

Board Meeting Agenda

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

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT
1055 Ventura Ave.
Oak View, CA 93022
Board Room
October 26, 2016
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. Public Comments (items not on the agenda – three minute limit).
2. General Manager comments.
3. Board of Director comments.
4. Board of Director Verbal Reports on Meetings Attended.
5. Consent Agenda
 - a. Minutes of the October 12, 2016 Board Meeting.
 - b. Recommend approval of a purchase order to J & H General Contractors Inc. in the amount of \$25,200 for asphalt patching.
 - c. Recommend approval of a purchase order to Great Western Installation of Ventura in the amount of \$31,848 for Campground G playground surface repairs.
 - d. Recommend approval of purchase orders in the amount of \$21,489.40 to Vista Ford and \$21,982.72 to Galpin Ford for the purchase of 2017 F-150 trucks.

RECOMMENDED ACTION: Adopt Consent Agenda

6. Review of District Accounts Payable Report for the Period of 10/06/16 – 10/19/16.

RECOMMENDED ACTION: Motion approving report

7. Lake Casitas Recreation Area Public Use Fees and Charges.
 - a. Public Hearing
 - b. Resolution approving the preliminary assessment for the restructuring and revision in fees and charges for the Lake Casitas Recreation Area and adopting the Notice of Exemption.

RECOMMENDED ACTION: Adopt Resolution

8. Recommend approval of a purchase order to Hawksley Consulting in a not to exceed amount of \$73,774 to conduct a financial plan, rate design and cost-of-service study and public outreach.

RECOMMENDED ACTION: Motion approving recommendation

9. Recommend approval of a purchase order to Aqua-Metric in the amount of \$22,540.95 for the purchase of a complete Sensus Vehicle Gateway Base Station and accessories.

RECOMMENDED ACTION: Motion approving recommendation

10. Ventura Local Agency Formation Commission Special District Alternate Member Runoff Election.

RECOMMENDED ACTION: Motion selecting candidate

11. Discussion regarding meeting dates through the end of the year.

12. Information Items:

- a. Executive Committee Minutes.
- b. Finance Committee Minutes.
- c. Water Conservation Report.
- d. Rincon Main Condition Assessment Results.
- e. Letter from County of Ventura Registrar of Voters stating Directors in Divisions 2 and 3 are appointed for full terms commencing December 2, 2016 and ending December 4, 2020.
- f. Investment Report.

13. Closed Session

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

- b. Conference with Legal Counsel -- Anticipated Litigation
Government Code Section 54956.9 subparagraph c
Based on existing facts and circumstances the district is deciding
whether to initiate litigation (number of potential cases: one)

14. Adjournment

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

Minutes of the Casitas Municipal Water District
Board Meeting Held
October 12, 2016

A meeting of the Board of Directors was held October 12, 2016 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. Directors Kaiser, Baggerly, Word, Hicks and Bergen were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were two staff members and nine members of the public in attendance. President Kaiser led the group in the flag salute.

Mr. Wickstrum informed the board that the closed session, item 8, would not be held.

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

Stephani Vang addressed the board regarding concerns about the water situation. As a 30 year resident I am used to walking at the lake and watching it go down. I attended the drought summit but you forgot to mention a solution. First if there isn't a plan yet it is time to formulate a plan. If there is a plan please communicate what you can to the public. There is a lot of tension and anxiety in Ojai regarding this topic. It could be alleviated if people knew there was a plan beyond conservation. If connecting to the state water project is part of the plan you need to outline that and if not outline the options. What is the process for state water? What happens next? When would work start, what are the pros and cons? It was mentioned at the city council meeting that Supervisor Bennett is against the plan. How much water will we get, what will it cost and how will you pay for it? Please consider a forum where you can address some of these concerns, some way to communicate with the community.

Michael Shapiro, an Ojai resident stated the lack of a plan has been publically enunciated. This group has operated in the shadows and is the most un-transparent government body in the valley. Meetings are not videotaped and livestreamed. Is this is a group that wants secrecy? I think you do want to communicate with the public. This is archaic, can't you afford a simple video system for the public to have input. It is time to be brought into the 21st century. No excuse. It should be done immediately. You will ensure much greater confidence among the public. The longer you wait to do it; the distrust will continue to permeate the Ojai Valley. Mr. Wickstrum you are a good engineer but you need to know your communication skills are lacking. The Mayor and City Manager invited you to something you should have called them back. We need to come together with open two way conversation.

George Galgas, resident of Oak View circulated a paper on Cloud Seeding as an answer to the five year drought. The benefits are that it would help to recharge the watershed for the groundwater we need, provide water for steelhead. It is imperative to take immediate action and pursue remedies before encountering yet another year of droughts. Director Baggerly mentioned that the County of Santa Barbara is continuing with their cloud seeding program and has

done so over the years. He added that he asked Jeff Pratt if they would do cloud seeding and the answer was no.

Angelo Spandrio provided a handout and said he had responses from three companies on proposals and quotes for a sediment study. The handout illustrates the situation with connecting a water line to the state water tie in. He suggested running as big a pipe as possible and consideration of running a 30 inch pipe the whole way. He also suggested having pipes in place to perhaps run desal in the system at some point in the future. Mr. Spandrio also commented that it is critical that the public know the costs for the water. How much more expensive will it be. People need to know what it will cost to live here. Director Baggerly commented that four of us on the board saw the desal presentation for Calleguas. Director Hicks added it will take 13 years and 2 billion dollars. Director Word added that in order to get a final permit you have to show you are using every drop of reclaim water. Director Bergen added the financing will be the critical part of this as we have a small population and a limit to the amount that people can pay. Mr. Spandrio added we may see an assessment to the Ojai Valley for the tie in and the sooner the public knows that is critical. They need to see the cost estimate to see the impact of living here if we don't get more rain. President Kaiser added our way of life is changing, every drop makes a difference. Our way of life will change if Mother Nature does not help us out. There are lots of costs for these projects and a major financial hurdle to overcome. In closing, Mr. Spandrio added we are at the end of the pipe in Ojai Valley. We have to figure out a way to pump water and what the cost will be.

William Weirick said he has been coming to meetings and you have received concerns from constituents. It is hard to hear what you are saying. You should have mics and amplification. They cannot hear in the back. This needs to be done right away. You have to serve the needs of your constituents. We are having once a month discussions at Ojai City Council meetings. The last meeting we invited your General Manager and Chair to speak to us. Mr. Baggerly showed up and we appreciate that. But you said you didn't know why you were there. The City's official position is to inquire of this board expressing a concern about the connection to the State Water Project and policy goals to be served by that connection. I as individual city council person feel it is an important matter to take a policy position on. What policy goals hope to be served by what is part of a regional collaboration and in terms of the type and management of the connection to the State Water Project? I do not think this is a technical issue or management issue. It is an important policy issue for this board to take a policy on officially. As lead administrator for three state water project entitlements, what you hope will be achieved and vision for the connection into the future. I urge you to take a policy position and not treat it as a management/technical issue.

Mr. Mathews stated that he appreciates the comments that were made today. The issue as I see it, I agree with Mr. Weirick, part of this is policy. Policies are best done if based on all the facts. The last several years, this board has looked at issues, and know they are important to the valley and are looking at all alternatives. Our district manager wrestles with this. It is a complicated issue with a lot of moving parts, my advice to the board is to make sure you have

the facts before you make a policy decision. It may not be as fast as what you want. This is a road, path, it takes time. There is frustration and perhaps the board can be better getting things out. There is no intent to hide or operate in secrecy. We want to get the best solution.

President Kaiser added any policy making board has to have the information before them for an informed decision. It has to be based on information to make an accurate informed decision. I directed the General Manager to meet with your City Manager and the manager of Golden State Water Company so your manager can provide information to your council. Mr. Mathews added Steve works for this board. The public believes Casitas has all the answers. We need help from the City of Ojai and Golden State and Steve will take direction from this board when they decide the direction they will go.

William Weirick added that is critical in working together. It will be collaborative efforts among agencies with political pressure and financing issues. We have to work together to have a vision and fund it. Have to do it together.

Director Baggerly added this board has given staff direction to be at the table for the intertie for the State Water Project. We are involved and will stay involved.

2. General Manager comments.

Mr. Wickstrum reported on a meeting with consultants to consider their qualifications for the state water tie in project. Mr. Spandrio asked if he could get feedback from the meeting. Mr. Wickstrum stated you probably would not see a lot of information until it is agendized by the City. Mr. Wickstrum added that he spent two and a half hours with Mr. Spandrio on Thursday talking about the sediment issue. Mr. Spandrio said he would like to be at the Ventura City Council meeting.

Mr. Wickstrum then informed the board of his attendance at the Matilija Restoration Roundtable with Secretary John Laird, Julia Brownley, Hanna Beth Jackson and Das Williams. There were discussions on the options and the questions are on the financing. Hannah Beth Jackson said if the projects are shovel ready to get them submitted. This was followed by a meeting at the Oak View Community Center a few hours later which was informative.

The One Love fest at Lake Casitas went well and staff did a good job.

Mr. Wickstrum then informed the board the he and President Kaiser would be part of the state water tour on Friday and Saturday. The main topic on Saturday will be on the twin tunnels. We will hear more about that project and the peril for the delta and potential for earthquake.

Mr. Wickstrum reported that the Mira Monte well is producing 300 gpm. Mr. Spandrio asked if it is pulling water from the Upper Ventura River Basin. Mr. Wickstrum explained that it does not affect the Ventura River Wells. The issue

was high nitrates as there were either septic tanks or a chicken farm in that area. This is within the boundaries of the Upper Ventura GSA that is being developed.

We have received many calls on water allocations with the \$5 surcharge that has been put in place and we found a few things to refigure for a couple of customers. The water conservation crew is getting very busy and will be recommending the need for additional help. Last night we discovered a water theft, the sheriff was called in and we are dealing with it.

Mr. Wickstrum informed the board that he would be bringing forward to the Executive Committee the possibility of moving forward with a study on the sedimentation at Lake Casitas. We will put out an RFP and come back with cost estimates to consider going forward as a project.

Mr. Wickstrum informed the board of the new sign at the Lake Casitas entrance that was built by staff.

Mr. Wickstrum then mentioned the AP report on Casitas' water conservation numbers. We were slammed hard this last week for being one of the worst water conservation areas. That is not true. We had to lump Ag use in with residential and system losses. It isn't a valid number. Staff is now being required to submit a list of Ag constituents. Carpinteria water was then asked for APN's and other data. There is a government code where we can provide confidential information to another government agency but we usually don't let that customer data out. We will review that with our attorney. President Kaiser asked if what the state is asking for is an invasion of privacy. Mr. Wickstrum stated it could be if they don't handle the information properly. We have to do due diligence to protect our customer's information.

3. Board of Director comments.

President Kaiser thanked the General Manager for the field trip to the lake and the old dam. The old structure is prominent and does not show much sedimentation. He suggested the other board members take a look at it.

Director Hicks stated if Steve Bennett is against the hook up to state water, we have a big political issue. Mr. Wickstrum added that part of it in fairness and understanding is the unreliability of state water. Director Baggerly commented that it is the California syndrome; you use up your own water resource until it is gone and then you supplement it from someone else's. We have not done that. We have done a good job at serving our constituents and we will continue to do that.

4. Board of Director Verbal Reports on Meetings Attended.

Director Hicks reported on his attendance at the meeting regarding Matilija Dam and his concern about us not diverting and that the Ventura County Star stated in their article that the lake would have to be at least 80% for them to do the project.

Director Baggerly reported that he attended the Ojai City Council meeting last night and mentioned that people are very concerned about the drought and we have to accommodate the concerns as best we possibly can.

President Kaiser mentioned that he would be heading up to Sacramento to tour the State Water Project.

5. Consent Agenda ADOPTED

- a. Minutes of the September 28, 2016 Board Meeting.

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

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

6. Review of District Accounts Payable Report for the Period of 9/26/16 – 10/12/16. APPROVED

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

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

7. Information Items: APPROVED

- a. Lake Casitas Recreation Area Report for August, 2016
- b. Recreation Committee Minutes.
- c. September 14, 2016 letter from the City of Ojai regarding water supply and the State Water Project.
- d. Water Consumption Report.
- e. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- f. Investment Report.

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

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

8. Closed Session CANCELLED

- a. (Govt. Code Sec. 54957)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

9. Adjournment

President Kaiser adjourned the meeting at 4:05 p.m.

James W. Word, Secretary

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: NEIL COLE, PRINCIPAL CIVIL ENGINEER
SUBJECT: APPROVE PURCHASE ORDER CONTRACT – ASPHALT PATCHING
DATE: OCTOBER 17, 2016

RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to sign a Purchase Order Contract with the lowest responsible and responsive bidder for the Asphalt Patch Project with J & H Engineering General Contractors Inc. in the amount of **\$ 25,200**. It is further recommended that the Board authorize staff to proceed with the administration of the contract.

BACKGROUND AND DISCUSSION:

Repairs to water services require digging, causing damage to asphalt roadways. Casitas crews cover the damaged area with a temporary patch. When enough patches have been accumulated, bids are solicited to install permanent patches meeting the County and State requirements. The project was advertised on the District's website and with F.W. Dodge.

Six local firms were sent invitations to participate; four firms submitted bids.

FIRM	PROPOSAL AMOUNT
J & H Engineering	\$25,200
Merriman Paving	\$29,848
Toro Enterprises	\$36,803
BC Rincon	\$43,000

J & H Engineering has a Contractor's license in good standing and has satisfactorily performed work for Casitas in the past. J & H Engineering is currently registered with the Department of Industrial Relations.

Funding for this project is included the FY 2015-16 Budget. Casitas has budgeted \$57,000.00 for road repairs in FY 2016-17. Typically, at least two patching projects are bid per fiscal year. This is the first patch project for FY 2016-17. This project is within budget.

This project is Categorical Exempt from CEQA under Section 15301 (c).

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: NEIL COLE, CIVIL ENGINEER
SUBJECT: AWARD PURCHASE ORDER CONTRACT –LCRA CAMPGROUND G
PLAYGROUND RESURFACING
DATE: OCTOBER 14, 2016

RECOMMENDATION:

It is recommended that the Board of Directors accept the proposal submitted by the lowest responsive and responsible bidder and award the purchase order contract for the construction of the Lake Casitas Recreation Area-Playground Surface Repairs-Campground G to Great Western Installation of Ventura, California in the amount of \$31,848. It is further recommended that the Board authorize the General Manager to approve the purchase order contract for said work and the Board authorize staff to proceed with the administration of the contract.

BACKGROUND AND DISCUSSION:

The Campground G playground surface has been undermined by rodents. This has resulted in a less than desirable play surface.

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

FIRM	AMOUNT
Great Western Installation Inc	\$31,848
San Diego Bay Engineering	\$34,979
Dekan Construction Corporation	\$48,780
Draper Construction	\$58,700

Great Western Installation Inc. has a current C-61/D34 contractor's license in good standing and is currently registered with DIR.

The FY 2016-17 included \$20,000 to replace Campground G Playground surface. This puts the total project cost **\$11,848 over budget**. This project is eligible for a 50% reimbursement from the United States Bureau of Reclamation grant program. Performance and payment bonds are not required for this project as the project cost is below \$35,000.

This project is categorically exempt from CEQA under Sections 15301 and 15302.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
CC: STEVE WICKSTRUM, GENERAL MANAGER
FROM: RON MERCKLING, PUBLIC AFFAIRS/RESOURCE MANAGER
SUBJECT: RECOMMEND PURCHASE OF NEW FISHERIES & LAB VEHICLES
DATE: OCTOBER 26, 2016

RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to sign purchase orders for the purchase of the following two vehicles:

- 2017, Ford, F-150 for the Fisheries Department from Vista Ford for \$21,489.40
- 2017, Ford, F-150 for the Lab section from Galpin Ford for \$21,982.72

BACKGROUND:

Both of these purchases are within budget, there is \$26,500 budgeted for the Fisheries vehicle and \$25,000 budgeted for the Lab vehicle.

The Lab vehicle being replaced is a high mileage 2003, ½ ton Chevy experiencing increased repairs. The Fisheries vehicle being replaced is a 1997, Ford ½ ton truck, experiencing performance issues and increased repairs. It also lacks air-conditioning.

Five bids were received for specifications for the Fisheries vehicle and seven bids for the Lab vehicle.

Bids received from five dealers as indicated in the following table.

Bidder	Year	expected delivery		Fisheries Truck		Lab Truck
Paradise Chevrolet	2016	10-31-016		24,700.28		
Paradise Chevrolet	2016	10/31/2016			Not to specs	22,553.50
Vista Ford	2017	4 months	Low Bid	21,489.40		22,285.98
Ford of Ventura	2017	3 months		21,627.97		23,615.65
Galpin Ford	2017	3 months		21,644.10	Low Bid	21,982.72
National Auto Fleet	2017	3 months			F150	26558.39
National Auto Fleet	2017	3 months		24,171.31	Silverado	23,481.75
National Auto Fleet	2017	3 months	F150		Silverado	24,150.29
National Auto Fleet	2017	3 months				

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 10/06/16-10/19/16
Presented to the Board of Directors For Approval October 26, 2016

Check	Payee			Description	Amount
000676	Payables Fund Account	#	9759651478	Accounts Payable Batch 101216	\$103,867.42
000677	Payables Fund Account	#	9759651478	Accounts Payable Batch 101916	\$136,624.58
					\$240,492.00
000678	Payroll Fund Account	#	9469730919	Estimated Payroll 11/10/16	\$120,000.00
				Total	\$360,492.00

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, 000676-000678 have been duly audited is hereby certified as correct.

