

Board Meeting Agenda

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

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT
February 25, 2015
3:00 P.M.
1055 Ventura Avenue
Oak View, CA 93022

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

1. Public Comments (items not on the agenda – three minute limit).
2. General Manager comments.
3. Board of Director comments.
4. Board of Director Verbal Reports on Meetings Attended.
5. Consent Agenda
 - a. Minutes of February 11, 2015 Meeting.
RECOMMENDED ACTION: Adopt Consent Agenda
6. Bills
7. Recommend approval of the Casitas Water Adventure End of Season Report.

RECOMMENDED ACTION: Motion approving recommendation

8. Review and consideration of approval of part-time employment for relatives of current employees.

RECOMMENDED ACTION: Motion providing direction to staff

9. Recommendation to set the Reserves of the district.

RECOMMENDED ACTION: Motion approving recommendation

10. Resolution amending the Conflict of Interest Code.

RECOMMENDED ACTION: Adopt Resolution

11. Resolution Amending Resolution 13-37 and establishing the Policy Implementing Safe Harbors under the Patient Protection and Affordable Care Unit.

RECOMMENDED ACTION: Adopt Resolution

12. Resolution awarding a contract to Manito Construction, Inc. in the amount of \$1,234,000.00 to construct a Hypolimnetic Aeration System, Specification 15-376.

RECOMMENDED ACTION: Adopt Resolution

13. Information Items:

- a. Finance Committee Minutes.
- b. Personnel Committee Minutes.
- c. Investment Report.

14. Closed Session

- a. Conference with Legal Counsel -- Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9, Government Code. (number of potential cases: one)

15. Adjournment

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

Minutes of the Casitas Municipal Water District
Board Meeting Held
February 11, 2015

A meeting of the Board of Directors was held February 11, 2015 at the Oak View Park & Resource Center in Oak View, California. The meeting was called to order at 3:00 p.m. Directors Bergen, Kaiser, Baggerly, Word and Hicks were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were two staff members and one members of the public in attendance. President Bergen led the group in the flag salute.

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

None

2. General Manager comments.

Mr. Wickstrum thanked the Oak View Park and Resource Center for providing the location of our meeting. A landscape workshop was held last week in this room with 51 attendees. Dave Williams of Aqua-flo in Ventura provided information on best practices on irrigation. The next session will be April 18th on native gardens and pollinators.

Mr. Wickstrum informed the board that Untied has declined our state water prior to us going to the multi-year pool. He then informed the board that notices were sent requesting restriction of irrigation from 9 a.m. – 5 p.m. on February 18th to do some valve work on 3M reservoir.

The main office will be on temporary power on February 20th while Edison is doing some work.

The sound study was received but at the request of Brian Holly, we are holding off until he has his own study completed.

3. Board of Director comments.

None

4. Board of Director Verbal Reports on Meetings Attended.

Director Word attended the Ventura Chamber meeting on proposed developments on the west side. If all of it develops, it will not approach the water they are taking.

Director Hicks mentioned that the Chamber Legal Affairs meeting was cancelled.

5. Consent Agenda ADOPTED

- a. Minutes of January 28, 2015 Meeting.

On the motion of Director Baggerly, seconded by Director Hicks, the consent agenda was adopted by the following roll call vote:

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

6. Bills APPROVED

Director Hicks questioned NAS Encryption. Mr. Wickstrum explained this is for some additional storage of confidential information. He then questioned the payment to Ojai Valley Land Conservancy and Mr. Wickstrum explained that is the payment for Lorraine Walters which you approved at a previous board meeting.

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

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

7. Recommend approval of a purchase order to Raftelis in the amount of \$64,450 for a Water Rate Study and Water Conservation Pricing Assessment. APPROVED

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

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

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

Mr. Wickstrum explained that these bids were opened some time ago and there were concerns about the separation of numbers in the bids. We want to take another look at the spec and the process and reassess how we approach this. We may put this off to next year and jump to phase 3 which is replacement of the windows. The recommendation is to reject the bids and allow us to review the specs and other options to pursue.

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

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

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

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

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

10. Update from Quagga Ad Hoc Committee.

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

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

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

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

Mr. Wickstrum explained that there was good discussion on the recent commentary. We have tried to be on the forefront of quagga prevention and make sure our lake is quagga resistant. Mr. Wickstrum handed out a draft letter to offer appreciation and understanding especially towards the last paragraph of the commentary.

Director Hicks commented that he likes this approach and it is well written. President Bergen suggested a slight change in the third paragraph, striking up to the comma and stating we would like to move forward and focus. Director Kaiser expressed that we may have to do something with more resolve. President Bergen added she is pleased we have hired the consultant to get ideas and we have accomplished getting DFW to care about the Santa Clara River. That is a huge accomplishment. Sparring with United is not the best use of our efforts. Wildlife is involved and we need to use our resources to protect our lake.

On the motion of Director Kaiser, seconded by Director Baggerly the letter with modifications was approved by the following roll call vote:

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

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

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

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

Resolution is numbered 15-02.

12. Information Items:

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

Director Hicks commented on the consumption report with President Bergen stating that she has not had to irrigate. The timing of the rain has been good enough and the ground has been holding the water.

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

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

13. Adjournment

President Bergen adjourned the meeting at 3:40.p.m.

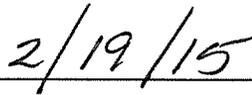
Russ Baggerly, Secretary

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 2/11/15-2/17/15
Presented to the Board of Directors For Approval February 25, 2015

Check	Payee			Description	Amount
000549	Payables Fund Account	#	9759651478	Accounts Payable Batch 021115	\$8,623.40
000550	Payables Fund Account	#	9759651478	Accounts Payable Batch 021715	\$529,615.01
					\$538,238.41
000551	Payroll Fund Account	#	9469730919	Estimated Payroll 3/5/15	\$130,000.00
					\$130,000.00
				Total	\$668,238.41

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, 000549-000551 have been duly audited is hereby certified as correct.

 Denise Collin, Accounting Manager

 Signature

 Signature

 Signature

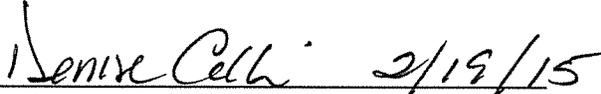
A/P Fund

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

000549 A/P Checks: 020072-020080
A/P Draft to P.E.R.S.
A/P Draft to State of CA
A/P Draft to I.R.S.
Voids:

000550 A/P Checks: 020081-020152
A/P Draft to P.E.R.S. 021753
A/P Draft to State of CA 021752
A/P Draft to I.R.S. 021751
Void: 020123-020124

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



Denise Collin, Accounting Manager

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 02/14/15
Pay Date of 02/19/15
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 2/17/15
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

2/17/2015 2:50 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE: 2/09/2015 THRU 2/17/2015

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	2/17/2015			020123		
C-CHECK	VOID CHECK	V	2/17/2015			020124		

* * 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:	2			
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			2	0.00	0.00	0.00
BANK: *		TOTALS:	2	0.00	0.00	0.00

2/17/2015 2:50 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 2/09/2015 THRU 2/17/2015

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01325	Aflac Worldwide Headquarters							
I-750992	Supplemental Insurance 2/15	R	2/11/2015	3,048.26		020072		3,048.26
00821	BEST BEST & KRIEGER LLP							
I-741945	Matter #8235600002 1/15	R	2/11/2015	89.60		020073		89.60
01616	FRED BRENEMAN							
I-021015	2/1/15-2/14/15	R	2/11/2015	391.00		020074		391.00
00055	CASITAS BOAT RENTALS							
I-Jan 15	Cafe Passes Reimburse Cafe Passes 1/15	R	2/11/2015	1,787.97		020075		1,787.97
02544	Department of Justice							
I-083451	Fingerprinting	R	2/11/2015	128.00		020076		128.00
01270	SCOTT LEWIS							
I-Jan 15	Reimburse Expenses 1/15	R	2/11/2015	200.74		020077		200.74
02643	Take Care by WageWorks							
I-2720135	Reimburse Medical	R	2/11/2015	557.50		020078		557.50
00891	VENTURA COUNTY CLERK							
I-020215	CEQA Filing Fee, Aeration Proj	R	2/11/2015	2,260.00		020079		2,260.00
00489	STEVE WICKSTRUM							
I-Dec 14	Reimburse Expenses 12/14	R	2/11/2015	103.77		020080		
I-Jan 15	Reimburse Mileage 1/15	R	2/11/2015	56.56		020080		160.33
00006	ADAMSON'S AUTOMOTIVE REPAIR							
I-002922	Tow #3 Fish Truck to Rock's	R	2/17/2015	75.00		020081		75.00
01707	AIRGAS SPECIALTY PRODUCTS							
I-131370600	Ammonium Hydroxide for TP	R	2/17/2015	2,817.40		020082		2,817.40
00010	AIRGAS USA LLC							
I-9035892264	Oxygen for #51, Pipeline Truck	R	2/17/2015	41.84		020083		
I-9924768107	Cylinder Rental, Pipelines	R	2/17/2015	32.88		020083		74.72
00014	AQUA-FLO SUPPLY							
I-723535	PVC Parts for 3M Reservoir	R	2/17/2015	69.39		020084		
I-724315	PVC Parts for 3M Pump Plant	R	2/17/2015	58.79		020084		
I-724962	PVC for 3MPP	R	2/17/2015	2.31		020084		
I-725631	PVC Parts for 3M Res Project	R	2/17/2015	33.12		020084		163.61

