



Board Meeting Agenda

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

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT
Meeting to be held at the
Casitas Board Room
1055 Ventura Ave.
Oak View, CA 93022
September 26, 2018 @ 3:00 P.M.

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

1. Roll Call
2. Public comments (Items not on the agenda – three minute limit).
3. General Manager comments.
4. Board of Director comments.
5. Board of Director Verbal Reports on Meetings Attended.
6. Consent Agenda.
 - a. Minutes of the September 11, 2018 Special Board Meeting.
 - b. Minutes of the September 12, 2018 Board Meeting.
 - c. Minutes of the September 13, 2018 Special Board Meeting.
 - d. Recommend approval of the Special Liability Insurance Program renewal in the amount of \$66,125.16.
 - e. Resolution amending the District's Conflict of Interest Code and filing of the 2018 Local Agency Biennial Notice.
 - f. Recommend approval of the amendment to the Memorandum of Understanding with the City of San Buenaventura and the City of Santa Paula related to the Proposition 84 Water Wise Turf Removal program in the amount of \$23,000.

RECOMMENDED ACTION: Adopt Consent Agenda

7. Review of District Accounts Payable Report for the Period of 9/06/18 - 9/19/18.

RECOMMENDED ACTION: Motion approving report.
8. Recommendation to Set Reserves.

RECOMMENDED ACTION: Motion approving recommendation
9. Resolution adopting direction to Ventura County Watershed Protection District to concur with the Agreement in Principle (AIP) as per Section III, paragraph 1 of the AIP on behalf of the Casitas Municipal Water District

RECOMMENDED ACTION: Adopt Resolution
10. Resolution adopting the Notice of Exemption and awarding a contract to Evans Excavating in the amount of \$101,550 to construct the Timber Cut-Off Wall Repairs.

RECOMMENDED ACTION: Adopt Resolution
11. Recommend authorization for the General Manager to sign the task order for Professional Engineering Services with HDR, Inc. in the not to exceed amount of \$24,700 for Solimar Beach Corrosion investigation.

RECOMMENDED ACTION: Motion approving recommendation
12. Recommend approval of a purchase order to Legend Pump & Well Service Inc. in the amount of \$29,759.77 to furnish and install new pumping equipment at San Antonio Well #3.

RECOMMENDED ACTION: Motion approving recommendation
13. Recommend approving the Request for Qualifications for Pipeline Contractors.

RECOMMENDED ACTION: Motion approving recommendation
14. Update by Rincon Strategies on the Public Relations Action Plan.
15. Information Items:
 - a. Executive Committee Minutes.
 - b. Finance Committee Minutes.
 - c. Letter from the City of Ojai urging announcing a Stage 4 Drought Emergency.
 - d. Investment Report.

16. Closed Session

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

Title: General Manager

17. 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
Special Board Meeting Held
September 11, 2018

A special meeting of the Board of Directors was held September 11, 2018 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 2:00 p.m. President Word led the group in the flag salute.

1. Roll Call

Directors Baggerly, Kaiser, Bergen, Hicks and Word were present. Also present were Rebekah Vieira, Clerk of the Board, and Attorney Robert Kwong. There were no staff members and two members of the public in attendance.

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

None

President Word moved the meeting to closed session at 2:02 p.m.

3. Closed Session

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

Title: General Manager

President Word moved the meeting back into open session at 3:05 p.m. With Mr. Kwong stating there is no report to be made.

4. Adjournment.

President Word adjourned the meeting at 3:05 p.m.

Mary Bergen, Secretary



Minutes of the Casitas Municipal Water District
Board Meeting Held
September 12, 2018

A meeting of the Board of Directors was held September 12, 2018 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 3:00 p.m. President Word led the group in the flag salute.

1. Roll Call

Directors Baggerly, Kaiser, Bergen, Hicks and Word were present. Also present were Mike Flood, Interim General Manager, Rebekah Vieira, Clerk of the Board, and Attorney John Mathews. There were five staff members and eight members of the public in attendance.

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

Robert Meyer asked if the storage volume listed on the website takes into account the discussion that was held some time ago regarding measuring the lake to determine if the storage volume is correct. President Word responded that was done and total capacity of the lake was changed to 239,000 AF. Interim General Manager Mike Flood added there is a report in the agenda package from September 13th of last year on that study. Mr. Meyer added there is good information on there and suggested adding well levels.

George Galgas spoke regarding a question from a few months ago regarding purchasing of generators and that he had said there was only one in the district adding that I can't accept that, we don't know when the next tragedy will come. He went on to say that at the last meeting we had three agencies that were addressing the board and they should have had a laser pointer that worked. Director Bergen responded that generators have been authorized and Mr. Flood added there is a sizable grant for four stationary generators to power three of our largest pump stations. We have many generators at different locations in the district. We don't have a lot of large portables.

3. General Manager comments.

Mr. Flood reported that the newsletter that goes out to all our customers is in the final draft stage. The email newsletter by our consultant Rincon Strategies will be focused on water security and will follow after the mailed newsletter.

Tours have been scheduled from 9:00 – noon on September 26 starting at Casitas Dam, with visits to Robles Diversion and San Antonio Well Yard. Invitations have gone out to elected officials. We are planning a public tour later in October that anyone can sign up for.

Mr. Flood then discussed the water security projects and informed the board that staff met with consultants on Friday to discuss the CEQA on the Verbo project. Regarding the interconnection, we had a good meeting with Met on the 30th. They are interested in a wheeling agreement with us and there are good signs that this could work out well. It is probably a two year process to get that completed through their 36 member board. The wheeling agreement may be in place before the project is in construction. On the Well Field optimization we are collecting data. Three wells have data loggers and we are working with Pueblo. We had a motor burn up on San Antonio 3 and we are looking at getting a new motor purchased and back in as soon as we can. We have video of the well. It was drilled in 1956. It is in rough condition and we will move forward to get a pump back in there and getting it pumping.

Mr. Flood then reminded the board of the special meeting on Thursday at 10:00 a.m. at the Ventura City Council Chambers.

4. Board of Director comments.

Director Baggerly commented that Stage 4 is around the corner. What will that mean for people on allocations and what the new 10% reduction will be. Many of our customers have already achieved the reduction of what would normally be stage 4. If they stay in that range they will be safe in stage 4. For those that haven't achieved stage 4 reduction they need to know what to do and how to do it. We need to give them help such as water audits for those over allocation to get them back into line for water use. There are a few things in the WEAP that need to be adjusted and that should be put on the Water Resources agenda. There are changes to be made to the main website. There is still a notice about Ron Merckling not being at a meeting. There are spaces that say what does stage 3 mean to you. We need to get educated on stage 4. The newsletter is about five months behind schedule. Steve and I talked about getting a newsletter out and I am glad to hear it is getting ready. Director Baggerly asked to have a discussion with Ms. Collin and Mr. Flood regarding our water bill to make sure it is up to date for stage 4, easy to read and find allocation to know where they are in their water use. It is critical to understand that. Director Hick added I have a bill here and it is easy to read but he suggested that we speak in gallons rather than units. I think Denise has done a good job on this. Director Bergen added maybe it could be bigger or a different color to stand out. The information is all there. President Word added there is a perception that it is a further 10% reduction. If they are already at 40% then they don't need to reduce another 10%.

Director Baggerly added we need to be contacting our federal legislators regarding critical drought protection measures that have been held up by NOAA fisheries and put pressure on the forest service for the permit on data loggers.

Director Kaiser informed the board that last week he had the opportunity to visit the East coast and it rained the whole time. That reminded me that in 2014, with concern about the lake level I felt we should make sure everyone was on board with planning. We need to educate our local state legislators too. We are now approaching the 30% threshold. I feel it is time we start bringing legislators up to steam, and get ahead of the curve. We can't wait until we hit 30%. The board should direct staff to start arranging for these meetings and I would be more than welcome to be a part of them. Think ahead and avoid waiting for last moment of 25/30% and be prepared ahead of time to help us out with planning and infrastructure.

Director Hicks suggested that we should reinstate our lawsuit with the federal government. We are getting ripe now. We have had little relief from the Federal government on our diversions. He then mentioned the dedication of a plaque to honor Pat Weinberger this Saturday at the Y. Pat was a big part of the Lake Casitas Improvement Foundation and a huge supporter of Lake Casitas. At the end of the meeting a member of the public corrected the day of the dedication stating it would be on Sunday.

5. Board of Director Verbal Reports on Meetings Attended.

Director Baggerly attended the Ventura River Watershed Council Thursday September 6th and they had a presentation on the Fox Canyon groundwater agency water market. This basin is severely over drafted. There was also a presentation by Resource Conservation District telling us what they do. I also went to the UVRGWSA meeting and reported on the current nature of the OBGMA.

Director Bergen reported her attendance at the watershed council meeting.

Director Hicks reported attending the Chamber meeting where they discussed Spanish history of culinary arts exhibit at the Museum in Ventura.

President Word mentioned that the full board did meet with the executive search firm that we hired to do our search for General Manager. It was a productive meeting and we will be moving forward quickly.

6. Consent Agenda.

ADOPTED

- a. Minutes of the August 22, 2018 Board Meeting.
- b. Minutes of the August 24, 2018 Special Board Meeting.

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

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

7. Review of District Accounts Payable Report for the Period of 8/16/18 - 9/05/18. APPROVED

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

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

8. Resolution awarding a contract to Travis Agricultural Construction, Inc. in the sum of \$186,520 for the construction of the La Conchita Valves and Appurtenances Replacement Project Specification 18-403 and adopting the Notice of Exemption. ADOPTED

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

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

Resolution is numbered 18-21

9. Recommend revision to the Rates and Regulations for Temporary Water Service. APPROVED as modified

Director Baggerly moved the recommendation but the board discussed increasing the volumetric rate to \$4.00. Director Baggerly withdrew his motion and upon the motion of Director Kaiser, seconded by Director Hicks, the above recommendation for the revision to the rates and regulations including the change to the \$4.00 volumetric rate was approved by the following roll call vote:

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

President Word moved the meeting to the LCIF meeting at 3:40 p.m.

10. Lake Casitas Improvement Foundation Meeting

- a. Review of the Treasurer's report.
- b. Discussion regarding the request for funds in the amount of \$10,228 for the purchase of trout to stock in Lake Casitas.

APPROVED as modified

Park Services Manager Carol Belser requested the use of the LCIF funds for the purchase of trout. She also asked that the amount be modified to \$10,128 from the original request as there needs to be about \$100 left in the fund to cover ongoing fees for the foundation.

On the motion of Director Kaiser, seconded by Director Bergen, the above recommendation with the change to the funding amount of \$10,128 was approved by the following roll call vote:

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

President Word adjourned the LCIF meeting and reconvened the Casitas Board Meeting at 3:46 p.m.

11. Information Items:

- a. Lake Casitas Recreation Area Report
- b. Lake Casitas Status report for August, 2018.
- c. Recreation Committee Minutes.
- d. Water Resources Committee Minutes.
- e. Fiscal Year 2017-2018 Certification Letter from Ventura Water.
- f. Water Consumption Report.
- g. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- h. Investment Report.

Director Baggerly asked for item b is it possible for Jordan to include the groundwater wells? Mr. Flood replied yes.

On the motion of Director Baggerly, seconded by Director Kaiser and passed by the following roll call vote, the information items were approved for filing.

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

12. Adjournment.

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

Mary Bergen, Secretary



Minutes of the Casitas Municipal Water District
Special Joint Board Meeting with United Water Conservation District
Held September 13, 2018

A special joint meeting of the Board of Directors was held September 13, 2018 at the City of Ventura city Council Chambers located at 501 Poli St. in Ventura, California. The meeting was called to order at 10:00 a.m.

Directors Baggerly, Bergen, Hicks and Word were present. Also present was Interim General Manager Mike Flood, Clerk of the Board Rebekah Vieira and attorney John Mathews. There were numerous attendees from United Water Conservation District's Board and staff, representatives from the City of Ventura and two attendees from the State Water Contractors.

1. Public Comments

None

The meeting moved into closed session at 10:05.

2. EXECUTIVE (CLOSED) SESSION 10:05 a.m.

2.1 Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraphs (d)(2) and (e)(1) of Government Code Section 54 956.9: 1 case

2.2 Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to paragraph (d)(4) of Government Code Section 54956.9: 1 case

3. SECOND OPEN SESSION

The meeting moved back into open session at 12:05 p.m. with Mr. Word stating that no action has been taken in closed session.

4. ADJOURNMENT

The meeting was adjourned at 12:06 p.m. to the next regular Board meeting on Wednesday, September 26, 2018 or call of the President.

Mary Bergen, Secretary

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: September 20, 2018
TO: Board of Directors
FROM: Executive Administrator, Rebekah Vieira
Re: Renewal of Special Liability Insurance Program

RECOMMENDATION:

It is recommended that the Board of Directors authorize payment of \$66,125.16 to Alliant Insurance Services, Inc. for the renewal of the Special Liability Insurance (SLIP) for coverage effective 9/29/18 – 9/29/19.

BACKGROUND:

The District's insurance broker, Alliant Insurance Services has successfully renewed coverage for the SLIP program with Great American E & S Insurance Company effective September 29, 2017. This renewal is \$2,883.69 higher than the cost for coverage last year.

If the District is interested in securing Terrorism Insurance Coverage, the District may elect to do so with the understanding that the District would receive an invoice for an additional 5% of the annual premium for the SLIP coverage.

In order for our liability coverage to be renewed under the SLIP program, payment of the premium must be made by October 15, 2018.



Alliant Insurance Services, Inc.

Newport Beach – Alliant Insurance Services, Inc.
1301 Dove St., Ste. 200
Newport Beach, CA 92660
Phone: (949) 756-0271

Invoice# 984	Page 1 of 1
ACCOUNT NUMBER	DATE
CASIMUN-01	9/3/18
BALANCE DUE ON	
10/15/18	
AMOUNT PAID	AMOUNT DUE
	\$66,125.16

SLIP – Special Liability Insurance Program

Casitas Municipal Water District (see attached)
1055 Ventura Ave.
Oak View, CA 93022

Client:	Casitas Municipal Water District (see attached)				Policy:	Special Liability Insurance (SLIP)	
Policy Number:	TBD				Effective:	9/29/2018 to 9/29/2019	
Invoice #	ICO	Trans Eff	Due Date	Trans	Description		Amount
984	GREAM5	9/3/18	10/15/18	RENB	18-19 SLIP Renewal Business Premium		\$53,034.00
984	GREAM5	9/3/18	10/15/18	SURT	Surplus Lines Taxes		\$1,591.02
984	GREAM5	9/3/18	10/15/18	SURF	Surplus Lines Stamping Fee		\$ 106.07
984	GREAM5	9/3/18	10/15/18	AFEE	Agency Fee		\$6,098.91
984	GREAM5	9/3/18	10/15/18	CFEE	MGA Service Fee		\$5,295.16
Total Invoice Balance:						\$66,125.16	

SLIP RENEWAL BUSINESS PREMIUM FOR COVERAGE EFFECTIVE 9/29/18 to 9/29/19

IMPORTANT NOTICE: The Non Admitted & Reinsurance reform act (NRRA) went into effect July 21, 2011. Accordingly, surplus lines tax rates and regulations are subject to change which could result in an increase or decrease of the total surplus lines taxes and/or fees owed on this placement. If a change is required, we will promptly notify you. Any additional taxes and/or fees owed must be promptly remitted to Alliant Insurance Services, Inc.