Denise Collin 10/19/16

 Denise Collin, Accounting Manager/Treasurer

 Signature

 Signature

 Signature

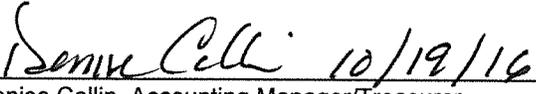
A/P Fund

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

000676	A/P Checks:	024751-024764
	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:	

000677	A/P Checks:	024765-024857
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Voids:	024818-024819

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


Denise Collin, Accounting Manager/Treasurer

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 10/08/16
Pay Date of 10/13/16
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 10/10/16
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 10/06/2016 THRU 10/21/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	STATE OF CALIFORNIA							
I-T2 201610111144	State Withholding	D	10/13/2016	8,657.50		000000		8,657.50
00128	INTERNAL REVENUE SERVICE							
I-T1 201610111144	Federal Withholding	D	10/13/2016	25,639.66		000000		
I-T3 201610051142	FICA Withholding	D	10/13/2016	42.26		000000		
I-T3 201610111144	FICA Withholding	D	10/13/2016	21,441.16		000000		
I-T4 201610051142	Medicare Withholding	D	10/13/2016	9.88		000000		
I-T4 201610111144	Medicare Withholding	D	10/13/2016	5,782.42		000000		52,915.38
00187	CALPERS							
I-PBB201610111144	PERS BUY BACK	D	10/13/2016	66.87		000000		
I-PBP201610111144	PERS BUY BACK	D	10/13/2016	161.96		000000		
I-PEB201610111144	PEPRA EMPLOYEES PORTION	D	10/13/2016	2,402.61		000000		
I-PER201610111144	PERS EMPLOYEE PORTION	D	10/13/2016	8,660.03		000000		
I-PRB201610111144	PEBRA EMPLOYER PORTION	D	10/13/2016	2,911.66		000000		
I-PRR201610111144	PERS EMPLOYER PORTION	D	10/13/2016	9,575.01		000000		23,778.14
00029	AMERICAN TOWER CORP							
I-2265318	Tower Rent-Red Mtn, Rincon Pk	R	10/13/2016	1,845.59		024751		1,845.59
01323	ARGO CHEMICAL INC							
I-1609121	Ammonia Solution - TP	R	10/13/2016	3,331.01		024752		3,331.01
01270	SCOTT LEWIS							
I-Sept 16	Reimburse Expenses 9/16	R	10/13/2016	980.61		024753		980.61
00912	OJAI BUSINESS CENTER, INC							
I-11571	Shipping Meg-Alerts - E&M	R	10/13/2016	291.48		024754		
I-11571a	Shipping, Laminating, Folding-DO	R	10/13/2016	88.28		024754		379.76
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-7838	Gas Tank Inspection - LCRA	R	10/13/2016	1,768.07		024755		
I-7840	Gas Tank Inspection - LCRAq	R	10/13/2016	1,986.39		024755		3,754.46
00498	BRIAN TAYLOR							
I-100516	Safety Boots	R	10/13/2016	156.59		024756		156.59
02915	Jolene Hoffman							
I-101116	UB Refund	R	10/13/2016	337.22		024757		337.22
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201610111144	457 CATCH UP	R	10/13/2016	461.54		024758		
I-DCI201610111144	DEFERRED COMP FLAT	R	10/13/2016	1,859.62		024758		
I-DI%201610111144	DEFERRED COMP PERCENT	R	10/13/2016	89.81		024758		2,410.97

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 10/06/2016 THRU 10/21/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01960	Moringa Community							
I-MOR201610111144	PAYROLL CONTRIBUTIONS	R	10/13/2016	16.75		024759		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-DCN201610111144	DEFERRED COMP FLAT	R	10/13/2016	3,405.00		024760		
I-DN%201610111144	DEFERRED COMP PERCENT	R	10/13/2016	319.30		024760		3,724.30
00180	S.E.I.U. - LOCAL 721							
I-COP201610111144	SEIU 721 COPE	R	10/13/2016	9.50		024761		
I-UND201610111144	UNION DUES	R	10/13/2016	674.50		024761		684.00
01400	STATE DISBURSEMENT UNIT							
I-CS4201610111144	Payroll Deduction 10-D000121	R	10/13/2016	682.14		024762		682.14
00230	UNITED WAY							
I-UWY201610111144	PAYROLL CONTRIBUTIONS	R	10/13/2016	60.00		024763		60.00
1	WITTKINS, ADAM T							
I-000201610061143	Ref AR REFUND	R	10/13/2016	153.00		024764		153.00
01325	Aflac Worldwide Headquarters							
I-370922	Supplemental Insurance 10/16	R	10/19/2016	3,190.44		024765		3,190.44
00010	AIRGAS USA LLC							
I-9056264155	Vise Grip & Tape Measures - PL	R	10/19/2016	64.16		024766		
I-9056264156	Carbon Steel Electrode - PL	R	10/19/2016	40.82		024766		
I-9056264157	Jumbo Flap Disc - PL	R	10/19/2016	65.40		024766		
I-9056264158	Cutoff Wheels - PL	R	10/19/2016	69.66		024766		
I-9056264159	Faceshield, Headgear, Gloves-PL	R	10/19/2016	64.22		024766		
I-9939751894	Cylinder Renal - PL	R	10/19/2016	62.50		024766		366.76
00014	AQUA-FLO SUPPLY							
I-000711	PVC Pipe & Cap - WP	R	10/19/2016	2.65		024767		
I-996911	Service Line Repair Parts - PL	R	10/19/2016	233.37		024767		
I-998169	Sprinkler Controller - LCRA	R	10/19/2016	214.96		024767		450.98
00840	AQUA-METRIC SALES COMPANY							
I-0062546-IN	Meter Parts - Utilities	R	10/19/2016	445.65		024768		445.65
00018	AT & T MOBILITY							
I-829434088X10142016	PT Wildlife Biol Monthly Cell	R	10/19/2016	11.74		024769		11.74
00020	AVENUE HARDWARE, INC							
I-D65777	Galvanized Chain - O&M	R	10/19/2016	69.08		024770		
I-D65778	Rubber Mallet - O&M	R	10/19/2016	10.15		024770		
I-D65831	Drywall Saw - O&M	R	10/19/2016	4.83		024770		
I-D65865	Brass Snaps&Key Rings-Utility	R	10/19/2016	11.37		024770		95.43

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 10/06/2016 THRU 10/21/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00030	B&R TOOL AND SUPPLY CO							
	C-1900888577 Wire Wheels - PL	R	10/19/2016	70.10CR		024771		
	I-1900888084 Benchtop Grinder - PL	R	10/19/2016	388.78		024771		
	I-1900888578 Shop Supplies - PL	R	10/19/2016	159.68		024771		478.36
02898	Bearsaver							
	I-0000004781 Varmint Resist.Trash Cans-LCRA	R	10/19/2016	3,513.00		024772		3,513.00
00032	BIOVIR LABORATORIES, INC							
	I-161604 Giardia/Crypto Test 8/2/16	R	10/19/2016	365.00		024773		365.00
00756	BOARD OF EQUALIZATION							
	I-101916 Use Tax Return 15300115	R	10/19/2016	2,012.00		024774		2,012.00
02907	Bodyworks Equipment, Inc.							
	I-31900 Kritter Proof Can Lifter-LCRA	R	10/19/2016	4,411.15		024775		4,411.15
02300	California Door & Hardware							
	I-40664 Window Repair - Warehouse	R	10/19/2016	1,352.29		024776		1,352.29
01068	CAPIO							
	I-1537 Back to Basic Reg. Fee - Cons.	R	10/19/2016	60.00		024777		60.00
00055	CASITAS BOAT RENTALS							
	I-Sept 16 Gas Gas for Boats - LCRA	R	10/19/2016	882.59		024778		882.59
00055	CASITAS BOAT RENTALS							
	I-Sept Cafe Passes September Cafe Passes	R	10/19/2016	1,200.65		024779		1,200.65
00511	Centers for Family Health							
	I-62360 Drug Screening	R	10/19/2016	420.00		024780		420.00
00443	CHISUM'S FLOOR COVERING							
	I-13615 Flooring - Warehouse	R	10/19/2016	236.50		024781		236.50
01391	CLARK'S PRINTING							
	I-160325 Conservation Bumperstickers	R	10/19/2016	642.85		024782		642.85
01843	COASTAL COPY							
	I-693439 Copier Maintenance - DO	R	10/19/2016	639.05		024783		639.05
01055	Neil Cole							
	I-Sep 16 Reimburse Mileage 9/16	R	10/19/2016	70.20		024784		70.20

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 10/06/2016 THRU 10/21/2016

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00061	COMPUWAVE I-SB02084799 Printer Cable - Warehouse	R	10/19/2016	4.90		024785		4.90
00719	CORELOGIC INFORMATION SOLUTION I-81731697 Realquest Subscription	R	10/19/2016	137.50		024786		137.50
01856	DATA FLOW C-23357b Accrue Use Tax Inv #23357 C-23404b Accrue Use Tax Inv #23404 D-23357a Accrue Use Tax Inv #23357 D-23404a Accrue Use Tax Inv # 23404 I-23404 W2 & 1099 Forms - Admin	R R R R R	10/19/2016 10/19/2016 10/19/2016 10/19/2016 10/19/2016	13.61CR 15.90CR 13.61 15.90 228.56		024787 024787 024787 024787 024787		228.56
01764	DataProse, LLC I-DP1602702 UB Mailing 8/31/16	R	10/19/2016	1,849.70		024788		1,849.70
00081	DELTA LIQUID ENERGY I-035602 Propane for Damtender	R	10/19/2016	72.03		024789		72.03
00086	E.J. Harrison & Sons Inc I-1334 Acct#500546088	R	10/19/2016	840.00		024790		840.00
00091	ERNST & YOUNG LLP I-US0131624073 Client#60028334	R	10/19/2016	1,159.00		024791		1,159.00
00095	FAMCON PIPE & SUPPLY I-185025 Repair Parts - PL	R	10/19/2016	2,381.13		024792		2,381.13
00099	FGL ENVIRONMENTAL I-610370A Wet Chemistry-Turbidity 9/6 I-611581A MM Well 03 Monitoring 9/29	R R	10/19/2016 10/19/2016	16.00 18.00		024793 024793		34.00
00103	FRANK'S ROOTER & PUMPING I-90895 Septic Tank Pump - TP	R	10/19/2016	717.28		024794		717.28
00104	FRED'S TIRE MAN I-94401 Tires - Unit #40	R	10/19/2016	905.10		024795		905.10
01280	FRY'S ELECTRONICS, INC. C-6508956 Logitech Keyboard & Mouse I-6509000 Logitech Wave Keyboard & Mouse	R R	10/19/2016 10/19/2016	43.19CR 86.39		024796 024796		43.20
02720	Garda CL West, Inc. I-10245856 Armored Truck Service	R	10/19/2016	603.29		024797		603.29

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 10/06/2016 THRU 10/21/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00491	GIBBS INTERNATIONAL TRUCK CTR I-444598` AC Repair - Unit #69	R	10/19/2016	128.35		024798		128.35
02835	Global Equipment Co., Inc. I-110135818 Batteries for UPS at Robles	R	10/19/2016	202.76		024799		202.76
02158	Google, Inc. I-3362469115 Google Apps 9/16	R	10/19/2016	780.99		024800		780.99
00115	GRAINGER, INC I-9240984782 Safety Gas & Diesel Cans - TP	R	10/19/2016	218.96		024801		
	I-9245386058 Line Marking Paint - Utilities	R	10/19/2016	37.80		024801		
	I-9245694733 Non-Conductive Elect. Tape-E&M	R	10/19/2016	181.63		024801		
	I-9249332702 Side Outlet Tee - PL	R	10/19/2016	28.95		024801		
	I-9249332710 Surge Protector, Hex Key Set-PL	R	10/19/2016	46.98		024801		
	I-9249332728 Side Outlet Tee - PL	R	10/19/2016	28.95		024801		543.27
02217	Greg Rents I-38119 Cement Slurry, Cart, Mixer -PL	R	10/19/2016	51.06		024802		
	I-38188 Carb Kit, Dip, Fuel Line -LCRA	R	10/19/2016	71.55		024802		
	I-38205 Spark Plug - LCRA	R	10/19/2016	10.73		024802		133.34
00356	Ken Grinnell I-101216 Lab Analyst Grade 1 Cert. Fee	R	10/19/2016	55.00		024803		
	I-101216a Treat. Oper. Grade 2 Cert. Fee	R	10/19/2016	60.00		024803		115.00
02880	Laura J. Gruenther I-9418 Ojai Day Promo Material -Cons.	R	10/19/2016	86.43		024804		86.43
00121	HACH COMPANY I-10124120 Reagents for Lab	R	10/19/2016	535.34		024805		
	I-10130794 Reagents for Mira Montel Well	R	10/19/2016	186.11		024805		721.45
01772	HASAN CONSULTANTS I-093016 LCRA Sewer Study	R	10/19/2016	6,000.00		024806		6,000.00
00596	HOME DEPOT I-5691836 Replace 40v Ryobi Saw - LCRA	R	10/19/2016	106.43		024807		
	I-7635281 Insulated Subfloor Panels -Whs	R	10/19/2016	249.93		024807		
	I-8031596 AC Brackets Ave 2 PP	R	10/19/2016	88.52		024807		444.88
00894	HOSE-MAN, INC. I-5230400000105 Pump Hose Parts - PL	R	10/19/2016	203.50		024808		203.50

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE:10/06/2016 THRU 10/21/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02914	IE Safety Services, LLC							
I-949	Traffic Zone Safety Training	R	10/19/2016	1,150.00		024809		1,150.00
02699	Industrial Electric Machinery							
I-17907	GE Multitin Motor Prot Sys-E&M	R	10/19/2016	9,827.25		024810		9,827.25
00872	Irrisoft, Inc.							
I-5962	Weather Station Signal	R	10/19/2016	79.00		024811		79.00
02344	Janitek Cleaning Solutions							
I-25327A	Janitorial Services - DO	R	10/19/2016	1,329.00		024812		1,329.00
00131	JCI JONES CHEMICALS, INC							
I-703162	Chlorine - TP, CM 703210	R	10/19/2016	1,770.00		024813		
I-703619	Chlorine - TP, CM 703740	R	10/19/2016	1,770.00		024813		3,540.00
02658	Liebert Cassidy Whitmore							
I-1427817	Matter #CA182-00001	R	10/19/2016	432.00		024814		
I-1427818	Matter #CA182-00005	R	10/19/2016	5,794.00		024814		6,226.00
00539	LOS ANGELES TIMES							
I-100216	Subscription 11/4/16-4/16/17	R	10/19/2016	287.18		024815		287.18
01404	MCT TRAILERS							
I-64155	Arima Boat Trailer Repair	R	10/19/2016	287.72		024816		287.72
00151	MEINERS OAKS ACE HARDWARE							
C-740651	Key Chuck - LCRA	R	10/19/2016	5.65CR		024817		
I-738527	Acrylic Sheet - WP	R	10/19/2016	36.18		024817		
I-739170	Pavement Marker - PL	R	10/19/2016	23.47		024817		
I-739559	Gloves,Bulb,Copper Tube-TP	R	10/19/2016	49.49		024817		
I-739806	Bolts,Screws,Paint Roller -O&M	R	10/19/2016	13.35		024817		
I-739869	Wrench,Strainer,Catridges-E&M	R	10/19/2016	8.25		024817		
I-740009	Plunger - O&M	R	10/19/2016	5.07		024817		
I-740093	Wire Stripper, Hog Rings - O&M	R	10/19/2016	26.57		024817		
I-740102	Plastic Tub - PL	R	10/19/2016	6.84		024817		
I-740206	Chlorine,Phone Cord,Battery-EM	R	10/19/2016	21.52		024817		
I-740207	Carpet for Boat Trailer - 137	R	10/19/2016	105.07		024817		
I-740295	Barrier, Staples - LCRA	R	10/19/2016	30.29		024817		
I-740331	Nylon Twine, Tarp - WP	R	10/19/2016	23.95		024817		
I-740471	Padlock - LCRA	R	10/19/2016	39.11		024817		
I-740478	Belt Sander & Supplies - LCRA	R	10/19/2016	241.15		024817		
I-740534	Spray Paint - LCRA	R	10/19/2016	10.75		024817		
I-740544	Box Switch,Wire,Wall Plate-O&M	R	10/19/2016	32.80		024817		
I-740585	Sandbelt & Supplies - LCRA	R	10/19/2016	160.20		024817		
I-740823	Adhesive, Drywall Mud - O&M	R	10/19/2016	56.16		024817		
I-740824	Drywall - O&M	R	10/19/2016	4.83		024817		
I-740838	Bolts & Screws - E&M	R	10/19/2016	6.39		024817		

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE:10/06/2016 THRU 10/21/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-740881	Paint Roller, Frame, Cover-LCRA	R	10/19/2016	30.50		024817		
I-740917	Floor Glue, Drywall Mud - O&M	R	10/19/2016	25.68		024817		
I-740919	Closet Flange, Bowl Wax - LCRA	R	10/19/2016	48.99		024817		
I-740984	Oak Threshold, Mini Roller-O&M	R	10/19/2016	26.82		024817		
I-741199	Toilet Repair Kit, Patch -LCRA	R	10/19/2016	24.07		024817		
I-741203	Galvanized Pipes - TP	R	10/19/2016	29.98		024817		
I-741312	Hinge - LCRA	R	10/19/2016	46.92		024817		
I-741549	Gloves, Screwdriver - IT	R	10/19/2016	17.38		024817		
I-741580	Marking Paint, Vent Fan - LCRA	R	10/19/2016	34.41		024817		
I-K39456	Replace Broken Drill - LCRA	R	10/19/2016	135.05		024817		1,315.59
09342	MERRIMAN PAVING & EXCAVATING							
I-107	Road Repair 3M Pump Plant	R	10/19/2016	19,949.87		024820		19,949.87
02627	Micro Quality Calibration, Inc							
I-10098762	Calibration of Druck DPI603-EM	R	10/19/2016	195.00		024821		
I-10099021	Calibration of Druck DPI601-TP	R	10/19/2016	285.00		024821		480.00
02724	Michael Moler							
I-Oct 16	Reimburse Expense 10/16	R	10/19/2016	1,021.10		024822		1,021.10
00486	Northern Tool & Equipment							
C-36304055b	Accrue Use Tax	R	10/19/2016	7.73CR		024823		
D-36304055a	Accrue Use Tax	R	10/19/2016	7.73		024823		
I-36304055	Scaffolding Platform - O&M	R	10/19/2016	103.12		024823		103.12
02185	Oasis Technology Inc.							
I-0810161	Automation Upgrade Planning-TP	R	10/19/2016	750.00		024824		
I-1005161	Fiber Optic Cabel Install - TP	R	10/19/2016	2,192.67		024824		2,942.67
01570	Ojai Auto Supply LLC							
I-385085	Cricket Eyewear - Garage	R	10/19/2016	6.12		024825		
I-385228	Gear Lube, Fluid Oil Pump-Garag	R	10/19/2016	51.47		024825		
I-385613	Pin/Bushing Kit - Unit #37	R	10/19/2016	11.28		024825		68.87
00912	OJAI BUSINESS CENTER, INC							
I-11659	Shipping - Water Quality	R	10/19/2016	63.22		024826		
I-11659a	Allocation Letter Mailing-Cons	R	10/19/2016	2,496.49		024826		2,559.71
00165	OJAI LUMBER CO, INC							
I-1609-795147	Tarps for Equipment - WP	R	10/19/2016	117.05		024827		
I-1610-796227	Redwood Board - LCRA	R	10/19/2016	23.44		024827		140.49

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE:10/06/2016 THRU 10/21/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00168	OJAI VALLEY NEWS							
I-300008506	Conservation Ad 101416	R	10/19/2016	75.00		024828		75.00
02917	Ojai Valley Organics							
I-30373	Green Waste Pickup - O&M	R	10/19/2016	15.00		024829		15.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-18687	Cust # 20594	R	10/19/2016	169.29		024830		
I-18761	Cust # 52921	R	10/19/2016	56.43		024830		225.72
00383	ON DUTY UNIFORMS & EQUIPMENT							
I-144756	Uniform Polo for PSO's -LCRA	R	10/19/2016	462.14		024831		462.14
01627	OSCAR'S TREE SERVICE							
I-12603	Camp C Deadwooding - LCRA	R	10/19/2016	950.00		024832		
I-12604	Camp C Deadwooding - LCRA	R	10/19/2016	950.00		024832		1,900.00
02906	Craig R. Oswald							
I-1245	Office Window Install - Whs	R	10/19/2016	965.00		024833		965.00
00184	POWERSTRIDE BATTERY CO, INC							
I-V593030	Light Tower Battery - Unit 123	R	10/19/2016	93.33		024834		93.33
02833	Praxair, Inc							
I-74551600	Liquid Oxygen - TP	R	10/19/2016	2,008.06		024835		
I-74586285	Liquid Oxygen - TP	R	10/19/2016	2,095.94		024835		
I-74625449	Liquid Oxygen - TP	R	10/19/2016	1,987.95		024835		
I-74657837	Liquid Oxygen - TP	R	10/19/2016	2,007.19		024835		8,099.14
01439	PRECISION POWER EQUIPMENT							
I-2624	Repair Cut off Saws - PL	R	10/19/2016	234.08		024836		234.08
00313	ROCK LONG'S AUTOMOTIVE							
I-19227	Smog Inspection - Unit 4	R	10/19/2016	44.75		024837		
I-19262	Smog Inspection - Unit #24	R	10/19/2016	44.75		024837		
I-19265	Smog Inspection - Unit #40	R	10/19/2016	44.75		024837		134.25
02475	Rutan & Tucker, LLP							
I-759101	Acct#0295180001 9/16	R	10/19/2016	11,486.55		024838		11,486.55
02892	Wildflower Meadows, LLC							
C-21895b	Accrue Use Tax	R	10/19/2016	68.96CR		024839		
D-21895a	Accrue Use Tax	R	10/19/2016	68.96		024839		
I-21895	Camp Fire Rings - LCRA	R	10/19/2016	1,290.67		024839		1,290.67