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00840	I-0055275IN	AQUA-METRIC SALES COMPANY Meter Parts for O&M CS	R	2/17/2015	3,158.11	020085		3,158.11
02179	I-114315	Art Street Interactive LCRA Res System, Hosting/Maint	R	2/17/2015	542.15	020086		542.15
01666	I-000006205648 I-000006207422	AT & T T-1 Line, 8310001729783 T-1 Lines, 8310002969306	R R	2/17/2015 2/17/2015	357.32 1,092.91	020087 020087		1,450.23
00020	I-60202	AVENUE HARDWARE, INC Anchors for Air Compressor,Dam	R	2/17/2015	11.18	020088		11.18
00021	I-021215	AWA OF VENTURA COUNTY Waterwise Breakfast 2/19/15	R	2/17/2015	75.00	020089		75.00
00032	I-BCA141795 I-BCA150083	BIOVIR LABORATORIES, INC Giardia/Crypto 12/23/14 Giardia/Crypto 1/14/15	R R	2/17/2015 2/17/2015	396.65 396.97	020090 020090		793.62
02499	I-452002	Cal-OSHA Reporter 1 Year Subscription	R	2/17/2015	395.00	020091		395.00
00511	I-43670	Centers for Family Health Pre-Employment Screening	R	2/17/2015	180.00	020092		180.00
01843	I-587427	COASTAL COPY Copier Usage for LCRA	R	2/17/2015	114.39	020093		114.39
00059	I-S1848426001 I-S1849392001	COASTAL PIPCO Adapter, PVC, Small Pump Truck PVC Parts for 3M Res Repairs	R R	2/17/2015 2/17/2015	16.77 36.54	020094 020094		53.31
00060	I-224693	COASTLINE EQUIPMENT John Deere Spare Keys	R	2/17/2015	14.26	020095		14.26
00061	I-SB02079110	COMPUWAVE Toner Collection Kits	R	2/17/2015	25.78	020096		25.78
01588	I-CMWD1501 I-CMWD1502	CONSULTING WEST ENGINEERS Services Ave 2 Elec Upgrades Services Ave 2 Switchgear	R R	2/17/2015 2/17/2015	17,945.00 25,370.00	020097 020097		43,315.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00719	CORELOGIC INFORMATION SOLUTION							
I-81405611	Realquest Subscription	R	2/17/2015	137.50		020098		137.50
02716	Crop Production Services							
I-26107903	Tree Injection Parts, LCRA	R	2/17/2015	359.88		020099		359.88
00079	DANIELS TIRE SERVICE							
I-250069850	2 Tires for #109 LCRA Backhoe	R	2/17/2015	2,034.69		020100		2,034.69
01764	DataProse, LLC							
I-DP1500054	UB Mailing 1/27/15	R	2/17/2015	1,905.17		020101		1,905.17
00182	DEWITT PETROLEUM							
I-0050851IN	Gas for Main Yard	R	2/17/2015	3,103.50		020102		3,103.50
00099	FGL ENVIRONMENTAL							
I-413800A	Wet Chemistry-NO3	R	2/17/2015	43.00		020103		
I-414518A	Nutrients 12/12/14	R	2/17/2015	1,029.00		020103		
I-414520A	Nutrients Testing 12/10/14	R	2/17/2015	1,328.00		020103		
I-414863A	Metals-Total-Mn	R	2/17/2015	70.00		020103		
I-500122A	Wet Chemistry-NO3	R	2/17/2015	61.00		020103		
I-500832A	Wet Chemistry-NO3	R	2/17/2015	43.00		020103		2,574.00
02589	Floyd, Skeren & Kelly, LLP							
I-629145	Claim No#13-11419 10/2014	R	2/17/2015	99.00		020104		
I-637348	Claim No#13-11419 DOS 1/19/15	R	2/17/2015	198.00		020104		297.00
02720	Garda CL West, Inc.							
I-10075694	Armored Truck Service	R	2/17/2015	567.10		020105		567.10
01898	Eric Grabowski							
I-021015	Qualified Applicator License	R	2/17/2015	120.00		020106		120.00
00746	GREEN THUMB INTERNATIONAL							
I-476062	Plants for Dist Garden	R	2/17/2015	101.52		020107		
I-476376	Plants for District Garden	R	2/17/2015	24.51		020107		126.03
01052	HARBOR FREIGHT TOOLS USA, INC							
I-0181891	Chain Saw Sharpener, Cart, LCRA	R	2/17/2015	133.24		020108		133.24
00596	HOME DEPOT							
I-3664951	Water Saving Faucets, LCRA	R	2/17/2015	1,021.57		020109		1,021.57

2/17/2015 2:50 PM
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00894	HOSE-MAN, INC. I-5211606000105 Hose Repair for Pipelines	R	2/17/2015	5.65		020110		5.65
00127	INDUSTRIAL BOLT & SUPPLY I-00148081 Nuts & Bolts to Replace Valve	R	2/17/2015	255.31		020111		255.31
02303	Irrigation Association - Certi I-676252015 2015 Certification Renewal	R	2/17/2015	125.00		020112		125.00
00872	Irrisoft, Inc. I-5341 ET Station Services	R	2/17/2015	79.00		020113		79.00
00131	JCI JONES CHEMICALS, INC I-645617 Chlorine for TP, CM#645636	R	2/17/2015	1,770.00		020114		1,770.00
02711	Joseph Fazzio Inc C-319343A Accrue Use Tax D-319343A Accrue Use Tax I-319343 Free Chlorine Analyzer, TP	R R R	2/17/2015 2/17/2015 2/17/2015	17.18CR 17.18 249.59		020115 020115 020115		249.59
01272	LISA KOLAR I-021015 Safety Boots	R	2/17/2015	81.67		020116		81.67
00328	LIGHTNING RIDGE I-1271508 Lifeguard and Pool Tech Shirts I-1271509 Aquatics Coordinator Shirts I-2061508 Lifeguard and Pool Tech Shirts	R R R	2/17/2015 2/17/2015 2/17/2015	999.75 318.80 281.92		020117 020117 020117		1,600.47
00527	LINCOLN AQUATICS I-SI257486 Aquatapoxy Coating for TP	R	2/17/2015	265.37		020118		265.37
00145	MAGNUM FENCE & SECURITY, INC. I-10460 Fence Repair, Ave 2 PP	R	2/17/2015	2,115.97		020119		2,115.97
02630	Mail Manager I-85041A Bal Due for Newsletter Mailing	R	2/17/2015	225.77		020120		225.77
02329	Matson Industrial Finishing I-41425 Powdercoat Manway Flanges, TP	R	2/17/2015	563.75		020121		563.75
00151	MEINERS OAKS ACE HARDWARE C-649843 Posts Exchanged Inv#649834 C-650784 Credit Inv#648165 I-646629 Gloves, Keys Made for Pipeline I-648011 Chain for Fisheries I-648039 Gorilla Glue for LCRA I-648165 Field Supplies for Fisheries I-648273 Rawl Tappers for LCRA Maint	R R R R R R R	2/17/2015 2/17/2015 2/17/2015 2/17/2015 2/17/2015 2/17/2015 2/17/2015	17.67CR 25.42CR 42.71 56.48 11.73 55.61 22.22		020122 020122 020122 020122 020122 020122 020122		

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 2/09/2015 THRU 2/17/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-648615	Lube, Blade, Level for WP	R	2/17/2015	10.92		020122		
I-648943	Wood, Straps for Fisheries	R	2/17/2015	59.73		020122		
I-649264	Copper Elbows for TP Stock	R	2/17/2015	47.36		020122		
I-649343	Replace Tire, Motor/Wheel TP	R	2/17/2015	71.54		020122		
I-649812	Goof Off Spray for TP	R	2/17/2015	6.02		020122		
I-649814	Couplers, Chisel Set for PL	R	2/17/2015	42.24		020122		
I-649834	U-Posts, Concrete for LCRA Ent	R	2/17/2015	98.75		020122		
I-649836	Sand Paper, Putty Knife, Maint	R	2/17/2015	27.34		020122		
I-649899	Concrete Mix for LCRA Maint	R	2/17/2015	11.14		020122		
I-650030	Coupler for Waterpark	R	2/17/2015	18.58		020122		
I-650233	Masks, Sprays for O&M CS	R	2/17/2015	25.60		020122		
I-650237	Bolts & Screws for Pump Plants	R	2/17/2015	5.91		020122		
I-650309	Cultivator for Dist Ofc Garden	R	2/17/2015	14.08		020122		
I-650335	Pipe, Couplers, Elbows LCRA	R	2/17/2015	30.09		020122		
I-650490	Paint Supplies, Netting LCRA	R	2/17/2015	67.90		020122		
I-650748	Supplies for LCRA & Waterpark	R	2/17/2015	80.02		020122		
I-650788	Surge Protector,Keys Fisheries	R	2/17/2015	26.92		020122		
I-650898	Hammer, Bolts for Maint	R	2/17/2015	27.48		020122		
I-651465	Lead Tests for 3M Reservoir	R	2/17/2015	10.56		020122		827.84
02185	Oasis Technology Inc.							
I-02021510	Tech Support 1/15	R	2/17/2015	375.00		020125		375.00
00163	OFFICE DEPOT							
I-753156150001	Office Supplies	R	2/17/2015	683.95		020126		
I-755053548001	Office Supplies	R	2/17/2015	69.85		020126		753.80
00160	OILFIELD ELECTRIC CO, INC							
I-8381	3M Pump Plant Elec Upgrades	R	2/17/2015	14,250.00		020127		14,250.00
01051	OJAI VALLEY CARD & GIFT							
I-5117904	Envelopes for LCRA	R	2/17/2015	50.50		020128		50.50
00169	OJAI VALLEY SANITARY DISTRICT							
I-17075	Cust#20594	R	2/17/2015	162.96		020129		
I-17147	Cust#52921	R	2/17/2015	54.32		020129		217.28
00184	POWERSTRIDE BATTERY CO, INC							
I-V587832	Battery for #277, Kubota Mower	R	2/17/2015	81.83		020130		81.83
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-6929	Gas Tank Inspection, LCRA	R	2/17/2015	210.00		020131		
I-6936	Gas Tank Inspection, Main Yard	R	2/17/2015	210.00		020131		420.00

