVES**

### **3.1 Develop Long List of Options**

Stantec will develop a list of potentially feasible water supply alternatives based on the outcome of Task 2, supplemented by other input from Casitas, stakeholders, and the consultant team. This list could include

January 17, 2019

Ms. Julia Aranda

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Reference: **Comprehensive Water Resources Plan Scope of Work**

the State Water Project Interconnection, Matilija Formation Deep Wells, other regional projects, other groundwater development, seawater desalination, stormwater harvesting, and demand management. The list will be made as broad as possible to assure that all potentially feasible options are addressed.

### **3.2 Develop Ranking Criteria and Decision-Making Tool**

Stantec will develop ranking criteria based on the criteria used in Task 2 to describe alternatives identified in previous studies. These criteria may be refined, and other criteria may be added based on the need to discriminate among options on the long-list of alternatives. Criteria will cover technical requirements as well as Triple Bottom Line factors and may include cost-benefit, regulatory constraints, timeline, risk versus reliability, and vulnerability to impacts associated with climate change. Criteria will be validated by Casitas in a monthly progress meeting.

Development of water supply solutions in an environment of uncertainty around future climate, future growth, and future economic conditions requires a process that applies risk-based planning methods. Scenario planning is a strategy for incorporating future uncertainty. This approach develops different versions of the future (e.g., different combinations of demand levels and hydrologic/climate conditions) and finds robust water supply solutions that would be effective across all the possible futures. Stantec will develop two narrative futures for planning that represent high and low bookends of supply and demand; these may be described on a semi-quantitative basis. This will be accomplished fairly simply using past Lake Casitas safe yield estimates and alternate growth and economic forecasts at the regional or County level. Having at least two future scenarios will provide Casitas useful information on the range of possible future conditions it could face when needing to meet customer demands with available supplies.

Stantec will prepare a decision support tool to assist Casitas and stakeholders in evaluating the sensitivity of each alternative to the various factors (assessment criteria). Selection of the decision support tool will be made by Casitas based on options provided by Stantec, varying from Excel-based tools to vendor-supplied tool. The decision support tool will include graphical output showing how each project responds to the factors and how those responses influence their rating and ranking.

### **3.3 Develop Water Supply Projects**

Based on the outcome of the alternative evaluation process using the decision support tool with Casitas and stakeholders, Stantec will coordinate with Casitas to select up to six alternatives that have the most potential for successfully meeting Casitas' needs across the two scenarios developed in task 3.2. In addition to performing well against the criteria identified previously, alternatives must be able to meet short-, mid-, and/or long-term needs of Casitas. Stantec will include alternatives that can meet Casitas' immediate needs and can be implemented in a short period of time, as well as those that involve a longer implementation period and can meet Casitas' long-term needs.

Stantec will prepare the following for the up to six selected alternatives:

- Conceptual level layout and design of required facilities. This will consist of facility maps and schematic drawings showing relationships to other facilities, and approximate facility sizes and

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**Reference:**    **Comprehensive Water Resources Plan Scope of Work**

locations. Where possible this information will be based on the data extracted from the previous studies reviewed in Task 2, with updates to reflect current conditions and project needs.

- Conceptual cost estimate. This will consist of a construction cost estimate at an AACE Class 5 level, or Class 4 where sufficient information is available. Where applicable, cost estimates will be updated from previous studies to reflect currently feasible project configurations and sizes, and if possible, past cost estimates will be escalated to current conditions using common construction cost indexes such as the ENR Construction Cost Index.
- Regulatory Permits. This will consist of a list of the major regulations, permits, and water administration factors affecting implementation and operation of the facility.
- Environmental Compliance. This will consist of an assessment of the nature and complexity of environmental studies, permits, mitigation, and other factors associated with compliance with environmental laws and regulations (e.g., CEQA/NEPA compliance). This will also consider the water quality delivered by the alternative, and any treatment requirements necessary to be consistent with current drinking water quality provided to Casitas customers.
- Inter-Agency Coordination. This will consist of a description of the level and complexity of necessary coordination with other local or state agencies to implement and operate the alternative. It is anticipated that some alternatives can be implemented by Casitas alone, while others could require significant coordination and cooperation with other agencies (e.g., State Water Project Interconnect).
- System Integration. This will consist of a description of how alternatives would connect to and be operated in conjunction with current Casitas assets. In addition to how physical connections would be made, this section will describe how the new water resources would be used on conjunction with current resources (e.g., as drought supply, wet year supply, or base supply).
- Timeline. This will consist of an assessment of the time required to design and implement each alternative. Key implementation tasks and milestones (e.g., engineering studies, preliminary and final design, major permits, agreements with other agencies, construction) will be shown on an implementation schedule. It will also indicate whether the alternative can be used as a short-, mid-, or long-term solution.
- Phasing. This will consist of an assessment of whether implementation of the alternative can be phased over time.

Stantec will combine individual project alternatives into water supply portfolios that are capable of meeting the future water supply needs for Casitas. Portfolios will be assessed using the same or similar criteria as the individual alternatives.

Results from Task 3 will be summarized in a Water Supply Alternatives TM. The TM will be formatted to become Sections 4, 5 and 6 of the final project report. A draft TM will be provided to Casitas for review and comment. A final TM will not be prepared, but comments will be incorporated into the final report sections.

### **TASK 3 DELIVERABLES**

1. Decision-support tool in electronic format
2. Draft Water Supply Alternatives TM in electronic format (a hardcopy will be available upon request)

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Reference:    **Comprehensive Water Resources Plan Scope of Work**

## **TASK 4 – REVIEW FUNDING ALTERNATIVES**

### **4.1 Review Funding Alternatives**

Stantec will prepare a conceptual funding plan that will look at the various funding options including grants, loans, bonds, rate and fee revenues, cost-sharing with regional partners, and public-private partnerships. The funding plan will include advantages and disadvantages of each funding source based on criteria including customer rate impacts, the implementation timeline, leveraging of outside funding sources, administrative obligations, Casitas control, and any other key information relevant to the project(s).

The funding plan will also include potential rate impacts to customers based on estimated project costs and potential equivalent dwelling units (EDUs) served by the project(s). This will provide Casitas a way to evaluate the potential impact of various project options.

The funding plan will provide Casitas with a road map and/or strategies for funding and implementing the project(s). Stantec will summarize results of the funding review in an Alternative Funding Mechanisms TM. The TM will be formatted to become Section 7 of the final project report. A draft TM will be provided to Casitas for review and comment. A final TM will not be prepared, but comments will be incorporated into the draft Comprehensive Water Resources Plan report. Task 5 – Draft and Final Comprehensive Water Resources Plan.

## **TASK 4 DELIVERABLES**

1. Draft Alternatives Funding Mechanisms TM in electronic format (a hardcopy will be available upon request)

## **TASK 5 – COMPREHENSIVE WATER RESOURCES PLAN**

### **5.1 Draft Comprehensive Water Resources Plan**

Stantec will prepare a draft Comprehensive Water Resources Plan report to serve as the blueprint for addressing Casitas' existing and future water supply challenges. The first step in this task will be to develop a final report outline. Unless revisions are approved, this will follow the report outline provided in the Request for Proposal (RFP). The recommended projects and programs will be described at a conceptual level including an implementation schedule and specific tasks for further evaluation and study.

The Plan will incorporate the Background Information TM, Water Supply Alternatives TM, and Alternative Funding Mechanisms TM, which will be formatted as sections in the final report.

The Plan will rely heavily on tables and figures to present information in a manner accessible to the public and nontechnical decision makers. In particular, the Executive Summary will be a public-facing document that assists Casitas in communicating its process and recommendations to the public and stakeholders in a convincing manner. The Plan report will be prepared in a searchable, indexed PDF format.

The Plan will include recommendations for next steps. Depending on the outcome of Task 3, this may consist of a strategy for implementing a single alternative, or a strategy for pursuing multiple alternatives in

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parallel. Recommendations will also include triggers for implementing mid- and long-term solutions that would be dependent on future conditions such as drought/climate change, demand increases, or decisions by other regional or State agencies.

Stantec will meet with Casitas to review the draft plan and obtain comments to be incorporated into a final plan.

## **5.2 Final Comprehensive Water Resources Plan**

Stantec will incorporate agreed upon comments into a final Comprehensive Water Resources Plan. As defined in the RFP, the Plan report will be prepared in a searchable, indexed PDF format. The final report will be stamped and signed by a Professional Engineer in the State of California.