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 10/06/2016 THRU 10/21/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02916	Tyler Sander							
I-092016	Vehicle Refund - LCRA	R	10/19/2016	18.00		024840		18.00
02756	SC Fuels							
I-0707204-IN	Gas & Diesel - Main Yard	R	10/19/2016	3,085.34		024841		
I-0707214-IN	Gas & Diesel - LCRA	R	10/19/2016	3,479.88		024841		6,565.22
00725	SMART & FINAL							
I-178292	Supplies - TP	R	10/19/2016	52.00		024842		52.00
02643	Take Care by WageWorks							
I-4895252	Reimburse Medical	R	10/19/2016	274.00		024843		274.00
02497	Total Barricade Service, Inc.							
I-38178	Traffic Control SantaAna rd-PL	R	10/19/2016	858.00		024844		858.00
02527	Traffic Technologies LLC							
I-22542	Mesh Flags w/ staff - LCRA	R	10/19/2016	38.56		024845		
I-22543	Sign for Pump Plant - O&M	R	10/19/2016	72.52		024845		
I-22544	Hard Hat - O&M	R	10/19/2016	26.46		024845		
I-22634	Eng. Decals - LCRA	R	10/19/2016	43.20		024845		180.74
00225	UNDERGROUND SERVICE ALERT							
I-920160094	150 New Ticket Charges	R	10/19/2016	225.00		024846		225.00
00825	USA BLUEBOOK							
I-075311	Hach Analyzer - TP	R	10/19/2016	4,599.05		024847		4,599.05
00232	UTILITY SERVICES ASSOCIATES							
I-125211	Pipeline Leak Detection	R	10/19/2016	4,176.00		024848		4,176.00
02760	Los Angeles Truck Centers LLC							
I-XS8294	AC Repair - Unit 69	R	10/19/2016	299.50		024849		299.50
00247	County of Ventura							
I-100316	Encroachment Permits	R	10/19/2016	540.00		024850		540.00
00254	VENTURA LOCKSMITHS							
I-B13636	Locks & Keys	R	10/19/2016	96.75		024851		
I-B13641	Various Keys - Utilities	R	10/19/2016	62.35		024851		159.10
00257	VENTURA RIVER WATER DISTRICT							
I-093016	Acct#0350100A	R	10/19/2016	32.20		024852		
I-093016a	Acct#0537500A	R	10/19/2016	150.72		024852		182.92

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 10/06/2016 THRU 10/21/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00258	VENTURA STEEL, INC							
I-186465	Sheet Metal Ave 2 PP - O&M	R	10/19/2016	50.79		024853		50.79
09955	VENTURA WHOLESALE ELECTRIC							
I-201674	Elect. Materials Ave 2 PP	R	10/19/2016	107.50		024854		
I-201684	Showerhouse Electrical - WP	R	10/19/2016	32.79		024854		
I-201732	Copper conn, corner plate-O&M	R	10/19/2016	73.26		024854		
I-201791	Steel Screws, Steel Box - O&M	R	10/19/2016	15.27		024854		
I-201869	Steel Box, Receptacles - O&M	R	10/19/2016	44.40		024854		273.22
01283	Verizon Wireless							
I-9773077035	Monthly Cell Charges - DO	R	10/19/2016	893.51		024855		
I-9773077567	Monthly Cell Charges - LCRA	R	10/19/2016	448.89		024855		1,342.40
00663	WAXIE SANITARY SUPPLY							
I-76256705	Janitorial Supplies - LCRA	R	10/19/2016	920.01		024856		920.01
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-10005896164	Shop Supplies - PL	R	10/19/2016	120.23		024857		
I-10005953807	Truck Safety&Tool Supplies-PL	R	10/19/2016	319.65		024857		439.88

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	105	155,140.98	0.00	155,140.98
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	85,351.02	0.00	85,351.02
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00	
		VOID CREDITS	0.00	
			0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			108	240,492.00	0.00	240,492.00
BANK: AP		TOTALS:	108	240,492.00	0.00	240,492.00
REPORT TOTALS:			108	240,492.00	0.00	240,492.00

SELECTION CRITERIA

VENDOR SET: 01-Casitas Mun Water Dist
VENDOR: ALL
BANK CODES: Include: AP
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 10/06/2016 THRU 10/21/2016
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: NO

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: YES
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All

**CASITAS MUNICIPAL WATER DISTRICT
Interdepartmental Memo**

Date: October 3, 2016
To: Steve Wickstrum, General Manager
From: Carol Belser, Park Services Manager

Subject: **2016 PROPOSED FEES & CHARGES**

RECOMMENDATION

It is recommended that the Board of Directors approve all fees and charges as outlined below.

BACKGROUND AND OVERVIEW

The United States constructed the Ventura River Project pursuant to Act of Congress (Public Law 423, 84th Cong., 2d session) approved March 1, 1956 for irrigation, furnishing water for municipal and domestic use and for providing incidental recreation and fish and wildlife benefits as defined by the report submitted to Congress by the Secretary of the Interior entitled, “Ventura River Project, California, Feasibility Report”.

Since that time the Casitas Municipal Water District “District” has developed recreation facilities and operations to accommodate the visiting public and has continued to manage the facilities. On October 7, 2011 the United States Department of the Interior, Bureau of Reclamation, entered into an updated formal agreement with the District for the Maintenance and Development of Recreation Uses and Facilities at Lake Casitas. That formal recreation management agreement was a spring board for the Bureau of Reclamation “BOR” to support the District’s recreation facilities financially and to date the District has received over one million dollars in federal government funding support for infrastructure maintenance and improvements.

The Lake Casitas Recreation Area “LCRA” is part of the District’s responsibility, as is providing water, and the District has operated the LCRA on a user fee basis. Revenue received directly at the gate or from camping covers the costs associated with the operation. It is the intent that the Recreation Area operate with a balanced budget without subsidy from the District.

ANALYSIS

At a glance, direct costs and direct revenue dollars balance, but the LCRA also relies on administrative services provided by District staff such as the finance department, payroll, human resources, General Manager and the Board. The formula used for the District to recoup these costs is based on the total number of full-time and part-time staff and the percentage they represent for both the “Recreation” and “Water” side. This formula fluctuates annually and the dollar amount is represented as the administrative overhead % in the budget. This representing percent changes with the actual costs of full-time and part-time employees in any particular fiscal year.

Staff payroll costs with benefits are the single highest cost of LCRA operations, second is the administrative overhead. As employee benefit costs and the need for additional staff increase, those two budget items also increase. In addition, full-time employee wages are increasing in sync with the cost of living and part-time with changes in the minimum wage. As staff costs increase and administrative overhead increases, identified user fees were reviewed for an adjustment.

The Recreation Committee requested LCRA user fees be considered for increase at their August 2, 2016 meeting. The Recreation Committee discussed approved a recommendation for the Board to consider at their September 6, 2016 meeting. Although camping fees were raised in early 2016, the need for additional revenue was identified and approximately a 5% increase is recommended. Vehicle entry fees during weekends and holidays between Easter and Labor Day are also identified for an increase. The recommend fee increases as presented are estimated to bring in an additional \$100,000 annually in revenue the District shown on Exhibit A below. If approved, the new fees, Exhibit B, will go into effect for reservations or visits after November 1, 2016.

CASITAS MUNICIPAL WATER DISTRICT

EXHIBIT A

AN ILLUSTRATION TO SHOW
PROJECTED ADDITIONAL REVENUE
FROM APPROVED FEE INCREASES
USING THE PAST THREE FISCAL YEARS

Program Name	Recommended Increase	Based on Unaudited FY 15/16 estimated additional revenue
Camping – All Camping	Approximately 5%	\$86,000
Vehicle Day Use High Season	33%	\$21,000
Total Anticipated Additional Revenue		\$107,000

EXHIBIT B LAKE CASITAS RECREATION AREA – PUBLIC USE FEES

DAY USE FEES:	Current	Current Sat-Sun & Holidays	Recommend	Sat-Sun & Holidays
	Non Season	Easter W/E thru Labor Day	Non Season	Easter W/E thru Labor Day
1. Motor Vehicle Permits:				
Per day, per motor vehicle	\$10.00	\$15.00	\$10.00	\$20.00
Per day, per passenger bus	\$30.00	\$30.00	\$30.00	\$30.00
2. Pet Permits:				
Per day, per animal	\$2.00	\$2.00	\$2.00	\$2.00
(1 Pet Free with FV Annual Decal)				
3. Boat Permits:				
Per day, per boat (Subject to Quarantine)	\$13.00	\$13.00	\$13.00	\$13.00
Per day, per canoe, kayak (Subject to Quarantine)	\$3.00	\$3.00	\$3.00	\$3.00
Non-Emergency Boat Tow	\$50.00	\$50.00	\$50.00	\$50.00
Tamper Proof Cable & Lock	\$55.00	\$55.00	\$55.00	\$55.00
4. Annual Permits:				
Frequent Visitor Annual Decal	\$120.00	\$120.00	\$120.00	\$120.00
2nd FV Annual Decal (Same household only)	\$60.00	\$60.00	\$60.00	\$60.00
3rd FV Annual Decal (Same household only)	\$30.00	\$30.00	\$30.00	\$30.00
Subsequent FV Decals 1/2 of previous (Limit 8 total)				
Annual Boat Permit	\$130.00	\$130.00	\$130.00	\$130.00
Annual Canoe/Kayak Permit	\$35.00	\$35.00	\$35.00	\$35.00
Replacement/transfer of Annual Permit	\$3.00	\$3.00	\$3.00	\$3.00
5. Picnic Area Reservation:	\$150.00	\$150.00	\$150.00	\$150.00
6. Casitas Water Adventure				
Single Splash Pass	\$12.00	\$14.00	\$12.00	\$14.00
Late Day Pass recommend last 3 hours	\$6.50	\$6.50	\$6.50	\$6.50
2 Day Pass (Total for two consecutive days)	\$22.00- \$26.00	\$22.00 - \$26.00	\$22.00 - \$26.00	\$22.00- \$26.00
Season Pass	\$65.00	\$65.00	\$65.00	\$65.00
Group Sales 35 minimum	\$10.00	\$10.00	\$10.00	\$10.00
Reservation Fee	\$9.00	\$9.00	\$9.00	\$9.00
		Fri- Sat & Holidays		Fri- Sat & Holidays
Camping/ Overnight Fees:		Easter W/E thru Labor Day		Easter W/E thru Labor Day
1. Non-Refundable Reservation Fee, Per Site	\$9.00	\$9.00	\$9.00	\$9.00
Cancel/Change Reservation Fee, Per Site	\$5.00	\$5.00	\$5.00	\$5.00
2. Camping Permits:				

	Current	Fri- Sat & Holidays	Recommend	Fri- Sat & Holidays
	Non Season	Easter W/E thru Labor Day	Non Season	Easter W/E thru Labor Day
Per camping night, per vehicle, per site				
Maximum in all sites - 6 persons				
Tent Sites:	\$26.50	\$31.50	\$30.00	\$35.00
Basic hook-up sites				
Electric & water only	\$36.50	\$42.00	\$38.00	\$45.00
Deluxe hook-up sites				
for self contained units, includes				
concrete pad with grass	\$47.50	\$52.50	\$50.00	\$55.00
Executive hook-up sites				
for self contained units includes, concrete pad				
with grass & sewer hook-up	\$57.50	\$63.00	\$60.00	\$66.00
Overflow, per fully self-contained unit, per night	\$42.00	\$42.00	\$42.00	\$42.00
Extra vehicle drive in, per night,				
per vehicle - based on availability	\$12.50	\$18.00	\$12.50	\$18.00
Per Person, Per Night Fee	\$5.00	\$5.00	\$5.00	\$5.00
(Every person over 6 per site)				
Late Check-Out/Renewal Fee	\$21.00	\$21.00	\$21.00	\$21.00
Boat permit, per night, per boat	\$10.00	\$10.00	\$10.00	\$10.00
(Subject to Quarantine)				
Canoe/Kayak permit, per night/unit	\$4.00	\$4.00	\$4.00	\$4.00
(Subject to Quarantine)				
Pet permit, per night, per animal	\$3.00	\$3.00	\$3.00	\$3.00
(1 Pet Free with FV Annual Decal)				
3. Organizational Camping:				
Lake & Owl Group Camp Areas - Reservation Fee	\$90.00	\$90.00	\$90.00	\$90.00
Owl Court - Per camping night, per vehicle (10 min.)	\$31.50	\$31.50	\$35.00	\$35.00
Trout Group Camp Area – Reservation Fee	\$90.00	\$90.00		
Trout - Per camping night, per vehicle (10 minimum)	\$31.50	\$31.50	\$35.00	\$35.00
Pollywog Group Camp Area – Reservation Fee	\$45.00	\$45.00	\$45.00	\$45.00
Pollywog – Per camping night, per vehicle (5 min.)	\$31.50	\$31.5	\$35.00	\$35.00
4. Recreational Vehicle Storage:				
Per calendar month non pull-through space	\$84.00	\$84.00	\$84.00	\$84.00
After the 15th day of the month	\$42.00	\$42.00	\$42.00	\$42.00
Per calendar month pull-through space	\$102.00	\$102.00	\$102.00	\$102.00
After the 15th day of the month	\$51.00	\$51.00	\$51.00	\$51.00
Impound Fee /Each – Cuff on & Cuff Off	\$25.00	\$25.00	\$25.00	\$25.00

CASITAS MUNICIPAL WATER DISTRICT

**RESOLUTION APPROVING THE PRELIMINARY ASSESSMENT FOR
THE RESTRUCTURING AND REVISION IN FEES AND CHARGES FOR THE
LAKE CASITAS RECREATION AREA,
ADOPTING THE NOTICE OF EXEMPTION, AND
DIRECTING THE NOTICE OF EXEMPTION TO BE FILED
WITH THE CLERK OF THE COUNTY OF VENTURA**

WHEREAS, the Board of Directors approved the Preliminary Assessment at its regular meeting on October 26, 2016; and

WHEREAS, it was determined that the project is exempt because said project is considered to be categorically exempt under Section 21080(b)(8) of Chapter 2.6 of Division 13 of the CEQA statutes and Section 15273(a)(3) of the CEQA Guidelines.

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

1. The Board finds that the restructuring and revision in public use fees and charges are for the purpose of:
 - (a) Meeting operating expenses, including employee wage rates and fringe benefits;
 - (b) Purchasing or leasing supplies, equipment, or materials;
 - (c) Meeting financial reserve needs and requirements; and
 - (d) Obtaining funds for capital projects necessary to maintain service within existing service areas.
2. That the Notice of Exemption for revisions to the Lake Casitas Recreation Area Public Use Fees and Charges, attached hereto as Exhibit "A", is hereby adopted.
3. That the Clerk of the Board file the Notice of Exemption with the Clerk of the County of Ventura.

ADOPTED this October 26, 2016.

Pete Kaiser, President
Casitas Municipal Water District

ATTEST:

James W. Word, Secretary
Casitas Municipal Water District

PRELIMINARY ASSESSMENT

Casitas Municipal Water District
1055 Ventura Avenue
Oak View, California 93022

TO: Clerk's Office, Ventura County
800 South Victoria Avenue
Ventura, California 93009

Description and Purpose of Project:

Implement restructuring of certain increases of the Lake Casitas Recreation Area Public Use Fees and Charges in accordance with Exhibit A attached hereto.

The primary purposes of the project are to maintain levels of service within the existing Recreation Area.

The revenues generated from the restructuring and revision of fees and charges for the Lake Casitas Recreation Area will be utilized for any or all of the following purposes.

- A. Projects and/or capital projects necessary to maintain levels of service within the existing Recreation Area;
- B. Meeting operating expenses, including employee wage rates and fringe benefits;
- C. Purchasing or leasing supplies, equipment, or materials;
- D. Meeting financial reserve needs and requirements; and

Preliminary Assessment:

Under Section 20180(b)(8) of Chapter 2.6 of Division 13 of the CEQA statutes and Section 15273(a)(3) of the CEQA Guidelines, this project is a statutorily exempt discretionary project.

Project Title:	Restructuring & Revision to the Fees and Charges for the Lake Casitas Recreation Area
Project Location:	Lake Casitas Recreation Area
Name of Public Agency Approving Project:	Casitas Municipal Water District.
Name of Public Agency Carrying Out Project:	Casitas Municipal Water District.
Contact Person:	Steven E. Wickstrum, General Manager Telephone Number: (805) 649-2251

Date:

Pete Kaiser, President
Casitas Municipal Water District

NOTICE OF EXEMPTION

Casitas Municipal Water District
1055 Ventura Avenue
Oak View, California 93022

TO: Clerk's Office
Ventura County
800 South Victoria Avenue
Ventura, California 93009

Project Title: Revision of Certain Recreation Area Public Use Fees and Charges to be Effective November 1, 2016

Project Location: Lake Casitas Recreation Area

Description and Purpose of Project:

Implement restructuring of certain increases of the Lake Casitas Recreation Area Public Use Fees and Charges. The primary purposes of the project are to maintain levels of service within the existing Recreation Area. The revenues generated from the revision of fees and charges for the Lake Casitas Recreation Area will be utilized for any or all of the following purposes: projects and/or capital projects necessary to maintain and increase levels of service within the existing Recreation Area, meeting operating expenses, including employee wage rates and fringe benefits; purchasing or leasing supplies, equipment, or materials; meeting financial reserve needs and requirements and obtaining funds for capital projects necessary to maintain levels of service within the existing Recreation Area.

Name of Public Agency Approving Project: Casitas Municipal Water District.

Name of Public Agency Carrying Out Project: Casitas Municipal Water District.

Contact Person: Steven E. Wickstrum, General Manager
Phone Number: (805) 649-2251.

Attached is a copy of Resolution No. _____ adopted by the Casitas Municipal Water District on

Date: October 26, 2016

Steven E. Wickstrum, General Manager
Casitas Municipal Water District

NOTICE OF EXEMPTION

Casitas Municipal Water District
1055 Ventura Avenue
Oak View, California 93022

TO: Clerk's Office
Ventura County
800 South Victoria Avenue
Ventura, California 93009

Project Title: Revision of Certain Recreation Area Public Use Fees and Charges to be Effective November 1, 2016

Project Location: Lake Casitas Recreation Area

Description and Purpose of Project:

Implement restructuring of certain increases of the Lake Casitas Recreation Area Public Use Fees and Charges. The primary purposes of the project are to maintain levels of service within the existing Recreation Area. The revenues generated from the revision of fees and charges for the Lake Casitas Recreation Area will be utilized for any or all of the following purposes: projects and/or capital projects necessary to maintain and increase levels of service within the existing Recreation Area, meeting operating expenses, including employee wage rates and fringe benefits; purchasing or leasing supplies, equipment, or materials; meeting financial reserve needs and requirements and obtaining funds for capital projects necessary to maintain levels of service within the existing Recreation Area.

Name of Public Agency Approving Project: Casitas Municipal Water District.

Name of Public Agency Carrying Out Project: Casitas Municipal Water District.

Contact Person: Steven E. Wickstrum, General Manager
Phone Number: (805) 649-2251.