2/17/2015 2:50 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 2/09/2015 THRU 2/17/2015

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02728	RNT Consulting Inc.							
I-1182	Quagga Vnrblty & Mgmt Plan	R	2/17/2015	8,610.00		020132		8,610.00
00313	ROCK LONG'S AUTOMOTIVE							
I-14091	Service/Repair #80 Weld Truck	R	2/17/2015	342.29		020133		
I-14146	Replace Anti-Theft Module,Eq#3	R	2/17/2015	455.91		020133		
I-14158	Oil Change, Brake Work Eq#32	R	2/17/2015	507.24		020133		1,305.44
01107	SAWYER PETROLEUM							
I-S98792	Oil for Pump Plants	R	2/17/2015	1,710.55		020134		1,710.55
00842	Smith Electric Service							
I-14168004	District Office HVAC Repairs	R	2/17/2015	330,046.41		020135		330,046.41
02003	Sostre Enterprises Inc.							
I-2754	CMS Fee, Website Hosting	R	2/17/2015	249.00		020136		249.00
00050	STATE OF CALIFORNIA - EDD							
I-L1361590464	Unemployment Insurance	R	2/17/2015	131.00		020137		131.00
02527	Traffic Technologies LLC							
I-16848	Signs for Front Gate Remodel	R	2/17/2015	412.51		020138		
I-16849	Signs for Front Gate Remodel	R	2/17/2015	145.58		020138		
I-16850	Signs for Front Gate Remodel	R	2/17/2015	641.20		020138		1,199.29
00225	UNDERGROUND SERVICE ALERT							
I-120150088	New Ticket Charges	R	2/17/2015	225.00		020139		225.00
00825	USA BLUEBOOK							
I-556375	Dry Erase Board for O&M CS	R	2/17/2015	196.67		020140		
I-556376	Hip Waders for O&M CS	R	2/17/2015	154.12		020140		
I-556921	Meter Box Lid Lifter O&M CS	R	2/17/2015	85.89		020140		436.68
01291	Ventura County Star							
I-022415	12 Month Subscription	R	2/17/2015	325.08		020141		325.08
02694	Ventura County Star							
I-1127470	Notice of Public Hearings	R	2/17/2015	289.52		020142		289.52
00254	VENTURA LOCKSMITHS							
I-14600	Forklift/Case Spare Keys	R	2/17/2015	23.50		020143		23.50
09955	VENTURA WHOLESALE ELECTRIC							
I-197006	Electrical Parts for 3M	R	2/17/2015	58.05		020144		
I-197232	Electrical Parts for Waterpark	R	2/17/2015	35.10		020144		
I-197246	Electrical Parts for Waterpark	R	2/17/2015	1,209.20		020144		1,302.35

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01283	Verizon Wireless I-9739976481 Acct#77232361800001	R	2/17/2015	339.96		020145		339.96
01396	VULCAN MATERIALS COMPANY I-70664335 I-70664336	R R	2/17/2015 2/17/2015	200.00 642.64		020146 020146		842.64
00271	WEST COAST AIR CONDITIONING I-S63434	R	2/17/2015	130.00		020147		130.00
00124	ICMA RETIREMENT TRUST - 457 I-CUI201502170944 I-DCI201502170944 I-DI%201502170944	R R R	2/17/2015 2/17/2015 2/17/2015	521.74 2,540.22 171.06		020148 020148 020148		3,233.02
01960	Moringa Community I-MOR201502170944	R	2/17/2015	16.75		020149		16.75
00985	NATIONWIDE RETIREMENT SOLUTION I-CUN201502170944 I-DCN201502170944 I-DN%201502170944	R R R	2/17/2015 2/17/2015 2/17/2015	864.53 3,982.85 304.10		020150 020150 020150		5,151.48
00180	S.E.I.U. - LOCAL 721 I-COP201502170944 I-UND201502170944	R R	2/17/2015 2/17/2015	12.00 677.00		020151 020151		689.00
00230	UNITED WAY I-UWY201502170944	R	2/17/2015	60.00		020152		60.00
00128	INTERNAL REVENUE SERVICE C-T3 201502100943 C-T4 201502100943 I-T1 201502170944 I-T3 201502100943 I-T3 201502170944 I-T4 201502100943 I-T4 201502170944	D D D D D D D	2/17/2015 2/17/2015 2/17/2015 2/17/2015 2/17/2015 2/17/2015 2/17/2015	107.64CR 25.17CR 23,306.09 107.64 23,121.74 25.17 5,407.50		021751 021751 021751 021751 021751 021751 021751		51,835.33
00049	STATE OF CALIFORNIA I-T2 201502170944	D	2/17/2015	7,653.23		021752		7,653.23

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00187	CALPERS							
	C-PER201502100943	PERS EMPLOYEE PORTION	D 2/17/2015	111.40CR		021753		
	C-PRR201502100943	PERS EMPLOYER PORTION	D 2/17/2015	137.72CR		021753		
	I-PBB201502170944	PERS BUY BACK	D 2/17/2015	66.87		021753		
	I-PEB201502170944	PEBRA EMPLOYEES PORTION	D 2/17/2015	1,295.81		021753		
	I-PER201502100943	PERS EMPLOYEE PORTION	D 2/17/2015	111.40		021753		
	I-PER201502170944	PERS EMPLOYEE PORTION	D 2/17/2015	9,520.73		021753		
	I-PRB201502170944	PEBRA EMPLOYER PORTION	D 2/17/2015	1,295.81		021753		
	I-PRR201502100943	PERS EMPLOYER PORTION	D 2/17/2015	137.72		021753		
	I-PRR201502170944	PERS EMPLOYER PORTION	D 2/17/2015	11,678.32		021753		23,857.54

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	79	454,892.31	0.00	454,892.31
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	83,346.10	0.00	83,346.10
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			82	538,238.41	0.00	538,238.41
BANK: AP		TOTALS:	82	538,238.41	0.00	538,238.41
REPORT TOTALS:			84	538,238.41	0.00	538,238.41

CASITAS MUNICIPAL WATER DISTRICT

Inter-Office Memorandum

DATE: February 13, 2015
TO: Steve Wickstrum, General Manager
FROM: Aaron Wall, Park Services Officer III
Copy: Carol Belser, Park Services Manager
Re: **2014 Casitas Water Adventure End of Season Report**

RECOMMENDATION:

Receive and file the 2014 Casitas Water Adventure End of Season Report.

BACKGROUND AND OVERVIEW:

The attached report summarizes the operational and financial information for the Casitas Water Adventure 2014 season which spans the 2013/14 and 2014/15 Casitas fiscal years.

On February 2, 2015 the Recreation Committee reviewed the draft report to be forwarded to the Board of Directors.

CASITAS WATER ADVENTURE



END OF SEASON REPORT 2014



TABLE OF CONTENTS

A wooden sign with the text "CASITAS WATER ADVENTURE" and "ENTRANCE" with an arrow pointing right, set against a background of trees and a blue sky.

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John Drifka Working in Filter Room

INTRODUCTION



Introduction

This end of season report summarizes and details the daily operations, goals, financial status and business plan for Casitas Water Adventure (CWA) and updates Casitas Municipal Water District management on how CWA is meeting the set expectations. It also details the many steps and processes required to meet these expectations and produce a successful CWA season.



2014 Lifeguards Being Sworn-In

Executive Summary

In the 2014 season (October 1, 2013 - September 30, 2014) CWA saw a net surplus of \$56,283.18. CWA attendance decreased by 328 patrons from the previous season. The Lazy River and Water Play Structure were resurfaced. The CWA received another successful audit and permit to operate as an amusement park ride under the Division of Occupational Health and Safety.



FINANCIAL SUMMARY

Revenue	2013	2014	Difference From 2013 to 2014
Snack Bar	\$6,371.42	\$6,726.30	\$354.88
Donation Voucher	\$0.00	\$0.00	\$0.00
Group Pass	(\$9,780.00)	(\$7,103.00)	\$2,677.00
Guest Pass	(\$444.00)	(\$216.00)	\$228.00
Junior Guards	\$5,960.00	\$8,340.00	\$2,380.00
Late Day Pass	\$73,992.00	\$73,790.50	\$201.50
Lifeguard Training	\$3,120.00	\$1,520.00	\$1,600.00
Locker Fee	\$1,272.00	\$1,194.00	\$78.00
Misc. Revenue	\$0.00	\$0.00	\$0.00
Next Day Pass	(\$1,771.00)	(\$1,262.00)	\$509.00
Promotion	\$119.00	\$70.00	\$49.00
Raincheck	(\$1,259.00)	(\$884.00)	\$375.00
Reservation Fee	\$19,546.50	\$28,840.00	\$9,293.50
Season Pass	\$25,329.00	\$25,830.00	\$501.00
Shade Rental Fee	\$6,675.00	\$6,655.00	\$20.00
Shower Fee	\$17,683.75	\$21,383.75	\$3,700.00
Single Splash Pass	\$684,701.00	\$682,875.75	\$1,825.25
Special Event Fee	\$0.00	\$0.00	\$0.00
Water Fitness Pass	\$7,980.00	\$8,820.00	\$840.00
Over/Short	(\$12.25)	(\$7.00)	\$5.25
Total Revenue	\$839,483.42	\$856,573.30	\$17,089.88
Expenditures			
Salaries and Benefits	\$332,261.33	334,670.11	\$2,408.78
Services and supplies	\$144,619.68	174,815.52	\$30,195.84
Services and supplies W.O.	\$16,884.50	10,962.52	\$5,921.98
Total Expenses before Administrative Overhead	\$493,765.51	\$520,448.15	\$26,682.64
Administrative Overhead	\$150,901.51	262,752.09	\$111,850.58
Total Expenses	\$644,667.02	783,200.24	\$138,533.22
Net Surplus			
Net Surplus	\$194,816.4	\$73,373.06	\$121,443.34

* 2014 report figures are generated with unaudited accounting figures and do not include end of year journal entries such as OPEB.



