

Board Meeting Agenda

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

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT
November 13, 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 October 28, 2015 Meeting.

RECOMMENDED ACTION: Adopt Consent Agenda

6. Bills
7. Resolution amending the Memorandum of Understanding between Castaic Lake Water Agency and Casitas Municipal Water District, The City of San Buenaventura and United Water Conservation District for use of the Flexible Storage Account in Castaic Lake.

RECOMMENDED ACTION: Adopt Resolution

8. Recommend approval of a change order with Milner-Villa Consulting in the amount of \$14,800 to provide for the preparation of an Agricultural Water Management Plan to be incorporated in the 2015 Urban Water Management Plan.

RECOMMENDED ACTION: Motion approving recommendation

9. Recommend approval of a purchase order to Fishbio in the amount of \$17,142 for the Vaki Riverwatcher Software and Hardware Upgrades.

RECOMMENDED ACTION: Motion approving recommendation

10. Recommend approval of a purchase order to Jess Ranch Fish Hatchery in the not to exceed amount of \$30,000 for the purchase of rainbow trout.

RECOMMENDED ACTION: Motion approving recommendation

11. Status report on information requested by the Board regarding Park Services Officer's authority.

RECOMMENDED ACTION: Direction to staff

12. Information Items:

- a. Recreation Committee Minutes.
- b. Lake Casitas Recreation Report for August, 2015.
- c. Lake Casitas Storage Volume Comparison.
- d. Casitas Reservoir Water Inventory Summary 2-14-2015 Water Year.
- e. Water Consumption Report.
- f. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- g. Investment Report.

13. Adjournment

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

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

A meeting of the Board of Directors was held October 28, 2015 at the District office 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 six staff members and two 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 informed the board of an email he had received last week regarding the possibility of the LA 24 Olympic committee looking at Lake Casitas. On November 13th a group from AECOM will be on site to view the lake and further develop their ideas on using the lake as the rowing and canoeing venue. We will find out what their ideas are. They are trying to figure out how to best put this on and win the bid for the Olympics. The Bureau of Reclamation has been informed of their interest.

Mr. Wickstrum then notified the board of a change order that he approved last week to extend the painting of the rail cart on the intake tunnel for areas that have been exposed in the past few months.

Mr. Wickstrum discussed the community El Nino meeting and expressed that we have also been talking with our staff regarding El Nino.

Mr. Wickstrum then introduced Lindsay Cao as our recently hired Civil Engineer. Ms. Cao expressed that she is excited to join the team and looks forward to new challenges.

3. Board of Director comments.

Director Word mentioned he drove by Lake Cachuma on Monday and from the south edge you drive about a mile and half before you can see any water. Mr. Wickstrum added they are at 16%.

Director Hicks mentioned a golf course in Orange County that has signage stating they have used recycled water for 20 years. Director Kaiser added Elkins Ranch golf course uses recycled water. Director Word added that the golf course before Cachuma has a green about the size of this table. The rest of the course is brown.

Director Baggerly reported he was contacted by Pat Tumamait a representative of the Chumash committee. They were wondering about the

vegetation removal at the lake. He invited them to contact Steve and Neil and their concerns were addressed appropriately. Mr. Cole added that they are expected to start on Monday or Tuesday.

President Bergen mentioned an invitation she had received to a workshop by the Governor's office on November 5th in San Luis Obispo. They are talking about land use and water. There was no interest by the board in attending.

Mr. Mathews mentioned the Ventura Special Districts Association meeting on December 1st at 5:00.

4. Board of Director Verbal Reports on Meetings Attended.

Director Hicks reported on his attendance at the AWA meeting adding it was the best presentation I have seen on the Delta. The speaker claimed if the Delta broke it would be the biggest natural disaster in the US. The water issues meeting had a presentation from the City of Port Hueneme. They get 80% of their water from United and 20% from Calleguas. They supply the naval bases.