Attached is a copy of Resolution No. _____ adopted by the Casitas Municipal Water District on

Date: October 26, 2016

Steven E. Wickstrum, General Manager
Casitas Municipal Water District

EXHIBIT A

**LAKE CASITAS RECREATION AREA
PUBLIC USE FEES**

DAY USE FEES:		Sat-Sun & Holidays Easter W/E thru Labor Day
1. Motor Vehicle Permits:		
Per day, per motor vehicle	\$10.00	\$20.00
Per day, per passenger bus	\$30.00	\$30.00
2. Pet Permits:		
Per day, per animal (1 Pet Free with FV Annual Decal)	\$2.00	\$2.00
3. Boat Permits:		
Per day, per boat (Subject to Quarantine)	\$13.00	\$13.00
Per day, per canoe, kayak (Subject to Quarantine)	\$3.00	\$3.00
Non-Emergency Boat Tow	\$50.00	\$50.00
Tamper Proof Cable & Lock	\$55.00	\$55.00
4. Annual Permits:		
Frequent Visitor Annual Decal	\$120.00	\$120.00
2nd FV Annual Decal (Same household only)	\$60.00	\$60.00
3rd FV Annual Decal (Same household only)	\$30.00	\$30.00
Subsequent FV Annual Decal (Same household only - limit 5 total)	\$30.00	\$30.00
Annual Boat Permit	\$130.00	\$130.00
Annual Canoe/Kayak Permit	\$35.00	\$35.00
Replacement/transfer of Annual Permit	\$3.00	\$3.00
5. Picnic Area Reservation:	\$150.00	\$150.00
OVERNIGHT FEES:		Fri- Sat & Holidays Easter W/E thru Labor Day
1. Non-Refundable Reservation Fee, Per Site	\$9.00	\$9.00
Cancel/Change Reservation Fee, Per Site	\$5.00	\$5.00
2. Camping Permits:		
Per camping night, per vehicle, per site		
Maximum in all sites - 6 persons		
Tent Sites:	\$30.00	\$35.00
Basic hook-up sites		
Electric & water only	\$38.00	\$45.00
Deluxe hook-up sites		
for self contained units, includes concrete pad with grass	\$50.00	\$55.00
Executive hook-up sites		
for self contained units includes, concrete pad with grass & sewer hook-up	\$60.00	\$66.00
Overflow , per fully self-contained unit, per night	\$42.00	\$42.00
Extra vehicle drive in , per night, per vehicle - based on availability	\$12.50	\$18.00
Per Person, Per Night Fee (Every person over 6 per site)	\$5.00	\$5.00
Late Check-Out/Renewal Fee	\$21.00	\$21.00
Boat permit , per night, per boat (Subject to Quarantine)	\$10.00	\$10.00
Canoe/Kayak permit , per night/unit (Subject to Quarantine)	\$4.00	\$4.00
Pet permit , per night, per animal (1 Pet Free with FV Annual Decal)	\$3.00	\$3.00
3. Group Camping:		
Additional units each per night, subject to availability	\$35.00	\$35.00
Owl Court (includes 10 vehicles)	\$350.00	\$350.00
Trout (includes 10 vehicles)	\$350.00	\$350.00
Pollywog (includes 5 vehicles)	\$175.00	\$175.00
4. Recreational Vehicle Storage:		
Per calendar month non pull-through space	\$84.00	\$84.00
After the 15th day of the month	\$42.00	\$42.00
Per calendar month pull-through space	\$102.00	\$102.00
After the 15th day of the month	\$51.00	\$51.00
Impound Fee (Cuff on)	\$25.00	\$25.00
Impound Fee (Cuff off)	\$25.00	\$25.00

Telephone:

General Information - (805) 649-2233

Reservation Office - (805) 649-1122 M-F 8AM -3PM

Mailing Address: 11311 Santa Ana Road, Ventura, CA 93001

11/1/16

MEMORANDUM

TO: Board of Directors
From: Steven E. Wickstrum, General Manager
RE: Contract Award - Water Cost of Service and Rate Design Study – Hawksley Consulting
Date: October 21, 2016

RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to sign a purchase order contract with Hawksley Consulting to conduct a financial plan, rate design and cost-of-service study for Casitas, and to include public outreach through the sub-consultant, CV Strategies for a combined total not-to exceed fee of \$73,774.00.

BACKGROUND:

The District last had a consultant perform a water rate study in 2015, but the result was that the District did not move forward with the recommendation and now ask for a fresh start on a water rate study. Four rate consulting firms were provided requests for proposals with two firms responding to the District. On October 21, 2016, staff discussed the two proposals with the Finance committee and reached the conclusion that Hawksley Consulting be recommended to perform the scope of work. The attached Proposal from Hawksley Consulting provides the experience, qualifications, project approach, organization and timeline.

The award of the contract and timely progression of the work would result in a decision on rates for the start of the FY 2017-16 budget year, if not before. The FY 2016-17 Budget has provisions of \$70,000 for the water rate study.

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



Water Cost Of Service and Rate Design Study

SEPTEMBER 30, 2016

PROPOSAL FOR
**CASITAS MUNICIPAL WATER
DISTRICT, CALIFORNIA**

HAWKSLEY[®]
CONSULTING 

Table of Contents

2. Executive Summary	1
3. Experience	2
4. Qualifications	5
5. Project Approach, Organization and Timeline.....	8
5.1 Project Approach.....	8
5.2 Scope of Work.....	8
Project Management	8
Task 1: Review and Propose Modifications to the Revenue Requirements	9
Task 2: Conduct Cost-of-Service Analysis	9
Task 3: Review and Propose Changes to the District’s Existing Rates.....	10
Task 4: Reports, Board Presentations, and Training.....	12
Task 5: Public Outreach (if required).....	12
6. References.....	14
Appendix A – Full Resumes.....	16



1. COVER LETTER

September 30, 2016

Casitas Municipal Water District
Denise Collin
1055 Ventura Avenue
Oak View, California 93022

Re: Request for Proposal – Water Cost-of-Service and Rate Design Study

Dear Ms. Collin and Members of the Selection Committee:

We are pleased to present this proposal to conduct a financial plan, rate design and cost-of-service study for Casitas Municipal Water District (District). Hawksley Consulting (as subsidiary to MWH Americas, Inc.) has 30 professionals dedicated only to water and wastewater ratemaking and financial consulting services. Our project team includes experts in California's Proposition 218 requirements and years of experience in implementing water budget based (individualized) rates in California. Our Project Manager, Mark Hildebrand, has 15 years of utility rate consulting experience in California, including over seven projects addressing the design of water budget based rates. He will be supported by a team of national experts who can bring you the depth of Hawksley's rate-setting expertise.

We deliver superior service and focus our efforts on helping our clients improve their systems every day. We are uniquely qualified to provide a *fresh and innovative perspective* to District that reflects:

- ✓ Extensive experience in designing and implementing water budget based rates
- ✓ Experts in ratemaking practices with national stature, including California
- ✓ Our direct insight into the conservation requirements that are being developed by the SWRCB
- ✓ An experienced project team from top to bottom with tremendous modeling capabilities
- ✓ A powerful, easy-to-understand, and customized MS Excel-based modeling system
- ✓ Commitment and availability of resources to complete the study in the desired timeframe

If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Mumm".

Jason Mumm
Director (contracting authority)

A handwritten signature in blue ink, appearing to read "M. Hildebrand".

Mark Hildebrand
Project Manager/Principal Consultant

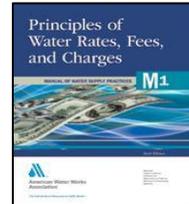


SECTION 2
EXECUTIVE SUMMARY

2. EXECUTIVE SUMMARY

With 30 professionals dedicated only to water and wastewater ratemaking and financial consulting services, Hawksley Consulting (as subsidiary to MWH Americas, Inc.) **possesses the largest collection of 20+ year principal consultants in the US water industry.** Our project team includes experts in California's Proposition 218 requirements and years of experience in implementing water budget based rates in California.

Industry Leader & Authority – The senior members of our firm have been **recognized as industry experts in various state and federal utility ratemaking proceedings.** Several senior members of Hawksley Consulting are currently **serving on the AWWA Rates and Charges Committee,** and are actively involved in **an update to AWWA Manual M1 – Principles of Water Rates, Fees and Charges.** This experience allows us to bring industry best practices to our approach to financial forecasting, management, cost or service, and rate making. The District specifically requested a firm that has insight into the conservation requirements that are being developed by the state. Our firm is **currently at the table** with the Department of Water Resources to discuss and develop the future of conservation benchmarks that will respond to the Governor's recent Executive Orders.



Relevant Experience – Mr. Hildebrand was the primary editor for AWWA's Manual M1 water budget rates chapter, which addresses rate design options, equity concerns, data needs, and implementation considerations. He is also an expert in the legal landscape for utility rate-setting in California, has had articles published on the implications of Proposition 218 on conservation-based water rates, and has managed dozens of projects that emphasize compliance with Proposition 218. While some recent judicial decisions may appear to be changing the rules of the game, we can explain how the courts have simply underlined the importance of a fair and clear cost-of-service analysis, **which is what we have always done at Hawksley.**

Approach – Hawksley has developed a proven process, which has been demonstrated by our client's repeated successes in implementing conservation rate structures throughout the United States. Our success is largely due to the following guiding principles:

1. Develop clear, explainable, and defensible results
2. Use transparency to demonstrate our unbiased approach
3. Engage stakeholders to encourage "buy-in"

In the current legal climate, no element of the rate design should be without a cost basis. Hawksley has long practiced the discipline of clearly connecting cost-of-service results with rate structures.

Summary – We have carefully selected our proposed project team with members that are experienced in each service requested by the District. We have structured our project team with members who are particularly strong in:

- ✓ **Sound Financial Planning** for systems of similar size operated by local government agencies, including capital and operations & maintenance expense budgeting, grant funding, and ensuring government finance best practices.
- ✓ **Conservation-Based Rate Structure Concepts** and their practical application to address specific local policy objectives (such as affordability, conservation, and fixed cost recovery/revenue stability) while considering implementation feasibility and conforming to accepted industry practice and legal precedent.
- ✓ **Preparation of Public Education and Outreach with CV Strategies,** including information about the necessity of any rate adjustments, the drivers that cause them, and their impacts to customers.



SECTION 3
EXPERIENCE

3. EXPERIENCE

Hawksley Consulting is a recognized leader in designing water rates, with expertise in cost of service, affordability, revenue stability, and conservation pricing. Our project team has completed over 250 water and/or wastewater contracts within just the past five years.

The chart on the following page represents a partial listing of projects completed by Hawksley team members that are similar in nature to the scope of work being requested by the District. The pages following the chart present project descriptions and references for **three projects** that demonstrates the breadth of our project team's experience. In addition, we have provided **three additional** project references in **Section 6 (References)**.

The approaches that are described demonstrate our ability to add value to every project, regardless of the complexities. We do not provide a "cookie cutter" approach. We believe that every utility's unique financial, operational and demographic characteristics should be reflected in their rates. While this happens to be a requirement of Proposition 218, we have done it for years because it's consistent with our value-added approach.

We encourage you to reach out to the references presented in this section, as they can attest to the technical ability and experience of our project team.

Cost-of-Service and Conservation Based Water Rate Study Moulton Niguel, California



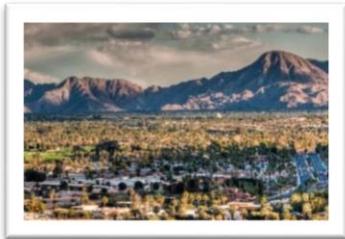
Dates of Service: 2015 - Present

Project Team: Mark Hildebrand, Andrew Baker, Jason Mumm, Siyuan Rao

Client Contact: Joone Lopez, General Manager, JLopez@mnwd.com, (949) 448-4071

The Moulton Niguel Water District is a retail water, wastewater and recycled water purveyor located in Orange County, CA. The district indirectly purchases wholesale water that originates from Colorado River California Aqueduct. In 2014, the state of California issued drought state of emergency declarations in response to record-low water levels in California's rivers and reservoirs, thereby impacting the cost of imported water and the availability of water supplies. Hawksley (then MWH) worked with the district to develop budget based water rates, recycled water rates, and wastewater rates that would enable the district to (1) recover projected operating cost increases; (2) continue to repair and replace the district's aging infrastructure; (3) maintain the financial stability of the utilities; (4) avoid the depletion of reserves; and (5) comply with regulatory and legal requirements. Moulton Niguel's exemplary water rate structure (<http://www.mnwd.com/understandingwaterbudget/>) are budget-based rates. Residential customers are given an indoor and an outdoor water budget for the first two tiers, respectively, and then three additional tiers which are used to fund the conservation program and peaking costs.

Cost of Service and Water Budget Rate Design Coachella Valley Water District, California



Dates of Service: 2014 - Present

Project Team: Mark Hildebrand, Andrew Baker, Jason Mumm, Siyuan Rao, David Umphres

Client Contact: Kay Godbey, Director of Finance, kgodbey@cvwd.org
(760) 398-2661 ext. 2240

Coachella Valley Water District is a multi-faceted agency with a 1,000 square miles service area that delivers irrigation and domestic (potable) water, collects and recycles wastewater, manages stormwater, and imports water to replenish its groundwater basin. Hawksley is currently providing a comprehensive cost-of-service and rate design study for canal water, potable water, wastewater and the replenishment program. Rates are being designed to fund the utility's long-term projected costs of providing service while proportionally allocating costs among customers, providing a reasonable and prudent balance of revenue stability, and complying with the substantive requirements of California Constitution Article XIII D, Section 6 (Prop 218). Potable water rates are water budget-based rates; Hawksley employed our water budget model to better understand the current and anticipated effects of the current drought. The rate policies have been refined by using historical data to better understand water use patterns and minimize revenue volatility. The rates are also being adjusted to manage the impact of a recent regulatory decision to require the district to remove Chromium VI from its water supply. The "Cr VI" program will need to begin immediately and will cost more than one hundred million dollars, therefore it is critical that the financial strategy make the best use of available reserves, establish strong creditworthiness, and maximize on debt-funding opportunities.

Water and Wastewater Cost-of-Service and Rate Design City of Aurora, Colorado



Dates of Service: 2006-2015

Project Team: Jason Mumm

Client Contact: Jo Ann Giddings, CPA. Chief Financial Officer
(303)739-7320, jgidding@auroragov.org

The City of Aurora embarked on a concerted water demand management effort around 1999. At the time, the City's per-capita water demand was approximately 170 gallons per capita per day (gpcd). By 2007, the per-capita usage had been reduced to approximately 130 gpcd. While demand plummeted, the City rushed to implement a conservation rate structure that was, unfortunately, poorly designed. The rate structure met with vast public resistance resulting in threats of Council recall elections and legal action by various customer groups. Customer complaint calls to the billing department reached a peak of over 300 calls per day. Consultants from Hawksley were engaged to repair the conservation rate structure. Using our in-depth understanding of price elasticity of demand, we prepared a revised rate structure that maintained sufficient revenue levels while virtually eliminating public outcry. Immediately upon implementation of the proposed rates, customer complaint calls fell to fewer than 10 per day. In early 2013, Hawksley consultants developed drought surcharges that aligned with the drought stages from City's water conservation plan.

This table presents a selection of Hawksley Consulting's experience in providing a full suite of financial consulting services to clients throughout the country.

State	Client	Financial Forecasting & Revenue Requirements	Cost of Service Analysis	Rate Structure Development	Wholesale/Bulk Rate Analysis	Capacity Charges/Impact Fees	Miscellaneous Service Charges/Fees	Capital Improvement Finance Planning	Public/Stakeholder Engagement	Customer Billing & Demand Management	Financial Policy Development	Ordinance/Service Agreement Assistance
CA	Indio Water Authority	●	●	●		●	●	●	●	●	●	●
CA	City of Huntington Beach	●	●	●		●	●	●	●	●	●	●
CA	City of Ridgecrest	●	●	●		●	●	●	●	●	●	●
CA	City of Pomona	●	●	●		●	●	●	●	●	●	●
CA	City of Corona, Dept. of Water and Power	●	●	●		●	●	●	●	●	●	●
CA	City of San Diego	●	●	●		●	●	●	●	●	●	●
CA	City of Greenfield	●	●	●			●	●	●	●	●	●
CA	Coachella Valley Water District	●	●	●	●	●	●	●	●	●	●	●
CA	Soquel Creek Water District	●	●	●	●	●	●	●	●	●	●	●
CA	Moulton Niguel Water District	●	●	●	●	●	●	●	●	●	●	●
NM	City of Santa Fe	●	●	●	●	●	●	●	●	●	●	●
NM	Albuquerque-Bernalillo Co. Water Auth.	●	●	●	●	●	●	●	●	●	●	●
AZ	City of Tempe	●	●	●			●	●	●	●	●	●
AZ	Town of Gilbert	●	●	●		●	●	●	●	●	●	●
TX	Baytown Area Water Authority	●	●	●	●		●	●	●	●	●	●
TX	City of Baytown	●	●	●		●	●	●	●	●	●	●
TX	City of Denton	●	●	●	●	●	●	●	●	●	●	●
TX	City of Galveston	●	●	●			●	●	●	●	●	●
TX	Bexar Metropolitan Water District	●	●	●	●	●	●	●	●	●	●	●
AL	Decatur Utilities	●	●	●	●	●	●	●	●	●	●	●
AL	Mobile Area Water and Sewer System	●	●	●	●		●	●	●	●	●	●
CO	City of Aurora	●	●	●	●	●	●	●	●	●	●	●
CO	Colorado Springs Utilities		●	●	●		●				●	
CO	Denver Water Distributor Forum	●	●		●						●	
CO	City of Loveland	●	●	●	●	●	●	●	●	●	●	●
CO	Castle Pines North Metropolitan District	●	●	●	●	●	●	●	●	●	●	●
CO	Sheridan Area Water Supply	●	●	●	●	●	●	●	●	●	●	●
CO	Plum Creek Water Reclamation Authority	●	●	●	●	●	●	●			●	
MO	City of Columbia	●	●	●	●	●	●	●	●	●	●	●
MS	Diamondhead Water & Sewer District	●	●	●		●	●	●	●	●	●	●
FL	City of Clearwater	●	●	●	●	●	●	●	●	●	●	●



SECTION 4
QUALIFICATIONS

4. QUALIFICATIONS

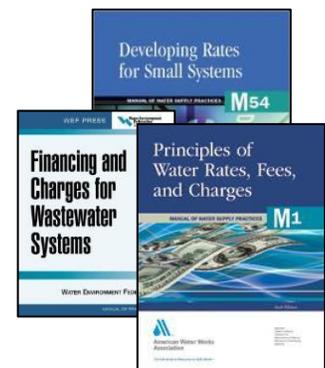
We are pleased to present the District with a complete and well-rounded project team, including experts in the fields of water and wastewater. Hawksley Consulting is a fully-owned subsidiary of Stantec (formerly MWH) providing expertise in utility rate setting and a full suite of consulting services for over 500 water clients.

Hawksley Consulting is and has been an industry leader in providing independent and objective financial management services to local governments throughout the country. In January 2015, MWH (formerly Montgomery Watson) rebranded its management consulting practice as Hawksley Consulting, which continues MWH's tradition as a recognized leader in water and wastewater financial management. In late 2015, Hawksley Consulting merged with Burton & Associates, integrating 27 years of additional financial planning and rate making experience. We provide the most comprehensive and efficient approach to the development of multi-year financial management plans, cost allocations, rate structures, benchmarking, and feasibility studies necessary to ensure the long-term sustainability of local government services.

Hawksley Consulting builds on MWH's rich legacy of innovation and impactful solutions to provide answers to our clients' business challenges. Hawksley's management consulting services include strategy, finance, risk management, asset management, organizational development, information technology, stakeholder engagement, and environmental and social sustainability to implement practical solutions for water, wastewater, energy, transportation, industrial, international financial institutions and government clients.

Our Financial, Commercial, and Risk Services practice provides utility rate design, cost-of-service allocations, and financial planning services consistent with our global leadership in the industry. Our project team has have performed hundreds rate studies including water budget based rate design, cost-of-service, revenue requirement forecasts, and affordability analysis. We are at the leading edge of institutionalizing the industry standards for ratemaking and cost-of-service methodologies, including practices and approaches identified in **American Water Works Association and Water Environment Federation** manuals.

Modifications to rate and rate structures can either be embraced or challenged by rate-payers, depending on how they are introduced. **We are poised to team with CV Strategies**, which is known for it compelling public outreach campaigns for conversation-based rates. CV Strategies is the largest strategic communications firm servicing greater Riverside and San Bernardino Counties. They possess the skills on how to captivate target audiences in creative and engaging ways with otherwise complex information. Thoughtful planning requires understanding and long-term buy-in from all stakeholders, and the CV Strategies team has had great success developing messages and effective rollout strategies.