FINANCIAL SUMMARY

Attendance Totals	2013	2014	Difference
Full Days of Operation	83	83	0
Total Days of Operation	83	83	0
Average Daily Attendance	923	920	3
Total Attendance	76,650	76,322	328

Attendance Sales Averages*

Sunday	867	789	78
Monday	840	921	81
Tuesday	803	889	86
Wednesday	850	992	142
Thursday	973	1,052	79
Friday	1,135	1,116	19
Saturday	997	809	188

Attendance Spending

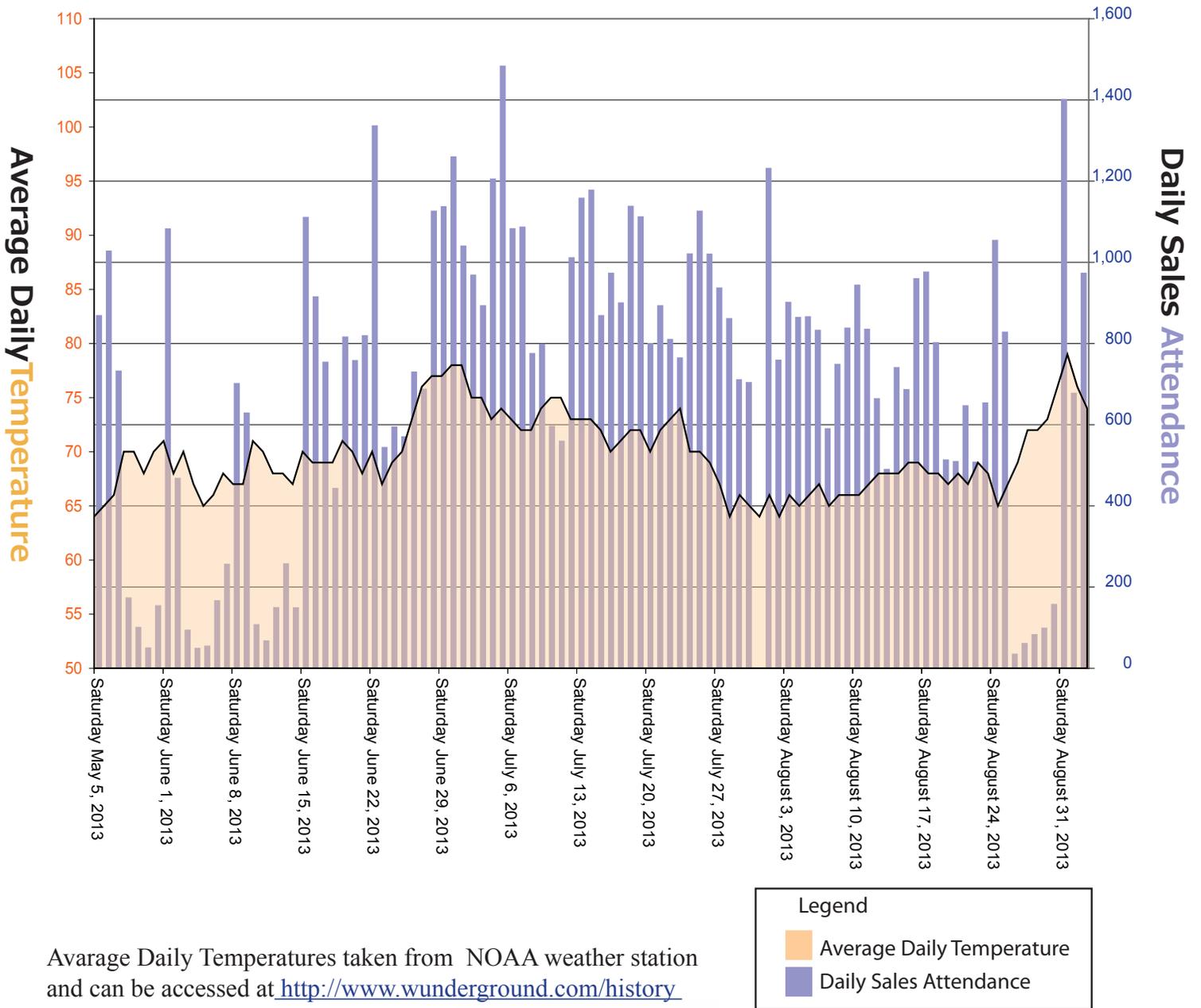
Average Per Capita Revenue	\$10.95	\$11.00	\$0.05
Average Per Capita Expense	\$8.41	\$10.26	\$1.85
Average Per Capita Net Surplus	\$2.54	\$0.74	\$1.80
Average Daily Revenue	\$10,114.26	\$10,114.26	\$0.00
Average Daily Cost of Operations	\$7,767.07	\$9,436.15	\$1,669.08
Average Daily Net Profit	\$2,347.19	\$678.11	\$1,669.08
Average Hourly Revenue	\$1,383.00	\$1,383.00	\$0.00
Average Hourly Cost of Operations	\$1,062.05	\$1,290.28	\$228.23
Average Hourly Net Profit	\$320.95	\$92.72	\$228.23

* Attendance generated by date of ticket purchase not park admittance.



FINANCIAL SUMMARY

2013 Average Daily Temperature with Daily Sales Attendance

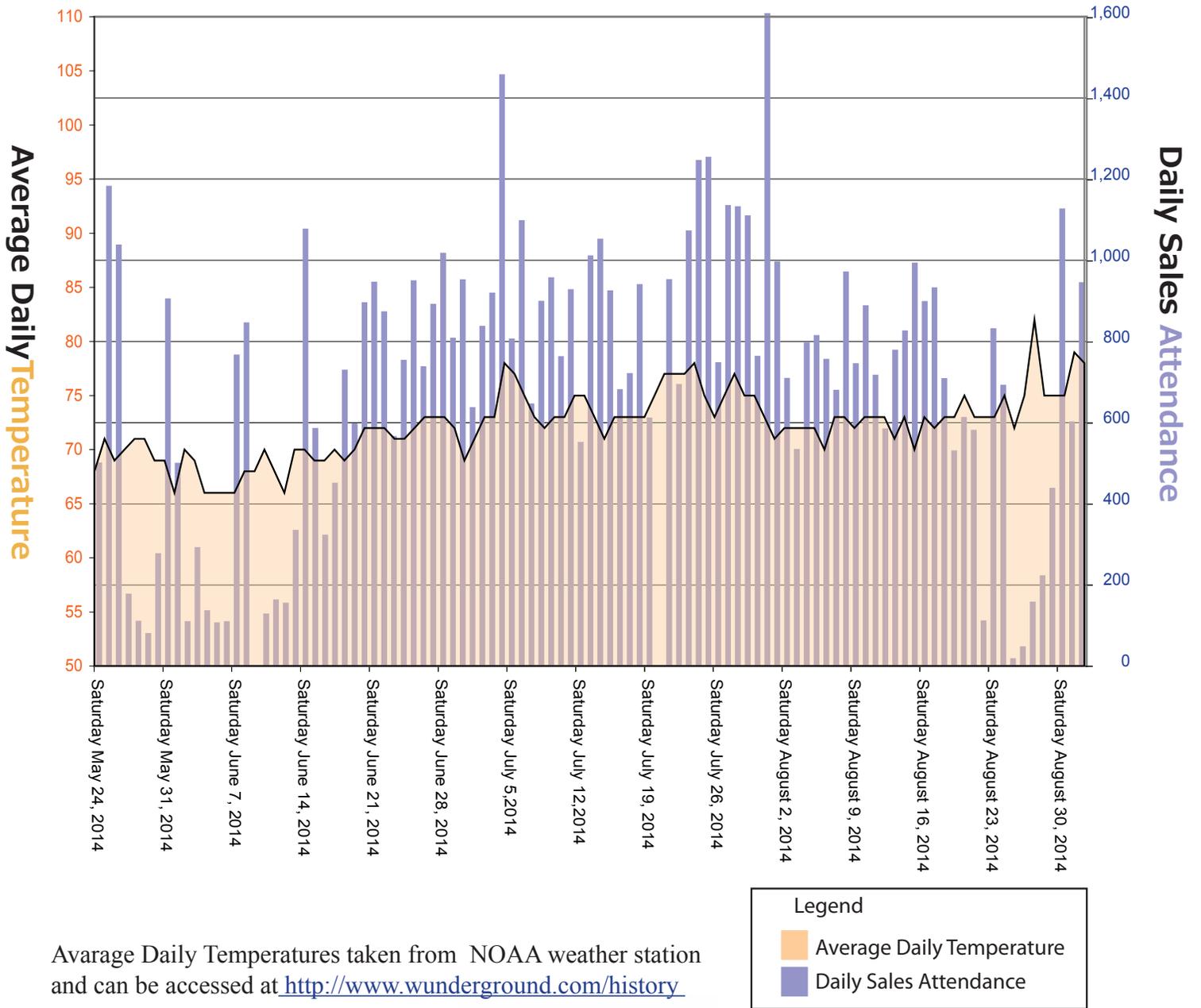


Average Daily Temperatures taken from NOAA weather station and can be accessed at <http://www.wunderground.com/history>



FINANCIAL SUMMARY

2014 Average Daily Temperature with Daily Sales Attendance



Average Daily Temperatures taken from NOAA weather station and can be accessed at <http://www.wunderground.com/history>





OPERATIONS

Staffing

Staffing for the 2014 season included 74 seasonal part-time lifeguards, 4 part-time pool technicians and 3 part-time aquatic coordinators.