## **TASK 5 DELIVERABLES**

1. Draft Comprehensive Water Resources Plan in PDF format (hard copies available upon request)
2. Final Comprehensive Water Resources Plan in PDF format (hard copies available upon request)

## **TASK 6 – EVALUATE LAKE CASITAS SAFE YIELD**

This task was not in the original RFP. It was requested by Casitas subsequent to selection of Stantec to perform the Comprehensive Water Resources Plan study.

### **Background**

Casitas has used the “safe yield” concept in its past water resources plans. By definition the safe yield of a reservoir is the largest demand that can be met from the reservoir in every year during a given hydrologic period without the reservoir storage falling below a minimum allowable level.

The current Lake Casitas safe yield estimate of 20,540 acre-feet per year (AFY) is based on a modeling analysis performed by Casitas in 2004 and summarized in a report that is appended to the 2016 Urban Water Management Plan (Water Supply and Use Status Report, December 2004, prepared by Casitas staff). The modeling analysis used the historical hydrologic record from 1945-2003 and identified a 21-year critical period to determine the safe yield. The safe yield of 20,540 AFY accounts for removal of Matilija Dam and operation of the Robles Diversion Fish Passage project. The UWMP adopted this safe yield value for all future planning conditions.

The safe yield concept has a number of technical flaws in the current water supply planning context. The primary problem is that it assumes historical hydrology will repeat in the same sequence as occurred in the past. In an era of climate change and uncertainty, this assumption is flawed in that it does not account for possible shifts in temperature or precipitation in the future, or for the possibility of longer droughts than occurred in the past. California’s Fourth Climate Change Assessment, Statewide Summary Report notes that both these trends are highly likely in the future (State of California, 2016). In addition, the safe yield concept assumes water demand is constant in every year. In reality demand is variable from year to year and affected by weather on a daily to monthly time-scale, climate on a decadal and longer time scale, and by human factors such as demand management programs. For these reasons many water utilities are moving away from the safe yield concept and adopting risk-based or reliability-based approaches to

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planning in which estimates of water availability are based on probabilistic concepts, e.g., “under a given set of future conditions, a water demand of X AFY can be met Y% of the time” (Water Research Foundation, Framework for Evaluation Alternative Water Supplies, 2018).

While Casitas may choose to move to a more risk-based planning approach in the future, the District has indicated it wants to update the current safe yield estimate for the Comprehensive Water Resources Plan to account for possible future climate change. Stantec has identified the following two possible scope of work options to accomplish this task, depending on the availability of past data and the level of effort Casitas wants to invest in this task.

## **6.1 – Evaluate Lake Casitas Safe Yield**

### Option 1 - Reanalysis of Safe Yield Using Adjusted Historical Hydrology

This option requires availability of the water supply model used to estimate the Lake Casitas safe yield from the 2004 report.

Stantec will use estimates of future temperature and precipitation from the Assessment and other sources to develop adjusted parameters used in the Lake Casitas safe yield model based on offsets from historical temperature and precipitation. The modified model input will be used to estimate an adjusted safe yield based on the historical hydrologic sequence of years under moderate and severe climate change conditions. This will result in three water availability scenarios: the current estimated safe yield based on historical hydrology, an adjusted safe yield assuming moderate climate change effects, and an adjusted safe yield assuming severe climate change effects.

### Option 2 – Probabilistic Yield Analysis Using Resequenced, Adjusted Historical Hydrology (Alternate)

This option requires availability of the water supply model used to estimate the Lake Casitas safe yield from the 2004 report, or development of a new model of Lake Casitas hydrology and operations. Budget and schedule estimates assume the 2004 model is available to Stantec.

Stantec will use accepted statistical methods to resequence historical hydrologic data required by the Lake Casitas model such that historical means and standard deviations are preserved. One hundred “baseline” hydrologic sequences will be developed that have the same statistics as the historical record, but that may contain longer and more severe drought periods. The Lake Casitas model will be used to simulate each of the 100 baseline hydrologic sequences, and estimate the yield that can be met for different reliabilities (e.g., 50% to 100%) across the entire hydrologic ensemble for baseline conditions. Stantec will use estimates of future temperature and precipitation from the Assessment and other sources to develop adjusted parameters used in the Lake Casitas safe yield model based on offsets from historical temperature and precipitation. Modified model input parameters will be based on temperature and precipitation offsets for two future climate conditions: moderate climate change effects and severe climate change effects. Stantec will then apply the adjusted model parameters and estimate the yield that can be met for different reliabilities across the range of 100 hydrologic sequences for the two future climate conditions. This will result in probabilistic yield estimates for three scenarios – baseline and two future climate conditions.

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**Reference:**    **Comprehensive Water Resources Plan Scope of Work**

Each of the two options will generate three scenarios for future water availability from Lake Casitas. Casitas will select two scenarios to be used in the development of Comprehensive Water Resources Plan water supply portfolios.

Pros and cons of the two scope options are summarized below.

	<b>Option 1 – Reanalysis of Safe Yield Using Adjusted Historical Hydrology</b>	<b>Option 2 – Reanalysis of Safe Yield Using Re-sequenced, Adjusted Hydrology</b>
Estimated Budget	\$31,200	\$67,800
Estimated Schedule	3 months	5 months
2004 Model Required	Yes	Yes
Incorporation of Climate Change Effects	Moderate	High

## **6.2 Extend Safe Yield Model Simulation Period (add 2000-2018)**

Stantec will update the existing 2004 safe yield model provided by Casitas to extend the simulation period through 2018 by adding years 2000-2018. This will include adding recent streamflow data for the streamgages represented in the model, applying previously developed routines for filling missing data and accounting for depletion and accretions, updating the Robles Diversion Canal logic, and updating yield estimates from contributing groundwater basins based on published or available information.

## **6.3 Safe Yield Update Technical Memorandum**

Stantec will present methods and results of the updated safe yield analysis in a technical memorandum.

### **TASK 6 DELIVERABLES**

1. Safe Yield Analysis Technical Memorandum in PDF format (hard copies available upon request)

### **FEES**

Stantec's proposed services will be performed on a time and materials, not to exceed basis and shall be billed monthly per the attached rate schedule. Charges for "time" include professional, technical, and clerical support services provided by Stantec. "Materials" include reimbursable expenses, such as photocopies, shipping/delivery, mileage, plots, prints, maps/documents, and outside consultant fees.

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Reference: **Comprehensive Water Resources Plan Scope of Work**

Based on Stantec's understanding of Casitas' requirements and experience with similar projects, the estimated fee required for services under this scope of work will be:

<b>Tasks 1-5.....</b>	<b>\$367,186</b>
<b>Additional requested items:</b>	
<b>Task 6.1</b>	
<b>Option 1.....</b>	<b>\$31,204</b>
<b>Option 2.....</b>	<b>\$67,752</b>
<b>Task 6.2.....</b>	<b>\$9,504</b>

A fee breakdown by labor hour and task is attached.

Stantec's charges will not exceed the above fee estimate without prior authorization by Castias. Stantec reserves the right to reallocate budget between the tasks if necessary provided the overall total is not exceeded.

Stantec has estimated the cost of services based on its understanding of the scope and complexity of the work at this time. During the performance of this scope of services, the need for additional or expanded services may be determined. Stantec will keep Casitas informed of progress and costs incurred through submittal of monthly invoices and progress reports.

## **SCHEDULE**

Stantec will commence work upon receipt of an executed contract. The work will be completed per the attached schedule.

We appreciate the opportunity to provide this scope of services proposal. Should you require additional information or wish to discuss this proposal further, please call Autumn Glaeser at (805) 285-9093.