We have carefully selected our proposed project team with members that are experienced in each service requested by the District. We have structured our project team with members who are particularly strong in:

- ✓ **Water Budget Based Rate Structure Concepts** and their practical application to address specific local policy objectives (such as affordability, conservation, and fixed cost recovery/revenue stability) while considering implementation feasibility and conforming to accepted industry practice and legal precedent (both nationally and locally).
- ✓ **Cost-of-Service Allocations According to AWWA & Other Industry Standards**, with the expertise to analyze system configurations, facilities, plans, design criteria, usage characteristics, etc. in the context of allocating costs in order to establish fair and equitable rates for each class of customer.
- ✓ **Water, Wastewater and Solid Waste Management and Utility Best Management Practices**
- ✓ **Preparation of Public Education and Outreach Initiatives**, including information about the necessity of any rate adjustments, the drivers that cause them, and their impacts to customers

An organization chart and full resumes are provided below. In the unlikely event there is a loss of key personnel, we have nearly 30 highly qualified individuals on staff that will be available to fill in if necessary.





Mark Hildebrand
Project Manager

Mark is a California-based finance and utility management consultant who bridges the disciplines of financial analysis, rate setting and strategic planning. He has performed dozens of water, wastewater, and recycled water rate studies in California and is a published author and expert in Proposition 218 and all of California's legal requirements regarding utility rates. He has directly led or managed over 7 water budget based rate studies. Mark will be responsible for day-to-day management of the project and the primary author of deliverables.

Specialist Skills

- Expert in Prop 218
- Cost-of-Service Studies
- Rate Design
- Change Management
- Strategic Business Planning
- Organizational Effectiveness



Jason Mumm
Technical Advisor

Jason is an experienced financial and management consultant and focuses exclusively on financial and economic issues faced by water, wastewater, electric, and gas utilities. His expertise includes development of financial, ratemaking, and policy solutions for clients ranging from large multifaceted organizations to small rural utilities throughout the United States. As Principal in Charge, Jason is ultimately responsible for the quality of our deliverables and will coordinate closely with the project manager.

Specialist Skills

- Financial Planning
- Litigation Support
- Utility Ratemaking
- Cost-of-Service Studies
- Valuations Rate Design
- Impact / Development Fee Studies



Andrew Baker
Senior Consultant

Andy is a civil engineer and utility analyst with eight years of consulting experience. He blends his engineering understanding of utility operations and capital projects with expertise in utility finance, financial planning, and ratemaking. He specializes in complex financial modeling, including cost of service analysis, utility appraisal, and GIS-based modeling of the impact of changes in service area. Andy will lead all data management and financial analysis.

Specialist Skills

- Financial Planning
- Cost of Service
- Prop 218
- Water Rate Structures
- Access, Excel, and GIS-based financial modeling
- Asset Management/GIS



Erin Gilhuly
Public Outreach

As an active member of the CA-NV Section of the American Water Works Association, Erin maintains a pulse on the water industry and its communication challenges and opportunities. Erin has lead the communications and public affairs support team for myriad of water districts, municipalities and nonprofit organizations across the state for more than eight years. Erin is a master trainer and talented mediator. She has provided strategic guidance to numerous water purveyors through the Proposition 218 process leading workshops and providing key messaging strategies to gain positive public perception. Her insights into the minds of reporters and editors are often one step ahead of the story of the day, offering a highly valuable service that is difficult to match.



SECTION 5
ORGANIZATION, APPROACH AND TIMELINE

5. PROJECT APPROACH, ORGANIZATION AND TIMELINE

Our highly-qualified project team will review the District's recent rate study recommendations and work collaboratively with the District to build on the District's budget based water rate structure to find a solution that meets the unique needs of Casitas Municipal Water District. Our approach will ensure adequate revenues, equitable allocation of costs, rates that comply with Proposition 218, and transparent outreach messaging (if requested).

5.1 Project Approach

Hawksley understands that the District's rates include an individualized (water budget) element based on historical use. We begin the project by ascertaining that recent cost-of-service study results are equitable, defensible, and can be aligned with the proposed rate design. Water budget based rates are a progressive, yet somewhat complex, approach to advancing the District's water conservation efforts. A clearly-defined and systematic approach will promote consensus among stakeholders on recommended rates. Evaluating the efficacy of the current rates and evaluating the potential benefits of changes to those rate structure can be complex and, as such, the process should be inclusive and should integrate the District's objectives with those of ratepayers.

Most rate implementation problems occur when the governing body doesn't understand the underlying reasoning for the rate structure, or disagrees with the reasoning itself. Hawksley recommends directly engaging your Board to develop the basis for the rate design policies. Credibility will be achieved through the clarity of our recommendations and the transparency of our process. This starts with involving both staff and stakeholders throughout the study. Hawksley will first work closely with staff on developing the details of the rate design, and then will engage the Board and other stakeholder if appropriate to provide feedback at key points during the study, thus ensuring that participants understand both the process and the results.

5.2 Scope of Work

The following scope of work will accomplish the District's requested services, including some procedural and technical enhancements that do not deviate from the objectives of the project.

Project Management

During the course of the study, Hawksley will actively engage Casitas staff in project management activities. This engagement will begin, as indicated herein, with a Project Kick-off meeting to finalize the scope of services and identify a final timeline for the study. During this meeting, we will identify dates for all deadlines, reviews and meetings with staff (including bi-weekly calls to review progress and address any issues), and subsequently prepare a detailed schedule that will document the participation that will be requested from the District staff during the study.

Hawksley uses quality control and project management techniques to exercise significant internal quality assurance and quality control prior to meetings or delivering study results. These measures are taken not just for the benefit of our clients, but also to ensure that we stay within budget and complete on schedule.

Hawksley Consulting prides itself on providing the highest level of service to our clients in the most timely and cost-effective manner possible.

Task 1: Review and Propose Modifications to the Revenue Requirements

In this task, Hawksley will gather data, work collaboratively with staff and the Finance Committee as needed, and make recommendations for improvement to the District's existing financial plan, as needed.

To initialize the study, we will meet with the District staff in a Kick-off Meeting to discuss the goals of the project, data requirements, communication preferences, and the overall project schedule and key milestones for deliverables. Prior to the Kickoff Meeting, Hawksley will provide an initial data request list, which will include customer information, cost-of-service report and supporting models, customer billing records, reports, relevant ordinances, and rate study models. Hawksley will review all data received to confirm its completeness. As the study progresses and after initial data is evaluated, Consultant may submit requests for additional data and clarifications of initial data receive. Hawksley will rely upon information and data provided by the District without independent verification.

Our revenue sufficiency and financial planning module will be used to develop a **10-year financial management plan, inclusive of projected annual revenue requirements and rate adjustments**. We will examine the alternative capital improvement funding sources, target debt service coverage levels, levels of operating and capital reserves, and other financial policies/goals that affect the financial performance of the individual utility systems and their future revenue requirements. Additionally, we will evaluate financial goals and objectives and evaluate scenarios regarding alternative capital improvement spending programs, cost escalation factors, levels of impact fees and miscellaneous charges, changes in usage patterns (as appropriate), and elasticity of demand in response to rate increases and conservation measures.

We will validate the preliminary financial planning finding during a **Financial Planning Validation Meeting**. As a scope enhancement, we propose including the District's Finance Committee in this meeting as a means to engage those stakeholders early in the process, and also **develop evaluation criteria** that will later be used to make key project decisions. We've successfully used this approach many times across the United States in our rate design studies.

*Developing **evaluation criteria** prior to crafting the rate structure will promote the sense of working towards a rate structure to that directly reflects RPU's goals and objectives.*

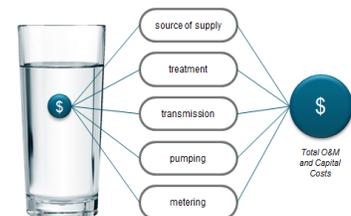
- Activities:**
- 1.1 Submit initial data request list.
 - 1.2 Review available data
 - 1.3 Leverage previous studies to develop financial model.

- Meetings:**
- ✓ Project Kick-off meeting
 - ✓ Financial Planning Validation Meeting

- Deliverables:**
- ✓ Revised, final project schedule (upon completion of Kickoff Meeting)
 - ✓ Data request memorandum and meeting agenda.

Task 2: Conduct Cost-of-Service Analysis

The cost-of-service module allows for the total cost of service and revenue requirements for the systems to be functionalized and distributed to customer classes. The cost-of-service evaluation provides the factual basis required under Prop 218 to justify the difference in rates from one customer to the next, or from one level of individual usage to the next. Differences in residential and non-residential rates are justified by the demonstrable difference in costs of serving these classes,



and the difference in tiered rates are justified by costs associated with high vs. low customer demands. Water demands will be inferred based on historical water consumption, revenue records, and billing summaries.

The cost-of-service study will begin by reviewing the District's existing customer classes to determine whether the classifications are appropriate. Our standard models result in approximately 200 tables of data and calculations that can be used in the Prop 218 notices, and as detailed exhibits in the report. The cost-of-service analysis forms the legal defensibility for any challenges to the proposed rates. In developing our own cost-of-service conclusions, Hawksley will perform a detailed review of the District's latest water cost-of-service analysis performed by Raftelis.

Furthermore, in response to the District's RFP, our advanced cost-of-service model and **extensive experience with cost allocation studies** (i.e., overhead allocation plans) will enable us to evaluate existing overhead distribution formulas and (if applicable) propose different formulas, and ultimately develop recommendations that will improve equity in the application of overhead cost.

Activities:	2.1 Review prior cost-of-service findings and staff direction to populate cost-of-service model
	2.2 Populate Cost-of-Service Model with District data

Meetings:	✓ Cost-of-Service Review Meeting
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Deliverables:	✓ Meeting materials
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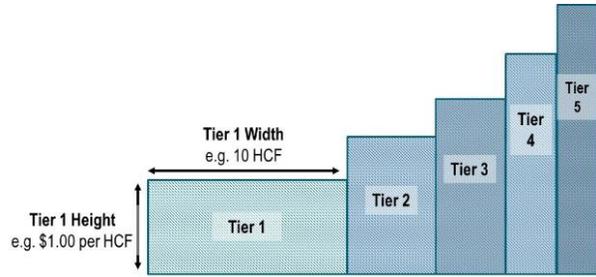
Task 3: Review and Propose Changes to the District's Existing Rates

Hawksley will begin the rate design task by convening a **Preliminary Design Meeting** with the District staff to discuss the District's experience with its existing water budget design and discuss any applicable revenue challenges associated with the existing rates. Prior to, and during this meeting, the District's existing rate structure, and the recommendations made by Raftelis, will be reviewed and evaluated using criteria such as:

- ✓ Compliance with legal requirements (including Prop 218 and 26) and generally accepted industry practice
- ✓ Comply with current State regulations established for indoor and outdoor demand
- ✓ Fair and equitable distribution of costs to customers in proportion to the benefit received and/or demand placed on the system
- ✓ Consistency with community policies and management objectives regarding such things as affordability, conservation, and sustainable/efficient water use
- ✓ Fiscal stability/risk of the utility
- ✓ Ease of administration and understanding to the District staff and customers
- ✓ Consistency and compliance with current and anticipated state-mandated drought restrictions

Among the facets of the rate structure that we'll discuss will be the ability to adjust as demand or restrictions are decreased or increased or in accordance with the District's different water stages defined by the Water Efficiency and Allocation Program (WEAP).

When discussing any kind of inclining block rate we refer to the “height” and “width” of the tiers. The tier height refers to the unit price of water at each respective tier. The tier width refers to the quantity of water (i.e., water budget) within each respective tier.



Tiered water rates, and water budgets rate in particular, attempt to define “efficient” water usage. Defining this efficient level of water use requires identifying the factors that affect the need for water. These factors must consider water supply realities and also resonate with the public. Hawksley will work with District staff to identify the factors that will shape the design of the tier widths.

Hawksley will prepare a rate design study that established a clear connection between the cost-of-service results and the proposed rate structure. In addition to being defensible, any proposed rates structure will be stress-tested to assess the financial impact of droughts, mandatory rationing, or other water shortage factors. Sensitivity analysis will be conducted to measure the financial impact of changes in customer water use due to mandatory drought restrictions.

During the Preliminary Design Meeting, Hawksley will begin to make decisions with the District staff regarding the general strategy that will be followed in designing the rates. Applicable rate structure concepts will be discussed in detail, including benefits and challenges (such as billing system limitations), while giving particular consideration to the adopted rate design criteria. Hawksley will also describe the typical work processes that are needed to gather water budget data (if applicable). An underlying theme to the conversation will be how to allocate costs to each respective tier in a manner that ties back to the result of the cost-of-service study. After the Preliminary Design Meeting, Hawksley will work independently to populate our Excel-based Rate Design Model with the cost-of-service results, and customer billing data. For each rate design proposal, Hawksley will show a series of bill comparisons of the proposed rates versus present rates, as well as versus the bills for similar customers served by neighboring water utilities. These comparison will be done with different types of water users and across all customer classes.

Following the initial development of the Water Budget Model, Hawksley will conduct a **Design Development Meeting** with staff. We will work closely with the District staff to examine the impacts of design variables. We can evaluate alternative assumptions and scenarios “on-the-fly” as the discussion progresses. This allows us to work towards solutions with an understanding of the short and long-term consequences of each scenario to the utility and its customers. The meeting will be interactive in nature and, prior to adjourning, we anticipate reaching consensus on the rate design(s) to recommend to the Board. Hawksley will make additional changes to the Water Budget Model based on feedback received from the District staff during the meeting.

Activities	<ul style="list-style-type: none"> 3.1 Load billing history into Water Budget Model 3.2 Set up the Rate Design Model in conformance with the draft budget based rate design, including alternative rate structures. 3.3 Conduct revenue test to ensure accuracy of billing data 3.4 Prepare customer impact analysis to compare the recommended water rates for each class of customer as compared to existing rates 3.5 Make adjustments to Water Budget Model based on the District staff feedback
Meetings:	<ul style="list-style-type: none"> ✓ Preliminary Design Meeting (4 hours) ✓ Design Development Meeting (4 hours)
Deliverables:	<ul style="list-style-type: none"> ✓ PowerPoint and agenda for two meeting

Task 4: Reports, Board Presentations, and Training

Hawksley will prepare a draft, and then final, report of the study detailing the study’s analysis, findings, and recommendations. The report will summarize the findings of the District’s financial plan and cost-of-service findings, description of rate designs, study methodology, final rate design recommendations and justification, bill impact analysis, and the likely impact of the new rates on water conservation. We proposed the following Board meetings, which are critical to complying with Prop 218 noticing requirements and garnering support for rate adjustment recommendations.

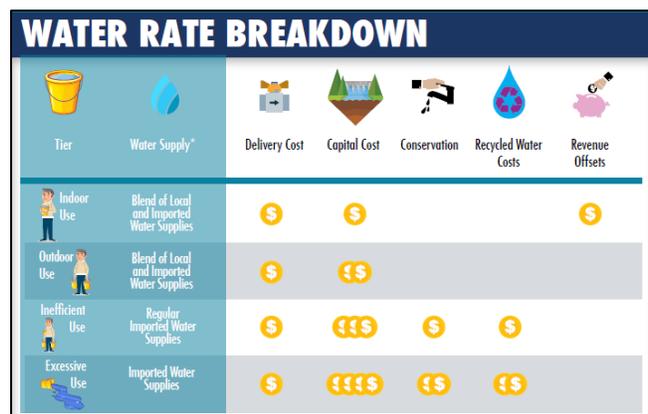
1. **Draft Recommendations Board Workshop** – Present draft recommendations and work interactively to receive final feedback from the Board on rate design.
2. **Final Recommendation Board Meeting** – Present final recommendations to the Board and request permission to issue Prop 218 notification letters.
3. **Public Hearing** – Present final recommendations to the Board, as needed, or serve as expert witness, as appropriate, and move that Board vote to adopt the recommended rates.

The foundation of this effort will be the preparation of the models that may be used by the District staff on a going forward basis and train staff in the use of the model. In addition to demonstrating the use of the models during the five project meetings, we will also **provide on-site training** to staff to ensure the future beneficial use of the model.

Subtasks:	4.1 Prepare the draft report 4.2 Prepare final report of the study based upon staff input 4.3 Prepare presentation for use at public meetings 4.4 Review presentation with staff, and adjust as necessary
Meetings:	✓ Model Training (4 hours) ✓ Draft Recommendations Board Workshop ✓ Final Recommendation Board Meeting ✓ Public Hearing
Deliverables:	✓ Draft Report ✓ Final Report ✓ Prop 218 Notification ✓ Training materials enhances

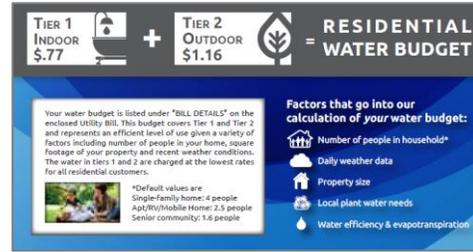
Task 5: Public Outreach (if required)

Gaining public support for proposed rate adjustments can be a challenge, especially if there is to be a significant change from the historical structure. We proposed to include CV Strategies on our team to provide as-needed professional public outreach expertise to assist the District to continue creating and delivering the public messages needed to help make the District’s rates easier for residents to understand. **CV Strategies is a California-based public outreach team** made up of former journalists, skilled at translating the complexities of the water industry



into compelling messages. With 30 current water clients across the state, CV Strategies consultants have an intimate knowledge of the water industry and its nuances, and are well versed in the tactics that enhance customer engagement and messaging success.

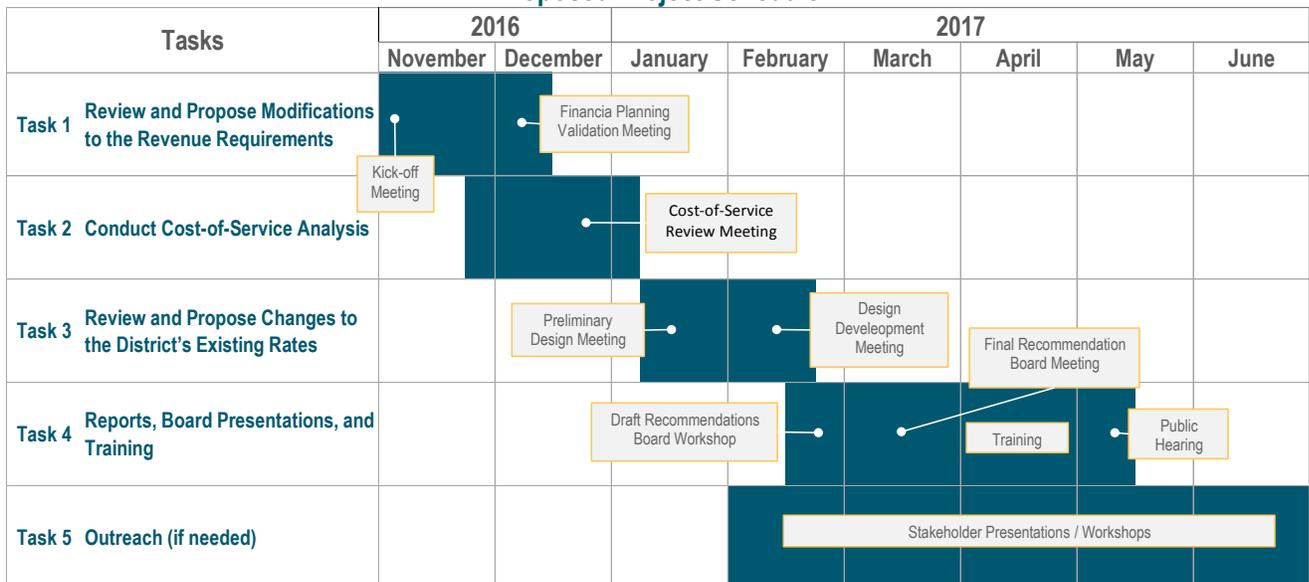
Public support for rate design depends on whether or not the public perceives the rates as fair. This perception depends, amongst other things, on the clarity of presentations and discussions at public hearings. Minor misunderstandings of the underlying rationale for a selected approach can cause disproportionate dissatisfaction with the proposed rates. By engaging the Board at the beginning of the project (see Task 1), and then again engaging the Board in the finalization of the rate design will give these community leaders an advance understanding of the rates and make subsequent public discourse less confused.