Lifeguard Drill:
Derry Brooks
John Sofer
Jacob Bentivolio
Derek Kaiser
Roman Gonzalez
Casey Schroeffer



Cross Lifeguarding course provides entry-level lifeguard participants with the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until emergency medical services (EMS)

personnel take over. The lifeguards also receive an 8 hour in-service training providing lifeguards a facility orientation, customer service training, policies training and procedures training on their first day of work.

The change in classification for lifeguards from part-time to seasonal part-time freed the lifeguards from part-time hours restrictions allowing them to work up to 40 hours per week for up to 120 days.

Lifeguard Assessments

During the 2014 season 106 lifeguard drills and 104 individual skill assessments were conducted. Assessments and drills occurred during normal park operation in an effort to ensure vigilance and allow for the live practice of emergency procedures. The lifeguards' improvement was tracked over multiple drills; the average improvement was 15% over previous scores. Skill assessment average scoring was a 14 out of 15 points possible.

Division of Occupational Safety and Health (DOSH)

DOSH preformed its two annual inspections of the Lazy River this season. The first inspection is a scheduled walk through and the second is unannounced. Both inspections were successfully passed with no reportable issues.



**Ventura Co. Fire Department
Training with
Casitas Water Adventure Lifeguards**

Lifeguard Requirements

All of the 74 lifeguards complete a 32 hour American Red Cross training course provided in house prior to being hired. The American Red





OPERATIONS

Water Conservation

In an effort to continue improving water conservation we have been working with the District's Conservation Specialist to cut down water usage. Irrigation repairs are completed in a timely manner around the CWA to cut down on water loss. Six irrigation zones have been replaced with drought tolerant plants watered by drip system.



Programming

The 2014 Junior Lifeguard Program provided educational opportunities and a safe learning environment to a total of 32 children ranging in age from 9 years to 14 years. By advertising the Junior Lifeguard Program to the community, the program's participation increased by 34%. Some highlights of the season included daily lifeguarding lessons, trips out on the lake, to the beach and to Hurricane Harbor.



Junior Lifeguard Field Trip
Channel Islands National Park Visitors Center

The 2014 Water Aerobics Program provided customers with a safe and creative way to exercise. Participation increased by 10% from last season with 2,205 participants this season. The program caters to customers in the local community with different fitness and skill levels.

Improvements

The Lazy River, Water Play Structure and Lagoon were all resurfaced as part of a capital improvement project in the 2014 offseason. All of the old pool coatings were removed by



media blasting. The three pools were then given a two coat epoxy finish. During the resurface process the beach entrances were coated with a fine silica sand texture to prevent slips and falls. With the new traction in place the number of abrasions decreased by 59 reportable incidents from the 2013 season.



An office addition was constructed within the CWA to provide the Pool Technicians and PSO space to perform their daily duties.



CONCLUSION

CASITAS WATER ADVENTURE
ENTRANCE

This has been a rewarding season. CWA received capital improvements that improved the facilities appearance and customer comfort. CWA programming participation increased for both the Junior Lifeguard Program and Adult Water Exercise Program. The CWA received another successful safety inspection from the Division of Occupational Health and Safety for the Lazy River. Staff received skills assessments and safety drills throughout the season which resulted in a higher level of safety and customer service at CWA.



Off-Season Goals

Progress was made this season but there is always room for improvement. When the lifeguards are sent home for the year and the CWA is closed to the public, work does not stop. Below are four goals for the off season.

Pump & Motor Repair

To keep the CWA up and running we will be sending pump motors and impellers that have been in service seasonally for over 10 years out to be serviced. This will include one of the Lazy River circulation pump motors and two 15hp boost motors.

Deck and Handrail Repair

Staff will repair and replace several sections of pool deck and safety railing that have eroded around the Lazy River and Water Play Structure.

Drought Tolerant Landscaping & Leak Repair

As part of Casitas Municipal Water District, it is important that we serve as an example to our customers through the continued expansion of drought tolerant landscaping that requires less water. We successfully upgraded several planters with drought tolerant landscaping and plan to continue throughout the CWA.

Division of Occupational Safety and Health

Standardizing CWA to DOSH requirements is an ongoing practice. We look forward to improving safety at CWA to minimize incidents that require medical transport to the hospital.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 13, 2015
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Employment of Relatives

RECOMMENDATION:

It is recommended that the Board of Directors review and consider the impending part-time employment of specific relatives of current employees.

BACKGROUND AND OVERVIEW:

The District has by Ordinance 00-04, Section 3.4, and by District Employee Handbook, Section 35, the requirement for the employment of a relative of a regular full-time employee to be considered for approval by the Board of Directors. The purpose of the Board review is to bring transparency to the hiring of relatives, address the issues that could arise from any potential for nepotism or conflict of interest, and thus protect the District from various employment claims. It has recently been brought to my attention that the District has three applicants for part-time or seasonal employment that should be considered by the Board of Directors, as follows:

- 1) Prospective pool technician Derek Kaiser is the son of Director Peter Kaiser. Director Kaiser is considered as an employee of the District. It is acknowledged and recognized that Derek Kaiser has been employed as a part-time or seasonal summer lifeguard since 2011. The Board considered and approved the employment of Derek Kaiser in May 2011.
- 2) Prospective lifeguard Andrew Kaiser is the son of Director Peter Kaiser. Director Kaiser is considered as an employee of the District. Andrew Kaiser has not been an employee of the District in the past.
- 3) Prospective lifeguard Rebecca Kaiser is the daughter of Director Peter Kaiser. Director Kaiser is considered as an employee of the District. It is acknowledged and recognized that Rebecca Kaiser was employed as a part-time or seasonal summer lifeguard in 2013 and has she has indicated applying for part-time/seasonal employment during the 2015 summer.

It can be perceived that Director Kaiser indirectly supervises employees of the District by virtue of the Board authority over all District functions, through the assigned authority of the General Manager and subsequent managers and supervisors.

District counsel has provided a legal evaluation and opinion to the General Manager in regard to the employment of Director Kaiser's two sons and one daughter. Many of the points made by counsel can apply to non-officials such as full-time employees. The key premises to be evaluated when considering the hiring of a part-time employee that is a relative of a full-time employee are:

- 1) Violations of any anti-nepotism laws or policies? California law does not specifically address nepotism in local agency hiring. The separation of supervision tends to limit the exposure to nepotism. Further, having the employment approval process go through the Board of Directors keeps everything in an open and transparent process should there be an issue at a later date.
- 2) Violations of financial and/or common law conflicts of interest. The key point made by counsel is that the board member does not use the official position to influence the decision of the District to employ the relative of the board member. It could be further expanded to the influence by the board member on the supervision and assignment of the part-time employee. These same conditions could be applied to the influence of the full-time employee on the decision to hire and the continuing supervision by others of the relative part-time employee.
- 3) Counsel makes a good point that the agency and its board members avoid any perception of impropriety or unethical behavior in the making of the decision to hire a relative of a full-time employee. Put quite simply – "One good question to ask is whether the agency or the board member would like to read an article challenging the hiring in the newspaper – if the answer is no, then it may be prudent not to hire (even when the hiring is defensible from a legal standpoint)."

Counsel has indicated that should the District wish to proceed with the hiring, the decision must be ratified by the Board in a vote that excludes the vote of the related board member.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 20, 2015
TO: Board of Directors
FROM: Denise Collin - Accounting Manager
Re: Recommendation – to set Reserves

RECOMMENDATION:

Reserves calculated for the 2014 / 2015 fiscal year end have resulted in a balance of \$2,659,804., in Un-Restricted, Un-Designated funds.

It is recommended to split and designate the balance as follows;

- Increase Other Post Employee Benefit (OPEB) Reserve by \$1,000,000., bringing the Reserve balance to \$2,750,000.00.
- Increase Storm Damage Reserve by \$150,000., bringing the balance to \$2,000,000.
- Increase Variation in Water Sales Reserve by \$1,500,000., bringing the total to \$3,000,000.

These changes leave a balance of \$9,804. in Un-designated, Un-Restricted funds.

BACKGROUND AND OVERVIEW:

Non-pension benefits provided to employees after employment ends are referred to as Other Post-Employment Benefits (OPEB). OPEB includes health, dental and vision insurance coverage for retirees and their families. It does not include termination benefits such as accrued sick leave and vacation.

Most governments as well as this District currently fund OPEB on a pay-as-you-go basis, paying an amount annually equal to the benefit premium for that year. They do not pre-fund obligations as is the case with pension obligations such as CalPERS.

Currently the OPEB Designated Un-restricted fund is set at \$1,750,000. The OPEB ending liability for the District's fiscal year ending 06/30/14 is \$7,281,449. Designating funds for this liability would be to pay down the Districts obligations if necessary.

The Storm Damage Reserve is currently set at \$1,850,000., with little or no rainfall in this or previous years, land conditions are dry, diversion infrastructure has not been used and other distribution assets could experience unexpected Storm Damage when we do receive precipitation.

Variation in Water Sales is currently set at \$1,500,000., with current drought conditions it is recommended to increase the Reserve to \$3,000,000.