IMPORTANT NOTICE: The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice. Please contact your tax consultant for your obligations regarding FATCA.

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income Alliant may earn on a placement, are available at www.alliant.com. For a copy of our policy or for inquiries regarding compensation issues pertaining to your account contact: Alliant Insurance Services, Inc., Attn: General Counsel, 701 B St., 6th Floor, San Diego, CA 92101

A large, modern building with a glass facade and steel frame. A person in a suit is walking across a glass-enclosed walkway inside the building. The sky is clear and blue.

Casitas Municipal Water District (see attached)

2018 – 2019

Special Liability Insurance Program (SLIP) Insurance Proposal

Presented on September 5, 2018 by:

Chris Tobin
Senior Vice President

Alliant Insurance Services, Inc.
1301 Dove Street, Suite 200
Newport Beach, CA 92660
O 949 756 0271
F 619 699 0902

CA License No. 0C36861

www.alliant.com

Your Service Team

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Phone: 949 660 8156

Named Insured / Additional Named Insureds

Named Insured(s)

Casitas Municipal Water District (see attached)

Additional Named Insured(s)

See Named Insured List

NAMED INSURED DISCLOSURE

- The first named insured is granted certain rights and responsibilities that do not apply to other policy named insureds and is designated to act on behalf of all insureds for making policy changes, receiving correspondence, distributing claim proceeds, and making premium payments.
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act. Coverage is not afforded to any other entities (unless specifically added by endorsement or if qualified as a "Subsidiary" pursuant to the policy wording) affiliated by common individual insured ownership or to which indemnification is otherwise contractually owed. If coverage is desired for affiliated entities or for contractual indemnities owed, please contact your Alliant Service Team with a full list of entities for which coverage is requested. With each request, include complete financials and ownership information for submission to the carrier. It should be noted, that the underwriter's acceptance of any proposed amendments to the policy, including expansion of the scope of "Insureds" under the policy could result in a potential diminution of the applicable limits of liability and/or an additional premium charge.

Special Liability Insurance Program (SLIP) Coverage

INSURANCE COMPANY:	Great American E&S Insurance Company	
A.M. BEST RATING:	A+, Superior; Financial Size Category XIV; (\$1.5 Billion to \$2 Billion) as of 8/17/18	
STANDARD & POOR'S RATING:	A+ pulled as of 8/24/18	
CALIFORNIA STATUS:	Non-Admitted	
POLICY/COVERAGE TERM:	September 29, 2018 To September 29, 2019	
POLICY NUMBER:	TBD	
COVERAGE:	Liability Form on an Occurrence Basis	
 (Coverage applies only where checked)		
Maximum Per Occurrence Limit for all Coverages Combined	Limits	Deductible/SIR
	\$10,000,000	
<input type="checkbox"/> Personal Injury (Including Bodily Injury and Property Damage)	\$10,000,000	\$25,000 SIR
<input type="checkbox"/> Broadcasters Liability		
<input type="checkbox"/> Educators Legal Liability		
 <input type="checkbox"/> Public Officials Errors and Omissions	\$10,000,000	\$25,000 SIR
<input type="checkbox"/> Nonprofit Directors and Officers Liability		
<input type="checkbox"/> Employment Practices Liability	\$5,000,000	\$25,000 SIR
<input type="checkbox"/> Nose Coverage Retro Date:		
 <input type="checkbox"/> Owned Automobile Liability	\$10,000,000	\$25,000 SIR
<input type="checkbox"/> Uninsured Motorist Coverage	\$1,000,000	\$25,000 SIR
<input type="checkbox"/> Non-Owned and Hired Automobile Liability	\$10,000,000	\$25,000 SIR
 Annual Aggregate Limits:	Limits	
<input type="checkbox"/> Products / Completed Operations	\$10,000,000	
<input type="checkbox"/> Public Officials Errors and Omissions	\$10,000,000	
<input type="checkbox"/> Nonprofit Directors and Officers Liability		
<input type="checkbox"/> Employment Practices Liability	\$5,000,000	
 Sub-Limits:	Limits	Deductible/SIR:
 (Coverage applies only where checked)		
<input type="checkbox"/> Fire Damage Liability (Sublimit of Personal Injury/Property Damage Coverage Limit) Capped at \$1,000,000	\$1,000,000	\$25,000 SIR

Special Liability Insurance Program (SLIP) Coverage – Continued

Defense Inside/Outside the Limit:	Inside
Who has the Duty to Defend:	Carrier
Special Endorsements:	
Major Exclusions: (including but not limited to)	<ul style="list-style-type: none">• Fiduciary Liability• Breach of Contract• Workers' Compensation• Asbestos• Auto Liability (unless Owned Auto coverage provided)• Uninsured Motorist coverage except if Auto Liability marked X'd above, or unless coverage specifically requested and in file• Failure to Supply• Pollution Except for Hostile Fire and Vehicle Upset / Overturn coverage• Inverse Condemnation / Eminent Domain• Care, Custody, and Control• Medical Payment Coverage• Dam Liability• All Aircraft; Watercraft over 51 feet in length• Airports• Medical Malpractice (except incidental)• Subsidence• Nuclear Material• ERISA• Fungi or Bacteria• War or Terrorism• Securities and Financial Interest• Mold• Public Officials Errors & Omissions (if Directors & Officers Applies)• Directors & Officers (if Public Officials Errors & Omissions Applies)• Employment Practices Liability (Unless purchased)• Transit Operations

Special Liability Insurance Program (SLIP) Coverage – Continued

Major Exclusions: - Continued
(including but not limited to)

- Montrose Exclusion – Prior knowledge of incident or loss
- Abuse & Molestation
- Residential Construction
- Athletic Participants
- Bodily Injury of Tenants or Guests of Tenants for Habitational Risks
- Insurance Agent/Claims Administration/Mortgage Broker
- Lead

Annual Premium:

\$	53,034.00	Premium
\$	1,591.02	Taxes
\$	106.07	Stamping Fee
\$	6,098.91	Agency Fee
\$	5,295.16	MGA Service Fee
\$	66,125.16	Total Cost

MGA Service Fee is 100% earned.
Mid-term cancellations could have a short-rate penalty applied to the return premium.

Minimum Earned Premium:

25% of the annual premium

Terrorism Option:

5% of premium plus applicable taxes and fees.

Policy Auditible:

Not Auditible

Conditions:

- Limits are exhausted by Indemnity and Defense Cost.
- Limits are Per Occurrence.
- There is no General Aggregate.
- Limits apply to each entity in the program.

This QUOTATION is subject to review and possible re-rating if there are any significant changes in operations, exposure or experience prior to carrier binding. Such significant changes include, but are not limited to, any declared or potential occurrence series, claims series or batch notices by or to the insured



Special Liability Insurance Program (SLIP) Coverage – Continued

Claims Reporting:

CCMSI
PO Box 30870
Albuquerque, NM 87190
(800) 635-0679

Brian Poust Laurie Luckman Adams
bpoust@ccmsi.com lluckmanadams@ccmsi.com

Quote Valid Until:

September 29, 2018

Binding Conditions:

- Signed Request to Bind Form
- Signed Surplus Lines Forms (where applicable)
- Signed TRIA Form indicating accept or decline the optional coverage

SLIP Cyber Liability Coverage

INSURANCE COMPANY:	AIG Specialty Insurance Company				
A.M. BEST RATING:	A (Excellent), Financial Size Category: XV (\$2 Billion or Greater) as of June 20, 2018				
STANDARD & POOR'S RATING:	A+ (Strong) pulled as of August 24, 2018				
CALIFORNIA STATUS:	Non-Admitted				
POLICY/COVERAGE TERM:	September 29, 2018 To September 29, 2019				
Policy Number:	TBD				
Coverage:	Information Security & Privacy Insurance				
Notice:	Policy coverage sections Information Security & Privacy Liability, Privacy Notification Costs and Regulatory Defense & Penalties of this policy provide coverage on a claims made and reported basis; except as otherwise provided, coverage under these insuring agreements applies only to claims first made against the insured and reported to underwriters during the policy period.				
Retro Active Date:	9/29/2013				
Continuity Date:	9/29/2013				
Coverage Form:	SRP – Security & Privacy, Event Management, Network Interruption, Cyber Extortion Media Content				
Limits:	<table> <tr> <td>3,500,000</td> <td>Affected Persons Annual Policy and Program Aggregate for all members combined</td> </tr> <tr> <td>100,000</td> <td>Affected Person Limit and Annual Member Aggregate (Maximum number of affected persons who may receive privacy event services. Payments made are not a part of the Limit of Liability. An approved Chartis vendor to provide services.)</td> </tr> </table>	3,500,000	Affected Persons Annual Policy and Program Aggregate for all members combined	100,000	Affected Person Limit and Annual Member Aggregate (Maximum number of affected persons who may receive privacy event services. Payments made are not a part of the Limit of Liability. An approved Chartis vendor to provide services.)
3,500,000	Affected Persons Annual Policy and Program Aggregate for all members combined				
100,000	Affected Person Limit and Annual Member Aggregate (Maximum number of affected persons who may receive privacy event services. Payments made are not a part of the Limit of Liability. An approved Chartis vendor to provide services.)				

SLIP Cyber Liability Coverage – Continued

Limits: (program aggregates)	\$ 10,000,000	Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
	\$ 10,000,000	Media Content Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
	\$ 10,000,000	Security & Privacy Liability Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
	\$ 10,000,000	Regulatory Action Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
	\$ 10,000,000	Network Interruption Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
	\$ 10,000,000	Cyber Extortion Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
	\$ 5,000,000	Event Management Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.

Sub-Limits: (per member)	\$ 250,000 Annual Aggregate Limit of Liability for each member (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
	\$ 250,000 Security & Privacy Sublimit (\$250,000 Regulatory Action)
	\$ 250,000 Event Management/Electronic Data Sublimit (\$125,000 for event response)
	\$ 10,000 PCI-Data Security Standards Assessment Sublimit
	The sub-limits of liability are part of, and not in addition to, the overall Annual Aggregate limit of liability for each member.
	Claims expenses shall reduce the applicable limit of liability and are subject to the applicable retention.
	The aggregate limits are the most the carrier will pay regardless of the numbers of members participating or the number of claims made or the number of events occurring. There is a possibility that claims by other members could reduce or eliminate all of the coverage available to each member.
Defense Inside/Outside the Limit:	Inside
Who has the Duty to Defend:	Carrier
Self Insured Retention: (per member)	100 Records Privacy Event – Affected Person Retention (SIR) \$ 10,000 Security & Privacy/Regulatory Action Self Insured Retention (SIR) \$ 10,000 Media Content Self Insured Retention (SIR) \$ 10,000 Event Management Self Insured Retention (SIR) \$ 10,000/ 12 Hours Network Interruption Sublimit \$ 10,000 Cyber Extortion Self Insured Retention (SIR)
	If a First Party Event or Third Party Event and any Related Acts triggers coverage under more than one coverage section, the highest applicable retention amount shall apply to all loss arising out of such First Party Event or Third Party Event
Endorsement & Exclusions:	<ul style="list-style-type: none"> • Specialty Risk Protector – Cyber Extortion Insurance

(including but not limited to)

- Specialty Risk Protector – Event Management Insurance
- Specialty Risk Protector – General Terms & Conditions
- Specialty Risk Protector – Media Content Insurance
- Specialty Risk Protector – Network Interruption Insurance
- Specialty Risk Protector – Security & Privacy Liability Insurance
- Notice of Claim (Reporting by Email) – Endorsement
- Economic Sanctions – Endorsement
- Control Group Definition Amendatory Endorsement (Non-Administrative Personnel Only)
- Conduct Exclusion Amendatory Endorsement
- Cyberterrorism Coverage Endorsement
- Criminal Reward Coverage Extension Endorsement
- E-Discovery Consultant Services Coverage Endorsement
- Retention Amendatory Endorsement
- Subsidiary Threshold Amendatory Endorsement – 15% of gross sales
- Choice of Panel Counsel Endorsement
- Aggregate Event Management Sublimits Endorsement
- Cyber edge Cyber Media Coverage Endorsement
- California Punitive Damages Law Endorsement
- Insured Definition Amendatory Endorsement (Volunteers)
- Tie In of Limits Endorsement (Absolute)
- Other Insurance Provision Amendatory Endorsement
- Coverage Summary Endorsement
- Covered Entity Endorsement
- PCI-DSS Assessment Coverage Endorsement (Sublimit for Each Covered Entity)

Insuring Agreements:**Per Person Privacy Event**

Pays on behalf of the insured/member in excess of the retention for privacy event services or products provided by an approved vendor, the insurer or an affiliate insurer with prior written consent within one year of a loss including notification costs, identity theft call center, identity restoration services, identity monitoring and victim cost reimbursement insurance.

Security and Privacy Liability

Pays on behalf of the insured/member and claim expenses excess of the retention to defend a suit or regulatory action alleging a security failure or a privacy event. Privacy event means any failure to protect confidential information (whether by "phishing," other social engineering technique or otherwise) including, without limitation, that which could result in an identity theft or other wrongful emulation of the identity of an individual or corporation. Or failure to disclose an event of any Security Breach Notice Law or violation of any federal, state, foreign or local privacy statute alleged in connection with a claim for compensatory damaged, judgments, settlements, pre-judgments and post-judgments.

Event Management

Pays on behalf of the insured/member in excess of the retention for loss that is incurred as a result of an alleged security failure or privacy event. Loss includes investigation (including forensic investigation) to determine the cause; public relations firm, crisis management firm or law firm; to restore, recreate or recollect electronic data; and to determine whether electronic data can or cannot be restored, recreated or recollected.

Network Interruption

Pays on behalf of the insured/member in excess of the remaining retention after the waiting period as a result of security failure for costs incurred within 120 days after interruption, which is the sum of the following calculated on an hourly basis.

- 1) Net income (net profit or loss before income taxes) that would have been earned and
- 1) Continuing normal operating expenses incurred, including payroll.

Insuring Agreements: - Continued
Media Content

Cyber Extortion

Pays on behalf of the insured/member in excess of the retention for wrongful acts in connection with media content in any form (including advertising and written, printed, video, electronic, digital or digitized content) of broadcasts or publications. Wrongful acts include infringement of copyright and trademark, plagiarism or piracy, invasion of privacy, defamation, libel and slander.

Annual Premium:

Included within SLIP premium
 100% earned premium at inception

Terrorism Option:

Not Applicable

Minimum Earned Premium:

100% minimum earned

Extended Reporting Period:

The policy can be kept in force and renewed for continued coverage past the cancellation date as needed. Contracts should be reviewed for potential compliance issues. Once the policy is cancelled claims can no longer be filed regardless of the date of loss.