Subtasks:	5.1 Prepare presentations 5.2 Review presentation with staff, and adjust as necessary
Meetings:	✓ Outreach Meetings with stakeholder (TBD)
Deliverables:	✓ Outreach materials by CV Strategies

SCHEDULE - Based on our understanding of the requested scope of services, we have developed the following general schedule, to be detailed during the Kickoff Meeting.

Proposed Project Schedule





SECTION 6
REFERENCES

6. REFERENCES

In addition to the three reference projects provided in Section 3 (Experience), the following are three references from water agencies of similar size and budgets.

Water/Wastewater Financial Planning, Cost of Service, & Rate Design City of Greenfield, California



Dates of Service: 2015 - Present

Project Team: Mark Hildebrand, Mike Burton, Andrew Burnham

Client Contact: Ms. Susan Stanton, City Manager, 599 El Camino Real, Greenfield, CA 93927, (831) 674-5591, sstanton@ci.greenfield.ca.us

Overview of Services:

The City of Greenfield is a central coast agricultural community. Hawksley is currently conducting a comprehensive water and wastewater rate study for Greenfield. Rates are being designed to fund the utility's long-term projected costs of providing service while proportionally allocating costs among customers, providing a reasonable and prudent balance of revenue stability, and complying with the substantive requirements of California Constitution Article XIII D, Section 6 (Prop 218).

Conservation Based Water Rate Study Soquel Creek Water District, California



Dates of Service: 2015 - Present

Project Team: Mark Hildebrand, Andrew Baker, Jason Mumm, Siyuan Rao

Client Contact: Ron Duncan, General Manager, rond@soquelcreekwater.org; (831) 475-8501 x144

Overview of Services:

Soquel Creek Water District is a retail water purveyor located in Santa Cruz County, CA. The district's only water supply is an over-subscribed aquifer. Due to its inability to import outside water supply, the district has been plagued with water shortages. As a result the district's conservation program is amongst the most mature in the country and its per capita water usage is amongst the lowest in California.

Hawksley worked with the district to develop water rates that would enable the district to (1) recover projected operating cost increases; (2) continue to repair and replace the district's aging infrastructure; (3) maintain the financial stability of the utilities; (4) avoid the depletion of reserves; and (5) comply with regulatory and legal requirements. In light of the recent court decisions regarding Proposition 218, Hawksley looked closely at the district's water rate structure, which includes tiered rates for residential customers and uniform rates for all other customers.

A number of rate structures were calculated and presented to the district board of directors for consideration. The Board desired to not just meet, but exceed, the cost-of-service requirements established by the San Juan Capistrano case (regarding Prop. 218). In response to the drought and the Governors' 2014 executive order, Hawksley shaped emergency drought rates that complement the district's water shortage contingency plan by adjusting rates depending on the district's declared drought stage.

Water/Wastewater Financial Planning, Cost of Service, & Rate Design City of Norco, California



Dates of Service: 2016 – Present

Project Team: David Hyder, Andrew Burnham, Mark Hildebrand, David Umphres, Tracey Moher

Client Contact: Mr. Chad Blais, Public Works Director, (951) 270-5678
cblais@ci.norco.ca.us

Overview of Services:

The City of Norco provides water and sewer service to a population of approximately 25,000 in Riverside County. In addition to retail potable water services, the City also provides wholesale water services to the Santa Ana River Water Company. The City's Sewer System uses a regional approach to treatment as a cost effective way to treat wastewater.

Hawksley is completing a rate study for Norco that is addressing the revenue volatility experienced by the City during the recent drought. The City has opted to implement a relatively high fixed charge and uniform rates in order to ensure stable revenue for its fixed costs. Rates have are being designed to fund the utility's long-term projected costs of providing service while proportionally allocating fixed costs to its fixed charge, providing a reasonable and prudent balance of revenue stability, and complying with the substantive requirements of California Constitution Article XIII D, Section 6 (Prop 218).



**APPENDIX
RESUMES**

APPENDIX A – FULL RESUMES



MARK HILDEBRAND

PROJECT MANAGER



Mark is a Principal Consultant with Hawksley in its Bay Area office. Mr. Hildebrand is a finance and utility management consultant who bridges the disciplines of financial analysis and organizational effectiveness.

He has performed dozens of water, wastewater, and recycled water rate studies; and specifically has been involved in over a half dozen water budget rate studies. Mr. Hildebrand is an expert in Proposition 218 and California's legal requirements regarding utility rate-setting. He has been published by the AWWA Journal for articles addressing the challenges of conservation pricing in California.

INDUSTRY PUBLICATIONS & PRESENTATIONS

"Conservation Rates Made Legal: Water Budgets and California Law," Journal of the American Water Works Association, Vol. 101, No. 4, April 2009 (lead author).

"Water Rates, Fees, and the Legal Environment," American Water Works Association, 2nd Edition, 2010. ISBN 978-1-58321-796-2 (contributing editor).

"Affording Conservation Revenue Challenges Facing Utilities," Proceedings, International City Management Association, October 17-20, 2010. (Co-presenter).

"California Finance Law: Water Budgets and California Law," Proceedings, Utility Management Conference, February 17-21, 2009 (Presenter).

"Defining Latest Trends in Conservation Rate Design: Creating a Nexus Between Cost of Service Principles and Rate Structure," Utility Management Conference, February 17-20, 2009 (Co-presenter).

CAREER SUMMARY

Years of Experience: 15

MESM, University of California Santa Barbara

BS, University of California Berkeley

AREAS OF PRACTICE

- Water Resources
 - *Water & Sewer*
 - *Reclaimed Water*
 - *Stormwater*

SPECIALIZATIONS

- Utility Ratemaking
- Financial Planning
- Cost-of-Service Studies
- Rate Design
- Change Management
- Strategic Business Planning
- Organizational Effectiveness
- Alternative Capital Project Delivery

QUALIFICATIONS & MEMBERSHIPS

- AWWA Rates and Charges Committee
- Change Management Certification

SAMPLE PROJECT EXPERIENCE

Moulton Niguel Water District, Water/Sewer Rate Study

Project Manager in delivering a comprehensive water, sewer and recycled water financial plan, cost-of-service analysis, and water budget based rate design project. Work included conforming large volumes of billing data for water budget-based rates, developing financial models, revenue sufficiency evaluation, debt and bond issuance evaluation (financial strategy), long term financial forecasting, drought rate policies, and staff training in model. All work was done within the constructs of Prop 218 and results were vetted with a financial advisory panel.

Coachella Valley Water District, Comprehensive Rate Study

Currently Project Manager for a water budget based water domestic water, sewer, recycled water, canal (irrigation) water, and replenishment program rate study. The scope of work includes a 10-year financial plan, cost-of-service analysis, and water budget rate design. Analysis specifically targets the District's debt strategy, a drought surcharge policy, and restructuring historical irrigation water rates. All work are respecting the requirements of Prop 218.

American Water Works Association: M1 Manual / CO.

Primary editor for a new chapter in AWWA's M1 Manual (Principals of Water Rates, Fee and Charges) regarding water budget-based rate structures. Topics included an introduction to water budget rate structure, rate design options, variance program options, equity concerns, data needs, and some implementation details.

City of Corona Water Budget Rates

Gave interactive seminar regarding water budget-based rate structures to the City of Corona. Topics included an introduction to water budget rate structure, how to develop such rates, rate design options, variance program development, the legal implications of conservation rates, equity concerns, data needs, and some implementation details.

Indio Water Authority: Water Budget Rate Study

Project Manager in delivering a complete water budget rate design study. Work included conducting a feasibility analysis, conforming large volumes of billing data, developing a Water Budget model, assistance in development of a variance program, and public outreach.

City of Pomona: Water/Sewer Rate Study

Project Manager for this comprehensive water and wastewater utility rates and connection fee study, including a survey, financial models and rate recommendations based on best and defensible practices.

Eastern Municipal Water District: Rate Structure Study / Perris CA.

Eastern Municipal Water District retained Red Oak to develop and help implement a water budget rate structure. Mr. Hildebrand was the financial analyst for the project and spearheaded the development of a "variance program" for the district.

City of San Diego, Water Budget Based Rates

Project Manager to develop a budget-based rate structure for the City's irrigation customers based on a model that was tailored to account for historical water use, historical weather, and projected elasticity of demand behaviors.

Portland Water Bureau: Water Rate Approval Best Practices

Mr. Hildebrand was project manager for this project which included a North American telephone survey of water, wastewater and stormwater utilities to identify best practices for the development and approval of annual operational budgets and rate adjustments. The ensuing report, designed to be used as a metric against the Portland Water Bureau's current practices, identified best practices and recommendations with respect to public involvement, transparency, and documentation. The report also addressed issues such as the appropriate span of control for staff and elected officials (as individuals and as a group).

Western Municipal Water District: Proposition 218 and Water Budget Feasibility Study / Riverside CA.

Conducted a workshop with Western MWD staff to discuss the feasible application of Water Budget-based water rates for the District. Topics included case studies from other water districts, political feasibility, data management, legal considerations such as Prop. 218, and customer equity.

City of Newport Beach: Newport Beach Water Rates / Newport Beach CA.

Mr. Hildebrand wrote a white paper for the Utility Department addressing the legal implications of water rates that promote conservation, specifically the evolution of legislation and case law related to Prop 218, Government Code Section 54999 and CA Constitution Article X.



JASON MUMM TECHNICAL ADVISOR



Jason is the Director of Financial Commercial and Risk Services for Hawksley. He is an experienced financial and management consultant and focuses exclusively on financial and economic issues faced by water, wastewater, electric, and gas utilities.

His expertise includes development of financial, ratemaking, and policy solutions for clients ranging from large multifaceted organizations to small rural utilities throughout the United States. Working directly with city and district managers, finance directors, utility managers, and elected officials, Jason focuses his services on describing the financial impacts of a utility's capital and operating plans, including the impact on ratepayers and other stakeholders.

Jason's accomplishments throughout his 20 years in water and wastewater consulting include:

- Performed over a hundred individual studies for water/wastewater utilities primarily for local governments in the United States.
- Prepared expert witness testimony in regulatory proceedings in Canada and the United States. Testimony also provided in numerous other court, administrative, and alternative dispute resolution cases.
- Admitted as an expert witness in Colorado, Nova Scotia, Texas, Oregon, and Hawaii in matters involving utility finances, rates, and/or cost sharing.
- Developed utility business model training for local elected officials.
- Held elected office on a water/sewer board in his local community.
- Author of over 100 published articles in the water/wastewater industry press

CAREER SUMMARY

Years of Experience: 20

MBA, University of Colorado

BS, Colorado State University

AREAS OF PRACTICE

- Water Resources
 - *Water & Sewer*
 - *Reclaimed Water*
 - *Stormwater*
- Sanitation

QUALIFICATIONS & MEMBERSHIPS

- American Water Works Association (AWWA)
- Water Environment Federation (WEF)
- Rocky Mountain Sections of the AWWA and WEF

SPECIALIZATIONS

- Utility Enterprise Financial Planning
- EPA Affordability Analyses
- Bond Due Diligence Support
- Utility Ratemaking
- Cost-of-Service Studies
- Valuations and Opinions of Value
- Rate Design
- Impact/ Development Fee Studies and Other
- Related Services

SAMPLE PROJECT EXPERIENCE

City of Aurora, Colorado

Water and wastewater enterprise financial planning, rate design, development fee design, and policy development. All current utility rates and development fees are a direct result of this work. Implemented true cost-of-service ratemaking procedures for water, sanitary sewer, and stormwater enterprise funds. Managed water rate restructuring efforts leading to unanimous City Council support.

Narragansett Bay Commission

Directed the Commission's Financial Capability Assessment and enhanced affordability analysis under the Weighted Average Residential Index (WARi™) approach. The enhanced analysis was able to prove substantial financial burden in contrast to the USEPA's typical measures. It offers the Commission the opportunity to argue its affordability concerns with a very strong factual basis in negotiating its consent decree.

Springfield Water & Sewer Commission

Supervised the development of a comprehensive financial capability assessment evaluating the affordability of proposed Clean Water Act projects on the SWSC service area. Directed the team in preparing a detailed affordability assessment linking the revenue requirement from a financial plan model to an affordability analysis broken into census tracts and income bands. Developed the Weighted Average Residential Index (WARi™) approach in the process.

Colorado Springs Utilities

Prepared pricing analysis for the Southern Delivery System project, a regional water supply and delivery pipeline delivering water to Colorado Springs and two other municipal water systems. Revised the initial cost-sharing platform to create a fair and equitable allocation of operating and capital costs to the participants based on their demands from an average annual delivery perspective as well as peak-use demands.

City of Baltimore, Maryland

Directed the Financial Capability Analysis and enhanced affordability analysis for the City's integrated planning framework approach to its consent decree. Our enhanced affordability analysis, employing the WARi™ approach, demonstrates a higher financial burden than

previously thought, leading to improved ability for the City to negotiate improved terms with EPA.

City of Omaha

Assisted the City with developing a 20-year financial plan to accommodate the expected costs of the City's combined sewer separation program. The financial planning efforts culminated in a cost-of-service rate analysis with recommendations for increased rates for residential, commercial, and industrial customers.

City of Akron, Ohio

Directed the development of the City's Financial Capability Assessment to support negotiation of its consent decree with EPA including use of the Weighted Average Residential Index (WARi™). Analytical approach allowed for rapid turnaround of multiple capital program alternatives with instant financial outcomes and affordability results tabulated for each.

City of Santa Fe, New Mexico

Long-term relationship (1999-current) with the City's utilities directing all utility financial planning, cost-of-service studies, rate designs and related efforts for the City's Water, Wastewater, and Solid Waste Divisions. Guided the City through ten years of rate adjustments to finance its long-term water supply project. Improved the City's utility bond ratings from BB to AAA. The City's water rates were featured in the New York Times in 2015 for their effectiveness at producing water conservation without sacrificing financial stability.

Mobile Area Water and Sewer System

Introduced long-range financial planning as a core process in the annual budget. This enterprise-wide change refocused both staff and the board on capital planning rather than annual operating costs resulting in a platform for consistent decision making, rate setting, and strategic focus.



ANDREW BURNHAM

QA/QC ADVISOR



Mr. Burnham is a leader in our industry and has provided exemplary professional consulting services to our clients for many years. Andy has extensive experience in utility financial planning, cost allocation, and rate development, during which he has been recognized as an industry expert as part of utility rate-related regulatory proceedings in multiple states and territories. He has personally conducted and/or managed over 500 similar studies for local governments, and has supported our clients in the issuance of over \$1 billion of municipal bonds and loans for capital improvement funding.

Mr. Burnham is currently serving on the AWWA Rates and Charges Committee, and is actively involved in an update to AWWA Manual M1 – Principles of Water Rates, Fees and Charges.

SPECIALIZATIONS

- Long-Term Financial Plan Development
- Cost of Service and Cost Allocation Analysis
- Rate Structure Design & Rate Studies
- Development of Impact Fees
- Development of Specific Service Charges
- Development of Capital Finance Plans
- Bond Feasibility Reports and State Loan Applications
- Analysis of the Acquisition and/or Sale of Utility Systems
- Expert Witness Testimony Services
- Stakeholder Communication/Education Programs
- Assistance with the Preparation of Ordinances, Inter-local Agreements, and Regulatory Applications

CAREER SUMMARY

Years of Experience: 15

Bachelors of Business Administration, 2000, Lake Superior State University, Sault Ste. Marie, MI

AREAS OF PRACTICE

- Water Resources
 - *Water & Sewer*
 - *Reclaimed Water*
 - *Stormwater*
- Sanitation
- General Government
 - Police & Fire EMS
 - Parks & Recreation
 - Library
 - Roads

QUALIFICATIONS & MEMBERSHIPS

- AWWA Rates and Charges Committee

INDUSTRY PUBLICATIONS

Florida Governmental Finance Officers Association School of Government – Long-Term Financial Modeling and Sustainability Analysis (Co-Author, Sarasota, FL)

Tackling Utility Rates the Right Way – Michigan Municipal League Annual Convention (Marquette, MI)

Texas Water Conservation Association Annual Meeting - Features of Successful Inclining Block Water Conservation Rate Structures (Austin, TX)

SAMPLE PROJECT EXPERIENCE

Town of Front Royal, Virginia

Dates of Services: 2009 – Present

Mr. Burnham served as Project Manager for a water and sewer comprehensive cost of service and rate study and subsequent updates to the initial study. He used our financial modeling system to develop a ten-year financial management plan and plan of annual rate adjustments that were necessary to meet all of the utility's financial obligations in each year of the projection period. Mr. Burnham developed three alternative conservation rate structures for consideration that would recover the identified cost of service from the financial management plan and prepared customer impact analyses for each alternative.

Town of Cary, North Carolina

Dates of Services: 2014 – Present

Mr. Burnham is currently serving as the Project Manager for a Bond Feasibility Study for the Town which includes the development of a Financial Model. During the Study, Mr. Burnham has managed the development of a multi-year financial forecast using our financial modeling system. He developed a capital financing plan that included alternative financing options for capital projects in order to minimize the rate impacts on existing rate payers as well as to comply with existing bond covenants. He has worked closely with Town Staff to prepare a bond feasibility report consistent with prior feasibility reports.

City of Venice, Florida

Dates of Services: 2012 – Present

Mr. Burnham has served as project manager for the City since 2012. He managed a comprehensive water and sewer rate study during which he utilized our interactive financial model to evaluate the adequacy of the revenue provided by the Utility's current rates and charges, and he also reviewed the Utility's current rate structure and developed modifications based upon legal precedent, conformance to accepted industry practice, an equitable distribution of costs, promoting resource conservation, and customer impact objectives. Mr. Burnham led a series of interactive work sessions with a Stakeholder Work Group, comprised of representatives from the community, which unanimously endorsed our recommendations, and were approved by the City Council.

Brunswick-Glynn County Joint Water & Sewer Commission, GA

Dates of Services: 2008 – Present

Mr. Burnham has 1) developed annual ten-year financial management plans for the water and sewer systems within the JWSC's two districts (i.e. City of Brunswick and Glynn County), 2) prepared loan and bond feasibility reports, 3) calculated updated water and sewer capital tap fees (impact fees) for each district, 4) calculated public and private fire protection charges, 5) developed a uniform conservation rate structure for its two service districts, and 6) prepared a detailed rate manual for use by the JWSC that explains the purpose, intent, and structure of all its rates, fees, and charges.

City of Chesapeake, Virginia

Dates of Services: 2010 – Present

Mr. Burnham served as the Project Manager for all work completed during a comprehensive cost of service and rate study for the City's water and wastewater utility. During the Study, Mr. Burnham oversaw our project team in the development of a ten-year financial management plan and plan of annual rate adjustments. Mr. Burnham recently oversaw an update to the original study, which included an updated financial plan and analysis of the financial impacts of a wastewater collection system regionalization initiative.

Pinellas County, Florida

Dates of Services: 2005 – Present

Mr. Burnham has served as the Project Manager for the County for nearly ten years. His experience includes a comprehensive Water, Wastewater and Solid Waste Rate Study and several annual updates. During these studies, Mr. Burnham has used our financial modeling system to develop ten year financial plans for each of the separate water, sewer and solid waste enterprise funds. He has also conducted a benchmarking analysis of selected cost categories, assisted County staff in evaluating the underlying cost of operations, and conducted detailed cost allocation and overhead studies for the Utilities Department in support of the budget development process.



ANDREW BAKER

SENIOR CONSULTANT



Andy is a civil engineer and utility analyst with eight years of consulting experience. He blends his engineering understanding of utility operations and capital projects with expertise in utility finance, financial planning, and ratemaking

He specializes in complex financial modeling, including cost-of-service analysis, utility appraisal, and GIS-based modeling of the impact of changes in service area. He has also supported asset management and capital efficiency studies for water and wastewater utilities.

SPECIALIZATIONS

- Financial Planning
- Cost of Service
- Water Rate Structures
- Access, Excel, and GIS-based financial modeling
- Affordability
- Asset Management / GIS

SAMPLE PROJECT EXPERIENCE

Soquel Creek Water District, California

Dates of Service: 2015

Soquel Creek Water District provides water service to 38,000 customers in Santa Cruz County. Hawksley Consulting was hired by the District to provide a Water Rate Study and Water Capacity Charge Study. Mr. Baker was responsible for the District's Cost of Service analysis, rate design, and capacity charge methodology. He worked closely with District staff and management to produce a rate proposal which met their goals for financial and environmental sustainability while being defensible under Proposition 218.