Regards,

**Stantec Consulting Services Inc.**



**Autumn Glaeser PE**  
Project Manager  
Phone: (805) 285-9093  
[Autumn.Glaeser@stantec.com](mailto:Autumn.Glaeser@stantec.com)



**Venu Kollu PE**  
Principal In Charge  
Phone: (626) 568-6073  
[Venu.Kollu@Stantec.com](mailto:Venu.Kollu@Stantec.com)

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**Reference:      Comprehensive Water Resources Plan Scope of Work**

Attachment:    Fee breakdown  
                  Rate Schedule  
                  Proposed schedule

c. file

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**CMWD RFP for Proposals for Comprehensive Water Resources Plan**  
**Stantec Staff Time and Fees**

		Position										TASK STAFF COST	TASK DIRECT COST (10% markup) (a)	TOTAL TASK COST
			PIC & QA/QC	Principal Engineer	Senior Engineer	PM	Project Civil Engineer	Associate Engineer	Tech. Asst.	Admin	TOTAL HOURS			
			Billing Level	16	15	14	13	11	8	6	4			
		Billing Rate	\$225	\$211	\$201	\$185	\$168	\$142	\$126	\$107				
<b>TASK 1 - PROJECT MANAGEMENT</b>														
1.1	Project Management					60				48	108	\$ 16,236		\$ 16,236
1.2	Quality Control/Assurance		50	20							70	\$ 15,470		\$ 15,470
1.3	Meetings - Progress Meetings			30		50	30		20		130	\$ 23,140	\$ 4,400	\$ 27,540
1.4	Stakeholder Engagement										0	\$ -	\$ 60,500	\$ 60,500
<b>Task 1 Subtotal</b>			50	50	0	110	30	0	20	48	308	\$ 54,846	\$ 64,900	\$ 119,746
<b>TASK 2 - Review and Summarize Existing Planning Documents and Current Project Status</b>														
2.1	Review Existing Planning Documents			8	30	16	30	20			104	\$ 18,558		\$ 18,558
2.2	Review Existing Water Security Project Status			8	20	8	20				56	\$ 10,548		\$ 10,548
2.3	Summarize Existing Planning Documents and Status of Current Water Supply Projects			8	30	8	60	30	40	8	184	\$ 29,434		\$ 29,434
2.4	<i>Early Action Plan (Alternate Task)</i>			24	40	24	30			4	122	\$ 23,012		\$ 23,012
<b>Task 2 Subtotal</b>			0	48	120	56	140	50	40	12	466	\$ 81,552	\$ -	\$ 81,552
<b>TASK 3 - Develop Water Supply Alternatives</b>														
3.1	Develop Long List of Options			4	8	8					20	\$ 3,932		\$ 3,932
3.2	Develop Ranking Criteria and Decision-Making Tool			8	60	8	60				136	\$ 25,308		\$ 25,308
3.3	Develop Water Supply Projects			8	80	20	80	80	80	8	356	\$ 57,204		\$ 57,204
<b>Task 3 Subtotal</b>			0	20	148	36	140	80	80	8	512	\$ 86,444	\$ -	\$ 86,444
<b>TASK 4 - Review Funding Alternatives</b>														
4.1	Review Funding Alternatives			8	40	8	24	24		4	108	\$ 19,076		\$ 19,076
<b>Task 4 Subtotal</b>			0	8	40	8	24	24	0	4	108	\$ 19,076	\$ -	\$ 19,076
<b>TASK 5 - Draft and Final Comprehensive Water Resources Plan</b>														
5.1	Draft Comprehensive Water Resources Plan			8	40	20	80	40	40	8	236	\$ 38,444		\$ 38,444
5.2	Final Comprehensive Water Resources Plan			8	40	10	40		20	8	126	\$ 21,674	\$ 250	\$ 21,924
<b>Task 5 Subtotal</b>			0	16	80	30	120	40	60	16	362	\$ 60,118	\$ 250	\$ 60,368
<b>TASKS 1-5 SUB-TOTAL</b>			50	142	388	240	454	194	200	88	1756	\$ 302,036	\$ 65,150	\$ 367,186
<b>TASK 6 - Safe Yield Update Options</b>														
6.1	Option 1 - Reanalysis of Safe Yield Using Adjusted Historical Hydrology			12	20	20	40	80	16	8	196	\$ 31,204		\$ 31,204
	Option 2 - Reanalysis of Safe Yield Using Re-sequenced, Adjusted Hydrology			16	50	30	120	160	40	8	424	\$ 67,752		\$ 67,752
6.2	Extend Safe Yield Model Simulation Period (add 2000-2018)			4	4		40	8			56	\$ 9,504		\$ 9,504
<b>Project Total with task 6 option 1</b>														\$ 407,894
<b>Project Total with task 6 option 2</b>														\$ 444,442

NOTES

- (a) Mileage, reproduction, CAD charges, and field equipment etc.  
Also includes Consensus subcontract

**SCHEDULE OF BILLING RATES – 2019**

<b>Billing Level</b>	<b>Hourly Rate</b>	<b>Description</b>
3 4 5	\$102 \$107 \$121	<p><b>Junior Level position</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Independently carries out assignments of limited scope using standard procedures, methods and techniques</li> <li><input type="checkbox"/> Assists senior staff in carrying out more advanced procedures</li> <li><input type="checkbox"/> Completed work is reviewed for feasibility and soundness of judgment</li> <li><input type="checkbox"/> Graduate from an appropriate post-secondary program or equivalent</li> <li><input type="checkbox"/> Generally, one to three years experience</li> </ul>
6 7 8	\$126 \$137 \$142	<p><b>Fully Qualified Professional Position</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Carries out assignments requiring general familiarity within a broad field of the respective profession</li> <li><input type="checkbox"/> Makes decisions by using a combination of standard methods and techniques</li> <li><input type="checkbox"/> Actively participates in planning to ensure the achievement of objectives</li> <li><input type="checkbox"/> Works independently to interpret information and resolve difficulties</li> <li><input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent</li> <li><input type="checkbox"/> Generally, three to six years experience</li> </ul>
9 10 11	\$152 \$158 \$168	<p><b>First Level Supervisor or first complete Level of Specialization</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provides applied professional knowledge and initiative in planning and coordinating work programs</li> <li><input type="checkbox"/> Adapts established guidelines as necessary to address unusual issues</li> <li><input type="checkbox"/> Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment</li> <li><input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent</li> <li><input type="checkbox"/> Generally, five to nine years experience</li> </ul>
12 13 14	\$177 \$185 \$201	<p><b>Highly Specialized Technical Professional or Supervisor of groups of professionals</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise</li> <li><input type="checkbox"/> Participates in short and long range planning to ensure the achievement of objectives</li> <li><input type="checkbox"/> Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures</li> <li><input type="checkbox"/> Reviews and evaluates technical work</li> <li><input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent</li> <li><input type="checkbox"/> Generally, ten to fifteen years experience with extensive, broad experience</li> </ul>
15 16 17 18	\$211 \$225 \$234 \$237	<p><b>Senior Level Consultant or Management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recognized as an authority in a specific field with qualifications of significant value</li> <li><input type="checkbox"/> Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise</li> <li><input type="checkbox"/> Independently conceives programs and problems for investigation</li> <li><input type="checkbox"/> Participates in discussions to ensure the achievement of program and/or project objectives</li> <li><input type="checkbox"/> Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects</li> <li><input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent</li> <li><input type="checkbox"/> Generally, more than twelve years experience with extensive experience</li> </ul>

Note: Rates subject to escalation at end of calendar year.

Gantt Chart Schedule - Casitas Comprehensive Water Resources Plan

## Gantt Chart Schedule - Casitas Comprehensive Water Resources Plan

Task	2019											
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
5.3 Final Presentation										●		
<b>Task 6 - Safe Yield Update</b>												
<i>Option 1 - Adjust Historical</i>				📝								
6.1 Safe Yield Update												
6.2 Tech Memo					📝							
<i>Option 2 - Resequence Historical</i>												
6.1 Safe Yield Update												
6.2 Tech Memo						📝						

## MEMORANDUM

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TO: Board of Directors

From: Michael L. Flood, Interim General Manager

RE: **Consideration of an award to Padre Associates, Inc. of a contract for professional environmental study services to provide an initial study for the Robles Vertical Bore Test Well Project in an amount not to exceed \$47,035.00.**

Date: January 17, 2019

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**RECOMMENDATION:**

The Board of Directors approve the proposal from Padre Associates, Inc. in the amount of \$47,035.00 for professional environmental study services to provide an initial study for the Robles Vertical Bore Test Well Project.

**BACKGROUND:**

Early in 2018, Casitas staff considered the possibility of drilling emergency groundwater well on the property owned by Casitas MWD near the Robles Fish Passage facility. As opposed to the Horizontal Bore Project or HoBo being considered at the same site, this well would be drilled straight down into the Matilija formation directly under Casitas' MWD property at that location.

The project engineer, Water Resource Engineering Associates (WREA), employed Padre Associates, Inc. to review the possibility of filing a CEQA Category 6 exemption for the test well. Padre Associates' review revealed that noise impacts from this project would need to be mitigated and thus filing a Category 6 exemption might increase the risk of a challenge.