Policy Auditabile:

No

Territorial Limits:

Worldwide

Notice of Claim:

- IMMEDIATE NOTICE must be made to AIG Claims, Inc. of all potential claims and circumstances (assistance, and cooperation clause applies)
- Claim notification under this policy is to:
 AIG Claims, Inc.
 Attn: c-Claim
 175 Water Street
 New York, NY 10038
c-claim@aiginsurance.com
 Fax (866) 227-1750



Quote Valid Until:

September 29, 2018

Binding Conditions:

- Signed Request to Bind Form
- All Surplus Lines Taxes/Fees are Fully Earned

See Disclaimer Page for Important Notices and Acknowledgement



Premium Summary

Coverage	Carrier	Agency / Direct	Premium	Payment Plan
Special Liability Insurance Program (SLIP)	Great American E&S Insurance Company	Agency	\$66,125.16	Annual
SLIP Cyber Liability	AIG Specialty Insurance Company			
Total Annual Premium				\$

Payment Terms

- Premium is due within 30 days of policy inception

Options

Disclosures

This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at www.alliant.com. For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at www.ambest.com. For additional information regarding insurer financial strength ratings visit Standard and Poor's website at www.standardandpoors.com.

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

NY Regulation 194

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

Other Disclosures / Disclaimers

FATCA:

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

Claims Reporting:

Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

Claims Made Policy:

This claims-made policy contains a requirement stating that this policy applies only to any claim first made against the Insured and reported to the insurer during the policy period or applicable extended reporting period. Claims must be submitted to the insurer during the policy period, or applicable extended reporting period, as required pursuant to the Claims/Loss Notification Clause within the policy in order for coverage to apply. Late reporting or failure to report pursuant to the policy's requirements could result in a disclaimer of coverage by the insurer.

NRRA:

The Non-Admitted and Reinsurance Reform Act (NRRA) went into effect on July 21, 2011. Accordingly, surplus lines tax rates and regulations are subject to change which could result in an increase or decrease of the total surplus lines taxes and/or fees owed on this placement. If a change is required, we will promptly notify you. Any additional taxes and/or fees must be promptly remitted to Alliant Insurance Services, Inc.

Other Disclosures / Disclaimers – Continued

Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

- Changes in any operations such as expansion to another states, new products, or new applications of existing products.
- Travel to any state not previously disclosed.
- Mergers and/or acquisition of new companies and any change in business ownership, including percentages.
- Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
- Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied
- Circumstances which may require an increased liability insurance limit.
- Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to the system.
- Immediate notification of any changes to a scheduled of equipment, property, vehicles, electronic data processing, etc.
- Property of yours that is in transit, unless previously discussed and/or currently insured.

Certificates / Evidence of Insurance

- A certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy. Nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or certificate holder.
- You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

In addition to providing a certificate of insurance, you may be required to name your client or customer on your policy as an additional insured. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.

See Request to Bind Coverage page for acknowledgment of all disclaimers and disclosures



Glossary of Insurance Terms

Below are a couple of links to assist you in understanding the insurance terms you may find within your insurance coverages:

<http://insurancecommunityuniversity.com/UniversityResources/InsuranceGlossaryFREE.aspx>

<http://www.ambest.com/resource/glossary.html>

<http://www.irmi.com/online/insurance-glossary/default.aspx>



Request to Bind Coverage

Casitas Municipal Water District (see attached)

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
Special Liability Insurance Program (SLIP)	<input type="checkbox"/>
SLIP Cyber Liability	<input type="checkbox"/>

This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.

Signature of Authorized Insurance Representative

Date

Title

Printed / Typed Name

This proposal does not constitute a binder of insurance. Binding is subject to final carrier approval. The actual terms and conditions of the policy will prevail.

**SPECIAL LIABILITY INSURANCE PROGRAM
(SLIP)**

**NAMED INSURED AS OF
August 27, 2018**

MEMBER: Casitas Municipal Water District

NAMED INSURED:

Casitas Municipal Water District
including:

Lake Casitas Improvement Foundation

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: September 20, 2018
TO: Board of Directors
FROM: Executive Administrator, Rebekah Vieira
Re: Adoption of an Amended Conflict of Interest Code

RECOMMENDATION:

It is recommended that the Board of Directors adopt the resolution amending the Conflict of Interest Code and authorize the Clerk of the Board to forward the Conflict of Interest Code to the County of Ventura Clerk of the Board of Supervisors.

BACKGROUND:

All public agencies are required by the Political Reform Act to adopt a Conflict of Interest Code designating individuals who are subject to the annual filing requirements.

The County of Ventura is conducting a biennial review of the Conflict of Interest Codes for all agencies in the County and has requested that the District modify as necessary and readopt the Conflict of Interest Code. In reviewing the District's Conflict of Interest Code it was determined that the positions of Assistant General Manager, Division Officer and Human Resource Manager needed to be added and the Assistant to the General Manager title changed to Executive Administrator.

Attached is a Resolution adopting the amended Conflict of Interest Code. Once adopted this will supersede all previous adopted Conflict of Interest Codes adopted by this Board.

Please contact me if you have any questions.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO

RESOLUTION ADOPTING THE DISTRICT'S CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code section 8100 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 CAL. Code Regs., §18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Casitas Municipal Water District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Casitas Municipal Water District. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED this 26th day of September, 2018.

Bill Hicks, Vice President

Attest:

Mary Bergen, Secretary

EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

Persons occupying the following positions are designated employees and must disclose financial interests in those categories described in Appendix B which are listed opposite their respective designated positions.

<u>Designated Employees</u>	<u>Disclosure Categories</u>	<u>Filing Officer</u>
Board of Directors	1	County COB
General Manager	1	County COB
District's Attorney	1	Local Agency COB
Assistant General Manager	1	Local Agency COB
Administrative Manager	1	Local Agency COB
Division Officer	1	Local Agency COB
Executive Administrator	1	Local Agency COB
Fisheries Manager	1	Local Agency COB
Human Resources Manager	1	Local Agency COB
Operation & Maintenance Manager	1	Local Agency COB
Principal Civil Engineer	1	Local Agency COB
Park Services Manager	1	Local Agency COB
Public Affairs/Resource Manager	1	Local Agency COB
Safety Manager	1	Local Agency COB
Buyer	4	Local Agency COB
Consultants*	1	Local Agency COB

*The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

See Form 700 Schedules A-1, A-2, B, C, D, and E

1. All sources of *income, gifts, loans and travel payments*;
2. All *interests in real property*; and
3. All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

See Form 700 Schedule B

All *interests in real property*, including *interests in real property held by business entities* and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

See Form 700 Schedules A-1, A-2, C, D and E

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 - PROCUREMENT

See Form 700 Schedules A-1, A-2, C, D, and E

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

See Form 700 Schedules A-1, A-2, C, D, and E

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

See Form 700 Schedules A-1, A-2, C, D, and E

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

ADDENDUM DESIGNATING OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Pursuant to Government Code Section 87200 Et Seq., certain city and county officials, as well as all “other officials who manage public investment,” are required to disclose their economic interests in accordance with the Political Reform Act. This Addendum provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code Section 87200:

- (1) “Other public officials who manage public investment” means:
 - a. Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;
 - b. High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and
 - c. Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1) b above.
- (2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.
- (3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement system, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.
- (4) “Management of public investment” means the following nonministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as "other officials who manage public investments" and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers.

<u>Position Title/Consultant</u>	<u>Filing Officer</u>
Board of Directors	County Clerk of the Board
General Manager	County Clerk of the Board
Administrative Manager/Treasurer	Local Agency Clerk of the Board

2018 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

**Board of Supervisors
800 S. Victoria Avenue
Ventura, CA 93009-1920**

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

MEMORANDUM

TO: Board of Directors

From: Michael L. Flood, Interim General Manager

RE: First Amendment to the Memorandum of Understanding (MOU) for the Ventura County Water Wise Turf Removal Incentive Program

Date: September 20, 2018

RECOMMENDATION:

Board of Directors approve the first amendment to the Ventura County Water Wise Incentive Program in the amount of \$23,000.00 for FY 2019.

BACKGROUND:

In 2016, Casitas MWD entered into an agreement with the City of Ventura and the City of Santa Paula to engage the services of Waterwise Consulting Inc. to provide service related to a turf removal program within the three entities respective boundaries.

Casitas' commitment in that agreement was to participate in up to 1,600 sq-ft of residential turf removal (per account) and 3,200 sq-ft of commercial turf removal (per account) @ \$2.00 per sq-ft for an estimated combined total of \$77,412.00

The City of Ventura has been administering this agreement and it will conclude on December 31, 2018.

DISCUSSION:

To date, Casitas MWD has yet to exhaust the full budget for this project thus an amendment must be signed in order for Water Wise Consulting Inc. to continue to provide administrative services for this program. Roughly 28,000 sq-ft of turf has been removed for a total expenditure of \$57,000.00

The total monetary commitment for the amendment is \$23,000.00 and will extend the agreement timeline to conclude on December 31, 2019.

CONCLUSION:

In order to continue to provide this turf removal program to District customers, the amendment must be signed and a commitment made in the amount of \$23,000.00.

CASITAS MUNICIPAL WATER DISTRICT

Payable Fund Check Authorization

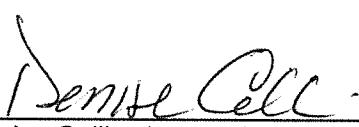
Checks Dated 09/06/18-09/19/18

Presented to the Board of Directors For Approval September 26, 2018

Check	Payee		Description	Amount
000833	Payables Fund Account	# 9759651478	Accounts Payable Batch 091218	\$266,333.22
000834	Payables Fund Account	# 9759651478	Accounts Payable Batch 091918	\$360,663.48
				\$626,996.70
000835	Payroll Fund Account	# 9469730919	Estimated Payroll 10/11/18	\$210,000.00
			Total	\$836,996.70

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,
000833-000835
have been duly audited is hereby certified as correct.


Denise Collin, Accounting Manager/Treasurer

9/19/18

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.

000833 A/P Checks: 031319-031336
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:

000834 A/P Checks: 031337-031479
A/P Draft to P.E.R.S.
A/P Draft to State of CA
A/P Draft to I.R.S.
Voids: 031344, 031410, 031419, 031420

 : 
Denise Collin, Accounting Manager/Treasurer

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 09/08/18
Pay Date of 09/13/18
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 9/10/18
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 1

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	9/19/2018			031344		
C-CHECK	VOID CHECK	V	9/19/2018			031410		
C-CHECK	VOID CHECK	V	9/19/2018			031419		
C-CHECK	VOID CHECK	V	9/19/2018			031420		

* * * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	4	0.00 VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		4	0.00	0.00	0.00
BANK:	TOTALS:	4	0.00	0.00	0.00

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 2

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	STATE OF CALIFORNIA							
I-T2 201808311399	State Withholding	D	9/12/2018	21,892.22		000000		
I-T2 201809101401	State Withholding	D	9/12/2018	11,779.43		000000		33,671.65
00128	INTERNAL REVENUE SERVICE							
I-T1 201808311399	Federal Withholding	D	9/12/2018	57,926.46		000000		
I-T1 201809101401	Federal Withholding	D	9/12/2018	30,956.67		000000		
I-T3 201809101401	FICA Withholding	D	9/12/2018	35,289.30		000000		
I-T4 201808311399	Medicare Withholding	D	9/12/2018	5,761.67		000000		
I-T4 201809101401	Medicare Withholding	D	9/12/2018	8,503.88		000000		138,437.98
00187	CALPERS							
C-PRB201808311399	PEBRA EMPLOYER PORTION	D	9/12/2018	848.15CR		000000		
I-PBB201809101401	PERS BUY BACK	D	9/12/2018	150.08		000000		
I-PBP201809101401	PERS BUY BACK	D	9/12/2018	161.96		000000		
I-PEB201809101401	PEPRA EMPLOYEES PORTION	D	9/12/2018	5,219.18		000000		
I-PEM201808311399	PERS EMPLOYEE PORTION MGMT	D	9/12/2018	355.57		000000		
I-PEM201809101401	PERS EMPLOYEE PORTION MGMT	D	9/12/2018	2,122.28		000000		
I-PER201809101401	PERS EMPLOYEE PORTION	D	9/12/2018	6,504.01		000000		
I-PRB201809101401	PEBRA EMPLOYER PORTION	D	9/12/2018	5,713.48		000000		
I-PRR201808311399	PERS EMPLOYER PORTION	D	9/12/2018	416.34		000000		
I-PRR201809101401	PERS EMPLOYER PORTION	D	9/12/2018	10,133.77		000000		29,928.52
01666	AT & T							
I-000011852932	Acct#9391064882	R	9/12/2018	1,037.31		031319		1,037.31
00055	CASITAS BOAT RENTALS							
I-July 18	Gas for Boats - LCRA	R	9/12/2018	1,557.49		031320		1,557.49
01483	CORVEL CORPORATION							
I-6/12849279-1	Bill Review	R	9/12/2018	16.46		031321		
I-6/12849281-1	Bill Review	R	9/12/2018	16.46		031321		
I-6/12850566-1	Bill Review	R	9/12/2018	11.99		031321		
I-6/12855234-1	Bill Review	R	9/12/2018	9.50		031321		
I-6/12876635-1	Claim#1102WC180000002	R	9/12/2018	38.25		031321		
I-715703/704	Claim#1102WC180000004/1	R	9/12/2018	1,350.00		031321		1,442.66
03652	Cummins Inc.							
I-X3-13565	Full Service Load Bank - EM	R	9/12/2018	1,654.37		031322		1,654.37
00076	DEKREEK TECHNICAL SERVICES							
I-6807-3	Programming SCADA - TP	R	9/12/2018	1,500.00		031323		1,500.00