CAREER SUMMARY

Years of Experience: 9

B.S.C.E., Civil Engineering, Lafayette College, Pennsylvania

B.A., Spanish and International Studies, Lafayette College, Pennsylvania

AREAS OF PRACTICE

- Water Resources
 - *Water & Sewer*
 - *Reclaimed Water*
 - *Stormwater*
- Affordability & Consent Decree Requirements

Muncie Sanitary District, Indiana

Dates of Service: 2015 - Present

Muncie Sanitary District provides wastewater, stormwater, and solid waste service to the 70,000 residents of the City of Muncie, and is currently under an EPA consent decree associated with its combined sewer overflows. Mr. Baker is part of a consultant team providing a Financial Capability Assessment (FCA) and Enhanced Affordability Analyses in support of the District's Consent Decree compliance. Mr. Baker is responsible for the FCA analysis, report, and the WARi™ Analysis, a granular, GIS-based approach to affordability.

SAMPLE PROJECT EXPERIENCE CONT.

Coachella Valley Water District, California

Dates of Service: 2014 - Present

The Coachella Valley Water District provides domestic water, wastewater, surface water, non-potable, and groundwater replenishment service to an area of approximately 1,000 square miles in Southern California. Mr. Baker is part of a consultant team providing a comprehensive rate study for the District, providing long-term financial planning, cost-of-service analyses, and water budget rate design. These efforts will position the District to sustainably and equitably address their water supply and conservation challenges, while being defensible under Proposition 218.

City of Baltimore, Maryland

Dates of Service: 2015 - Present

The City of Baltimore provides water, wastewater, and stormwater service to its 620,000 residents, and is currently under an EPA consent decree associated with its sanitary sewer overflows. Mr. Baker is part of a consultant team providing Integrated Planning and Affordability Analyses in support of the City's Consent Decree compliance. Mr. Baker is responsible for analyzing historical City billing data in conjunction with census-tract level income information to provide a Weighted Average Residential Indicator (WARI™). This indicator is used to inform the Integrated Planning Framework and evaluate affordability in a granular manner.

City of Bartlesville, Oklahoma

Dates of Service: 2014

The City of Bartlesville provides water and wastewater service to its 36,000 residents and to numerous wholesale customers outside the City, and is currently under an EPA consent decree associated with its sanitary sewer overflows. Mr. Baker was hired by the City to conduct a cost of service and rate design study for its water and wastewater utilities. Mr. Baker performed the rate study, which included evaluating options for implementing conservation-oriented water rate tiers, and evaluating capital funding alternatives

for over \$70 million in capital improvements, largely associated with complying with the consent decree.

County of Kaua'i Department of Water, Hawai'i

Dates of Service: 2010 - 2015

Mr. Baker was retained by the County of Kaua'i Department of Water (DOW) to conduct a Water Rate Study. Mr. Baker assisted DOW to evaluate the funding for their capital improvement plan and to develop an equitable rate structure to support it. Mr. Baker worked closely with DOW staff to respond to stakeholder and water board questions and concerns in order to achieve approval of the required level of rate increases to support DOW's operations and capital improvements.

Thurston Public Utility District (PUD), Washington

Dates of Service: 2013 - 2014

Mr. Baker was hired by the PUD to conduct a rate study for the water utility and update the general facilities charges. Mr. Baker performed the rate study, which included revenue requirement projections as well as a long-term financial model to assess the financial impact of implementing the PUD's new asset management plan, a cost of service analysis, and evaluation of rate design alternatives for the water systems the PUD serves. Mr. Baker collaborated closely with PUD staff and commissioners, presenting the rate package at three public hearings.

City of Palmdale, California

Dates of Service: 2011 - 2012

Mr. Baker was retained by the City of Palmdale to provide Expert Testimony Services related to a dispute between the City of Palmdale and the Palmdale Water District. The dispute centered on the duplication of reclaimed water service by the City of Palmdale; Mr. Baker was retained to provide an appraisal of damages related to the duplicated reclaimed water system. Mr. Baker reviewed reports prepared by consultants for the Palmdale Water District and evaluating damages on an income value basis, and provided support to the City's legal team in the deposition process.



ERIN GILHULY

OUTREACH SUBCONSULTANT

CV STRATEGIES

CV STRATEGIES

An Emmy award winning journalist with nearly 25 years in the communications industry, Erin Gilhuly is the President and Founder of CV Strategies, a strategic communications and public engagement firm based in Southern California, serving corporate, government and non-profit clients across the U.S. Erin is responsible for managing all day-to-day operations and serving as the lead communications strategist for all clients. As an active member of the CA-NV Section of the American Water Works Association, Erin maintains a pulse on the water industry and its communication challenges and opportunities.

Erin has lead the communications and public affairs support team for myriad of water districts, municipalities and nonprofit organizations across the state for more than eight years. Erin is a master trainer and talented mediator. She has provided strategic guidance to numerous water purveyors through the Proposition 218 process leading workshops and providing key messaging strategies to gain positive public perception. Her insights into the minds of reporters and editors are often one step ahead of the story of the day, offering a highly valuable service that is difficult to match.

CAREER SUMMARY

Years of Experience: 25

University of Southern California – Los Angeles
Bachelor of Arts Degree in Broadcast Journalism

AWARDS & APPOINTMENTS

- ✓ Pacific Southwest Chapter Emmy, Best Newscast Winner – June 2004
- ✓ Pacific Southwest Chapter Emmy Nominee – Best Newscast June 2005
- ✓ Communicator Award Winner for Breaking News – January 2006
- ✓ Bill Stout Memorial Award of Excellence Winner – March 2006
- ✓ Best Spot News Coverage Winner – March 2006
- ✓ Mark Twain Associated Press Award Nominee, Best Newscast – March 2006
- ✓ Pacific Southwest Chapter Emmy Nominee – Best Newscast April 2006

SPECIALIZATIONS

- Responsible for developing lead messaging strategy and execution methodology for clients.
- Specialist in all forms of communication campaigns including conventional publicity efforts, whisper strategies and crisis communications.
- Skilled at multiple audience management using public relations, community relations and government relations as well as guerilla tactics.
- Skilled at presenting balanced combination of media to clients including television, print, online and social media.
- Responsible for oversight and direction for all client messaging organization.



BENJAMIN STEWART CONSULTANT



Benjamin specializes in economic and financial modelling of large, capital intensive projects, and assessing project technical and economic feasibility in both the public and private sectors.

Benjamin works as a consultant in the Financial, Commercial, and Risk Management (FCR) team at Hawksley. Benjamin has worked to prepare financial plans for clients in the water and wastewater utility sectors to develop rate studies, forecast long term revenue needs, and assess affordability. Additional project responsibilities have included technical report preparation, data management, and cost of service analysis.

CAREER SUMMARY

Years of Experience: 6

MS – Mineral & Energy Economics, Colorado School of Mines, 2015

MS – Environmental Engineering, University of Nebraska – Lincoln, 2011

BS – Civil Engineering, University of Nebraska – Lincoln, 2009

SPECIALIZATIONS

- Cash flow modelling
- Infrastructure and construction cost estimating
- Data management and analysis
- Project evaluation and due diligence
- Stochastic simulation models
- Project management



DAVID UMPHRES ANALYST



David is a financial analyst with four years of financial service, analysis, and accounting experience, as well as a California State Water Resources Control Board Level 2 Water Distribution Operator. He combines his knowledge of utility operation with specializations in financial planning, prioritization frameworks, and accounting.

He specializes in financial modeling and data extraction and validation and has also supported financial capability assessments and capital improvement planning and management.

CAREER SUMMARY

Years of Experience: 4

B.S. Finance, Saint Louis University

CSWRCB Level 2 Water Distribution Operator

SPECIALIZATIONS

- Financial Planning Cost-of-Service
- Excel-based Financial Modeling
- Capital Improvement Prioritization Frameworks
- Financial Capability Assessments
- Data Extraction and Validation



Hawksley Consulting is dedicated to bringing innovative and impactful solutions to its clients



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6. COST PROPOSAL

Based upon the attached scope of work, the following provides a detailed breakdown of labor hours by task and position, including sub-consultants, a listing of billing rates by title, and a maximum not-to-exceed project fee, inclusive of all direct and indirect costs associated with the project. **We propose to complete the requested scope of services for a total not-to-exceed fee of \$59,774, inclusive of all expenses.**

We have list the optional, as-needed outreach budget as a separate line item.

Hawksley is open to negotiating the scope (and therefore fee) for any of the tasks below.

Casitas Municipal Water District Water Cost-of-Service and Rate Design Study Cost Proposal

Tasks	Senior Advisor	Estimated Labor Hours						Total Estimated Hours	Direct Expenses*	Total Estimated Labor Charge
		Project Manager	Project Consultant	Project Consultant	Project Analyst	Admin				
	\$300	\$225	\$180	\$160	\$140	\$95				
Task 1 Review and Propose Modifications to the Revenue Requirements	1	18.5	17	12	19	2	69.5	\$1,777	\$12,293	
Task 2 Conduct Cost-of-Service Analysis	1	14	22	12	20	2	71	\$1,045	\$12,320	
Task 3 Review and Propose Changes to the District's Existing Rates	1	19	30	13	14	2	79	\$2,090	\$14,205	
Task 4 Reports, Board Presentations, and Training	1	29	12	10	18	2	72	\$2,750	\$13,295	
Totals:	4	80.5	81	47	71	8	291.5	\$7,662	\$52,113	
								Total Not-to-Exceed Fee	\$59,774	

* Direct expenses and subconsultants include a 10% markup

Task 5 - Outreach As-Needed: \$14,000

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: MICHAEL MOLER, O&M MANAGER
SUBJECT: PURCHASE OF A SENSUS VEHICLE GATEWAY BASE STATION
AND ACCESSORIES.
DATE: OCTOBER 3, 2016

RECOMMENDATION:

It is recommended that the Board of Directors approve the quote from Aqua-Metric in an amount of \$22,540.95 from account 11-5-50-5911-00, Capital District Equipment for complete Vehicle Gateway Base Station. This also includes a laptop computer, removable antenna, software, and support.

BACKGROUND:

Casitas Municipal Water District currently reads all customer meters on a monthly cycle. This has proven beneficial for improvements in the areas of conservation, customer service, and finance. This has been much needed with the recent implementation of a water allocation program and state required monthly customer water usage reporting.

Currently, CMWD only has one Sensus Vehicle Gateway System. This system provides the ability for staff to collect customer meter readings by utilizing a vehicle. This has reduced the time allocated for the collection of meter readings from an entire month to three days. The addition of another unit will further reduce the required time to only one day.

Without an additional unit the District will continue to have no redundancy to ensure that the meter reading needs are met within the necessary timeframes. A failure of the current system would disrupt the billing and allocation systems as well as having a negative impact on customer service.

Aqua Metric

Scott MacDonald
Casitas M.W.D.
1055 N. Ventura Ave.
Oak View, CA 93022

September 30, 2016

Re: VGB Quote

Scott,

Aqua Metric is pleased to quote the following price on Sensus product:

One Vehicle Gateway Base Station (VGB) complete with, LapTop computer, removable antenna, Software, Support and Mapping module(Assumed purchased).

For all the above	\$20,968.33
CA Taxes @ 7.5%	\$1,572.62
Shipping	<u>No Charge</u>
Total	\$22,540.95

Terms are net 30 Days. Quote is valid until 12/31/2016. Shipping is free with this order.

Thank you,

Laury

Laury LeMay
Aqua Metric
951-232-0201
Laury.lemay@aqua-metric.com

MEMORANDUM

TO: Board of Directors
From: Steven E. Wickstrum, General Manager
RE: Ballot for Election of a Special District Alternate member to the Ventura LAFCo
Date: October 21, 2016

RECOMMENDATION:

It is recommended that the Board of Directors vote for one candidate and indicate the final selection on the attached ballot form, and direct the President of the Board to sign the ballot form that is to be submitted to Ventura LAFCo prior to December 9, 2016.

BACKGROUND:

During the regular meeting of the Board of Directors on September 14, 2016, the Board voted for one candidate and filed the ballot for the election of Special District Alternate member to the Ventura LAFCo.

The District was informed on October 21, 2016, that a runoff election is needed to select a Ventura LAFCo independent special district alternate member. The selection is an action that should take place at a regular meeting of the Casitas Board of Directors. LAFCo has provided the official runoff ballot and the candidate list, attached, for the Board's consideration of the runoff vote.



VENTURA LOCAL AGENCY FORMATION COMMISSION

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION

800 S. VICTORIA AVENUE • VENTURA, CA 93009-1850

TEL (805) 654-2576 • FAX (805) 477-7101

HTTP://WWW.VENTURA.LAFCO.CA.GOV

RUNOFF ELECTION SPECIAL DISTRICT ALTERNATE MEMBER

October 21, 2016

Chair of the Board
Casitas Municipal Water District
1055 Ventura Avenue
Oak View, CA 93022

RE: RUNOFF ELECTION – Ventura LAFCo Independent Special District Alternate Member

Dear President/Chair of the Board:

As you may recall, the ballots to select a new LAFCo alternate special district member were due on October 14, 2016. A total of 18 ballots were received and, based on the votes cast among the five candidates, no candidate received a majority of the votes of the quorum. Pursuant to the Rules and Regulations of the Ventura County Independent Special District Selection Committee (ISDSC), “A candidate shall be deemed elected upon receiving a majority of the votes of a quorum of the ISDSC. Should no candidate receive a majority vote, the two candidates receiving the highest number of votes shall then be voted upon.” In this case, there were three candidates who received the highest number of votes, with two being tied. Listed alphabetically, they are: Al Fox, Mike Mischler, and Andy Waters.

Enclosed please find your Official Runoff Ballot for the election of a special district alternate member to the Ventura LAFCo. This runoff election is being conducted by mail pursuant to California Government Code Section 56332(c) (or by email, if consent has been received by your District - see enclosed list of those districts which have consented to email), and is consistent with the Rules and Regulations of the Ventura County Independent Special Districts Selection Committee.

In the event that your governing board meeting schedule may not allow for completion of your district’s ballot by the Friday, December 9, 2016, deadline for whatever reason, please note that LAFCo special district members are to be selected by the *Independent Special District Selection Committee*, which is defined by state law as the “presiding officer of the legislative body of each independent special district” (Government Code §56325 and §56332). Neither LAFCo law nor the Brown Act requires that the presiding officer of the legislative body of a special district make his or her selection under Government Code section 56332 at a public meeting or obtain the approval of the legislative body before making the selection. Therefore, unless your district’s enabling statutes

or other laws or local rules and policies require it, you as the presiding officer may be able to cast your vote in the runoff election without first holding a public meeting. Thus, if you determine that this option is available to you, it would allow for a more expeditious way to cast your ballot.

INSTRUCTIONS

- Use the enclosed Official Runoff Ballot to vote for only one candidate.
- The Ballot must be signed by the district president/chair or presiding officer.
- All ballots being returned via US Mail must be returned via CERTIFIED MAIL to the Ventura LAFCo at the address listed above. Districts that have previously consented to conduct this election via email can email a copy of the signed ballot to: kai.luoma@ventura.org.
- **BALLOTS MUST BE RECEIVED BY 5:00 p.m. Friday December 9, 2016. (Ballots received after 5:00 p.m. Friday, December 9, 2016, will not be counted.)**

There are 30 independent special districts eligible to vote in this election and at least 16 districts must return completed Ballots to achieve a quorum.

The election results will be mailed to each district no later than Friday, December 16, 2016. Please let us know if you have questions.

Sincerely,



Kai Luoma
Executive Officer

Enclosures

c: General Manager

OFFICIAL RUNOFF BALLOT

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE
Alternate Special District Member to the Ventura LAFCo

Casitas Municipal Water District

This is the Official Ballot for the Independent Special Districts Selection Committee for the purpose of electing **one** special district alternate member to the Ventura LAFCo. The runoff election consists of three candidates (listed below in alphabetical order) for special district alternate member of the Ventura LAFCo to fill the unexpired four-year term ending January 1, 2019.

VOTE FOR ONLY ONE CANDIDATE

A minimum of 16 qualified votes must be returned by the deadline to establish a quorum of the Independent Special Districts. In the event of a tie, the Rules and Regulations of the Ventura County Independent Special District Selection Committee (ISDSC) provide that a random drawing shall be conducted by the LAFCo Executive Officer and the Secretary/Recording Officer of the ISDSC or his/her designee to select the winning candidate.

PLEASE RETURN THIS SIGNED BALLOT, VIA CERTIFIED MAIL to the Ventura LAFCo, 800 S. Victoria Avenue, Ventura, CA 93009-1850, or if previous consent has been given to conduct this election via e-mail, send your signed ballot to kai.luoma@ventura.org. All Ballots MUST be signed by the district president/chair or presiding officer of the board and received by 5 P.M. Friday, December 9, 2016, to be considered.

As the District President, Chair or Presiding Officer, I duly certify that the Casitas Municipal Water District does hereby cast its ballot as follows:

*(Please mark the box next to the name of **one** candidate to cast the District's vote)*

- | | | |
|--------------------------|--------------|--|
| <input type="checkbox"/> | Al Fox | Camrosa Water District |
| <input type="checkbox"/> | Mike Mishler | Pleasant Valley Recreation and Park District |
| <input type="checkbox"/> | Andy Waters | Calleguas Municipal Water District |

Board President/Chair/Presiding Officer (print name)

Board President/Chair/Presiding Officer (Signature)

Date

AL FOX

Served 21 years in the Navy, advancing through the ranks from Airman Recruit to Lieutenant.

Served aboard three aircraft carriers, all operating in the Gulf of Tonkin during the Vietnam War.

The last assignment was Aircraft Scheduling Officer for the Squadron that supported the National Science Foundation, including 17 countries in the Antarctica. In addition to that responsibility, I was a volunteer on the Navy's Parachute Rescue Team in the Antarctica.

Since retiring from the Navy in 1977, my wife Cindy and I have made our home in Camarillo.

I have four decades of experience as a Broker/Owner of a real estate company in Ventura County. While managing my multi-office operation, I also served on many of the Realtor Association's committees and served as President of the Camarillo Association of Realtors. I was voted as "Realtor of the Year" in 1984.

Elected as a Director on the Camrosa Water District in 1997, with continuous service to present, serving two terms as President.

I served on the Fox Canyon Groundwater Management Agency.

I am a former President of the Association of Water Agencies of Ventura County, and currently serving as Secretary of the Association. I was honored as "Director of the Year" for this association in 2014.

Former President of the Ventura County Special Districts Association.

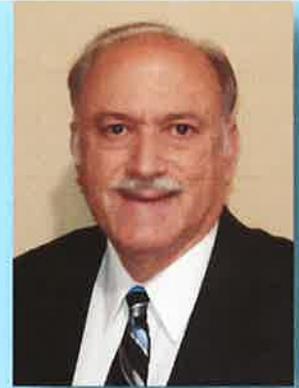
As I have stated above, I am not only concerned about my District, but am concerned about Ventura County, therefore I am soliciting your Districts vote for the LAFCo position.