On January 15, 2019, the Water Resources Committee was provided a staff presentation on this issue and recommends that an initial study be completed.

**DISCUSSION:**

Padre Associates, Inc proposal will provide an initial study for this project along with any recommended mitigations. The timeline for this work to be completed will coincide with the design-bid-build work that is currently underway with WREA and thus not become a critical path issue for the project. Under this proposal, Casitas MWD would contract directly with Padre Associates, Inc.

A copy of Padre Associates' initial study proposal is attached.

December 20, 2018

Project No. 1802-4231

Casitas Municipal Water District  
1055 N. Ventura Avenue  
Oak View, CA 93022

Attention: Ms. Julia Aranda, P.E.

Subject: Casitas Municipal Water District's Robles Deep Vertical Bore Test Well Project –  
Proposal to Provide Environmental Review Assistance

Dear Ms. Aranda:

Padre Associates, Inc. (Padre) is pleased to provide this proposal in response to a verbal request from Mr. Michael Flood, General Manager of Casitas Municipal Water District (CMWD) made on December 14, 2018. This proposal is for the provision of California Environmental Quality Act (CEQA) compliance assistance for the CMWD Robles Deep Vertical Bore Test Well Project (Project). Our understanding of the proposed Project is based on our communications with CMWD personnel, staff from WREA and Jordan Kear of Kear Groundwater.

### **Project Understanding**

The CMWD (or District) proposes to conduct an exploratory vertical well boring (test well) ultimately into the Matilija formation (passing through several other formations) to a depth of approximately 7,000 feet. If the test well is successful (e.g. water quality, water quantity, technical feasibility and cost parameters are favorable) it would be followed by construction and operation a permanent water supply well (not the subject of this proposal). Under this scenario, the test bore would be converted into a permanent monitoring well.

The test well will be constructed on CMWD property located approximately 1,100-feet southwest of the Robles Diversion Dam on the west side of the Ventura River near the intersection of Rice Canyon and Cooper Canyon Roads. This is the same location as proposed for the spud point for the drilling of the horizontal bore into the Matilija formation (HOBO).

We understand that the test bore will commence with a relatively shallow 22-inch diameter borehole drilled to 50 feet into which a 16-inch conductor casing will be set in cement. A 15-inch bore would then be drilled to about 1,000 feet, e-logged, then set with a 9-inch-diameter steel casing equipped with a bottom grout shoe. The casing would then be completely cemented in place. Upon cement cure, an 8-inch diameter bore would be drilled toward 7,000 feet, with cuttings logged on a full-time basis. Upon reaching total depth, the bore would be e-logged, and a 5-1/2-inch diameter steel casing would be installed. The annular space would be cemented from the bottom up via a grout shoe. Once hardened, selected zones would be subject to gun-perforation to allow the formation water to enter the casing and flow upwards to be quantified and sampled. Several zones will be sampled via this method. Upon completion, the well head will be equipped with a high-pressure valve such that the entire flow can be quantified, monitored, and

tested over several years (estimated at three years). Installation of the well will take approximately three weeks to complete.

The test bore completion will be much smaller diameter than that required for a permanent well, but the valves may have similar if not higher pressure ratings. The water flow would be artesian; therefore, no pumps would be required.

Because the currently proposed Robles Deep Vertical Bore would be a test well only, the well would discharge tested waters to the Robles Canal. Therefore, a new approximately 450 feet long 6-inch diameter, above-ground lay-flat pipeline from the test well to the Robles Canal would need to be installed. Installation of the discharge pipeline is estimated to take less than five days.

The amount of water that would be produced by the test bore and monitoring functions would be inadequate to be considered a water supply source. It is understood that discharge would be of such low quantities that it is expected to evaporate before it would have the chance to enter into Lake Casitas. Because of the high quality of the water that is expected to be accessed through the test well, no treatment processes are proposed as part of the Robles Deep Vertical Bore Test Well operations.

Should the location of the initial test well be determined not to be ideal from a structural and stratigraphic standpoint (i.e., the test bore shows that a permanent well at this location is infeasible) the well would be properly abandoned, and any associated infrastructure removed. Any possible alternate location of another test bore or permeant well at a different location is not included as part of the scope of this CEQA compliance proposal.

## SCOPE

Padre under contract to WREA engaged in very preliminary review of the Project for qualification for an exemption to CEQA. The most likely candidate exemption category for the Project was:

*Information Collection (CEQA Guidelines 15306) – Class 6 consists of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. These may be strictly for information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted or funded.*

As can be seen from the description above, the use of this exemption is contingent upon the test bore having no serious or major disturbance to an environmental resource which would require evaluations of certain resources such as biological, cultural, paleontological resources, including field work. Additionally, exceptions to exemptions are identified in CEQA Guidelines Section 15300.2 as follows:

- a) Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

- b) Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.
- c) Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.
- d) Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.
- e) Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.
- f) Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

Based upon project description information provided to Padre including the need for 24-hour boring, seven days a week for three weeks, Padre did a preliminary level noise contour for drilling operations at the site and based upon the preliminary data the noise levels at the closest residences to the east would exceed County thresholds for evening and nighttime construction noise. The County thresholds for residential areas is 3 dB over ambient or fixed 60 dB for day time, 3 dB over ambient or a fixed level of 50 dBA for the evening, and 3 dB over ambient or 45 dBA for night time.

### **Task 1. CEQA Initial Study for Robles Deep Test Bore**

An Initial Study is the first step in determining the type of CEQA compliance document that is appropriate for a given project, once it is clear that an exemption to CEQA does not apply.

**Task 1a. - Project Description.** The preparation of the Initial Study begins with development of a detailed Project Description that can be used for the purposes of environmental review and preparation of the Initial Study. It is assumed that most if not all of this information will have already been developed as part of the preliminary work conducted by WREA and Kear Groundwater at the initiation of the Initial Study. However, any final details will be added as part of this task to ensure a complete project description is developed pursuant to Section 15124 of the CEQA Guidelines. (Responses to any outstanding Project Description-related information requests made by Padre will need to be provided by the District and/or its Project contractors.)

A draft and final Project Description incorporating one round of consolidated comments from the District and its contractors are proposed. Once the Project Description has been approved by the District, it will serve as the basis for the impact analysis to be included in the Initial Study.

### **Task 1b. Initial Study Checklist and Analysis (Administrative and Public Draft).**

Padre will prepare an Initial Study using a CEQA checklist approved by the District. The analysis will focus on the Project as described through the process outlined above but must also consider

cumulative impacts. All CEQA checklist items will be addressed. The following is a list of environmental issues to be addressed in the Initial Study.

Environmental Issues to be Addressed in the Initial Study	
<ul style="list-style-type: none"><li>• Aesthetics</li><li>• Agriculture and Forest Resources</li><li>• Air Quality/Greenhouse Gas Emissions</li><li>• Archaeological and Historic Resources</li><li>• Biological Resources</li><li>• Paleontological Resources</li><li>• Geology and Soils</li><li>• Groundwater and Surface Water Quality</li><li>• Flooding</li><li>• Hazards and Hazardous Materials</li></ul>	<ul style="list-style-type: none"><li>• Hydrology/Groundwater and Surface Water Supply</li><li>• Land Use and Planning</li><li>• Mineral Resources</li><li>• Noise</li><li>• Population and Housing</li><li>• Public Services</li><li>• Recreation</li><li>• Transportation/Traffic</li><li>• Tribal Cultural Resources</li><li>• Utilities and Service Systems</li></ul>

Methodology for Select Issues. The following is a brief scope for the environmental issue areas requiring the largest effort.

Aesthetics. Padre will describe the visual setting of the Project Site and vicinity including identification of sensitive receptors such as Highway 33 which is an Eligible Scenic Highway in the Project area. Short-term visual impacts associated with the 70-feet tall drill rig and night-time lighting will be discussed. Using GIS software Padre will identify viewing locations with a line of site to the drill rig. Impacts will be qualitatively discussed, and mitigation proposed to reduce impacts.

Air Quality/Greenhouse Gases. This section will include preparation of a setting section including current air quality planning efforts, summary of local ambient air quality, Air Quality and Greenhouse Gases (GHG) regulatory environment. Significance thresholds used for other District projects will be identified. Construction-related air pollutant and GHG emissions will be estimated based on equipment lists and construction scenarios (peak day and total annual equipment activity) provided by the District and its contractors. Mitigation measures will be provided as needed to avoid and/or minimize any significant impacts to air quality or global climate change, including standard County of Ventura Air Pollution Control District measures.