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 3

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00424	I-091018 DEPARTMENT OF MOTOR VEHICLES Trailer Registration - OM	R	9/12/2018	1,470.00		031324		1,470.00
00091	I-US0132131296 ERNST & YOUNG LLP Client#60028334	R	9/12/2018	1,229.00		031325		1,229.00
00122	I-July/Aug 18 BILL HICKS Reimburse Mileage 7/18-8/18	R	9/12/2018	144.43		031326		144.43
00625	I-51691378 OfficeTeam I-51691579 Admin Temp I-51725243 Conservation Temp I-51735728 Admin Temp	R	9/12/2018	1,029.56		031327		
		R	9/12/2018	468.63		031327		
		R	9/12/2018	732.48		031327		
		R	9/12/2018	825.56		031327		3,056.23
00215	I-090518 SOUTHERN CALIFORNIA EDISON Acct#2269631768 I-091118 Acct#2397969643	R	9/12/2018	23.41		031328		
		R	9/12/2018	22,862.15		031328		22,885.56
00234	I-090118 UNITED WATER CONSERVATION 2017 Davis Dolwig Offsets	R	9/12/2018	4,193.50		031329		4,193.50
03757	I-6/12850566-1 US Healthworks Medical Group, Patient#10830107 DOS 7/31/18	R	9/12/2018	214.65		031330		214.65
09775	I-6/12849279-1 VENTURA ORTHOPEDICS MEDICAL GR Patient#1185782 DOS 7/24/18 I-6/12849281-1 Patient#1185825 DOS 7/26/18 I-6/12855234-1 Patient#1190913 DOS 7/25/18	R	9/12/2018	139.71		031331		
		R	9/12/2018	139.71		031331		
		R	9/12/2018	12.46		031331		291.88
00949	I-090118 CITY OF VENTURA 2017 Davis Dolwig Offsets	R	9/12/2018	8,387.00		031332		8,387.00
01516	I-374687 VISTA FORD OF OXNARD Armrest - Unit 39	R	9/12/2018	116.98		031333		116.98
00124	I-CUI201808311399 ICMA RETIREMENT TRUST - 457 457 CATCH UP I-DCI201808311399 DEFERRED COMP FLAT I-DCI201809101401 DEFERRED COMP FLAT I-DI%201809101401 DEFERRED COMP PERCENT	R	9/12/2018	1,846.14		031334		
		R	9/12/2018	6,038.42		031334		
		R	9/12/2018	400.00		031334		
		R	9/12/2018	47.15		031334		8,331.71
00985	I-CUN201809101401 NATIONWIDE RETIREMENT SOLUTION 457 CATCH UP I-DCN201809101401 DEFERRED COMP FLAT I-DN%201809101401 DEFERRED COMP PERCENT	R	9/12/2018	230.77		031335		
		R	9/12/2018	5,340.39		031335		
		R	9/12/2018	410.89		031335		5,982.05

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
BANK: AP ACCOUNTS PAYABLE
DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 4

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00180	S.E.I.U. - LOCAL 721 SEIU 721 COPE UNION DUES	R R	9/12/2018 9/12/2018	42.00 758.25		031336 031336		800.25
02587	A&M LAWNMOWER SHOP Dewatering Pump - WP	R	9/19/2018	458.94		031337		458.94
01325	I-809808	Aflac Worldwide Headquarters Supplemental Insurance 8/18	R	9/19/2018	4,339.77	031338		4,339.77
00010	AIRGAS USA LLC Welding Supplies - PL Welding Supplies - PL Welding Supplies - PL Gas Cylinder Rentals - PL	R R R R	9/19/2018 9/19/2018 9/19/2018 9/19/2018	820.99 1,259.81 120.57 196.78		031339 031339 031339 031339		2,398.15
00012	I-5665-643186	ALL-PHASE ELECTRIC SUPPLY CO. Light Cages - TP	R	9/19/2018	172.30	031340		172.30
09569	I-4005572	ALLCABLE Cables & Cat6 - EM	R	9/19/2018	340.49	031341		340.49
03778	I-719499	Isabel Alvelo Camping Cancellation - LCRA	R	9/19/2018	85.00	031342		85.00
03044	C-11WT-KYF4-FWVHb C-16XV-QLTW-R9FCb C-1CWC-N4MT-7GQ7b C-1JV3-GV66-16JTB C-1KDM-G94H-W3KXb C-1QXR-TXL6-PPH1b D-11WT-KYF4-FWVHa D-16XV-QLTW-R9FCa D-1CWC-N4MT-7GQ7a D-1JV3-GV66-16JTa D-1KDM-G94H-W3KXa D-1QXR-TXL6-PPH1a I-11WT-KYF4-FWVH I-16XV-QLTW-R9FC I-1CWC-N4MT-7GQ7 I-1JV3-GV66-16JT I-1KDM-G94H-W3KX I-1QXR-TXL6-PPH1	Accrue Use Tax Accrue Use Tax Gate Openers - WHS Fridge Filter - ADM Cart Cover - Unit CCB Brake Release Handle - Unit 29 Cart Cover - Unit EZ-2 Cart Lights - Unit CCA	R R R R R R R R R R R R R R R R R R	9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018	2.03CR 3.62CR 14.03CR 1.45CR 13.70CR 6.74CR 2.03 3.62 14.03 1.45 13.70 6.74 27.94 49.99 193.49 19.99 189.00 93.00	031343 031343 031343 031343 031343 031343 031343 031343 031343 031343 031343 031343 031343 031343 031343 031343 031343 031343 031343		573.41

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 5

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00029	AMERICAN TOWER CORP Tower Rent-Red Mtn.Rincon Peak	R	9/19/2018	2,013.15		031345		2,013.15
00014	AQUA-FLO SUPPLY Union Regulator - PL	R	9/19/2018	103.46		031346		
	Regulators, Adapter, Bushings-PL	R	9/19/2018	120.94		031346		
	Couplings & Fittings - PL	R	9/19/2018	181.39		031346		
	PVC, Fittings, Couplings -LCRA	R	9/19/2018	113.93		031346		
	Float Switches - TP	R	9/19/2018	296.10		031346		815.82
03759	Julie Arden Camping Cancellation - LCRA	R	9/19/2018	109.00		031347		109.00
03125	Dorothy Arnal Camping Cancellation - LCRA	R	9/19/2018	55.00		031348		55.00
02179	Art Street Interactive Res. Sys. Web Hosting/Maint.	R	9/19/2018	542.15		031349		
	Res. Sys. Web Hosting/Maint.	R	9/19/2018	542.15		031349		1,084.30
01666	AT & T Acct#9391051740	R	9/19/2018	956.55		031350		956.55
01666	AT & T Local, Regional, Long Distance	R	9/19/2018	1,228.72		031351		1,228.72
03760	Chris Avila Camping Cancellation - LCRA	R	9/19/2018	95.00		031352		95.00
00021	AWA OF VENTURA COUNTY Presidential Sponsorship	R	9/19/2018	2,500.00		031353		2,500.00
0030	B&R TOOL AND SUPPLY CO Tapered Rod - PL	R	9/19/2018	1,020.26		031354		
	Impeller, Seal, Rand Tamper-PL	R	9/19/2018	566.81		031354		
	Socket Holders - PL	R	9/19/2018	8.51		031354		
	6-50lb Boxes of Cloth Rags-WHS	R	9/19/2018	415.51		031354		2,011.09
0679	BAKERSFIELD PIPE & SUPPLY INC Flanges - PL	R	9/19/2018	61.27		031355		
	Gaskets & Fittings - EM	R	9/19/2018	92.84		031355		
	Gaskets - EM	R	9/19/2018	28.81		031355		
	Pipe Half Couplings - EM	R	9/19/2018	24.81		031355		207.73

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 6

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00036	BC TREE SERVICE, INC							
I-2740	Tree Removal at TP - MAINT	R	9/19/2018	800.00		031356		
I-2741	Weed Abatement - MAINT	R	9/19/2018	2,200.00		031356		3,000.00
03761	Elena Bernhardt							
I-693951	Camping Cancellation - LCRA	R	9/19/2018	145.00		031357		145.00
00646	BLACKBURN MANUFACTURING CO							
I-C083996-IN	Blue Flags - ENG	R	9/19/2018	104.24		031358		104.24
03207	BMI PacWest Inc.							
I-011193	AC Service DO 8/18	R	9/19/2018	559.00		031359		
I-011253	Repair AC Unit - TP	R	9/19/2018	650.57		031359		
I-011313	AC Maint. San Antonio - EM	R	9/19/2018	1,262.00		031359		
I-011317	AC Service DO Office 9/18	R	9/19/2018	559.00		031359		
I-011318	AC Maint. Signal - EM	R	9/19/2018	374.00		031359		
I-011319	AC Maint. Heidelberger - EM	R	9/19/2018	374.00		031359		3,778.57
03779	Brenda Bouchard							
I-679525	Camping Cancellation - LCRA	R	9/19/2018	115.00		031360		115.00
01062	BP Medical Supplies							
C-E284447b	Accrue Use Tax	R	9/19/2018	7.56CR		031361		
D-E284447a	Accrue Use Tax	R	9/19/2018	7.56		031361		
I-E284447	Sodium Chloride & Gauze - WP	R	9/19/2018	104.30		031361		104.30
03059	Brenntag Pacific Inc.							
I-BPI873054	Chlorine for Ojai Sys. - TP	R	9/19/2018	1,801.76		031362		1,801.76
03780	Julie Byon							
I-706469	Camping Cancellation - LCRA	R	9/19/2018	175.00		031363		175.00
09983	CALIFORNIA URBAN WATER							
I-PPD180822-37	Washing Machine/Toilet Rebates	R	9/19/2018	7,000.00		031364		7,000.00
01023	CARQUEST AUTO PARTS							
I-7294-590103	Battery Terminal - TP	R	9/19/2018	0.94		031365		0.94
03698	Cart-Away Concrete Systems, In							
I-1807228	Yard Mixing Trailer - PL	R	9/19/2018	42,098.01		031366		42,098.01
00055	CASITAS BOAT RENTALS							
I-Aug 18	Gas for Boats - LCRA	R	9/19/2018	1,524.88		031367		1,524.88

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 7

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03781	I-711677 Sandra Ceja Camping Cancellation - LCRA	R	9/19/2018	95.00		031368		95.00
00511	I-80640 Centers for Family Health Drug Screening - LCRA	R	9/19/2018	90.00		031369		90.00
03021	I-180903147101 Central Communications Call Center 9/18	R	9/19/2018	352.25		031370		352.25
00117	I-10725791-00 CERTEX USA, INC Nylon Slings - EM	R	9/19/2018	165.99		031371		165.99
01843	I-809596 COASTAL COPY Copier Usage - DO Downstairs	R	9/19/2018	480.53		031372		480.53
03782	I-700829 Analisa Choen Camping Cancellation - LCRA	R	9/19/2018	71.00		031373		71.00
03035	I-6/12851243-1 Community Memorial Hospital/Sa Paitent#HAS29669 DOS 7/24/18	R	9/19/2018	325.70		031374		325.70
00061	COMPUWAVE I-SB02090360 Cisco Firewall - IT I-SB02090374a Toners - ADM I-SB02090413a Battery - IT I-SB02090451a Keyboard & Mouse - WP I-SB02090698 Toner - ADM I-SB02090759 Toner - ADM I-SB02090781 Canon Ink - ENG I-SB02090809 Toners - ADM	R	9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018	928.04 760.13 41.83 80.44 277.24 170.53 659.59 480.48		031375 031375 031375 031375 031375 031375 031375 031375		3,398.28
00062	CONSOLIDATED ELECTRICAL I-9009-778427 AB power Supply - EM	R	9/19/2018	1,071.49		031376		1,071.49
00719	I-81913918 CORELOGIC INFORMATION SOLUTION Realquest Subscription	R	9/19/2018	137.50		031377		137.50
1483	CORVEL CORPORATION I-6/12851243-1 Bill Review I-6/12889357-1 Bill Review I-6/12895891-1 Bill Review I-C00205629904 Claim#1102WC170000001 I-M134007372235 Claim#1102WC180000001 DOS 9/5	R	9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018	16.87 10.21 9.50 25.00 137.39		031378 031378 031378 031378 031378		198.97

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 8

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03756	County Fire Protection Fire Extinguisher Inspection	R	9/19/2018	1,967.54		031379		1,967.54
03783	Jennifer Craig Camping Cancellation - LCRA	R	9/19/2018	55.00		031380		55.00
03762	Mario Cruz Reduction in Stay - LCRA	R	9/19/2018	85.00		031381		85.00
03784	Carol Cutting Camping Cancellation - LCRA	R	9/19/2018	185.00		031382		185.00
01764	DataProse, LLC UB Mailing 7/18	R	9/19/2018	5,160.43		031383		5,160.43
00740	DELL MARKETING L.P. Optiplex Computer - LAB	R	9/19/2018	877.89		031384		877.89
02544	Department of Justice Finger Printing - LCRA	R	9/19/2018	209.00		031385		209.00
00662	Diamond A Equipment Exhaust Fluid - Unit 121	R	9/19/2018	47.37		031386		47.37
03741	Tania Drewniok Camping Cancellation - LCRA	R	9/19/2018	90.00		031387		90.00
03763	Alice Duque Camping Cancellation - LCRA	R	9/19/2018	160.00		031388		
	I-676634 I-676702	R	9/19/2018	160.00		031388		320.00
00095	FAMCON PIPE & SUPPLY Adapters - PL	R	9/19/2018	61.13		031389		
I-209376	Adapters and Fittings - PL	R	9/19/2018	9,925.99		031389		
I-209406	Tee, Valves, Gaskets - PL	R	9/19/2018	2,017.37		031389		
I-209456	Flanges, Nuts, Elbows - PL	R	9/19/2018	944.87		031389		
I-209604	Flanges, Spool, Valves - PL	R	9/19/2018	96.53		031389		
I-209771	Pipe Support, Gaskets - PL	R	9/19/2018	175.35		031389		
I-209835	Clamps, Pipe, Couplings - PL	R	9/19/2018	1,100.39		031389		
I-209949	Six Hole Hydrant - PL	R	9/19/2018	64.35		031389		
I-210026	Gaskets, Accessory Kit - PL	R	9/19/2018	561.99		031389		
I-210105	Flange, Pipe, Gland - PL	R	9/19/2018	1,607.68		031389		
I-211191	Rend Romac Rings - WHS	R	9/19/2018	32.18		031389		
I-211192	Brass Fittings - PL	R	9/19/2018	825.83		031389		17,413.66

9/19/2018 1:45 PM
VENDOR SET: 01 Casitas Municipal Water
BANK: AP ACCOUNTS PAYABLE
DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE : 9

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03764	I-706678	Ignacio Fernandez Camping Cancellation - LCRA	R	9/19/2018	100.00		031390		100.00
00099	I-810293A I-810485A I-810611A I-810612A	FGL ENVIRONMENTAL Upper Ojai 3M Monitoring - LAB Nitrate Monitoring 8/10/18 Nitrate Monitoring 8/14/18 Nitrate Monitoring 8/13/18	R R R R	9/19/2018 9/19/2018 9/19/2018 9/19/2018	172.00 43.00 43.00 43.00		031391 031391 031391 031391		301.00
03116	I-2300192	FieldLogix GPS Vehicle Monitoring - SAF	R	9/19/2018	12,447.60		031392		12,447.60
03765	I-700032	Sarah Fields Camping Cancellation - LCRA	R	9/19/2018	115.00		031393		115.00
00101	I-2051024 I-2182694 I-2729240	FISHER SCIENTIFIC Electrode - LAB Indicator Box - LAB Erlenmeyer Flask - LAB		R R R	9/19/2018 9/19/2018 9/19/2018	393.37 84.52 88.98	031394 031394 031394		566.87
01614	I-11781	FORBESS CONSULTING GROUP, INC Asbestos Sampling - ENG		R	9/19/2018	297.50		031395	297.50
00104	I-110443 I-110648 I-110862 I-110982 I-110984 I-111020 I-111052	FRED'S TIRE MAN Flat Repair - Unit 41 Oil Service - Unit 84 Oil Service - Unit 11 Oil Service - Unit 48 Flat Repair - Unit 49 Oil Service - Unit 45 Flat Repair - Unit 51		R R R R R R R	9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018 9/19/2018	20.00 112.89 121.40 44.61 20.00 44.61 20.00		031396 031396 031396 031396 031396 031396 031396	383.51
03785	I-721249	Mike Ghazarian Camping Cancellation - LCRA	R	9/19/2018	115.00		031397		115.00
02755	I-Sept 18	Vincent Godinez Reimburse Expenses 9/18	R	9/19/2018	419.10		031398		419.10
01041	I-Sept 18	DEBBIE GOMEZ Reimburse Expenses 9/18	R	9/19/2018	76.65		031399		76.65
03766	I-693938	Jennifer Gowers Camping Cancellation - LCRA	R	9/19/2018	95.00		031400		95.00