5. Consent Agenda ADOPTED

- a. Minutes of October 14, 2015 Meeting.
- b. Minutes of the August 26, 2015 Meeting.

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

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

6. Bills APPROVED

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

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

7. Report of action taken by Casitas Municipal Water District Board of Directors in closed session on September 23, 2015 regarding a claim filed under the Government Claims Act Government Code Section 810 et seq.) by Randy and Selena Mitchell on behalf of Hannah Mitchell against the Casitas Municipal Water District.

Mr. Mathews reported that at the last board meeting I advised that we did not open the door when we came out of closed session on September 23rd. The Board authorized counsel and staff to seek a compromise and release on a potential litigation item and there was no other reportable action taken.

8. Resolution awarding a contract to Oilfield Electric in the amount of \$403,500 for Ventura Avenue Pump Plant No. 2 Electrical Upgrade, Specification 15-380. ADOPTED

The resolution was offered by Director Word, seconded by Director Hicks and adopted by the following roll call vote:

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

Resolution is numbered 15-43

9. Resolution changing the dates of the November Board Meetings and cancelling the second Board Meeting in December. ADOPTED

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

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

Resolution is numbered 15-44

Mr. Mathews informed the board of the need for a closed session that could take about an hour and suggested holding a special meeting. The board decided not to hold a special meeting for this item.

10. Information Items:

- a. Finance Committee Minutes.
- b. Letter from Terry Coultas Wilson & Family
- c. Investment Report.

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

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

President Bergen moved the meeting to closed session at 3:24 p.m.

11. 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)

President Bergen moved the meeting back into open session at 3:52 p.m. with Mr. Mathews reporting on the anticipated litigation matter there was no action taken.

12. Adjournment

President Bergen adjourned the meeting at 3:53 p.m.


Russ Baggerly

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 10/27/15-11/3/15
Presented to the Board of Directors For Approval November 13, 2015

Check	Payee			Description	Amount
000603	Payables Fund Account	#	9759651478	Accounts Payable Batch 102915	\$108,063.47
000604	Payables Fund Account	#	9759651478	Accounts Payable Batch 110315	\$465,647.92
					\$573,711.39
000605	Payroll Fund Account	#	9469730919	Estimated Payroll 11/25/15	\$135,000.00
					\$135,000.00
				Total	\$708,711.39

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, 000603-000605 have been duly audited is hereby certified as correct.

 11/24/15

 Denise Collin, Accounting Manager/Treasurer

 Signature

 Signature

 Signature

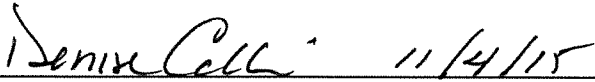
A/P Fund

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

000603	A/P Checks:	022118-022133
	A/P Draft to P.E.R.S.	102953
	A/P Draft to State of CA	102952
	A/P Draft to I.R.S.	102951
	Voids:	

000604	A/P Checks:	022134-022224
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Voids:	022182-022183

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

 11/4/15

Denise Collin, Accounting Manager/Treasurer

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 10/24/15
Pay Date of 10/29/15
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 10/26/15
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE: 10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	11/03/2015			022182		
C-CHECK	VOID CHECK	V	11/03/2015			022183		

* * 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	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