June 30th, 2014

General Fund Balance - Rabobank	5,294,975.42	
Visa - Rabobank	26,078.50	
LAIF	445.41	
Morgan Stanley - Investments	15,267,146.81	
Morgan Stanley - Money Market	982,527.78	
County of Ventura Investment (C.O.V.I.)	2,176,239.24	
Total Reserves		<u>23,747,413.16</u>
<i>Less: Restricted:</i>		
Due to Debt Service Fund	7,715,412.47	
Due to Mira Monte Fund	84,789.04	
Capital Facilities	1,854,692.14	
Safe Drinking Water	60,000.00	
Flexable Storage	34,056.00	
		<u>9,748,949.65</u>
Total available for Un-Restricted		13,998,463.51

Restricted:

Due to Debt Service Fund		7,715,412.47
Due to Mira Monte Fund		84,789.04
Capital Facilities		1,854,692.14
Safe Drinking Water		60,000.00
Flexable Storage		34,056.00
Total Restricted		9,748,949.65
Un-Restricted (designated funds)		
Cash Flow	3,000,000.00	
Storm Damage	2,000,000.00	
Variation in Water Sales	3,000,000.00	
Capital Improvements	3,000,000.00	
OPEB	2,750,000.00	
Safety of Dams	238,659.44	
		<u>13,988,659.44</u>
Total Un-Restricted (designated funds)		<u>13,988,659.44</u>
Un-designated funds 7/01/14		<u>9,804.07</u>
Total Un-Restricted		13,998,463.51
Total Reserves 2014/2015		23,747,413.16

Restricted funds = Funds restricted by a third party and/or for Debt Service Fund.
 Designated funds = Funds designated by Board for specific purpose.

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

DATE: February 20, 2015
TO: Board of Directors
FROM: Rebekah Vieira, Assistant to the General Manager
SUBJECT: 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 AND DISCUSSION:

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 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.

Attached is a Resolution adopting the 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 ADOPTING THE DISTRICT'S
CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code section 81000 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 18739, 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 _____ day of _____, 2015.

Mary Bergen, President
Casitas Municipal Water District

Attest:

Russ Baggerly, Secretary
Casitas Municipal Water District

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
Administrative 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
Fisheries Manager	1	Local Agency COB
Assistant to General 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 or 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.

Position Title/Consultant

Filing Officer

Board of Directors

County Clerk of the Board

General Manager

County Clerk of the Board

Administrative Manager/Treasurer

Local Agency Clerk of the Board

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

DATE: February 20, 2015
TO: Board of Directors
FROM: Rebekah Vieira, Assistant to the General Manager
SUBJECT: Adoption of a Policy Implementing Safe Harbors Under Patient Protection and Affordable Care Act

RECOMMENDATION:

It is recommended that the Board of Directors adopt the resolution adopting the policy implementing Safe Harbors under Patient Protection and Affordable Care Act and rescind Resolution 13-37.

BACKGROUND AND DISCUSSION:

In 2013, the District adopted Resolution 13-37 establishing definitions for seasonal and part time employees.

At the request of the Park Services Manager, the District sought recommendations from attorneys at Liebert Cassidy Whitmore to assist the district in establishing guidelines for part time and seasonal employees along with development of a policy establishing safe harbors and look back measurement periods under the Patient Protection and Affordable Care Act.

Changes in the Affordable Care Act now allow for a differing definition of seasonal employee. A seasonal employee is now defined as an employee who is hired into a position for which the customary annual employment is six months or less. The seasonal period suggested by the Park Services Manager is April – September. In the policy provided it is recommended that we work seasonal employees no more than 5 ½ months. Part- time employees will continue to work up to 29 hours per week with a cap of 1,500 hours per year.

Please contact me if you have any questions.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION RESCINDING RESOLUTION 13-37 AND ADOPTING A POLICY FOR IMPLEMENTING SAFE HARBORS UNDER PATIENT PROTECTION AND AFFORDABLE CARE ACT

WHEREAS, the District adopted Resolution 13-37 to define seasonal and part-time employment status, and

WHEREAS, the District desires to rescind Resolution 13-37 and adopt a policy implementing safe harbors under the Patient Protection and Affordable Care Act.

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

The policy Implementing Safe Harbors under the Patient Protection and Affordable Care Act be adopted.

Seasonal status employees will be hired on a temporary basis to work no more than 5 ½ months during the defined season of April – September.

Part-time status employees are hired on a temporary basis to work up to 29 hours per week and up to 1,500 hours per calendar year.

ADOPTED this _____ day of _____, 2015.

Mary Bergen, President
Casitas Municipal Water District

ATTEST:

Russ Baggerly, Secretary
Casitas Municipal Water District

**POLICY IMPLEMENTING OF SAFE HARBORS UNDER PATIENT PROTECTION
AND AFFORDABLE CARE ACT**

POLICY:_____

PURPOSE:

The Casitas Municipal District (“District”) is considered a “large employer” for the purposes of the Shared Responsibility Provisions (Section 4980H of Title 26 of the United States Code, the Internal Revenue Code) of the Patient Protection and Affordable Care Act (“ACA”). The District is also considered a “large employer” for the purposes of Section 6056 to Title 26 of the United States Code and, therefore, is subject to the reporting requirements referenced therein.

The District qualifies for 2015 transition relief for applicable large employers with fewer than 100 full-time employees, including full-time equivalents as set forth in Shared Responsibility for Employers Regarding Health Coverage, 79 Fed. Reg. 8544, 8574 (Feb. 12, 2014). Therefore, it will not be subject to an assessable payment under Section 4980H for any calendar month during 2015 or any calendar month during the portion of the 2015 plan year that falls in 2016. Shared Responsibility for Employers Regarding Health Coverage, 79 Fed. Reg. 8544, 8574 (Feb. 12, 2014).

The Internal Revenue Service will assess a penalty on the District if (1) it fails to offer “substantially all” of its full-time employees (and their dependents) the opportunity to enroll in minimum essential coverage or offers coverage to “substantially all” of its full-time employees (and their dependents) that is either “unaffordable” or does not provide “minimum value” and (2) any full-time employee receives a subsidy for coverage through the exchange (“Employer Mandate”).

Starting in 2016 (with regard to 2015 data), the IRS will require the District to report the identity of, number of, and coverage offered to, full-time employees, subject to certain potential alternative reporting. There is no transition relief for this requirement.

This Administrative Policy (“Policy”) establishes the “Look Back Measurement Method Safe Harbor” (“Look Back Safe Harbor”) under the ACA. The District establishes the Look Back Safe Harbor for purposes of identifying “full-time” employees for the IRS reporting requirements related to the Employer Mandate as to all employees.

This Policy also establishes the Affordability Safe Harbors to determine affordability of coverage offered, if any, for the Employer Mandate and reporting requirements.

POLICY:

LOOK BACK MEASUREMENT METHOD SAFE HARBOR

The District adopts the Look Back Safe Harbor in order to determine the Hours of Service of all employees. Hours of Service are measured during the specified measurement period, subject to the rules set forth hereunder. If the employee averages 30 Hours of Service per week over the course of the specified measurement period, the District will report to the IRS the employee's status as full-time under the ACA for months during the stability period associated with that measurement period, subject to the following rules. Represented employees' eligibility for coverage shall be determined in accordance with the terms of their applicable memorandum of understanding. If the District reports an employee to the IRS as full-time for purposes of the Employer Mandate, the employee does not become full-time for any other purpose.

1. **Hours of Service Calculation:** "Hours of Service" means each hour for which an employee is paid by the District, or entitled to payment by the District for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence. The term "Hour(s) of Service" does not include any hour of services performed as a bona fide volunteer.

For Hourly Employees: The District will calculate actual Hours of Service from records of hours worked and hours for which payment is made or due.

For Non-Hourly Employees: The District will apply one of the following three methods on a reasonable and consistent basis:

- a. calculate actual Hours of Service from records of hours worked and hours for which payment is made or due;
- b. calculate Hours of Service using a days-worked equivalency (8 hours per day for each day employee is credited with an Hour of Service); or
- c. calculate Hours of Service using a weeks-worked equivalency (40 hours per week for each week employee is credited with an Hour of Service).

Bona fide Volunteer: The District is not required to determine Hours of Service for a bona fide volunteer. A bona fide volunteer is an individual whose only compensation from the District is in the form of (a) reimbursement (or reasonable allowance) for reasonable expenses incurred in the performance of volunteer service; or (b) reasonable benefits and nominal fees, customarily paid by similar entities in connection with the performance of services by volunteers.

2. **Ongoing Employees**: An ongoing employee is an employee who has been employed for at least one complete standard measurement period. The District establishes the Look-Back Safe Harbor with regard to all ongoing employees as follows:

Standard Measurement Period: October 15 through October 14 (starting October 15, 2014 and continuing each year thereafter)

Administrative period: October 15 through December 31 (starting October 15, 2015 and continuing each year thereafter)

Stability period: January 1 through December 31 (starting January 1, 2016 and continuing each year thereafter)

If an ongoing employee's employment status changes (from full time to less than full time or vice versa) before the end of a Stability Period, the change in status will not affect the classification of that employee's status for the remaining portion of the Stability Period.

3. **New Employees Hired After October 15, 2014**: For an employee hired after October 15, 2014, the District will determine which of the following applies:

- a. **New Seasonal Employees**: An employee who is hired into a position for which the customary annual employment is six months or less is a seasonal employee. The District will measure a new seasonal employee's Hours of Service using the initial measurement period indicated in paragraph 5. The District intends to employ its seasonal employees up to a maximum of five and one half months per year.
- b. **New Non-Seasonal Employees**: On the start date of a new non-seasonal employee, the District will determine (based on the facts and circumstances at the employee's start date) whether the employee is reasonably expected to be a full-time employee. The District will look at the following factors to determine whether an employee is reasonably expected to be a full-time employee:
 - Whether the employee is replacing a full-time employee;
 - Extent to which Hours of Service of ongoing employees in the same or comparable positions have varied above and below an average of 30 Hours of Service per week during recent measurement periods;
 - Whether the job was advertised or communicated to the employee as requiring an average of 30 or more Hours of Service per week;

- Whether the job was documented (through a contract or job description) as requiring an average of 30 or more Hours of Service per week.

No single factor is determinative.