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 10

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00115	GRAINGER, INC							
I-9890308621	Marking Paint & Primer - DO	R	9/19/2018	677.86		031401		
I-9892285181	Sump Pump - WP	R	9/19/2018	927.50		031401		
I-9898184461	Float Switch - TP	R	9/19/2018	121.67		031401		
I-9905828357	Drill Kit & Batteries - MAINT	R	9/19/2018	138.35		031401		1,865.38
02217	Greg Rents							
I-1339a	Cement Slurry - PL	R	9/19/2018	70.78		031402		
I-1504a	Cement Slurry - PL	R	9/19/2018	113.68		031402		
I-1709a	Cement Slurry - PL	R	9/19/2018	77.60		031402		
I-1709b	Cement Slurry - PL	R	9/19/2018	121.88		031402		
I-1820a	Cement Slurry - PL	R	9/19/2018	113.68		031402		
I-2017	Cement Slurry - LCRA	R	9/19/2018	544.25		031402		
I-2088	Cement Slurry - PL	R	9/19/2018	70.78		031402		1,112.65
03786	Adam Gulick							
I-727629	Camping Cancellation - LCRA	R	9/19/2018	95.00		031403		95.00
00121	HACH COMPANY							
I-11123073	Reagents - TP	R	9/19/2018	356.45		031404		
I-11125022	Reagent - TP	R	9/19/2018	231.38		031404		587.83
00596	HOME DEPOT							
I-9570594	Flush Mount - MAINT	R	9/19/2018	213.35		031405		213.35
00125	IDEXX DISTRIBUTION CORP							
I-3035946580	Test Kits & Trays - LAB	R	9/19/2018	1,334.32		031406		1,334.32
00872	Irrisoft, Inc.							
I-6444	Weather Station Signal	R	9/19/2018	79.00		031407		79.00
01689	J.J. KELLER & ASSOCIATES, INC.							
I-9103159307	Employment Law Subscription	R	9/19/2018	279.00		031408		279.00
09910	J.W. ENTERPRISES							
I-302377	CT Pumping - AVE 1 PP	R	9/19/2018	76.50		031409		
I-302378	CT Pumping - VILLANOVA RD	R	9/19/2018	76.50		031409		
I-302379	CT Pumping - FAIRWAY	R	9/19/2018	76.50		031409		
I-302380	CT Pumping - REEVES/MCANDREW	R	9/19/2018	76.50		031409		
I-302381	CT Pumping - GRAND AVE	R	9/19/2018	76.50		031409		
I-302382	CT Pumping - MCANDREW	R	9/19/2018	76.50		031409		
I-302383	CT Pumping - SAN ANTONIO	R	9/19/2018	153.00		031409		
I-302384	CT Pumping - OJAI/SP RD.	R	9/19/2018	76.50		031409		
I-302385	CT Pumping - 3M PP	R	9/19/2018	76.50		031409		
I-302386	CT Pumping - SIGNAL RES.	R	9/19/2018	76.50		031409		
I-302387	CT Pumping - FAIRVIEW RES.	R	9/19/2018	76.50		031409		
I-302388	CT Pumping - CASITAS DAM	R	9/19/2018	76.50		031409		
I-302389	CT Pumping - RINCON TANK	R	9/19/2018	76.50		031409		
I-302390	CT Pumping - BATES RES.	R	9/19/2018	76.50		031409		1,147.50

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 11

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00131	JCI JONES CHEMICALS, INC Chlorine - TP, CM 768716	R	9/19/2018	1,650.00		031411		1,650.00
01022	KELLY CLEANING & SUPPLIES, INC Janitorial Services - LCRA	R	9/19/2018	280.00		031412		280.00
03597	Jerry Kessler Camping Cancellation - LCRA	R	9/19/2018	147.00		031413		147.00
03767	Kenneth Knight Camping Cancellation - LCRA	R	9/19/2018	260.00		031414		260.00
03768	Tatiana Lazaro Camping Cancellation - LCRA	R	9/19/2018	55.00		031415		55.00
03787	Ellen B. Leon Camping Cancellation - LCRA	R	9/19/2018	350.00		031416		350.00
00360	LESLIE'S POOL SUPPLIES, INC Small Chemicals - WP	R	9/19/2018	853.36		031417		853.36
00151	MEINERS OAKS ACE HARDWARE Ratchet Return - LCRA Dust Pan, Duster, Tape - LCRA Wood, Drain Rod, Vent - TP Silicone & Mats - LCRA Window AC - LCRA Plywood & Fir - TP Measuring Cup, Cleaner - WP Trash Can - EM Duster, Batteries, Markers-MAINT Insect Killer - LCRA Ratchet, Gloves, Bolts - LCRA Sawzall, Primer, Cement - PL Trash Can - PL Hinge, Brush, Sandpaper - LCRA Handle, Mortar, Brush - LCRA Brush, Broom, Squeegee - TP Paint & Paintbrushes - UT Paint - UT Union - ENG Gloves - UT Trimmer, Container, Bolts - WP Drycrete & Rebar - LCRA Surge Protector - LCRA Cloth, Bolts, Screws - TP Bolts & Screws - LCRA Drop Cloths, Chisel, Tape-LCRA	R	9/19/2018 9/19/2018	19.51CR 9.26 96.55 129.74 128.69 92.26 3.84 29.27 73.37 10.94 69.49 34.72 18.53 22.48 24.41 22.22 58.81 42.76 9.62 18.21 36.31 36.48 17.56 6.30 5.92 41.23		031418 031418		

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 12

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-844026	Bolts, Screws, Blades - LCRA	R	9/19/2018	35.77		031418		
I-844055	Measuring Cup - WP	R	9/19/2018	4.83		031418		
I-844070	Drill Bit, Bolts, Screws -LCRA	R	9/19/2018	33.22		031418		
I-844367	Levelor & Cover - MAINT	R	9/19/2018	40.96		031418		1,134.24
13769	Sonia Melendez							
I-676759	Camping Cancellation - LCRA	R	9/19/2018	130.00		031421		130.00
13770	Juan Meza							
I-688863	Camping Cancellation - LCRA	R	9/19/2018	123.00		031422		123.00
13724	Michael K. Nunley & Associates							
I-4761	Pipeline Road Replace - ENG	R	9/19/2018	3,254.40		031423		3,254.40
13444	Mission Linen Supply							
I-508195556	Uniform Pants - TP	R	9/19/2018	29.35		031424		
I-508247776	Uniform Pants - TP	R	9/19/2018	29.35		031424		58.70
13701	MNS Engineers, Inc.							
I-70998	Vegetation Removal Permits-ENG	R	9/19/2018	155.00		031425		
I-70999	Upper Rincon Main - ENG	R	9/19/2018	1,007.50		031425		1,162.50
3510	Michael Morrison							
I-661526	Camping Cancellation - LCRA	R	9/19/2018	115.00		031426		115.00
0149	MRC Global							
I-9706864001	SS Tubing - EM	R	9/19/2018	77.65		031427		77.65
3056	Municipal Maintenance Equipment							
I-0130493-IN	Washers & Nuts - LCRA	R	9/19/2018	44.00		031428		44.00
3508	NTT Industrial Supply, Inc.							
I-2166	Vinyl Hose - EM	R	9/19/2018	50.64		031429		50.64
3771	Luis Oceguera							
I-693958	Camping Cancellation - LCRA	R	9/19/2018	85.00		031430		85.00
0163	OFFICE DEPOT							
I-177453822001	Office Supplies - WP	R	9/19/2018	111.60		031431		
I-177453823001	Office Supplies - WP	R	9/19/2018	14.42		031431		
I-194798262001	Office Supplies - DO	R	9/19/2018	106.82		031431		
I-194847758001	Calculator - ADM	R	9/19/2018	64.18		031431		
I-195812339001	Office Supplies - LCRA	R	9/19/2018	620.11		031431		
I-198223188001	Office Supplies - DO	R	9/19/2018	112.37		031431		1,029.50

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 13

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00625	OfficeTeam							
I-51737044	Conservation Temp	R	9/19/2018	291.47		031432		
I-54775655	Admin Temp	R	9/19/2018	864.10		031432		1,155.57
01570	Ojai Auto Supply							
I-441361	Lamp Capsule - Unit CCA	R	9/19/2018	6.93		031433		
I-441385	Brakleen - LCRA	R	9/19/2018	32.05		031433		
I-441860	Battery - Unit 4	R	9/19/2018	103.46		031433		
I-442208	Battery - Unit 55	R	9/19/2018	121.80		031433		
I-442308	Fuel Pump - Unit 54	R	9/19/2018	233.34		031433		
I-442742	Wiper Blades - Unit 35	R	9/19/2018	20.94		031433		
I-442772	Wiper Blades - Unit 53	R	9/19/2018	20.94		031433		
I-443807	Oil - EM	R	9/19/2018	9.22		031433		
I-443858	Hinge Pin & Bushings - Unit 29	R	9/19/2018	56.86		031433		605.54
00912	OJAI BUSINESS CENTER, INC							
I-13569a	Shipping - EM & ENG	R	9/19/2018	49.34		031434		
I-13569b	Shipping - LAB & EM	R	9/19/2018	195.44		031434		244.78
0165	OJAI LUMBER CO, INC							
I-1808-887557	Lumber & Screws - LCRA	R	9/19/2018	637.95		031435		
I-1808-889299	Lumber - LCRA	R	9/19/2018	665.08		031435		
I-1808-890550	Lumber & Fence Post - LCRA	R	9/19/2018	132.60		031435		1,435.63
00602	OJAI TRUE VALUE							
I-51989	Bags, Rope, Tape - LAB	R	9/19/2018	33.51		031436		33.51
0168	OJAI VALLEY NEWS							
I-300025540	Fall Visitors Guide - CONS	R	9/19/2018	350.00		031437		350.00
0169	OJAI VALLEY SANITARY DISTRICT							
I-20514	Cust # 20594	R	9/19/2018	166.80		031438		
I-20589	Cust # 52921	R	9/19/2018	56.14		031438		222.94
1627	OSCAR'S TREE SERVICE							
I-14046	Tree Removal Camp F - LCRA	R	9/19/2018	950.00		031439		
I-14061	Tree Removal Camp P - LCRA	R	9/19/2018	1,500.00		031439		2,450.00
3788	Leslie Owens							
I-692401	Camping Cancellation - LCRA	R	9/19/2018	109.00		031440		109.00
0188	PETTY CASH							
I-091718	Replenish Petty Cash - DO	R	9/19/2018	463.80		031441		463.80

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 14

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03287	Porta-Stor							
I-278339	Storage Container 7/8-8/7 -ENG	R	9/19/2018	110.00		031442		
I-280010	Storage Container 8/8-9/7 -ENG	R	9/19/2018	110.00		031442		220.00
03772	William Portillo							
I-679895	Camping Cancellation - LCRA	R	9/19/2018	123.00		031443		123.00
02833	Praxair, Inc							
I-84834074	Liquid Oxygen - TP	R	9/19/2018	2,205.78		031444		
I-84872072	Liquid Oxygen - TP	R	9/19/2018	1,659.90		031444		
I-84960461	Liquid Oxygen - TP	R	9/19/2018	1,220.60		031444		
I-84992226	Liquid Oxygen - TP	R	9/19/2018	2,296.15		031444		
I-85006703	Liquid Oxygen - TP	R	9/19/2018	2,266.49		031444		
I-85052897	Liquid Oxygen - TP	R	9/19/2018	2,267.42		031444		11,916.34
01439	PRECISION POWER EQUIPMENT							
I-2452	Weedeater Lines - MAINT	R	9/19/2018	124.99		031445		124.99
.0042	PSR ENVIRONMENTAL SERVICE, INC							
I-8879	Gas Tank Inspection - DO	R	9/19/2018	220.00		031446		
I-8880	Gas Tank Inspection - LCRA	R	9/19/2018	220.00		031446		440.00
00788	QUINN COMPANY							
I-PC010365088	Switch & Sender - Unit 109	R	9/19/2018	80.57		031447		80.57
0313	ROCK LONG'S AUTOMOTIVE							
I-24233	Freon Replacement - Unit 55	R	9/19/2018	149.44		031448		
I-24297	Battery - Unit 31	R	9/19/2018	174.51		031448		
I-24495	Oil Service&Diagnose - Unit 28	R	9/19/2018	213.18		031448		
I-24555	Oil Service&Diagnose - Unit 13	R	9/19/2018	231.79		031448		
I-24558	Battery - Unit 47	R	9/19/2018	337.62		031448		
I-24574	Wire Harness Diode - Unit 40	R	9/19/2018	293.45		031448		
I-24604	Oil Service - Unit 47	R	9/19/2018	110.55		031448		1,510.54
03704	Santa Barbara Museum of Natural History Lifeguard Sea Center Trip	R	9/19/2018	84.50		031449		84.50
2756	SC Fuels							
I-1242275-IN	Gas & Diesel - LCRA	R	9/19/2018	4,233.15		031450		4,233.15
2770	Stoner's One Off Customs							
I-1448	Belt & Air Filter - Unit EZ5	R	9/19/2018	346.85		031451		
I-1452	Belts, Clamps, Oil - Unit EZ4	R	9/19/2018	430.72		031451		777.57

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 15

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00215	SOUTHERN CALIFORNIA EDISON Acct#2312811532	R	9/19/2018	259.10		031452		259.10
00048	STATE OF CALIFORNIA 1988 Drinking Water Bond	R	9/19/2018	152,533.74		031453		152,533.74
03730	Hal Stone Camping Cancellation - LCRA	R	9/19/2018	175.00		031454		175.00
03773	Mary Stuart Extra Vehicle Refund - LCRA	R	9/19/2018	36.00		031455		36.00
02703	Sunbelt Rentals Excavator Rental - PL	R	9/19/2018	2,812.18		031456		2,812.18
01147	SUPERIOR GATE SYSTEMS Repair DO Upper Gate - MAINT	R	9/19/2018	485.00		031457		485.00
02057	Swank Motion Pictures, Inc. Movie Rental "Brave" 9/3/18	R	9/19/2018	378.00		031458		378.00
02643	Take Care by WageWorks Reimburse Med/Dep Care	R	9/19/2018	384.61		031459		384.61
03789	Selena Torres Camping Cancellation - LCRA	R	9/19/2018	65.00		031460		65.00
03776	Two Trees Physical Therapy & W Patient#106839624 DOS 8/8/18	R	9/19/2018	170.55		031461		170.55
00225	UNDERGROUND SERVICE ALERT 133 New Ticket Charges	R	9/19/2018	229.45		031462		229.45
03774	Andy Valdivia Camping Cancellation - LCRA	R	9/19/2018	168.00		031463		168.00
00246	VENTURA COUNTY AIR POLLUTION UST Renewal Fee - DO	R	9/19/2018	602.00		031464		602.00
00258	VENTURA STEEL, INC Steel Plate - LCRA Steel Panels - LCRA Steel - PL Steel - LCRA	R	9/19/2018 9/19/2018 9/19/2018 9/19/2018	1,201.20 670.42 58.56 20.59		031465 031465 031465 031465		1,950.77