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE:10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00021	AWA OF VENTURA COUNTY							
I-101315	CCWUC Luncheon 10/28/15	R	10/27/2015	25.00		022118		
I-101915	CCWUC Luncheon 10/28/15	R	10/27/2015	225.00		022118		250.00
00596	HOME DEPOT							
I-724119	Tool Batteries for Dist Maint	R	10/27/2015	106.43		022119		
I-9735715	T-Posts for Dist Maint	R	10/27/2015	454.73		022119		561.16
01270	SCOTT LEWIS							
I-Sep 15	Reimburse Expenses 9/15	R	10/27/2015	357.09		022120		357.09
00625	OfficeTeam							
I-44176836	Temp for Admin	R	10/27/2015	829.60		022121		829.60
00952	PAPA							
I-102715	Seminar on 11/17/15 Oxnard	R	10/27/2015	80.00		022122		80.00
01686	RAFTELIS FINANCIAL CONSULTANTS							
I-CACA150208	Water Rate Study	R	10/27/2015	2,427.50		022123		2,427.50
02475	Rutan & Tucker, LLP							
I-730392	Acct#0295180001 9/15	R	10/27/2015	5,238.00		022124		5,238.00
00215	SOUTHERN CALIFORNIA EDISON							
I-102315	Acct#2312811532	R	10/27/2015	71.25		022125		
I-102315a	Acct#2266156405	R	10/27/2015	110.84		022125		
I-102315b	Acct#2157697889	R	10/27/2015	3,620.44		022125		3,802.53
02643	Take Care by WageWorks							
I-3617149	Reimburse Medical	R	10/27/2015	127.30		022126		127.30
02583	WageWorks							
I-125AI0427367	FSA Monthly Admin Fee	R	10/27/2015	86.40		022127		86.40
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201510261027	457 CATCH UP	R	10/27/2015	521.74		022128		
I-DCI201510261027	DEFERRED COMP FLAT	R	10/27/2015	2,540.22		022128		
I-DI%201510261027	DEFERRED COMP PERCENT	R	10/27/2015	89.81		022128		3,151.77
01960	Moringa Community							
I-MOR201510261027	PAYROLL CONTRIBUTIONS	R	10/27/2015	16.75		022129		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN201510261027	457 CATCH UP	R	10/27/2015	864.53		022130		
I-DCN201510261027	DEFERRED COMP FLAT	R	10/27/2015	4,647.85		022130		
I-DN%201510261027	DEFERRED COMP PERCENT	R	10/27/2015	319.30		022130		5,831.68

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 DATE RANGE: 10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00180	S.E.I.U. - LOCAL 721							
I-COP201510261027	SEIU 721 COPE	R	10/27/2015	12.00		022131		
I-UND201510261027	UNION DUES	R	10/27/2015	710.50		022131		722.50
01400	STATE DISBURSEMENT UNIT							
I-CS4201510261027	Payroll Deduction 10-D000121	R	10/27/2015	818.57		022132		818.57
00230	UNITED WAY							
I-UWY201510261027	PAYROLL CONTRIBUTIONS	R	10/27/2015	60.00		022133		60.00
01707	AIRGAS SPECIALTY PRODUCTS							
I-131409402	Ammonium Hydroxide for TP	R	11/03/2015	2,779.00		022134		2,779.00
00010	AIRGAS USA LLC							
I-9044600197	Gloves for Pipelines	R	11/03/2015	38.59		022135		
I-9044836247	Radius Marker for Pipelines	R	11/03/2015	42.69		022135		81.28
00011	ALERT COMMUNICATIONS							
I-151000847101	Call Center 11/15	R	11/03/2015	329.62		022136		329.62
00417	APPLIED INDUSTRIAL TECHNOLOGY							
I-7006270452	Neoprene for Tool Boxes #83	R	11/03/2015	235.86		022137		235.86
00014	AQUA-FLO SUPPLY							
I-822785	Repairs in Camp F	R	11/03/2015	111.16		022138		
I-822923	Parts for Bypass Line	R	11/03/2015	1,350.34		022138		
I-836866	SS Relief Parts	R	11/03/2015	116.19		022138		
I-841129	Replace Backflow at Waterpark	R	11/03/2015	729.83		022138		
I-841923	Plumbing, Irrigation Parts LCRA	R	11/03/2015	221.79		022138		
I-845170	Full-Face Gasket for 4MPP	R	11/03/2015	13.71		022138		
I-846641	Irrigation Parts for Maint	R	11/03/2015	40.98		022138		2,584.00
02179	Art Street Interactive							
I-121056	Res System Hosting/Maint	R	11/03/2015	542.15		022139		542.15
01666	AT & T							
I-000007196790	T-1 Lines, C602222128777	R	11/03/2015	944.98		022140		944.98
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S2211270001	Ball Valves for TP	R	11/03/2015	101.80		022141		
I-S2212875001	Cushion Clamps, Ammonia Tanks	R	11/03/2015	187.62		022141		
I-S2213292002	Various Galvanized Nipples	R	11/03/2015	83.26		022141		372.68