Archaeological Resources. A Padre archaeologist has ordered an expedited archaeological records search from the South-Central Coast Information Center (SCCIC) using a 0.25-mile search radius, as part of Padre's scope of work with WREA. Padre is waiting for the results of this request. It is understood that the project area has been the recipient location for cut material from the diversion structure construction and sediment from bi-annual maintenance of the Robles Canal. Depending upon the results of the records search and considering the fact that much if not all of the Project Site has been covered with offsite earth material, Padre will determine if it is necessary to conduct a Phase I archaeological pedestrian survey of the Project site. (However, a survey is included in the budget to be conservative.) An Archaeological Survey Report, which will include Padre's conclusions and recommendations regarding archaeological resources at the Project site will be prepared.

Optional Task - Assist with Assembly Bill (AB) 52 Consultation. Pursuant to Public Resources Code (PRC) § 21080.3.1, within 14 days of the decision to undertake the Project, Padre will provide written notification to the tribes that are on the District's Notice List. The written notification will include a brief project description, location, District contact information, and a statement that the tribe has 30 days to request consultation. Padre has also included an optional 11 hours of time to assist the District with the consultation process if a request for consultation is received within 30 days under this optional task cost estimate. Please note that compliance with AB 52 must be accomplished by the District in order to inform the analysis of Tribal Cultural Resources in the Initial Study.

Biological Resources. A Padre biologist will evaluate the biological setting of the test bore site focusing on the proposed wellhead, pipeline connections and vicinity. This will include a literature review to identify special-status species in the project area and a biological survey to characterize vegetation and wildlife habitats. Padre will identify appropriate biological significance thresholds and evaluate the direct and indirect impacts to special-status species based on construction impact areas and test well operational plans. Mitigation measures will be provided as needed to avoid and/or minimize any significant impacts to biological resources.

Noise. As indicated above, construction noise has the potential to be significant for the Project. The primary impact would be associated with 24-hour/day, seven days per week drilling operations. Padre will obtain day, evening and night-time ambient noise measurements at or proximate to the residential area that would be impacted by Project noise using a Larson Davis LxT1 Sound Level Meter. Padre will also communicate with potential Project driller Barbour Well Inc. to request that a representative of Padre be allowed to take noise measurements at a drilling operation using Rig #77 which is representative of the type of rig that would be used at the Project site. From previous communication with Dennis Chapman, General Manager of Barbour Well, Inc. it is understood that the rig will be in use in Santa Maria in January 2019. Project noise impacts will be evaluated based upon noise calculations and or modeling of the numbers and types of equipment to be used at the Project Site, measured noise data. and the distance from the Project Site to sensitive receptors. Projected noise levels will be compared to County of Ventura thresholds. Mitigation measures will be provided.

Paleontological Resources. Based on mapping of the Project wellhead, the Project would impact the Sespe Formation (tsp) which is considered to be of high paleontological significance in Ventura County. Padre will subcontract with local paleontologist, Trevor Lindsey who will conduct a Project site visit; paleontological records search/research; and prepare a report that includes setting, and Project impact evaluation for the test bore. Mitigation will be developed if necessary.

Other Issue Area Evaluations. Other environmental issues (e.g., geology, hydrology, transportation, etc.) will also be qualitatively evaluated and will include research efforts such as consulting online databases, maps, other relevant existing documentation and agency personnel as necessary. This proposal assumes that the District and its consultants will provide the information needed to support the hydrology/water quality evaluation including finding that the pilot bore would not adversely impact groundwater and/or surface water flows (quantity or quality).

## **Task 2. Preparation of a Draft Mitigated Negative Declaration**

Assuming that the findings of the Initial Study will support the conclusion that a Mitigated Negative Declaration (MND) will be the appropriate CEQA document for the test bore Project, no further environmental analysis will be required prior to public circulation (after District review) because the Initial Study will have addressed the checklist items in sufficient detail. A brief MND cover document will be added to the Initial Study and provided to the CMWD for internal review and comment. Padre will make any necessary revisions and prepare a Draft document for public circulation by the District. The schedule of the MND preparation will be concurrent with the Initial Study schedule. (In the unanticipated event that it is determined that an EIR is required for the test bore CEQA compliance, a modification of this scope and budget would be warranted.)

The budget assumes that one single sided original and 20 bound photocopies, and one electronic copy of the Draft MND/IS will be provided to the District for public circulation. Please note that 15 hard copies, or 15 summaries and electronic copies must be provided to the State Clearinghouse for distribution to State agencies if a project is of regional significance or such circulation is desired for other reasons such as it is a requirement of a funding agency. Although, circulation to the State Clearinghouse may not be required for this project, it is recommended in order to help ensure that any and all Responsible Agencies, Trustee Agencies, or other agencies that have jurisdiction by law with respect to the project are notified.

## **Task 3. Preparation of Notice of Intent to Adopt an MND and State Clearinghouse Notice of Completion**

Pursuant to Section 15072 of the CEQA Guidelines, Padre will prepare a Notice of Intent to Adopt an MND and Notice of Completion for submittal to the State Clearinghouse. This task does not include the development of a distribution list, necessary mailing/distribution, publication in a local newspaper or posting at the County Clerk's Office, State Clearinghouse, or project site. If desired by CMWD, these tasks can be provided by Padre on a time and expenses basis.

## **Task 4. Preparation of Final MND/IS (Administrative Final and Public Final)**

At the close of the 30-day public comment period, Padre will review comment letters, email or oral testimony (provided notes or written transcript is available) received by the CMWD regarding the proposed MND/IS. Responses to environmental issues or concerns raised in these letters and other communications will be prepared and provided to the CMWD. It is assumed that no more than five letters/emails requiring responses with no more than five unique comments each will be received. Additionally, it is assumed that no new analysis will be required in order to respond to the comments. Once finalized, the Final MND/IS will be ready for adoption by the CMWD. The budget assumes that one single sided original, 20 bound photocopies, and one electronic copy of the final MND/IS will be provided to the District for public circulation.

## **Task 5. Draft and Final Mitigation Monitoring Program**

Section 15097 of Title 14 of the California Code of Regulations, requires a lead agency in making findings related to significant impacts, to adopt a mitigation monitoring and/or reporting program. The program is to address adopted or required changes made to a project or imposed as conditions of approval to mitigate the significant environmental impacts of the project. This legislation is included as Section 21081.6 in the State Public Resources Code. As such, a Mitigation Monitoring Program (MMP) is required to be adopted by the District concurrent with the

adoption of findings required under Sections 15091 and 15093 of the State CEQA Guidelines. Padre will prepare a draft and final MMP concurrently with the preparation of the MND and Final MND.

### **Task 6. Notice of Determination**

Pursuant to Section 15075 of the State CEQA Guidelines, Padre will prepare a Notice of Determination (NOD) on behalf of the CMWD for the proposed project. This task does not include mailing or posting of the NOD at the County Clerk's Office or State Clearinghouse. If desired by the CMWD, these tasks can be provided by Padre on a time and expenses basis. (It should be noted that when filing the NOD a California Department of Fish and Game fee [currently \$2,280.75 for an MND] and County processing fee [\$50] must be paid and is not included in Padre's budget proposal.)

### **Task 7. Meetings and Hearing**

During the course of the environmental documentation preparation, there may be occasions when it is useful and necessary to have meetings between Padre and District staff. Our proposal assumes participation in up to two project-related meetings during the Initial Study/MND preparation process. (Meetings may be in person or via telephone.) Additionally, the Padre project manager will be available to be present at one District hearing to provide responses to any questions raised by the members of the reviewing body or general public with regard to the MND/IS.

### **Task 8. Findings (optional)**

Padre can prepare draft and final Findings and Statements of Fact regarding mitigation measures and project alterations to address the requirements of Section 15091(a) of the State CEQA Guidelines on a time and material basis if desired by CMWD.

## **ASSUMPTIONS**

The following assumptions have been made in the preparation of this proposal in addition to any previously made herein and not repeated here.

- The District and its contractors will provide responses to requests for information regarding the Project Description and Water/Hydrology issues.
- All project plans/diagrams will be provided by the District and its contractors in GIS or CAD files that can be easily manipulated by the Padre Mapping and Spatial Services staff.
- All documentation to be provided by the District and its contractors in support of the Padre scope of work will be provided in editable electronic formats compatible with Microsoft Word.
- The District will arrange access to the Project site for the purposes of environmental site visits and surveys to be conducted by Padre and its subconsultant.
- No archaeological resources will be observed within the Project site during the archaeological pedestrian survey, and therefore, no archaeological subsurface testing or data recovery investigations will be warranted.