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 16

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00241	VENTURA TROPHY COMPANY Campsite Pedestal Numbers-LCRA	R	9/19/2018	25.86		031466		25.86
00247	County of Ventura Encroachment Permits I-265440 I-265645	R R	9/19/2018 9/19/2018	315.00 4,870.00		031467 031467		5,185.00
03758	County of Ventura - Fleet Serv AC Fan Repair - Unit 115	R	9/19/2018	811.77		031468		811.77
01283	Verizon Wireless Monthly Cell Charges - DO I-9813972894 I-9813972894a I-9813973403	R R R	9/19/2018 9/19/2018 9/19/2018	2,934.74 609.36 1,737.52		031469 031469 031469		5,281.62
03567	Laurie Vezina Camping Cancellation - LCRA	R	9/19/2018	142.00		031470		142.00
03249	Manuel Vital Camping Cancellation - LCRA	R	9/19/2018	109.00		031471		109.00
02583	WageWorks FSA Monthly Admin Fee	R	9/19/2018	175.00		031472		175.00
00536	Water Resource Engr Associates Data Logger Update - ENG	R	9/19/2018	2,876.00		031473		2,876.00
03203	Water Systems Consulting, Inc. Ojai System Master Plan - ENG	R	9/19/2018	12,066.25		031474		12,066.25
00663	WAXIE SANITARY SUPPLY Janitorial Supplies - LCRA I-77697694 I-77699064 I-77714834	R R R	9/19/2018 9/19/2018 9/19/2018	1,146.75 74.15 448.35		031475 031475 031475		1,669.25
00330	WHITE CAP CONSTRUCTION SUPPLY Towelettes - PL I-10009330830 I-10009352394	R R	9/19/2018 9/19/2018	54.79 183.14		031476 031476		237.93
03775	Rachel White Camping Cancellation - LCRA	R	9/19/2018	290.00		031477		290.00
03050	James D Woodburn MD Inc Patient#261420 DOS 8/21/18	R	9/19/2018	158.55		031478		158.55

9/19/2018 1:45 PM

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 9/06/2018 THRU 9/19/2018

A/P HISTORY CHECK REPORT

PAGE: 17

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00274	JAMES WORD							
I-Aug 18	Reimburse Mileage 8/18	R	9/19/2018	78.48		031479		
I-July 18	Reimburse Mileage 7/18	R	9/19/2018	74.12		031479		
I-Sept 18	Reimburse Mileage 9/18	R	9/19/2018	70.85		031479		223.45

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	157	424,958.55	0.00	424,958.55
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	202,038.15	0.00	202,038.15
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
	VOID DEBITS			
	VOID CREDITS			

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
BANK: AP	TOTALS:		160	626,996.70	0.00	626,996.70
REPORT TOTALS:			160	626,996.70	0.00	626,996.70
			160	626,996.70	0.00	626,996.70

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: September 19, 2018

TO: Board of Directors

FROM: Denise Collin - Accounting Manager / Treasurer

Re: Recommendation to Set Reserves

RECOMMENDATION:

Reserves calculated for the 2017 / 2018 fiscal year end have resulted in a deficit balance of \$-1,139,237.25, in Un-Restricted, Un-Designated funds.

It is recommended to reduce the previously designated amount for Capital Improvements from \$5,000,000. to \$3,860,800.

The Designation of the above would result in a balance of \$0.75. in Un-Designated, Un-Restricted Reserves.

**Casitas Municipal Water District
Reserves / Restricted – Unrestricted
FY 2017/2018**

6/30/2018

June 30th, 2018

General Fund Balance - Rabobank	3,981,080.42
Visa - Rabobank	51,571.50
LAIF	456.37
Morgan Stanley - Investments	21,201,314.85
Morgan Stanley - Money Market	5.98
County of Ventura Investment (C.O.V.I.)	2,878.95
 Total Reserves	 <u>25,237,308.07</u>
<i>Less: Restricted:</i>	
Capital Facilities	2,208,207.82
Safe Drinking Water	60,000.00
Flexible Storage	51,256.00
	<u>2,319,463.82</u>
Total available for Un-Restricted	22,917,844.25

Restricted:

Capital Facilities	2,208,207.82
Safe Drinking Water	60,000.00
Flexible Storage	51,256.00

Total Restricted

2,319,463.82

Un-Restricted (designated funds)

Cash Flow	3,000,000.00
Storm Damage	3,979,850.00
Variation in Water Sales	5,479,850.00
Capital Improvements	3,860,762.00
OPEB	4,134,100.00
Conservation Penalty	1,963,281.50
Alternate Water Supply Studies	<u>500,000.00</u>

Total Un-Restricted (designated funds) 22,917,843.50

Un-designated funds 7/01/18 0.75

Total Un-Restricted 22,917,844.25

Total Reserves 2017/2018 25,237,308.07

Restricted funds = Funds restricted by a third party and/or for Debt Service Fund.

Designated funds = Funds designated by Board for specific purpose.

MEMORANDUM

TO: Board of Directors

From: Michael L. Flood, Interim General Manager

RE: Agreement in Principle for the SWP Water Supply Contract Amendment for Water Management and California WaterFix

Date: September 19, 2018

RECOMMENDATION:

Board of Directors approve a resolution directing the Ventura County Watershed Protection District to concur with the Agreement in Principle (AIP) for the SWP Water Supply Contract Amendment for Water Management and California WaterFix as per Section III, paragraph 1 of the AIP.

BACKGROUND:

The Agreement in Principle (AIP) for the SWP Water Supply Contract Amendment for Water Management and California WaterFix is the result of negotiations between the State Water Contractors and the California Department of Water Resources aimed at providing a contractual means for cost sharing for the California Water Fix.

The California Water Fix, also known as the ‘twin tunnels’ project contemplates the construction of two 40' diameter tunnels, 150' under the Bay Delta that promises enhanced management of State Water Project water supplies.

DISCUSSION:

The AIP was negotiated between the State Water Contractors and the California Department of Water Resources earlier this year. Negotiations occurred out in the open in front of the public. In addition to cost sharing elements, additional water management tools were added that would enhance each participating Contractor’s ability to manage water supplies in relation to their existing contract with the DWR.

The cost allocation to the Ventura County Watershed Protection District is 0.4931% which is estimated to be \$4M per year and thus Casitas’ share is estimated to be \$1M per year and would begin as the project nears completion in about ten years.

Additional provisions of the AIP include:

- Elimination of the Article 56 Turnback Pool.
- Ability for a State Water Contractor to both store and transfer water in the same year.
- Ability for a State Water Contractor to transfer and exchange water that is in storage in the State Water Project system (known as 'carryover water').
- Defined water exchange ratios.
- A number of limiting factors on exchanges and transfers in order to prevent harm to another public water agency.

CONCLUSION:

Since the named SWP named contract holder is the Ventura County Watershed Protection District, Casitas' Board of Directors needs to direct the County Board of Supervisors to concur with the AIP as per Section III, paragraph 1 of the AIP on behalf of the Casitas Municipal Water District.

By concurring with the AIP, a State Water Contractor expresses its intent to move forward with the CEQA process with DWR as lead agency and the State Water Contractors as responsible agencies. Ultimately, the DWR would develop a proposed project consisting of contractual amendments consistent with the AIP principles and prepare the EIR for consideration by DWR and the State Water Contractors (known in the AIP as Public Water Agencies or PWAs).

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO.

RESOLUTION ADOPTING DIRECTION TO THE VENTURA COUNTY WATERSHED PROTECTION DISTRICT TO CONCUR WITH THE AGREEMENT IN PRINCIPLE FOR THE SWP WATER SUPPLY CONTRACT AMENDMENT FOR WATER MANAGEMENT AND CALIFORNIA WATERFIX AS PER SECTION III, PARAGRAPH 1 OF THE AIP ON BEHALF OF CASITAS MUNICIPAL WATER DISTRICT

WHEREAS, the Casitas Municipal Water District (Casitas), Ventura Water and United Water Conservation District share the water supplies and related costs connected to the State Water Project contract with the California Department of Water Resources,

WHEREAS, the Board of Directors has received information in regard to the tenets and details of the Agreement in Principle (AIP) for the SWP Water Supply Contract Amendment for Water Management and California WaterFix,

WHEREAS, the Ventura County Watershed Protection District is the currently named contract holder for the State Water Contract with the California Department of Water Resources,

NOW, THEREFORE, BE IT RESOLVED that the Casitas Municipal Water District directs the Ventura County Watershed Protection District to concur with the Agreement in Principle for the SWP Water Supply Contract Amendment for Water Management and California WaterFix on behalf of the Casitas Municipal Water District as per Section III, Paragraph 1 of that document.

ADOPTED this 26th day of September, 2018.

Jim Word, President
Casitas Municipal Water District

ATTEST:

Mary Bergen, Secretary
Casitas Municipal Water District

CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM

TO: MICHAEL FLOOD, INTERIM GENERAL MANAGER
FROM: JULIA ARANDA, ENGINEERING MANAGER
SUBJECT: ROBLES TIMBER CUT-OFF WALL REPAIRS
DATE: 9/26/2018

RECOMMENDATION:

It is recommended the Board of Directors:

1. Adopt the Notice of Exemption for the Robles Timber Cut-Off Wall Repairs project; and
2. Award a sole-source contract to Evans Excavating in the amount of \$101,550.00 for the Robles Timber Cut-Off Wall Repairs project as allowed under District ordinance for emergency projects.

BACKGROUND:

The Robles Diversion Facility is an essential component of the District's ability to divert water to Lake Casitas and help protect endangered species through the proper operations of the fish ladder. The 2017 Thomas Fire damaged an important piece of this system, the timber cut-off wall in the diversion dam. The timber cut-off wall is part of the original facility and is intended to reduce seepage under the diversion dam. The repairs to the diversion are necessary to prevent diversion failure.

A Preliminary Assessment to comply with the California Environmental Quality Act (CEQA) was completed and the project was determined to be Statutorily Exempt per CEQA State Law Statute 21080(b)(4) and Guidelines 15269(b). Attached to this memo is a Board Resolution declaring a Notice of Exemption which will be filed with the County of Ventura.

It is vital to get these repairs completed before the winter rainy season to avoid additional damage. In an effort to expedite the repairs and in accordance with Casitas Municipal Water District Business Administration Ordinance #12-01, during times of emergency the General Manager has the authority to sole source the project. Evans Excavating, a local contractor familiar with the Robles Facility operations, was contacted and asked to provide a cost proposal to repair the timber cut-off wall. Evans

Excavating made a site inspection of the burn damage, reviewed the original construction plan and returned a proposal in the amount of \$101,550.00. Staff has reviewed this proposal and determined the fee is reasonable for the size and scope of work.

FUNDING SOURCE:

Funding for this project will come completely from FEMA reimbursement funds made available due to the 2017 Thomas Fire.

Attachments:

- Preliminary Assessment
- Notice of Exemption
- Resolution
- Quote from Evans Excavation

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION APPROVING THE PRELIMINARY ASSESSMENT FOR THE ROBLES TIMBER CUT-OFF WALL REPAIRS PROJECT, ADOPTING THE NOTICE OF EXEMPTION, AND AWARDING A CONTRACT TO CONSTRUCT THE ROBLES TIMBER CUT-WALL REPAIRS PROJECT

WHEREAS, a Preliminary Assessment was conducted and determined the project is exempt because said project is considered to be a statutorily exempt project under Section 21080(b)(4) of the Public Resource Code and Section 15269(b) of the CEQA guidelines; and

WHEREAS, the construction of the Timber Cut-Off Wall Repairs must proceed in an expedited fashion prior to winter storms to avoid further damage to District facilities and the environment; and

WHEREAS, the District has reviewed the bid provided by Evans Excavating and found it to be reasonable for the anticipated scope of work;

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

1. The Board finds that the repairs to the timber cut-off wall at the Robles Diversion Facility meet the requirements of Section 21080(b)(4) of the Public Resource Code and Section 15269(b) of the CEQA guidelines.
2. The Notice of Exemption for the repairs to the timber cut-off wall at the Robles Diversion Facility attached hereto as Exhibit "A" is hereby adopted.
3. That the Clerk of the Board files the Notice of Exemption with the Clerk of the County of Ventura.
4. That the bid from Evans Excavating in the amount of \$101,550.00 be accepted to construct the Timber Cut-Off Wall Repairs and a contract awarded.
5. That staff is hereby authorized and directed to proceed with the administration of the contract.

ADOPTED this 26th day of September, 2018.

President
Casitas Municipal Water District

ATTEST

Secretary
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: **Robles Timber Cut-Off Wall Repairs**

Project Location: Robles Dam Diversion Facility 1.5 miles downstream of the confluence of Matilija Creek and North Fork Matilija Creek in unincorporated County of Ventura, State of California

Description of Project:

The project consists of repairing the timber cut-off wall at the Robles Dam Diversion damaged by the 2017 Thomas Fire. The project requires a 50-foot area immediately downstream of the timber cut-off wall for excavation and access to repair the timber cut-off wall. An earthen berm approximately 25 feet wide is directly upstream of the timber cut-off wall and elevated approximately three feet above the thalweg of the river. The earthen berm will be used for equipment access as needed during construction. The downstream side of the timber cut-off wall will be exposed to assess the depth needed to replace the damaged timbers. The damaged timbers will be removed and replaced. The downstream side of the timber cut-off wall will have the existing native material replaced and compacted.

The project shall involve the following construction measures:

1. Excavation in the river and away from public roads, with no impact to transportation accessibility
2. Temporary relocation of existing rock and native material
3. Replacement of the damaged timber

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

Exempt Status: Statutory Exemption, Statute 21080(b)(4).

Reason Why Project is Exempt:

CEQA State Law Statute 21080(b)(4) exempts specific actions necessary to prevent or mitigate an emergency, and Guidelines 15269(b) expands the statute indicating emergency repairs to publicly owned service facilities.

Lead Agency Contact Person: Michael Flood, Interim General Manager
Telephone No: (805) 649-2251

Attached is a copy of Resolution No.18- ____ adopted by the Casitas Municipal Water District on September 26, 2018.