- c. **New Full Time Employees:** If the District determines (pursuant to paragraph 3.b.) that the employee is reasonably expected to average at least 30 Hours of Service per week, then the employee will be a full-time employee. The District will measure a new full-time employee’s Hours of Service on a monthly basis pursuant to paragraph 4 until the employee becomes an ongoing employee. Represented employees will be offered coverage, if any, as set forth in their applicable memoranda of understanding.
- d. **New Part-Time Employees:** If the District determines (pursuant to paragraph 3.b.) that the employee is reasonably expected to average less than 30 Hours of Service per week during the initial measurement period, then the employee will be a part-time employee. The District will measure a new part-time employee’s Hours of Service using the initial measurement period indicated in paragraph 5.
- e. **New Variable Hour Employees:** If the District cannot determine (pursuant to paragraph 3.b.) whether the employee is reasonably expected to be employed on average at least 30 Hours of Service per week during the initial measurement period because the employee’s hours are variable or uncertain, then the employee will be a variable hour employee. The District may not take into account the likelihood that the employee may terminate employment before the end of the initial measurement period. The District will measure a new variable hour employee’s Hours of Service using the initial measurement period indicated in paragraph 5.

4. **New Full Time Employees:** New full-time employees are measured monthly until they become ongoing employees. The District must calculate actual Hours of Service for each calendar day of the month. If the employee averages at least 130 Hours of Service, the employee will be considered full-time for that month.

5. **New Variable Hour, New Seasonal, and New Part-Time Employees:** The District establishes the following periods for new variable hour, new seasonal, and new part-time employees:

Initial Measurement Period:	Twelve months (beginning on the first of the month following the new employee’s start date, unless the start date is the first of a calendar month in which case the period begins on the start date)
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Administrative period:	One month following the initial measurement period
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Stability period:

Twelve months following the administrative period unless the new variable hour, new part-time or new seasonal employee does not measure as a full-time employee during the initial measurement period, then the stability period associated with the initial measurement period must not exceed the remainder of the standard measurement period (plus any associated administrative period).

The District will use these periods for IRS reporting purposes.

6. **New Variable Hour, New Part-Time or New Seasonal Employee's Change in Status During Initial Measurement Period:** If a new variable hour, part-time, or seasonal employee's position changes during the initial measurement period, and had the employee started his or her employment in that new position, the District would have reasonably expected that new employee to average at least 30 Hours of Service per week, then for purposes of identifying a full-time employee for reporting purposes only, an employee will be considered a full-time employee on the earlier of (1) the first day of the fourth full calendar month following the change in employment status, or (2) the first day of the first month following the end of that employee's initial measurement period (including any associated administrative period) if the employee averaged 30 or more Hours of Service per week during the initial measurement period or earlier if required by law, policy or procedure.

7. **Transitioning from New to Ongoing Employee:** The District will measure the Hours of Service of a new variable hour, new part-time or new seasonal employee during the first complete standard measurement period for which he/she is employed. This means that a new variable hour, new part-time or new seasonal employee's status may be measured under an initial measurement period and, at the same time, be measured under the overlapping standard measurement period.

- a. If an employee's Hours of Service measure as full-time during the initial measurement period, he/she will retain full-time status for the entire associated stability period (even if the employee does not qualify as full-time during the standard measurement period).
- b. If an employee's Hours of Service do not measure as full-time during the initial measurement period, but do measure as full-time during the standard measurement period, the employee must be treated as full-time during the stability period associated with the standard measurement period (even if that stability period starts before the end of the stability period associated with the initial measurement period).

8. **Calculating Hours of Service Based on Payroll Periods Under the Look Back Safe Harbor:** The District may calculate hours based on payroll periods when

calculating Hours of Service over any measurement period. It has two options for doing so. The District may exclude the entire payroll period that contains October 15 (the first day of the Standard Measurement Period), as long as it includes the entire payroll period that contains October 14 (the last day of the Standard Measurement Period). Alternatively, the District may exclude the entire payroll period that contains October 14 (the last day of the Standard Measurement Period), as long as it includes the entire payroll period that contains October 15 (the first day of the Standard Measurement Period).

9. **Breaks In Service**: When an employee experiences a break in service the employee will retain the status the employee had previously with respect to any stability period, except that an employee will be treated as a new employee:

- a. if the employee resumes employment after a period of at least 13 consecutive weeks with less than one Hour of Service; or
- b. if the employee's period of no service (measured in weeks) is at least four consecutive weeks long and exceeds the number of weeks of that employee's period of employment immediately preceding the period of no service (after application of averaging Special Unpaid Leave as set forth in paragraph 10).

10. **Special Unpaid Leave**: Special Unpaid Leave is defined only as unpaid leave under the Family and Medical Leave Act of 1993, unpaid leave under the Uniformed Services Employment and Reemployment Rights Act of 1994, or unpaid leave on account of jury duty. When an employee takes Special Unpaid Leave, the District will determine the weekly average Hours of Service by the employee for that portion of the measurement period that is not part of the Special Unpaid Leave ("Average Weekly Hours of Service"). The District will then determine, on a consistent basis, the average Hours of Service for the entire measurement period using one of the following two methods:

- a. exclude the period of Special Unpaid Leave and apply the Average Weekly Hours of Service over the entire measurement period; or
- b. credit the Average Weekly Hours of Service to the period of Special Unpaid Leave.

AFFORDABILITY SAFE HARBORS

The District intends to apply the Federal Poverty Line Safe Harbor to determine the affordability of the minimum essential coverage that it offers its full-time employees. The District in its sole discretion may also apply the Rate of Pay Safe Harbor or Form W-2 Safe Harbor. These affordability safe harbors will be applied on a uniform and consistent basis for all employees in a reasonable category.

1. **Federal Poverty Line Safe Harbor**

- a. The District measures whether the employee's required premium contribution for the calendar month for the lowest cost self-only coverage that provides minimum value exceeds 9.5 percent of an amount determined by dividing the Federal Poverty Line ("FPL") for a single individual for the applicable calendar year by twelve.
- b. The District will use the FPL in effect within six months before the first day of the plan year.
- c. The coverage offered by the District will be deemed affordable if the employee's monthly premium contribution is equal to or less than 9.5 percent of the monthly FPL for a single individual for the applicable calendar year.

2. Rate of Pay Safe Harbor

- a. The District measures whether the employee's required premium contribution for the calendar month to the lowest cost self-only coverage that provides minimum value exceeds 9.5 percent of the monthly wage.
- b. For hourly employees, the monthly wage is equal to 130 hours multiplied by the employee's lowest hourly rate of pay as of the first day of the coverage period or the employee's lowest hourly rate of pay during the calendar month, whichever is lower.
- b. For salaried employees, the monthly wage is the monthly salary as of the first day of the coverage period. However, if the monthly salary is reduced, including due to a reduction in work hours, the safe harbor is not available.
- c. The coverage offered by the District will be deemed affordable if the employee's monthly premium contribution is equal to or less than 9.5 percent of the monthly wage.

3. Form W-2 Safe Harbor

- a. The District measures whether the employee's required premium contribution for the full calendar year for the lowest cost self-only coverage that provides minimum value exceeds 9.5 percent of the Form W-2 wages (as reported in Box 1) for the employee for the calendar year in which coverage is offered.
- b. For an employee who is not offered coverage for an entire calendar year, the District must adjust that employee's Form W-2 wages to reflect the period for which coverage was offered. To adjust wages, the Form W-2 wages are multiplied by a fraction equal to the number of calendar months the District offered coverage over the

number of calendar months in the period of employment during the calendar year.

- c. The coverage offered by the District will be deemed affordable if the employee's annual premium contribution is equal to or less than 9.5% of the employee's Form W-2 wages as reported in Box 1.

REVISIONS/UPDATES TO ADMINISTRATIVE POLICY

This Administrative Policy is subject to change as regulations and guidance are issued relating to the ACA. The General Manager, including his/her designee(s), may amend this Policy at his/her discretion.

Legal Authority

Title 26 United States Code section 4980H, (Internal Revenue Code); *Shared Responsibility for Employers Regarding Health Coverage*, 26 CFR Parts 1, 54 and 301, 79 Fed. Reg. 8544 (Feb. 12, 2014); Title 26 United States Code section 6056, (Internal Revenue Code); *Information Reporting by Applicable Large Employers on Health Insurance Coverage Offered Under Employer Sponsored Plans*, 26 CFR Parts 301 and 602, 79 Fed. Reg. 13231 (March 10, 2014).

CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: NEIL COLE, PRINCIPAL CIVIL ENGINEER
SUBJECT: ADOPT RESOLUTION TO AWARD CONTRACT –HYPOLIMNETIC AERATION SYSTEM, SPECIFICATION 15-376
DATE: FEBRUARY 17, 2015

RECOMMENDATION:

It is recommended that the Board of Directors adopt the resolution accepting the proposal submitted by the lowest responsive and responsible bidder and award the contract for the construction of the Hypolimnetic Aeration System, Specification 15-376 to Manito Construction Inc. in the amount of \$1,234,000.00. It is further recommended that the President of the Board execute the agreement for said work and the Board authorize staff to proceed with the administration of the contract.

BACKGROUND AND DISCUSSION:

Dissolved oxygen levels in Lake Casitas can fall in the lower portions of the lake during the summer and fall months. Low dissolved oxygen levels can result in poor water quality with taste and odor issues. Water Quality Solutions completed a design for a hypolimnetic aeration system to add oxygen to the lower levels of the lake. The increased oxygen is expected to reduce taste and odor issues and reduce the amount of dissolved metals in the water.

The project will include the construction of a liquid oxygen storage tank, vaporizers, lights and controls adjacent to Casitas Dam and construction an oxygen delivery pipe and submerged injection tubing within the restricted area of the lake near the dam.