- If the District requests assistance with AB 52 consultation, Padre assumes the District will provide a list of tribes that have requested notification.
- No sources of potential environmental contamination requiring further analysis will be identified during records review or site visitations.

If any of the above assumptions are not met, any additional effort necessitated may be subject to a budget augmentation.

## **PROJECT SCHEDULE AND COST ESTIMATE**

Schedule. Padre will begin the proposed scope of work upon authorization to proceed. Preparation of the Initial Study will be started upon approval of the project description and can be completed in approximately six weeks from final approval of the project description. If possible, Padre will attempt to complete the Initial Study sooner. An administrative draft MND/IS, including the Mitigation Monitoring Program, will be submitted to the District for review and comment. The Draft MND/IS ready for public circulation will be completed within two weeks of receiving comments on the administrative draft from the District.

At the conclusion of the public review period (assumed to be 30 days), all comments received by the District should be sent to Padre. Assuming minimal comments (estimated five letters/emails with an average of five comments each) are received, an administrative Final MND will be completed within two weeks of the receipt of the comments. The Final MND will be prepared within one week of receipt of all comments on the administrative Final MND.

Cost Estimate. Padre estimates that the total budget for the scope of work identified above is \$45,605 as further detailed in Table 1. All work will be conducted on a time and materials basis in accordance with our fee standard schedule (attached). Padre will inform the District if it appears that unanticipated scope items/effort is warranted that would require costs above those identified herein and will not proceed with work beyond the budget estimate without previous approval.

**Table 1 – Budget Estimate for Initial Study/MND**

Tasks	Time (hours)	Cost	Principal Professional \$160	Senior Professional \$130	Project Professional \$110	Senior Tech. \$95	Word Processing \$60	Graphics \$70
Task 1 Initial Study								
1a. Project Description	24	\$2,320	2		12		2	8
1b. Aesthetics	14	\$1,380			10			4
1b. Air Quality/GHG	14	\$1,780		12	2			
1b. Archaeological Resources	34	\$3,510		10	2	18		4
1b. Biological Resources	26	\$3,100		20	2			4
1b. Noise	32	\$3,560		6	24			2
1b. Paleontological Resources	8	\$800			6			2
1b. Other Sections and Evaluations	88	\$9,660	2	16	60		4	6
2. Draft MND	16	\$1,580			12		2	2
3. NOI/NOC	6	\$660			6			
4. Final MND/IS	43	\$4,720	1	6	32		2	2
5. Mitigation Monitoring Program	10	\$1,000			8		2	
6. Notice of Determination	7	\$720			6		1	
7. Meetings (2) / Hearing (1)	16	\$1,760			16			
<b>Padre Staff Hours</b>	<b>338</b>	<b>\$36,550</b>	<b>5</b>	<b>70</b>	<b>198</b>	<b>18</b>	<b>13</b>	<b>34</b>

**Direct Charges**

Vehicle (6@\$80)	\$480
Supplies and misc. expense	\$100
Camera (3@20)	\$60
GPS Unit (2 @ \$120)	\$240
Noise Meter (3 @ \$50)	\$150
Paleontologist T. Lindsey	\$3,204
Printing MND/Initial Study	\$1,800
Printing Final MND/IS	\$1,840
Administrative (cost plus 15%)	\$1,181
<b>Subtotal Direct Charges</b>	<b>\$9,055</b>

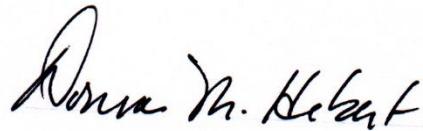
**Total Cost** **\$45,605**

**Optional Tasks:**

AB 52 Consultation Assistance - \$1,430  
Mailing/Distribution of Notices - time and material basis  
Publication of NOI in local newspaper - time and expenses basis  
Findings - time and expenses basis

This proposal remains in effect for a period of 90 days. If you have any questions or concerns regarding this proposal, please contact me at 805-644-2220 x 15 or dhebert@padreinc.com.

Sincerely,  
Padre Associates, Inc.



Donna Hebert  
Project Manager

Attachments:

- Fee Schedule
- Proposal for Paleontological Services
- c: Simon Poulter, Principal, Padre Associates, Inc.

**2019 FEE SCHEDULE**



**2019 STANDARD FEE SCHEDULE**

**PROFESSIONAL SERVICES**

Principal Professional .....	\$	160/hr
Senior Professional II.....	\$	140/hr
Senior Professional.....	\$	130/hr
Project Professional II.....	\$	120/hr
Project Professional.....	\$	110/hr
Staff Professional II.....	\$	100/hr
Staff Professional.....	\$	95/hr
Senior Technician (Non-Prevailing Wage).....	\$	90/hr
Senior Technician (Prevailing Wage).....	\$	95/hr
Technician (Non-Prevailing Wage) .....	\$	80/hr
Technician (Prevailing Wage) .....	\$	85/hr
Drafting.....	\$	70/hr
Word Processing .....	\$	60/hr

\*Overtime rates for Technicians and Office Staff is 1.3 x rates shown.

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$425 per hour.

**OTHER DIRECT CHARGES**

Subcontracted Services.....	Cost Plus 15%
Outside Reproduction.....	Cost Plus 15%
Travel, Subsistence, and Expenses.....	Cost Plus 15%
SCUBA Charge .....	\$ 100/day
Vehicle .....	\$ 80/day
Photoionization Detector .....	\$ 120/day
Nuclear Density Gauge .....	\$ 85/day
Automobile Mileage .....	\$ 0.85/mile

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1861 Knoll Drive • Ventura, California 93003 • 805-644-2220 • Fax 805-644-2050

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TREVOR LINDSEY/PALEONTOLOGIST

May 22, 2018

Ms. Donna M. Hebert  
Padre Associates, Inc.  
1861 Knoll Drive  
Ventura, CA 93003

Dear Ms. Hebert:

Thank you for the opportunity to provide paleontological services for Casitas Water District's Vertical Bore in Matilija Formation Project. The project includes a test bore referred to as the Robles Deep Test Bore as well as the construction of a permanent water supply well should the test bore prove to be successful. The purpose of this letter is to provide a scope of work and cost estimate to support review for an exemption to the California Environmental Quality Act for the test bore, and/or an Initial Study for the Project.

The project includes boring and possible trenching through several geologic formations, including the Sespe Formation, which is considered by Ventura County to be of high paleontological importance. I will prepare a report comprising setting, impact analyses, and mitigation for the project per the County's Initial Study Assessment Guidelines. Impact significance will be based on thresholds developed in accordance with CEQA requirements, applicable Ventura County guidelines and thresholds, as well as relevant General Plan Goals and Policies. I have not included time to respond to public comments on the draft CEQA document in this proposal.

I request Padre provide a thorough project description, with construction schedule and maintenance plan, as well as provide maps depicting the project over geologic resource maps to support the impact analysis. I also request Padre prepare graphics for the Initial Study document.

Expected cost to develop the report supporting the Initial Study is \$3,204.00, as shown below. This includes a draft report for your review, then the final document.

TASK	HOURS	RATE	TOTAL
Site Visit	8	\$89.00	\$712.00
Records Search	8	\$89.00	\$712.00
Report Preparation	20	\$89.00	\$1,780.00
<b>TOTAL</b>	<b>36</b>	-	<b>\$3,204.00</b>

I appreciate the opportunity to provide paleontological services to Padre Associates, Inc. Please call me at 805-987-9020 if you have any questions concerning this proposal.

Sincerely,  
*Trevor Lindsey*  
Trevor Lindsey  
Paleontologist

2121 ROCKLYN ST. ♦ CAMARILLO, CALIFORNIA 93010  
805.987.9020 ♦ EMAIL: OIB805@GMAIL.COM

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**CASITAS MUNICIPAL WATER DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** MICHAEL FLOOD, INTERIM GENERAL MANAGER  
**FROM:** VIRGIL CLARY, CIVIL ENGINEER  
**SUBJECT:** REQUEST FOR ADDITIONAL FUNDS, 2018-2019 FISCAL YEAR ANNUAL PATCHWORK BUDGET  
**DATE:** JANUARY 23, 2019

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**RECOMMENDATION:**

It is recommended the Board of Directors approve an additional \$100,000 to increase the 2018-2019 Fiscal Year Annual Patchwork budget from \$126,041.30 to \$226,041.30.