Al E. Fox

Mike Mishler

For Ventura County LAFCo Alternate Commissioner

Nominated by Pleasant Valley Recreation and Park District



Family moved to Ventura County in 1984

EDUCATION & EXPERIENCE

EDUCATION:

- B.S. in Geophysics, SDSU
- M.S. in Hydrogeology, SDSU

ELECTED OFFICE:

- Director, PVRPD
 - Santa Monica Mountains Conservancy, Advisory Committee
 - Naval Base Ventura County Joint Land Use Study, Technical Committee

ASSOCIATIONS:

- Vice President, Ventura County Special Districts Association
- Coast Geological Society

COMMUNITY INVOLVEMENT:

- Regional Commissioner, AYSO Camarillo 1996-1999
- High School JV soccer coach, 2 years

AWARDS:

- AYSO Region 68 Dave Winters Award
- PVRPD Volunteer of the Year 2010

SOME COMMUNITY ACCOMPLISHMENTS:

- Identified over \$35,000 in annual PVRPD electrical cost reductions.
- Identified major errors in two City of Camarillo traffic computer models.
- In 1990, I recognized an opportunity to expand Mission Oaks Park from 10 to 20 acres by convincing the developer to agree to land swap/rezoning. After convincing them to agree to the plan, I obtained PVRPD approval of the plan, got a sign off from Pleasant Valley School District for right-of-first refusal and worked with the developer to eventually obtain city approval.
- When I started as Regional Commissioner of AYSO Region 68, the program only had \$186 in savings. When I left three years later, the program had over \$60,000 in savings, while still expanding in terms of players and volunteers.
- Created first region based AYSO Spring Season program in Ventura County.

PROFESSIONAL CAREER:

WESTERN GEOPHYSICAL CO.

In the 70s, I ran 30 man geophysical seismic crew in Alaska. During that time, I interfaced with many state and federal agencies.



Photo shows abandoned polar bear cub rescued by our crew (when I still had hair on my head).

WOODWARD & CLYDE ENGINEERING CO.

Worked as a groundwater and engineering geologist. Included work on E.I.R.'s and interfacing with local government agencies in the San Diego area.

EXXON geologist for 21 years

- Drilled production wells, including 3 mile reach wells from Harmony Platform each costing more than \$5,000,000.
- Built complex 3D geologic computer models that integrated hundreds of engineering and geologic parameters.
- Worked last 6 years in Exxon HQ as Data Manager Coordinator for worldwide operations. Included finding solutions that would work across a variety of competing interests. Successful project manager. Occasionally advised foreign government officials regarding setting up new departments.



SOME KEY SKILL SETS:

- I understand the technical aspects of land use and complex water issues facing Ventura County.
- As a successful project manager, I can recognize opportunities and identify possible problems. I know how to ask the right questions.
- I have a long personal and professional history of effectively interfacing with many different types of individuals, groups, and viewpoints.
- I have the vision and experience to find solutions that address long term issues and not just solely focus on addressing current challenges.

THANK YOU FOR YOUR CONSIDERATION

Phone: 805 377-9068 email: mikemm3@gmail.com



Andy Waters

Director Waters would bring knowledge of the community, agriculture, and water resources to LAFCo.

He wants to see agriculture and water resources operated sustainably for generations to come.

Community

Director Waters was born in Thousand Oaks and grew up in Moorpark. He is a fourth generation farmer, with a family tradition of community service. His grandfather was on the committee that formed Calleguas Municipal Water District in the early 1950s to bring imported water into Ventura County. His father served on water agency boards in the Moorpark area and brought Director Waters to Fox Canyon Groundwater Management Agency meetings when he was still a teenager.

Agriculture

After graduating from Moorpark High School, Director Waters attended Cal Poly San Luis Obispo, majoring in agriculture. Knowing that farming was his lifelong passion, he returned to work for the family farm in Ventura County. He and his wife Heather have settled in Moorpark with their two daughters and their dog, Goose. He currently works with his brother managing the family business, growing berries, avocados, and vegetables in the unincorporated areas near Moorpark and Oxnard. He also serves as a board member for a commercial packing house.

Water Resources

Director Waters is continuing the family tradition of leadership in water resources. He serves as a board member for Thermic Mutual Water Company and Berylwood Heights Mutual Water Company. He is a member of the advisory committee for Ventura County Waterworks District No. 1 and chairs the Las Posas Basin Users Group. He represents mutual water agencies as an alternate member of the Fox Canyon Groundwater Agency Board of Directors. At Calleguas, he serves as Treasurer and is a member of the Groundwater and Finance Committees.



2100 Olsen Road
Thousand Oaks, CA 91360
(805) 579-7111



VENTURA LOCAL AGENCY FORMATION COMMISSION

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION

800 S. VICTORIA AVENUE • VENTURA, CA 93009-1850

TEL (805) 654-2576 • FAX (805) 477-7101

WWW.VENTURA.LAFCO.CA.GOV

INDEPENDENT SPECIAL DISTRICTS IN VENTURA COUNTY

As of October 2016

1. Bardsdale Public Cemetery District
2. Bell Canyon Community Services District*
3. Blanchard/Santa Paula Library District*
4. Calleguas Municipal Water District*
5. Camarillo Health Care District*
6. Camrosa Water District*
7. Casitas Municipal Water District*
8. Channel Islands Beach Community Services District
9. Conejo Recreation & Park District*
10. El Rancho Simi Public Cemetery District
11. Fillmore-Piru Memorial District
12. Fox Canyon Groundwater Management Agency*
13. Hidden Valley Municipal Water District
14. Meiners Oaks Water District*
15. Montalvo Community Services District*
16. Ojai Valley Sanitary District*
17. Ojai Water Conservation District*
18. Oxnard Drainage District No. 1
19. Oxnard Drainage District No. 2*
20. Oxnard Harbor District*
21. Piru Public Cemetery District
22. Pleasant Valley County Water District
23. Pleasant Valley Recreation & Park District*
24. Rancho Simi Recreation & Park District*
25. Saticoy Sanitary District*
26. Triunfo Sanitation District*
27. United Water Conservation District*
28. Ventura County Resource Conservation District*
29. Ventura Port District
30. Ventura River County Water District*

* Special Districts that have provided written consent to conduct the election via email.

CASITAS MUNICIPAL WATER DISTRICT
Minutes

DATE: October 21, 2016
TO: Board of Directors
FROM: General Manager, Steve Wickstrum

Re: Executive Committee Meeting of October 19, 2016 - Rescheduled

RECOMMENDATION:

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

MEETING:

1. **Roll Call.**

Directors Peter Kaiser and Russ Baggerly
Steve Wickstrum, General Manager
Ron Merckling, Resources Manager

Public:

Grace Bueh Malloy, Ojai Municipal Advisory Committee
William Weirick, Councilmember, City of Ojai
Leone Webster
Angelo Spandrio
Renee Roth, Ojai Valley Green Coalition
Chris Gardner
Ellen Suarz
Michael Shapiro
John Johnston
William Ulrich
Robert Daddi
Bill Warner, Ojai Valley News

2. **Public Comments.**

Grace Bueh Malloy – Comment regarding the assisted living project that is proposed for the Meiners Oaks area, questions regarding the water availability, and a question on banning yard watering.

William Weirick - Comment regarding the lack of audio and live streaming capabilities at Casitas.

Michael Shapiro – Comment regarding the lack of audio and live streaming capabilities at Casitas.

William Ulrich - Comment regarding the lack of audio and live streaming capabilities at Casitas.

Ellen Suarz – Comment regarding Casitas revenues during drought and plans for internal conservation, cut backs on expenditures and staffing, availability of grant funding for the transition of agriculture to low water use crops.

Chris Gardner – Comment interested in data for customers that are over their water allocation and solving the problem of over use of water.

Renee Roth – announcement of upcoming events sponsored by the Ojai Valley Green Coalition, appreciation for the community presentations by Cinnamon McIntosh.

Leone Webster – Comment on need for more information on State Water interconnection, disappointment in the Drought Summit information.

Robert Daddi – Comment to suggest posting questions and answers that provide information to the public, expand the discussion, live-streaming of meeting and audio improvements needed.

3. **Board/Manager comments.**

The General Manager commented that a notice has been received that invites local water leaders to meet with the President of the Association of California Water Agencies, meeting on November 9th at 2:00 pm at Calleguas Municipal Water district office. Further notice that the District has received confirmation from the County of Ventura regarding the election for Divisions 2 and 3.

4. **Discussion regarding State Water.**

Director Kaiser and the General Manager provided an overview of the State water inspection tour, insight to the operations and risks of the State Water Project, and the proposal to construct tunnels to pipe water around the California Delta.

The General Manager discussed in general terms the various options that Casitas will be considering for the State Water intertie.

5. **Discussion regarding the schedule changes for Committee and Board meetings for the remainder of 2016.**

The Committee discussed the need to change the November 11th meeting to November 10th due to the holiday (Veteran's Day), and having a Board discussion on the need to change the regular meeting time of Board meeting for November 23rd.

6. **Discussion regarding the AWA Bus Tour to Casitas Dam on November 10, 2016.**

The Committee and public were informed of the bus tour date and time. Ron Merckling and the Water Conservation section are assembling information for the tour group.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES Finance Committee

DATE: October 21, 2016
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Finance Committee Meeting of October 21, 2016, at 0930 hours

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Peter Kaiser and Director Mary Bergen
General Manager, Steve Wickstrum
Accounting Manager/Treasurer, Denise Collin
2. **Public Comments.**
None.
3. **Board/Management comments.**
The General Manager informed the Committee that staff is gathering proposals to install an audio system in the Board room. The General Manager will expedite the purchase order.

Denise Collin reviewed the initial audit that was performed earlier in the week. No adjusting entries, a credit to Administration's staff in the daily work and annual gathering of audit information.
4. **Review of Truck purchase.**
The District has received bids for the purchase of two ½-ton trucks. The bids are within budget and will be moved to the Board for consideration of approving the purchases.
5. **Discussion regarding the acquisition of one additional vehicle Gateway Base Station for meter reading.**
The General Manager presented the request to purchase a second base station. The second base station would enable the District to read all water meters in one day, avoid extended time in any month that could cause unwarranted conservation surcharges, and would act as a redundant unit should one unit fail. The committee suggested moving this request to the Board for consideration of approval of the purchase. This is unbudgeted item.
6. **Discussion regarding water rate study request for proposal.**
The Committee provided input to the proposals for a rate study. The recommendation will move forward to the Board.
7. **Review of the Financial Statement for August 2016.**
The Committee reviewed the financial statement and discussed revenue, expenses.
8. **Review of the Water Consumption for August 2016.**
The Committee reviewed the water consumption numbers for the first two months of the fiscal year.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: RON MERCKLING, PUBLIC AFFAIRS/RESOURCE MANAGER
SUBJECT: WATER CONSERVATION SEPTEMBER 2016 UPDATE
DATE: OCTOBER 4, 2016

During the month of September 2016, the following activities were taken by the Water Conservation Department:

- Facebook and Website updates
- Worked on Bureau of Reclamation payment capacity study (extensive data gathering required, task reassigned from engineering to water conservation department)
- Completed Bureau of Reclamation payment capacity study (extensive data gathering required, task reassigned from engineering to water conservation department)
- Hosted Regional Drought Summit on September 22
- Staff worked on preparations for Regional Drought Summit
 - Managed logistics for audio, visual and internet streaming
 - presentations, refreshments, speakers and panelist coordination to include holding panelist review conference call
 - Coordination with other agencies and non-profits
 - Fielded roughly 300 related calls, emails including RSVPs
 - 250 plus attendance
 - Compilations of drought statements from multiple agencies incorporated agenda preparation
- Media relations:
 - September 28, spoke with Cheri Carlson, Ventura County Star and Bill Warner, Ojai Valley News regarding the preliminary success of the hypolimnetic aeration system on water quality
 - September 15, spoke with Bill Warner, OVN regarding proposed increase in the conservation surcharge.
- Managing Cross-connection control program, working on upgrades to program
 - 107 BF Formal Letters (with Forms included) for September =
 - 14 re-sent via Fax or Email
 - 17 individualized incoming calls
- State Water Resources Control Board monthly report filed
- Team led effort to mail out a letter to all customers regarding the new \$5 conservation penalty for units over allocation

- Continued meetings and phone calls with dozens of customers regarding allocation program and new conservation penalty
- 2 water surveys completed
- Safety committee participation, met with recreation regarding creating a safety bulletin board for the recreation area
- Responded to 13 water waste reports. Some of these reports required site visits, phone calls, coordinating with other agencies, and mailings
- September rebates:
 - 2 High Efficiency Toilet rebate
 - 1 Weather Based Irrigation Controller rebate
- Landscape sign program – 1 sign provided in September
- Media Advertising:
 - Facebook ad for workshop ran in the beginning part of the month
 - 3 Ads in Ojai Valley News – Drought Summit
- Completed allocation calculator for Ojai customers
- Attended the following meetings:
 - DWR Drought Contingency Plan Meeting September 1
 - DWR/SWRCB meeting on Long Term Water Use on September 8

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: LINDSAY CAO, CIVIL ENGINEER
SUBJECT: RINCON MAIN CONDITION ASSESSEMENT RESULTS
DATE: OCTOBER 25, 2016

RECOMMENDATION:

This item is to provide the Board of Directors with the results of the preliminary assessment of the high pressure portion of the Rincon Main. No action is required by the Board at this time.

BACKGROUND AND DISCUSSION:

The high pressure portion of the Rincon Main has experienced breaks in the past. The Board approved an agreement with WaterWorks Engineers (WWE) to complete a pipeline assessment on February 10, 2016. The scope of work included field investigations, pipeline condition assessment and analysis, transient pressure study and analysis, and conceptual design based on study and analyses results for a portion of the Rincon Main. WWE has completed the tasks and provided the results:

The results of the study show the existing 57-year old 18-inch pipeline is generally in good condition, though it is nearing the end of its useful life (50-to 75 years). The existing surge suppression system was found to be adequate to handle transient pressures. Previous pipe issues are likely the result of a poor backfill environment which can accelerate the degradation of the pipeline. No immediate repairs or replacement are recommended. Cost estimates to replace this 3 mile section of pipeline from the pump plant to the vent structure (along the Ayers Creek Arm of the lake) is \$3.4 to \$4.3 million, depending on the size of the replacement pipe selected.

The District has 70 miles of pipelines built at the same time and with the same methods & materials as the Rincon Main. All of these mains are likely to need rehabilitation/replacement in the next 10 to 30 years. Accordingly, several rehabilitation projects will be placed in the District's 10-year Capital Improvement Program (CIP) including replacement of the high pressure portion of the Rincon Main.



**County of Ventura
COUNTY CLERK AND RECORDER**

MARK A. LUNN
County Clerk and Recorder
Registrar of Voters

JAMES B. BECKER
Assistant County Clerk and Recorder

TRACY D. SAUCEDO
Assistant Registrar of Voters

MARTIN E. COBOS
Operations Manager

MIRANDA L. NOBRIGA
Public Information Officer

October 7, 2016

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

Re: November 8, 2016 Presidential General Election

Dear Mr. Wickstrum:

Pursuant to California Elections Code §10515 an election will not be held in the Casitas Municipal Water District, Divisions 2 and 3 as the number of candidates who filed declarations of candidacy did not exceed the number of offices to be filled for the November 8, 2016 Presidential General Election.

The above stated code authorizes the Board of Supervisors to make the direct appointment of those candidates to office. Enclosed is your copy of the certification that was presented to the Board of Supervisors requesting appointment of those directors at their October 4, 2016, meeting.

Please feel free to call me at (805) 654-2700 if you have any questions.

Sincerely,

TRACY D. SAUCEDO
Assistant Registrar of Voters

TDS:fd
Enclosure

Preserving History • Protecting Democracy

**APPOINTMENT OF DIRECTORS
CASITAS MUNICIPAL WATER DISTRICT**

(One Director in Divisions 2 and 3 – Full Term – to be Appointed)

I, Mark A. Lunn, Clerk Recorder/Registrar of Voters of the County of Ventura, hereby certify that at the close of filing only one person had filed a Declaration of Candidacy for the office of Director in each of Divisions 2 and 3 for

CASITAS MUNICIPAL WATER DISTRICT

for full terms commencing December 2, 2016, and ending December 4, 2020, namely:

Division 2 – James Word, 359 Artemesia Avenue, Ventura, CA 93001

Division 3 – Pete Kaiser, 1068 Woodland Avenue, Ojai, CA 93023

Pursuant to Section 10515 of the Elections Code, there being only one person who filed a Declaration of Candidacy for each office to be filled and no petition having been filed, the election scheduled for the 8th day of November, 2016, shall not be held. Therefore, the Board of Supervisors shall appoint the above named persons who shall take office and serve exactly as if elected at a general district election.

Dated this 4th day of October, 2016.



MARK A. LUNN, CERA, REO
Clerk Recorder/Registrar of Voters
County of Ventura

cc: District Secretary

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
10/19/16**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$931,093	\$919,955	1.901%	5/9/2016	4.52%	3414
*TB	Federal Farm CR Bank	3133EFK71	3/9/2026	\$854,145	\$843,536	2.790%	3/28/2016	4.14%	3380
*TB	Federal Farm CR Bank	3133EFNR4	11/18/2024	\$808,482	\$799,117	2.870%	11/18/2015	3.92%	2909
*TB	Federal Farm CR Bank	3133EFYH4	2/8/2027	\$1,015,381	\$1,001,920	3.000%	3/24/2016	4.92%	3709
*TB	Federal Home Loan Bank	3130A3DL5	9/8/2023	\$1,586,979	\$1,569,390	1.486%	10/13/2016	7.70%	2479
*TB	Federal Home Loan Bank	313379EE5	6/14/2019	\$1,367,575	\$1,370,817	1.625%	10/3/2012	6.73%	955
*TB	Federal Home Loan Bank	3130A0EN6	12/10/2021	\$544,038	\$535,800	1.107%	5/9/2016	2.63%	1851
*TB	Federal Home Loan Bank	3130A5R35	6/13/2025	\$769,927	\$767,581	2.875%	2/19/2016	3.77%	3114
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$474,374	\$460,081	1.203%	7/14/2016	2.26%	2479
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$938,656	\$906,846	1.203%	7/14/2016	4.45%	2479
*TB	Federal Home Loan Bank	3133XFKF2	6/11/2021	\$663,893	\$667,475	5.625%	1/16/2013	3.28%	1672
*TB	Federal Home Loan MTG Corp	3137EABA60	11/17/2017	\$1,039,913	\$1,046,940	5.125%	1/3/2012	5.14%	388
*TB	Federal Home Loan MTG Corp	3137EADB2	1/13/2022	\$677,115	\$695,772	2.375%	9/8/2014	3.42%	1884
*TB	Federal National Assn	3135G0ES80	11/15/2016	\$683,208	\$683,478	1.375%	3/12/2012	3.36%	26
*TB	Federal National Assn	31315P2J7	5/1/2024	\$805,532	\$786,676	1.721%	5/1/2016	3.86%	2712
*TB	Federal National Assn	3135G0ZR7	9/6/2024	\$1,483,847	\$1,477,765	2.625%	5/25/2016	7.25%	2837
*TB	Federal National Assn	3135G0K36	4/24/2026	\$2,531,731	\$2,514,575	2.125%	5/25/2016	12.34%	3425
*TB	US Treasury Inflation Index NTS	912828JE10	7/15/2018	\$1,126,302	\$1,163,896	1.375%	7/6/2010	5.71%	626
*TB	US Treasury Inflation Index NTS	912828MF4	1/15/2020	\$1,124,895	\$1,182,255	1.375%	11/18/2015	5.80%	1166
*TB	US Treasury Note	912828WE6	11/15/2023	\$768,731	\$827,217	2.750%	12/13/2013	4.06%	2546
Accrued Interest					\$150,487				
Total in Gov't Sec. (11-00-1055-00&1065)				\$20,195,818	\$20,371,581			99.98%	
Total Certificates of Deposit: (11.13506)				\$0	\$0			0.00%	
**	LAIF as of: (11-00-1050-00)		N/A	\$449	\$449	0.61%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,854	\$2,854	0.68%	Estimated	0.01%	
TOTAL FUNDS INVESTED				\$20,199,121	\$20,374,884			100.00%	
Total Funds Invested last report				\$19,205,013	\$19,397,189				
Total Funds Invested 1 Yr. Ago				\$19,034,743	\$19,391,834				
****	CASH IN BANK (11-00-1000-00) EST.			\$4,440,672	\$4,440,672				
	CASH IN Western Asset Money Market			\$14,945	\$14,945	0.01%			
TOTAL CASH & INVESTMENTS				\$24,654,738	\$24,830,501				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$22,579,510	\$22,936,601				

- *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.