Signature: _____ Date: _____
President Casitas Municipal Water District

Evans Excavating

General Engineering Contractor

LIC.#893167

11311 Creek Rd.

Ojai CA 93023

Proposal

Date

9/20/2018

Name / Address
Casitas Municipal Water Dist 1055 Ventura Ave Oak View CA 93022 C/O Julia Aranda

Description		Total
Project: Repair Of Damaged Cut Off Wall @ Robles Diversion Dam		
Evans Excavating will do the following items as discussed on job walk with Mike Shields:		
(1) Provide equipment + labor to excavate 2 damaged sections of cut off wall. Length of sections to be replaced Section A Easterly Side = 35' Section B Western Side = 65'		
Excavation to be a max depth of 6' below existing grade.		
(2) Remove damaged timber to a max length of 4' below grade. Replace damaged boards back to existing design or equal. Install custom steel connector plating under ground and join new timbers to existing. Build new top cap per drawing.		
(3) Backfill and compact against new wall section, replace rip rap rock as needed.		
(4) Dispose of all old treated timbers.		
Equipment + Labor & Carpenter Trades Men To Build Structure Materials: 100 Linear Feet of Timbers Treated + Top Cap.	Price Materials	67,275.00 34,275.00
Notes: * Price given is for items and work mentioned only in this proposal. * Construction water to be provided @ time of job. * Price is for prevailing wage scale. * Casitas Water District to acquire all permitting.		
	Total	\$101,550.00

Signature _____

Phone #	Fax #	E-mail
805-450-3768	805-649-8608	evansexcauting1@aol.com

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: MICHAEL FLOOD, INTERIM GENERAL MANAGER

FROM: JULIA ARANDA, ENGINEERING MANAGER

SUBJECT: AUTHORIZE GENERAL MANAGER TO SIGN TASK ORDER FOR PROFESSIONAL ENGINEERING SERVICES FOR SOLIMAR BEACH CORROSION INVESTIGATION

DATE: 9/26/2018

RECOMMENDATION:

It is recommended the Board of Directors authorize the General Manager to issue the Task Order for professional engineering services to HDR, Inc. for the Solimar Beach Corrosion Investigation in the amount not to exceed \$24,700.

BACKGROUND AND DISCUSSION:

Solimar Beach is a neighborhood in the Casitas system that was built in the 1960's. The main water line is asbestos cement pipe and the service laterals are copper. In the past year there have been numerous service line leaks due to exterior corrosion. Some of the service lines replaced have seen corrosion occurring so rapidly that they have required a second service line replacement. An investigation to determine the source of the corrosion issue is required to prevent further service outages. Preliminary scope includes:

- Coordinating with local utilities for utility research
- Field investigation of system
- Performing soil evaluations to determine potential impact of corrosive soil behavior
- Recommendations for corrective measures of the system
- Technical memorandum discussing the results of the findings
- Preliminary cost estimates for design and construction

BUDGET IMPACT:

The Solimar Beach Corrosion Investigation was not included in the FY 18-19 budget because the rapidity of the corrosion was not yet known. The cost for investigation of the system is \$24,700.

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: MICHAEL FLOOD, INTERIM GENERAL MANAGER
FROM: MICHAEL SHIELDS, OPERATIONS & MAINTENANCE MANAGER
SUBJECT: EMERGENCY REPAIRS, SAN ANTONIO WELL #3
DATE: 9/20/18

RECOMMENDATION:

It is recommended that Board of Directors authorize the Interim General Manager to approve a purchase order to Legend Pump & Well Service Inc. in the amount of \$29,759.77 to furnish and install new pumping equipment at San Antonio Well #3. A light brushing and cleaning will also be included in the scope of work.

BACKGROUND AND DISCUSSION:

The Ojai Water System (formerly GSWC-Ojai) wellfield consists of six active groundwater production wells that extract water from the Ojai groundwater basin; San Antonio Well #3 was constructed in 1956 and is part of this active wellfield. During the early morning hours of 8-20-18 the well failed; despite troubleshooting efforts, Casitas staff were unable to restore pumping. Contracted services were provided by Layne Co. to extract the pump and perform a video inspection of the well. The subsequent inspection report received by Layne Co. determined that the pump, motor, and eight segments of column pipe were in need of replacement. Additionally, the video inspection indicated that the mid to lower segments of the well perforations exhibited moderate to heavy biofilm growth.

The above findings were shared and discussed with Pueblo Water Resources Inc. and several options were considered ranging from an extensive rehabilitation of the well (inclusive of chemical treatment) to a pump and motor replacement only. The decision was made to pursue the following; a light brushing the well casing to remove biofilm growth and loose debris, a post cleaning video survey to document well casing condition, replacement of 160' of column pipe, and a new submersible pump and motor. A dedicated sounding tube will also be installed to facilitate accurate measurements of static and dynamic well water levels.

Repair quotes were obtained from two local well and pump contractors; Legend Well and Pump was the lowest responsible bidder. The work required to perform the above is specialized; previous contracts with the district have demonstrated Legend's quality workmanship. Legend has an active contractor's license and is registered with the Department of Industrial Relations.

Due to the existing drought conditions and related water shortage supply, it is critical to resume pumping operations as soon as possible.

BUDGET IMPACT:

The above work is an unbudgeted expense; costs will be applied to GL # 11-5-54-5040-85

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: MIKE FLOOD, INTERIM GENERAL MANAGER
FROM: JULIA ARANDA, ENGINEERING MANAGER
SUBJECT: REQUEST FOR QUALIFICATIONS FOR PIPELINE CONTRACTORS
DATE: 9/26/2018

RECOMMENDATION:

It is recommended the Board of Directors:

- Determine all bidders on pipeline projects undertaken by the District in 2019 must be pre-qualified prior to submitting bids.

BACKGROUND AND DISCUSSION:

In 1999 the California State Legislature passed Assembly Bill 574 authorizing cities, counties, and special districts the ability to pre-qualify construction contractors for specific projects or for a specific duration. Public Contracts Code Section 21101 codifies the requirements for contractor prequalification and the Department of Industrial Relations (DIR) prepared model forms for use by public agencies in the solicitation of pre-qualified contractors.

The District has a substantial number of pipeline projects in preliminary design and expects to release these for bidding in the first quarter of 2019. Additionally, an Initial Study/Mitigated Negative Declaration in compliance with the California Environmental Quality Act is being prepared for Ojai Water System Improvements and is scheduled to be complete in early 2019.

The attached Request for Qualifications was prepared using the DIR forms as a guide. The anticipated schedule milestones are:

Issue RFQ	September 27, 2018
Pre-Qualification Meeting	October 18, 2018
Deadline for Questions	October 30, 2018
Qualifications Due	November 16, 2018
Review Complete	November 30, 2018
Board Action	December 12, 2018

BUDGET IMPACT:

There is no budget impact to this action.

Attachment:

Request for Qualifications (RFQ) for Pipeline Contractors



CASITAS MUNICIPAL WATER DISTRICT

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR PIPELINE CONTRACTORS**

Issued September 27, 2018

*Statements of Qualification will be received at the office of the
Casitas Municipal Water District,
1055 Ventura Avenue, Oak View, California 93022
until **Friday, November 16, 2018 @ 4:00 p.m.***



ANNOUNCEMENT OF PRE-QUALIFICATION PROCEDURES AND OPEN DATES FOR ANNUAL PRE-QUALIFICATION

Notice is hereby given that on **September 26, 2018**, Casitas Municipal Water District (Casitas or District) determined all bidders on public works pipeline projects to be undertaken by the District must be pre-qualified prior to submitting bids. All Licensed Contractors who intend to submit bids for pipeline construction projects must fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by the District to be on the final Bidders list. No bid will be accepted from a Contractor who has failed to comply with these requirements. If two or more business entities submit a bid on a project as a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

Contractors who submit a complete pre-qualification package will be notified by first class mail of their qualification status, such notice to be mailed no later than thirty business days after submission of the information.

Answers to questions contained in the attached questionnaire, information about current bonding capacity on an aggregate and per project limit, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. Casitas will use these documents as the basis of rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified to bid. Casitas reserves the right to check other sources available. Casitas' decision will be based on objective evaluation criteria.

Pre-qualification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that Casitas reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist Casitas in determining bidder responsibility prior to the submission of bids and to aid Casitas in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude Casitas from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness. Contractors are encouraged to submit pre-qualification packages no later than **Friday, November 16, 2018**, so they may be notified of pre-qualification status well in advance of upcoming projects.

The pre-qualification packages should be submitted under seal and marked "CONFIDENTIAL" to:

Julia Aranda, PE, Engineering Manager
Casitas Municipal Water District
1055 Ventura Avenue
Oak View, California 93022

The pre-qualification packages (questionnaire answers and financial statements) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

third parties for the purpose of verification, investigation of substantial allegations, and in the process of an appeal hearing. State law requires the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify Casitas and provide updated accurate information in writing, under penalty of perjury.

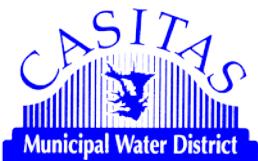
Casitas reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time the pre-qualification procedures will not be applied to a future public works project.

A Contractor who has submitted a completed application form, and who receives a rating of "not qualified" from Casitas may appeal that determination. There is no appeal from a finding that a Contractor is not pre-qualified because of a failure to submit required information, but re-application during one of the designated time periods is permitted. A Contractor may appeal Casitas' decision with respect to its request for pre-qualification, and request a hearing, by giving notice to Casitas no later than ten business days after receipt of notice of its qualification status. Unless a Contractor files a timely appeal, the Contractor waives any and all rights to challenge the qualification decision of Casitas, whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten business days after Casitas' receipt of its Notice of Appeal. The hearing so provided shall be an informal process conducted by a panel to whom the Board of Directors of Casitas has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the Contractor will be advised of the basis for Casitas' pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the pre-qualification determination. At the conclusion of the hearing or no later than one day after completion of the hearing, the Appeals Panel will render its decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

A Contractor may be found not pre-qualified for bidding on a specific public works contract to be let by Casitas, or on all contracts to be let by Casitas until the Contractor meets Casitas' requirements. In addition, a Contractor may be found not pre-qualified for either: (1) Omission of requested information or (2) Falsification of information.

* * * * *



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

To contractors who are using subcontractors for this job, please be advised Casitas **may** require, as to subcontractors, one of the following:

- The qualification of subcontractors in the following crafts or trades, following acceptance of your bid, but before the award is made:
-
-

- Pre-qualification of all subcontractors.
- Pre-qualification of subcontractors in certain crafts.
- Post-bid qualification review.



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

1. INTRODUCTION

Casitas Municipal Water District (Casitas or District) is requesting Statements of Qualifications (SOQ) from construction contractors to perform pipeline construction for calendar year 2019.

Casitas is a Municipal Water District established in 1952, providing potable water to Western Ventura County including approximately 3,200 agricultural, commercial, and residential customers. The District boundaries (**Figure 1**) encompass the City of Ojai, Upper Ojai, the Ventura River Valley area, the City of Ventura (west of Mills Road), and the beach communities of Solimar, La Conchita, and Rincon.

Casitas operates the Robles Diversion Facility, Robles Canal, Lake Casitas, Casitas Dam (owned by the US Bureau of Reclamation), Lake Casitas Recreation Area, Casitas Water Treatment Plant, as well as 14 steel tanks totaling 30 million gallons of storage, nine pump stations, and approximately 160 miles of pipelines.

Casitas acquired the Ojai Water System in 2017 and is currently completing a Condition Assessment and Master Plan. **Figure 2** shows the Ojai Water System. The Ojai Water System obtains its water supplies from local wells in the Ojai Valley Basin and from Casitas, and serves approximately 2,800 customers. The Ojai Water System includes 32 miles of pipelines, five tanks totaling 1.544 million gallons of storage, five booster pump stations, five active groundwater wells, and an iron and manganese treatment facility.

The District intends to pre-qualify Contractors, with subcontractor support as needed, to support the implementation of capital projects in the Casitas Water System and the Ojai Water System.

Prequalification packages will be accepted until **Friday, November 16, 2018** at 4:00 p.m. No prequalification packages will be accepted after this date and time. It is the Contractor's responsibility to ensure the prequalification package are received prior to the deadline.

There will be no formal opening of the received prequalification packages. This solicitation does not commit the District to award any work nor to pay any costs incurred from the preparation of prequalification packages. Firms responding to this RFQ are solely responsible for all costs and expenses incurred during the prequalification process.



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

PREQUALIFICATION QUESTIONNAIRE

INSTRUCTIONS

Accurately and completely fill in and answer all questions in the Contact Information Sheet, Parts I, II, III and IV. Inaccurate and incomplete responses may be grounds for disqualification.

Contractors must receive a passing score in each of the five categories to be considered prequalified.

For Part V, the District will interview two project owners, randomly selected from information provided in Part IV. During these interviews, the project owners will be asked a series of questions regarding the management of the project, adherence to schedule, claims by the Contractor, claims against the Contractor, and the quality of the work.

Scoring of each question is based upon criteria established in advance. After this package is approve for distribution, the District cannot influence how questions are scored.

The point system is as follows:

Part No.	Description	Points Possible	Passing Score
I	Essential Requirements for Qualification	N/A	Must pass all
II	Organization, History, Organizational Performance, Compliance with Civil and Criminal Law	129	110
III	Minimum Contractor Experience	NA	Must meet minimum experience requirements
IV	Project Experience	51	25
V	Owner Interviews (two interviews)	280	180



CONTACT INFORMATION

Firm Name: _____ Check One: Corporation
(as it appears on license) Partnership
 Sole Proprietor

Contact Person: _____

Address: _____

Phone: _____ email: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor's License Number(s):



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is “No.”¹

Contractor will be immediately disqualified if the answer to any of questions 6, 7, 8 or 9 is “yes.”² If the answer to question 8 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.

1. Contractor possesses a valid and current California Contractor's license for the project or projects for which it intends to submit a bid.
 Yes No
2. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
 Yes No
3. Contractor has current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.
 Yes No Contractor is exempt from this requirement, because it has no employees
4. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?³
 Yes No

A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

5. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states: (a) your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for a single project; or (if you are seeking pre-qualification valid for a year) (b) your current available bonding capacity?⁴ **Notarized statement must be from the surety company, not an agent or broker.**
 Yes No

¹ A “no” answer to Question 4 will not be disqualifying if the contractor is exempt from complying with Question 4, for reasons explained in footnote 7.

² A contractor disqualified solely because of a “Yes” answer given to question 6, 7, or 9 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

³ Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is “no more than 25 percent of the qualifying amount provided in section 14837(d)(1).” **As of January 1, 2001**, the qualifying amount is \$10 million, and 25 percent of that amount, therefore, is \$2.5 million.

⁴ An additional notarized statement from the surety may be requested by Casitas at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid.



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

6. Has your contractor's license been revoked at any time in the last five years?
 Yes No
7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five years?
 Yes No
8. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
 Yes No
If the answer is "Yes," state the beginning and ending dates of the period of debarment:
Begin Date: _____ End Date: _____
9. At any time during the last five years, has your firm, or any of its owners or officers, been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
 Yes No



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

**PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE,
COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

A. Current Organization and Structure of the Business

For Firms That Are Corporations:

- 1a. Date incorporated: _____
- 1b. Under the laws of what State: _____
- 1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent of the corporation's stock.