**BACKGROUND AND DISCUSSION:**

Repairs to water services and mainline leaks and breaks require excavation, causing damage to roadways, curbs, gutters, and sidewalks. District staff install a temporary asphalt patch to cover the damaged area and paving repairs are performed by an outside contractor. The Fiscal Year 2018-19 budget included \$100,000 to perform asphalt paving meeting City of Ojai, County of Ventura, and Caltrans requirements. At the Board meeting of July 25, 2018 the budget was increased to \$126,041.30 based on the bid received from BSN Construction, who was the contractor awarded the work. Since contract inception, there have been five patchlists released to BSN for completion. Table 1 provides a summary of verified pay requests, as well as pending pay request estimates, to determine an approximate remaining budget.

**Table 1**

Patchlist No.	Amount
1	\$24,453.39
2	\$27,516.18
3	\$0.00 <sup>1</sup>
4	\$30,232.12
5	\$34,301.82
TOTAL	\$116,503.51
Budget	\$126,041.30
Remaining	\$9,537.79

The original memo provided to the Board of Directors in July 2018 stated that notification and additional funding will be requested in advance of exceeding the currently budgeted funds as the amount may not be enough to cover all patchwork required during FY 2018-2019.

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<sup>1</sup> Patchlist #3 does not have an amount because the funds were allocated to another project budget (18-403 – La Conchita Valves and Appurtenances Replacement).

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## CASITAS MUNICIPAL WATER DISTRICT

### INTEROFFICE MEMORANDUM

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**TO:** MICHAEL FLOOD, INTERIM GENERAL MANAGER  
**FROM:** JORDAN SWITZER, WATER QUALITY SPECIALIST  
**SUBJECT:** MONTHLY HYDROLOGIC STATUS REPORT FOR DECEMBER, 2018  
**DATE:** JANUARY 10, 2019

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#### RECOMMENDATION:

This item is presented for information only and no action is required. Data are provisional and subject to revision.

#### DISCUSSION:

##### Rainfall Data

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	Casitas Dam	Matilija Dam*	Thacher School
December, 2018	1.16	2.12"	1.84"
Water Year (WY: Oct 01 - Sep 30)	4.41	6.00"	4.18"
Average Station Rainfall To Date	6.77"	10.08"	5.86"

\*Matilija Dam rainfall data unavailable at this time, Matilija Canyon rainfall station used as proxy

##### Ojai Water System Data

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Well field production (December, 2018)	94.9 AF
Surface water supplementation (December, 2018)	0.1 AF
Static depth to water surface- Mutual #6 (December, 2018)	163.4 ft
Change in static level from November, 2018	+ 21.4 ft

##### Robles Fish Passage and Diversion Facility Diversion Data

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Diversions (December, 2018)	50.0 AF	Total diversions WY to date	190.9 AF
Diversion days in December	1	Diversion days this WY	3

##### Casitas Reservoir Data

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Water surface elevation (12/31/2018)	481.10 ft AMSL
Water storage on January 01, 2019	72,278 AF
Water storage last month	72,667 AF
Net change in storage	- 389 AF
Change in storage from December 31, 2017	-10,641 AF

## **CASITAS MUNICIPAL WATER DISTRICT**

### **MINUTES** **Water Resources Committee**

DATE: January 18, 2019  
TO: Board of Directors  
FROM: Interim General Manager, Michael Flood  
Re: Water Resources Committee Meeting of January 15, 2019, at 1000 hours.

#### **RECOMMENDATION:**

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

#### **BACKGROUND AND OVERVIEW:**

1. **Roll Call.**  
Director Russ Baggerly  
Director Angelo Spandrio  
Interim General Manager, Michael Flood  
Engineering Manager, Julia Aranda
2. **Public Comments.**  
None
3. **Board comments.**  
Director Spandrio made comments in relation to an update on the Health & Safety Analysis slide from a previous Water Resources Committee meeting.
4. **Manager's Comments.**  
IGM Flood reported the State Water Resources Control Board is expected to complete work on the Federal Clean Water Act 404 permit by the end of the week and that efforts to obtain the FS299 permit from the US Forest Service are being sought through the offices of Senators Harris and Feinstein.
5. **Water Security Projects Status Update**  
IGM Flood provided a written update to the Committee.  
  
Director Spandrio commented that a second opinion should be sought for the Matilija Deep Well projects as to their feasibility.
6. **Review of Stantec proposal for the Casitas Municipal Water District Comprehensive Water Resources Plan**  
Provided some an introduction to the presentation by Stantec.  
  
Chip Paulson of Stantec attended by phone conference and presented detailed information as to choices of analytical methods for the project.  
  
Director Baggerly and Spandrio asked clarifying questions and provided commentary on the presentation.  
  
Jim Kentosh addressed the Committee and offered help using his own modeling analysis.  
  
Richard Hajas addressed the Committee and indicated support for Option #2.  
  
The Committee determined that it would recommend Option 2 for approval by the Board of Directors and asked Stantec to include a cost to extend the period of record.

7. **Discussion of CEQA methodology for the Matilija Deep Well Project Vertical Well (VerBo Test Bore).**

IGM Flood presented information in regard to this item through a PowerPoint presentation.

Director Baggerly & Spandrio asked clarifying questions and made comments.

The Committee determined to recommend approval of the contract with Padre Associates, Inc. for approval by the Board of Directors.

8. **Presentation by Ted Moore of PWR.**

Ted Moore of Primary Water Resources provided a proposal letter along with maps involving various information sharing and groundwater well water contracts including proposed pricing.

Committee members asked clarifying questions and made comments.

Director Spandrio expressed support for the concept of a private-public partnership that could provide additional water supply to the District.

Director Baggerly requested that the letter proposal be reviewed by District counsel and be reconsidered at the next Water Resources Committee meeting on February 19, 2019.

9. **Discussion of coordination between the Rates and Regulations, Water Efficiency Allocation Program, Drought Contingency, Urban Water Management Plan and possible other District planning Documents.**

IGM Flood passed out a status report and promised further details at the February 19, 2019 Water Resources Committee meeting.

## CASITAS MUNICIPAL WATER DISTRICT

### MINUTES Finance Committee

DATE: January 18, 2019  
TO: Board of Directors  
FROM: Interim General Manager, Michael Flood  
Re: Finance Committee Meeting of January 18, 2019, at 1000 hours.

#### **RECOMMENDATION:**

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

#### **BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Jim Word  
Director Peter Kaiser  
Interim General Manager, Michael Flood  
Accounting Manager, Denise Collin  
Engineering Manager, Julia Aranda

2. **Public Comments.**

None.

3. **Board/Management comments.**

IGM Flood made comments regarding diversions and water supply.

4. **Request by Judith Lambert-Grodin for relief of the Conservation Penalty totaling \$1,130.00.**

Mr. Kaneb addressed the Committee and explained his case.

Directors asked clarifying questions and made comments.

The Committee determined it would recommend denial of this request to the Board of Directors.

5. **Request by Roger Erickson for relief of the Conservation Penalty totaling \$1,030.00.**

Mr. Erickson addressed the Committee and explained his case.

Directors asked clarifying questions and made comments.

The Committee determined it would recommend denial of this request to the Board of Directors.

6. **Request by Don Black for relief of the Conservation Penalty totaling \$525.00.**

Mr. Black addressed the Committee and explained his case.

Directors asked clarifying questions and made comments.

The Committee determined it would recommend denial of this request to the Board of Directors.

7. **Request by George Lanning for relief of the Conservation Penalty totaling \$6,775.00.**

Mr. Lanning addressed the Committee and explained his case.

Directors asked clarifying questions and made comments.

The Committee determined it would recommend approval of this request to the Board of Directors

pending further information from Mr. Lanning and Casitas Staff.

8. **Request by Richard Hodges for possible Consumption relief as well as the Conservation Penalty of \$805.00.**

Mr. Hodges did not attend the Committee meeting.

Directors asked staff members present clarifying questions and made comments.

The Committee determined it would recommend denial of this request to the Board of Directors.

9. **Request by Sam Chang for relief of the Conservation Penalty totaling \$345.00.**

Mr. Chang did not attend the Committee meeting.

Directors asked staff members present clarifying questions and made comments.

The Committee determined it would recommend denial of this request to the Board of Directors.

10. **Request by Rebecca Willhite for relief of the Conservation Penalty totaling \$1,620.00.**

Mr. & Ms. Willhite provided additional written comments, addressed the Committee and explained their case.