The project was advertised through F.W. Dodge and on the District's web site. Two bidders completed the job walk. Two firms submitted proposals. The bid results are

FIRM	AMOUNT
Manito Construction Inc.	\$1,234,000.00
Cushman Contracting Corporation	\$1,748,400.00

Manito Construction has completed several very similar projects for the Santa Clara Valley Water District, has a current contractor's license and a satisfactory safety record. The Engineer's estimate to complete the project was \$1,200,000. The FY 2014-15 Budget allocated \$60,000 for the design of the project. Casitas has been provided a Proposition 84 Drought Grant with a maximum amount of \$877,772. Casitas required match is \$439,600 which includes design, environmental and administration. A Notice of Determination has been filed and a MP 620 permit request has been filed with the Bureau of Reclamation.

CASITAS MUNICIPAL WATER DISTRICT

**RESOLUTION AWARDING A CONTRACT
TO CONSTRUCT A HYPOLIMNETIC AERATION SYSTEM
SPECIFICATION 15-376**

WHEREAS, the District invited bids from qualified contractors for the above-referenced project, and

WHEREAS, the installation of the hypolimnetic aeration system will improve water quality and is expected to reduce taste and odor issues, and

WHEREAS, the District received two bids, with the lowest responsive bid submitted by Manito Construction, Inc. in the sum of \$1,234,000.00 and

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

1. That the bid from Manito Construction, Inc. in the amount of \$1,234,000.00 be accepted to construct Hypolimnetic Aeration System, Specification 15-376 and a contract awarded.
2. That staff is hereby authorized and directed to proceed with the administration of the contract.

ADOPTED this _____ day of _____, 2015.

Mary Bergen, President
Casitas Municipal Water District

ATTEST:

Russ Baggerly, Secretary
Casitas Municipal Water District

CASITAS MUNICIPAL WATER DISTRICT

MINUTES

Finance Committee – Special Meeting

DATE: February 20, 2014
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Special Finance Committee Meeting of February 20, 2014, at 0930 hours

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**

Director Peter Kaiser and Director Jim Word
General Manager, Steve Wickstrum
Accounting Manager, Denise Collin
Park Services Manager, Carol Belser

2. **Public comments.** None.

3. **Board/Management comments.**

Director Word asked Carol Belser about the progress on the Front Gate project. Carol Belser reported that the project contractor appears to be making good progress.

Director Word reported that Ventura Unified School District is preparing for the School Bus yard project on Stanley Avenue, and his concern that the Casitas pipeline is protected. The General Manager will relay this information to Engineering.

The General Manager informed the committee that budgets for the FY 2015-16 are being prepared by staff and on schedule for section reviews next week. The bid results for the hypolimnetic aeration system are being brought forward to the next Board meeting for consideration of award.

Carol Belser explained the occupancy of trailer storage as being better than 95 percent full. Some of the empty spaces are rented, and that some occupants were moved to an alternate location during the removal of pine trees from the north side of the trailer storage area.

4. **Review of the Financial Statement for December 2014.**

The Committee reviewed the progress of budget expenditures, commenting on a need for limiting overtime.

5. **Water Consumption for December 2014.**

The Committee reviewed the water consumption numbers for the current fiscal year through December 2014.

6. **Discussion regarding the Setting of Reserves.**

Denise Collin recommended to the Committee that \$2,659,804 in un-restricted and undesignated funds be designated into the reserve accounts for (1) Other post Employee Benefit (OPEB), (2) Storm Damage, and (3) Variation in Water Sales. The Committee concurred with the recommendation. This item will be moved forward to the Board of Directors.

7. **Review of the Conflict of interest Code to be filed with the County.**

It has come to the District's attention that there is a need to update the Conflict of Interest Code, which designates the personnel of the district that must report conflicts of interest (Form 700) to the County. This item is to be brought to the Board of Directors for consideration.

CASITAS MUNICIPAL WATER DISTRICT
MINUTES
Personnel Committee

DATE: February 10, 2015
TO: Board of Directors
FROM: Assistant to General Manager, Rebekah Vieira
Re: Committee Meeting of February 9, 2015, at 4:30 p.m.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Direct Mary Bergen and Director Jim Word
General Manager, Steve Wickstrum
Assistant to General Manager, Rebekah Vieira
Carol Belser, John Parlee
2. **Public comments.**
None
3. **Board/Management comments.**
None
4. **Discussion regarding recruitments.**
Active recruitments include the Safety Manager and the Distribution position. The District may move to begin the recruitment for an Engineer in the near future. The General Manager informed the committee that a seventh Park Services Officer is likely to be added for Lake Casitas Recreation Area.
5. **Discussion regarding recommended changes to our definition of seasonal status, defining our season, and adoption of the Look Back Safe Harbor for Affordable Care Act compliance.**
The District received recommendations from Liebert Cassidy Whitmore regarding the use of part time and seasonal employees. The recommendations include leaving our part time status as employees working 29 hours per week or less. While our previous definition of seasonal status was for employees working 120 days or less, it is recommended that we use the new definition of seasonal which is defined as an employee who is hired into a position for which the customary annual employment is six months or less. The seasonal period that is desired from the Park Services Manager is from April through September. Positions will be identified as to their seasonal nature. It is also recommended that the district adopt the Look Back Measurement Method Safe Harbor to minimize potential penalties under the Affordable Care Act. The Committee supported these changes being brought forward to the Board for adoption.
6. **Update on the Anthem Cyber Breach.**
The District received notification from ACWAJPIA regarding the Cyber Breach involving Anthem. A second notification was received informing us of scam email campaigns targeting Anthem members which will appear as if they are from Anthem but they are not. Anthem will contact current and former members via mail delivered by the U.S. Postal Service regarding the cyber-attack with specific information on enrolling in credit monitoring. Affected members will also receive ID protection services. At this time we have not been notified if our data was included in the breach.

The meeting was adjourned at 5:00 p.m.

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
02/19/15**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Home Loan Bank	313379EE5	06/14/2019	\$1,378,365	\$1,354,023	1.625%	10/03/2012	8.36%	1555
*TB	Federal Home Loan Bank	313379RN1	12/27/2024	\$978,364	\$995,289	2.840%	06/18/2014	6.14%	3548
*TB	Federal Home Loan Bank	3133802D8	11/23/2022	\$1,477,575	\$1,485,371	2.400%	11/19/2014	9.17%	2794
*TB	Federal Home Loan Bank	313380A98	08/14/2024	\$126,966	\$127,864	2.500%	07/03/2014	0.79%	3415
*TB	Federal Home Loan Bank	313380S73	10/11/2022	\$699,720	\$686,826	2.430%	08/11/2014	4.24%	2752
*TB	Federal Home Loan Bank	313381ST3	01/17/2023	\$250,346	\$250,234	1.500%	09/08/2014	1.54%	2848
*TB	Federal Home Loan Bank	313381TA3	01/17/2023	\$277,619	\$277,265	2.240%	09/08/2014	1.71%	2848
*TB	Federal Farm CR Bank	3133EAZM3	07/24/2023	\$1,658,682	\$1,672,647	2.380%	09/16/2014	10.32%	3035
*TB	Federal Home Loan Bank	3133XFKF2	06/11/2021	\$699,504	\$681,475	5.625%	01/16/2013	4.21%	2272
*TB	Federal Home Loan Bank	3133XWNB10	06/12/2015	\$701,944	\$706,027	2.875%	07/01/2010	4.36%	113
*TB	Federal Home Loan Bank	3133XWNB10	06/12/2015	\$714,786	\$723,520	4.750%	07/01/2010	4.46%	113
*TB	Federal Home Loan Bank	3134G34R8	07/23/2021	\$513,841	\$510,946	2.000%	12/02/2014	3.15%	2314
*TB	Federal Home Loan MTG Corp	3134G43A4	10/30/2024	\$849,441	\$858,052	2.500%	07/03/2014	5.30%	3491
*TB	Federal Home Loan MTG Corp	3135G0ES80	11/15/2016	\$688,170	\$692,063	1.375%	03/12/2012	4.27%	626
*TB	Federal National Assn	3136G0K67	04/09/2021	\$192,000	\$191,501	2.000%	12/02/2014	1.18%	2210
*TB	Federal Home Loan MTG Corp	3137EABA60	11/17/2017	\$1,100,652	\$1,109,800	5.125%	01/03/2012	6.85%	988
*TB	Federal Home Loan MTG Corp	3137EADB2	01/13/2022	\$681,897	\$675,408	2.375%	09/08/2014	4.17%	2484
*TB	US Treasury Inflation Index NTS	912828JE10	07/15/2018	\$1,138,824	\$1,160,072	1.375%	07/06/2010	7.16%	1226
*TB	US Treasury Notes	912828LZ10	01/15/2020	\$1,123,698	\$1,163,872	2.125%	07/01/2010	7.18%	1766
*TB	US Treasury Bond	912828WE6	11/15/2023	\$769,512	\$810,663	2.750%	12/13/2013	5.00%	3146
Accrued Interest						\$71,723			
Total in Gov't Sec. (11-00-1055-00&1065)				\$16,021,903	\$16,204,642			88.13%	
Total Certificates of Deposit: (11.13506)				\$0	\$0			0.00%	
**	LAIF as of: (11-00-1050-00)		N/A	\$446	\$446	0.25%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,181,158	\$2,181,158	0.25%	Estimated	11.86%	
TOTAL FUNDS INVESTED				\$18,203,507	\$18,386,246			100.00%	
Total Funds Invested last report				\$18,214,378	\$18,531,588				
Total Funds Invested 1 Yr. Ago				\$18,170,116	\$18,345,491				
****	CASH IN BANK (11-00-1000-00) EST.			\$6,197,566	\$6,197,566				
	CASH IN Western Asset Money Market			\$1,655	\$1,655	0.01%			
TOTAL CASH & INVESTMENTS				\$24,402,728	\$24,585,467				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$21,736,164	\$19,595,531				

- *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.