Name	Position	Years with Company	% Ownership	Social Security #

- 1d. Identify every construction firm any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or 10 percent or more of its stock, if the business is a corporation.**

Name	Construction Firm	Dates of Person's Participation with Firm

For Firms That Are Partnerships:

- 1a. Date of formation: _____
- 1b. Under the laws of what State: _____
- 1c. Provide all the following information for each partner who owns 10 percent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

- 1d. Identify every construction company any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Name	Construction Company	Dates of Person's Participation with Company

For Firms That Are Sole Proprietorships:

- 1a. Date of commencement of business: _____
1b. Social security number of company owner: _____
1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Name	Construction Company	Dates of Person's Participation with Company

For Firms That Intend to Make a Bid as Part of a Joint Venture:

- 1a. Date of commencement of joint venture: _____
1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of Firm	% Ownership of Joint Venture

B. History of the Business and Organizational Performance

2. Has there been any change in ownership of the firm at any time during the last three years? **A corporation whose shares are publicly traded is not required to answer this question.**
 Yes No
If “yes,” explain on a separate signed page.



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.
 Yes No
If "yes," explain on a separate signed page.
4. Are any corporate officers, partners or owners connected to any other construction firms?
Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.
 Yes No
If "yes," explain on a separate signed page.
5. State your firm's gross revenues for each of the last three years:
- \$ _____ (2017)
\$ _____ (2016)
\$ _____ (2015)
6. How many years has your organization been in business in California as a contractor under your present business name and license number? _____ years
7. Is your firm currently the debtor in a bankruptcy case?
 Yes No
If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.
8. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)
 Yes No
If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

Licenses

9. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

Contractor License No.	Classification	Expiration Date



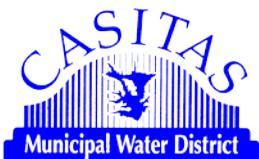
REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

10. If any of your firm's license(s) are held in the name of a corporation or partnership, provide the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

11. Has your firm changed names or license number in the past five years?
 Yes No
If "yes," explain on a separate signed page, including the reason for the change.
12. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five years?
 Yes No
If "yes," explain on a separate signed page, including the reason for the change.
13. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?
 Yes No
If "yes," please explain on a separate signed sheet.

Disputes

14. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?
 Yes No
If "yes," explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.
15. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason? **"Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.**
 Yes No
If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.



REQUEST FOR QUALIFICATIONS

FOR PIPELINE CONTRACTORS

September 27, 2018

16. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

Yes No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

* * * * *

The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a subcontractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

17. In the past five years has any claim against your firm concerning your firm's work on a construction project been filed in court or arbitration?

Yes No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

18. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

Yes No

If "yes," on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

* * * * *

19. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?

Yes No

If "yes," explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

20. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

Criminal Matters and Related Civil Suits

21. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

Yes No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

22. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

23. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

Bonding

24. Provide documentation from your surety identifying the following:

Name of bonding company/surety: _____

Name of surety agent, address and telephone number: _____

Name: _____ Phone No.: _____

Address: _____

City, State, Zip: _____

25. If your firm was required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage your firm was required to pay. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so.
-



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

26. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

Name	Full Address	Dates – From and To

27. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

Yes No

If "yes", provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

28. Has CAL OSHA cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years? **If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.**

Yes No

If "yes," attach a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

29. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years? **If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes No

If "yes," attach a separate signed page describing each citation.



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

30. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years? **If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes No

If "yes," attach a separate signed page describing each citation.

31. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

32. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:
An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.

2018: _____

2017: _____

2016: _____

If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

33. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

Prevailing Wage and Apprenticeship Compliance Record

34. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state's** prevailing wage laws?

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

Yes No

If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

35. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon prevailing wage requirements?

Yes No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

36. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by Casitas.
-
-

37. If your firm operates its own State-approved apprenticeship program:

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
-
-

- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
-



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

38. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works? **You may omit reference to any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.**

Yes No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

PART III. RECENT CONSTRUCTION PROJECTS COMPLETED

39. Provide information about your six most recently completed public works projects and three largest completed private projects within the last three years.⁵ Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Owner Contact

Name: _____

Phone: _____

Email: _____

Architect or Engineer: _____

Architect or Engineer Contact

Name: _____

Phone: _____

Email: _____

Construction Manager:

Name: _____

Phone: _____

Email: _____

Description of Project, Scope of Work Performed:

⁵ If you wish, you may, using the same format, also provide information about other projects that you have completed that are similar to the project(s) for which you expect to bid.



REQUEST FOR QUALIFICATIONS
FOR PIPELINE CONTRACTORS
September 27, 2018

Total Value of Construction (including change orders): \$_____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

* * * * *

I, the undersigned, certify and declare I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated: _____

Signed: _____

Printed Name: _____

CASITAS MUNICIPAL WATER DISTRICT

MINUTES **Executive Committee**

DATE: September 7, 2018
TO: Board of Directors
FROM: Interim General Manager, Michael Flood
Re: Executive Committee Meeting of September 7, 2018, at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Jim Word
Director Bill Hicks
Assistant General Manager, Michael Flood
2. **Public Comments.** None.
3. **Board comments.**
Director Hicks commented about the upcoming Water Security Tour and wished to reserve a spot for the October 25th tour.

Director Word commented about the upcoming Water Security Tour and wished to reserve a spot for the October 25th tour.
4. **Manager's Comments.**
Interim GM, Flood informed the committee about one item:
 - A schedule reminder about the special closed session meeting scheduled for Sept. 13th at the City of Ventura Council Chambers.
5. **Discussion regarding current public outreach activities.**
Interim GM Flood informed the committee on the current outreach activities being conducted by Casitas staff including the water security landing page, CMWD newsletter, Water Security Tour coordination with Rincon Strategies, and ongoing contact with customers regarding questions about various topics including water supply conditions, allocations, and water waste complaints.

Additionally, IGM Flood informed the Committee that the contract for Rincon Strategies would be expiring on October 1st and that he would be extending the contract to conclude at the end of the calendar year.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES **Finance Committee**

DATE: September 14, 2018
TO: Board of Directors
FROM: Interim General Manager, Michael Flood
Re: Finance Committee Meeting of September 14, 2018, at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Jim Word
Director Peter Kaiser
Interim General Manager, Michael Flood
Accounting Manager, Denise Collin
Julia Aranda, Engineering Manager
Virgil Clary, Engineer
Rebekah Vieira, Clerk of the Board
Brendan Taylor, Ojai Valley Land Conservancy
2. **Public Comments.**
None.
3. **Board/Management comments.**
Accounting Manager Collin reported an issue with a stolen check. Rabobank is investigating as to the cause and culprit.
4. **Review of Financial Statements for July 2018.**
Accounting Manager Collin reviewed the financial statements for July 2018 and answered a few questions of the Committee Members. Topics included standby charges, allocation penalties, and reserve levels/designations.
5. **Review of the July, 2018 Consumption Report**
Accounting Manager Collin reviewed the consumption report for July 2018.

It was noted that consumption is up from last year at the same time interval.
6. **Review and Discussion regarding Reserves for 2018/2019.**
Accounting Manager Collin reviewed the current status of reserves and recommended a reduction of the Capital Improvement Fund to \$3.8M in order to balance the current budget. This would be a reduction of \$1.139M in that fund.

Directors Kaiser and Word asked clarifying questions and recommended this item go to the Board for consideration at the September 26th 2018 Board Meeting.

7. **Discussion regarding Rice Road bridge replacement agreement with the Ojai Valley Land Conservancy (OVLC).**

IGM Flood presented information on OVLC's desire to enter into an agreement with Casitas MWD to replace a bridge that was destroyed during the Thomas Fire. FEMA approved funding that cover 75% of the costs.

A draft set of agreement points was given to those present.

IGM Flood stated that a formal agreement would be drafted by OVLC and be brought back to the Committee at the October 18, 2018 meeting.

8. **Discussion regarding Solimar Beach Corrosion Investigation in the amount of \$24,700.00. This is an unbudgeted item.**

EM Aranda presented information on the proposed investigation which includes an analysis of the premature failure of several copper service lines, often less than nine months after they were installed. The cost of the proposed investigation is \$24,700.00.

The Committee asked clarifying questions and directed that this item be forwarded to the Board for consideration at the September 26th, 2018 board meeting.

9. **Discussion regarding the Request for Qualifications for Pipeline Contractors.**

EM Aranda presented information on a procurement method that is proposing a pre-qualification process be used to ensure a grouping of highly qualified contractors are available to bid on the large number of proposed District pipeline replacement projects upcoming in the 2019 calendar year.

The Request for Qualifications (RFQ) would be sent out and the final list presented to the Board on December 12, 2018.

The Committee asked clarifying questions and directed that this process be moved forward for eventual presentation to the Board in December.

10. **Discussion regarding the Special Liability Insurance Program renewal.**

COTB Vieira presented information on the renewal of the District's liability insurance. The annual premium for the next period will increase slightly to \$66,125.00. Terrorism insurance is available at an additional 5% premium.

The Committee directed that staff bring this matter to the Board for consideration at the Board Meeting of September 26, 2018.

AUG 20 2018



OFFICE OF THE MAYOR

John. F. Johnston

401 S. Ventura Street, Ojai, CA 93023

August 14, 2018

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

RE: Urging Casitas Municipal Water District Announce a Stage 4 Drought Emergency

Dear Chairman Word,

The Ojai City Council requests the Casitas Municipal Water District Board of Directors issue a message announcing that a Stage 4 drought emergency for all users dependent on Lake Casitas storage is both imminent and a veritable certainty. Users should be reminded of the need to continue and increase all reasonable conservation efforts when and where possible.

We recognize that many individual users are already conserving at stage 4 and a few commendably are already living at the Stage 5 level. However, human nature is to pay less attention and even relax when they see the same Stage 3 message for an extended period of time. Persons assume that collectively they are doing what they need to do, and rely on those in charge let them know when more will be required as soon as it is known.

Having attended the CMWD Board meeting on Wednesday, I am aware that your Board will take this matter up at your meeting scheduled for the 22nd of August. Thank you in advance for the work being done on your website and putting out a clear message of what current Stage 4 drought emergency plan means to all of your customers.

We also note that the District has not updated either its drought emergency plan or its conjunctive use plan involving the jurisdiction of the Ojai Groundwater Management Agency since the formation of the Mello-Roos Community Facilities District and its acquisition of the assets of the Golden State Water company. As part of managing this drought emergency, we urge the Board to address these needed updates at the earliest opportunity.

While there may be legal and economic constraints on your Board as to when you officially declare a drought emergency, a fresh and more explicit message of what Stage 4 will mean under your current plan, and how soon it is expected, helps buy a little more time for a more permanent solution to be put in place.

Sincerely,



John F. Johnston
Mayor, City of Ojai

CC: Ojai City Council

CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
09/19/18

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Farmer MAC	31315PYF0	5/2/2028	\$511,489	\$475,960	2.925%	11/20/2017	2.40%	3463
*TB	Federal Farm CR Bank	3133EGZW8	10/25/2024	\$833,918	\$775,449	2.014%	10/25/2016	3.91%	2196
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$890,471	\$816,945	1.901%	5/9/2016	4.12%	2724
*TB	Federal Farm CR Bank	3133EFK71	3/9/2026	\$851,527	\$802,175	2.790%	3/28/2016	4.05%	2690
*TB	Federal Farm CR Bank	3133EFYH4	2/8/2027	\$1,012,845	\$952,330	3.000%	3/24/2016	4.81%	3019
*TB	Federal Farm CR Bank	3133EGWD	9/29/2027	\$694,629	\$624,574	2.354%	11/17/2016	3.15%	3250
*TB	Farmer MAC	3133EEPH7	2/12/2029	\$480,106	\$444,989	2.710%	11/20/2017	2.25%	3743
*TB	Federal Home Loan Bank	3130A3DL	9/8/2023	\$1,563,640	\$1,453,650	1.486%	10/13/2016	7.34%	1789
*TB	Federal Home Loan Bank	313379EE5	6/14/2019	\$1,354,914	\$1,341,509	1.625%	10/3/2012	6.77%	265
*TB	Federal Home Loan Bank	3130A0EN	12/10/2021	\$527,903	\$499,485	1.107%	5/9/2016	2.52%	1161
*TB	Federal Home Loan Bank	3130A5R35	6/13/2025	\$758,516	\$701,015	2.875%	2/19/2016	3.54%	2424
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$458,331	\$420,955	1.203%	7/14/2016	2.12%	1789
*TB	Federal Home Loan Bank	3130A5VW6	7/10/2025	\$1,021,255	\$974,190	2.360%	5/10/2017	4.92%	2451
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$916,081	\$836,035	2.875%	8/2/2016	4.22%	2065
*TB	Federal Home Loan Bank	3133XFKF	6/11/2021	\$998,230	\$973,590	5.625%	1/16/2013	4.91%	982
*TB	Federal Home Loan MTG Corp	3137EADB	1/13/2022	\$621,845	\$599,256	2.375%	9/8/2014	3.02%	1194
*TB	Federal National Assn	31315P2J7	5/1/2024	\$672,462	\$651,743	1.721%	5/1/2016	3.29%	2022
*TB	Federal National Assn	3135G0ZR	9/6/2024	\$786,007	\$722,977	2.625%	5/25/2016	3.65%	2147
*TB	Federal National Assn	3135G0K3	4/24/2026	\$1,463,345	\$1,362,594	2.125%	5/25/2016	6.88%	2735
*TB	US Treasury Inflation Index NTS	912828JE1	7/15/2018	\$2,525,804	\$2,327,900	1.375%	7/6/2010	11.75%	-64
*TB	US Treasury Inflation Index NTS	912828MF	1/15/2020	\$1,170,054	\$1,172,217	1.375%	11/18/2015	5.92%	476
*TB	US Treasury Note	912828WE	11/15/2023	\$767,786	\$757,771	2.750%	12/13/2013	3.82%	1856
Accrued Interest \$125,262									
Total in Gov't Sec. (11-00-1055-00&1065)				\$20,881,160	\$19,812,569				99.98%
Total Certificates of Deposit: (11.13506) \$0 \$0 0.00%									
**	LAIF as of: (11-00-1050-00)	N/A		\$456	\$456	1.90%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)	N/A		\$2,888	\$2,888	1.71%	Estimated	0.01%	
TOTAL FUNDS INVESTED				\$20,884,504	\$19,815,913				100.00%
Total Funds Invested last report \$20,890,107 \$19,847,526									
Total Funds Invested 1 Yr. Ago \$21,140,328 \$20,922,101									
****	CASH IN BANK (11-00-1000-00) EST.			\$2,817,664	\$2,817,664				
	CASH IN Western Asset Money Market			\$5	\$5	0.19%			
TOTAL CASH & INVESTMENTS				\$23,702,174	\$22,633,582				
TOTAL CASH & INVESTMENTS 1 YR AGO \$21,148,784 \$20,930,557									

*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.