Directors asked clarifying questions and made comments.

The Committee determined it would recommend approval of this request to the Board of Directors pending further information from the customer and Casitas staff.

11. **Review of the Financial Statements for October and November, 2018.**

AM Collin provided the financial statements and reviewed current revenues with the Committee.

Director Kaiser asked questions about certain aspects of the report including revenues, overtime, and other expenses.

Staff provided clarifying comments.

12. **Review of the October and November, 2018 Consumption Report.**

AM Collin provided the consumption report.

Directors asked clarifying questions and made comments.

13. **Discussion regarding opening a Rabobank Wealth Management Custodian Account.**

AM Collin reviewed the issue with the Committee and provided recommendations.

The Committee determined that staff should bring in additional portfolio managers for interviews and consideration at the next Finance Committee meeting on February 22, 2019.

14. **Request the Finance Committee recommend the Board approve additional budget for fiscal year 2018-2019 Annual Patchwork contract from \$126,041 to \$226,041.**

EM Aranda provided information as to the increase in budget for this effort.

Committee members asked clarifying questions and made comments.

The Committee determined it would recommend the Board of Directors approve this budget augmentation.

15. **Discussion regarding a Director request for monthly purchase order summary report.**

IGM Flood explained the request.

AM Collin passed out a proposed reporting format.

The Committee determined that staff should research this further and bring this item back to a future Finance Committee meeting.

December 21, 2018

Board of Directors  
Casitas Municipal Water District  
1055 Ventura Ave.  
Oak View, CA 93022



**VENTURA  
RIVER  
WATER DISTRICT**

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Phone (805)646-3403  
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**DIRECTORS**

President:  
Peggy Wiles  
Vice President:  
Ed Lee  
Treasurer:  
Bruce Kuebler  
Directors:  
Jack Curtis  
Marvin Hanson

**GENERAL MANAGER**

Bert Rapp, P.E.

**OFFICE MANAGER**

Amy Joy Bakken

**FIELD SUPERVISOR**

Joe Zuniga

**ATTORNEY**

Lindsay Nielson, ESQ

Subject: Potential New Connection Moratorium

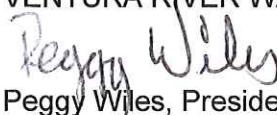
Dear Board of Directors;

The Ventura River Water District (VRWD) Board of Directors would like to express the VRWD Board desires regarding a possible connection moratorium being considered by Casitas. As you may be aware, in accordance with the Memorandum of Understanding between Casitas and VRWD dated May 16, 2018, we are committed to complying with a connection moratorium if implemented by Casitas. The VRWD Board preference is that a new connection moratorium not be implemented but instead consider the following parameters and perhaps add additional requirements on new connections:

1. Owners of vacant properties within the Casitas Municipal Water District have been paying property taxes for at least 60 years to pay for the dam, water treatment plant, pipes, pumps and tanks in the Casitas system.
2. New homes and businesses built in the Ojai Valley must capture rainwater to prevent runoff and install low water landscaping. These improvements benefit the water supply in the watershed and lower water demand.
3. The amount of additional water demand imposed upon Lake Casitas by new development in the Ojai Valley is very minimal.
4. A connection moratorium would only add one day to the life of the lake if the lake were to go dry 6 years from now.
5. A Casitas moratorium would not affect the City of Ventura where the majority of new development occurs.
6. The Casitas Municipal Water District could add a requirement that new development offset any proposed increased water demand with Casitas approved offsite conservation measures.

Thank you for considering our views on this matter.

Very Truly Yours,  
VENTURA RIVER WATER DISTRICT

  
Peggy Wiles, President

**CASITAS MUNICIPAL WATER DISTRICT**  
**TREASURER'S MONTHLY REPORT OF INVESTMENTS**  
 01/16/19

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	Farmer MAC	31315PYF0	5/2/2028	\$511,145	\$488,180	2.925%	11/20/2017	2.42%	3346
*TB	Federal Farm CR Bank	3133EGZW8	10/25/2024	\$833,918	\$797,828	2.014%	10/25/2016	3.96%	2079
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$883,424	\$825,382	1.901%	5/9/2016	4.09%	2607
*TB	Federal Farm CR Bank	3133EFK71	3/9/2026	\$851,069	\$821,192	2.790%	3/28/2016	4.07%	2573
*TB	Federal Farm CR Bank	3133EFYH4	2/8/2027	\$1,012,400	\$971,640	3.000%	3/24/2016	4.82%	2902
*TB	Federal Farm CR Bank	3133EGWD	9/29/2027	\$694,629	\$655,537	2.354%	11/17/2016	3.25%	3133
*TB	Farmer MAC	3133EEPH7	2/12/2029	\$480,048	\$456,576	2.710%	11/20/2017	2.27%	3626
*TB	Federal Home Loan Bank	3130A3DL	9/8/2023	\$1,559,613	\$1,479,240	1.486%	10/13/2016	7.34%	1672
*TB	Federal Home Loan Bank	313379EE5	6/14/2019	\$1,352,746	\$1,345,059	1.625%	10/3/2012	6.67%	148
*TB	Federal Home Loan Bank	3130A0EN	12/10/2021	\$525,132	\$503,295	1.107%	5/9/2016	2.50%	1044
*TB	Federal Home Loan Bank	3130A5R35	6/13/2025	\$756,536	\$714,449	2.875%	2/19/2016	3.54%	2307
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$455,572	\$427,209	1.203%	7/14/2016	2.12%	1672
*TB	Federal Home Loan Bank	3130A5VW6	7/10/2025	\$1,020,313	\$989,720	2.360%	5/10/2017	4.91%	2334
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$912,191	\$850,104	2.875%	8/2/2016	4.22%	1948
*TB	Federal Home Loan Bank	3130ADNW8	2/14/2020	\$998,230	\$1,000,030	3.400%	1/16/2013	4.96%	388
*TB	Federal Home Loan Bank	3133XFKF	6/11/2021	\$614,590	\$598,797	2.375%	9/8/2014	2.97%	865
*TB	Federal Home Loan MTG Corp	3137EADB	1/13/2022	\$671,655	\$660,335	1.721%	5/1/2016	3.28%	1077
*TB	Federal National Assn	31315P2J7	5/1/2024	\$782,627	\$739,957	2.625%	5/25/2016	3.67%	1905
*TB	Federal National Assn	3135G0ZR	9/6/2024	\$1,459,728	\$1,388,946	2.125%	5/25/2016	6.89%	2030
*TB	Federal National Assn	3135G0K3	4/24/2026	\$2,524,775	\$2,382,625	1.375%	7/6/2010	11.82%	2618
*TB	US Treasury Inflation Index NTS	912828MF	1/15/2020	\$1,171,022	\$1,164,904	1.375%	11/18/2015	5.78%	359
*TB	US Treasury Note	912828WE	11/15/2023	\$767,620	\$772,650	2.750%	12/13/2013	3.83%	1739

Accrued Interest		\$123,820							
<b>Total in Gov't Sec. (11-00-1055-00&amp;1065)</b>		<b>\$20,838,986</b>	<b>\$20,157,476</b>						<b>99.98%</b>
<b>Total Certificates of Deposit: (11.13506)</b>		<b>\$0</b>	<b>\$0</b>						<b>0.00%</b>
<b>** LAIF as of: (11-00-1050-00)</b>	N/A	<b>\$461</b>	<b>\$461</b>	2.49%	Estimated	<b>0.00%</b>			
<b>*** COVI as of: (11-00-1060-00)</b>	N/A	<b>\$2,914</b>	<b>\$2,914</b>	1.96%	Estimated	<b>0.01%</b>			
<b>TOTAL FUNDS INVESTED</b>		<b>\$20,842,361</b>	<b>\$20,160,851</b>						<b>100.00%</b>
Total Funds Invested last report		\$20,849,444	\$20,182,150						
Total Funds Invested 1 Yr. Ago		\$21,098,095	\$20,497,959						
<b>**** CASH IN BANK (11-00-1000-00) EST.</b>		<b>\$4,135,015</b>	<b>\$4,135,015</b>						
<b>CASH IN Western Asset Money Market</b>		<b>\$1</b>	<b>\$1</b>	1.79%					
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>\$24,977,377</b>	<b>\$24,295,867</b>						
TOTAL CASH & INVESTMENTS 1 YR AGO		\$24,969,573	\$24,467,239						

- \*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.