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE:10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01616	FRED BRENEMAN							
I-110215	10/25/15-11/7/15	R	11/03/2015	391.00		022142		391.00
02806	Ms. Jehanne Brown							
I-102915	Service Line Damage Claim	R	11/03/2015	1,824.92		022143		1,824.92
09716	CA-NV SECTION AWWA							
I-110315	Renew Cert#00480 WQ Sup	R	11/03/2015	55.00		022144		55.00
02060	CAPCO Analytical Services, Inc							
C-152065CM	Credit Inv#152065	R	11/03/2015	65.00CR		022145		
I-152065	Annual BW Solids Analysis TP	R	11/03/2015	925.00		022145		860.00
00208	CareIQ							
I-071415	DOS 7/14/15 Claim#15-19309	R	11/03/2015	120.00		022146		
I-091715	DOS 9/17/15 Claim#15-19309	R	11/03/2015	120.00		022146		240.00
09907	CARUS PHOSPHATES, INC.							
I-SLS10045513	Orthopolyphosphate for TP	R	11/03/2015	20,714.15		022147		20,714.15
00707	CHARLES P. CROWLEY CO.							
I-21879	O Ring for Ave 1 #4 Pump	R	11/03/2015	131.58		022148		131.58
01934	Coast Truck Parts							
I-4252740003	Parts for Brake Repair Eq 212	R	11/03/2015	952.43		022149		952.43
01843	COASTAL COPY							
I-637093	Copier Usage, Warehouse	R	11/03/2015	12.57		022150		12.57
00061	COMPUWAVE							
I-SB02081378	Toner for Stock	R	11/03/2015	86.88		022151		86.88
00062	CONSOLIDATED ELECTRICAL							
I-9009723710	AVC Detector for Pump Plants	R	11/03/2015	32.24		022152		32.24
01588	CONSULTING WEST ENGINEERS							
I-CMWD1505	Elec Engin Srvcs, Ave 1 PP	R	11/03/2015	23,400.00		022153		23,400.00
01483	CORVEL CORPORATION							
I-694906321	Bill Review	R	11/03/2015	9.50		022154		
I-695261501	Bill Review	R	11/03/2015	9.50		022154		
I-695261541	Bill Review	R	11/03/2015	12.46		022154		
I-695500451	Bill Review	R	11/03/2015	9.50		022154		
I-695647151	Bill Review	R	11/03/2015	9.50		022154		50.46

VENDOR SET: 01 Casitas Municipal Water D

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DATE RANGE:10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00873	CSAC EXCESS INSURANCE AUTHORIT Premium Adjustment	R	11/03/2015	6,561.00		022155		6,561.00
02034	D.K. Mechanical Repair Air Brakes Eq 212 Trlr	R	11/03/2015	637.50		022156		637.50
01856	DATA FLOW Accrue Use Tax	R	11/03/2015	12.32CR		022157		
	D-19715a Accrue Use Tax	R	11/03/2015	12.32		022157		
	I-19715 1099 & W-2 Forms Printed	R	11/03/2015	179.73		022157		179.73
00076	DEKREEK TECHNICAL SERVICES 3M Pump Plant Upgrade	R	11/03/2015	1,884.00		022158		1,884.00
00081	DELTA LIQUID ENERGY Replace Propane Regulator LCRA	R	11/03/2015	172.41		022159		172.41
00085	DON'S INDUSTRIAL SUPPLIES, INC Parts to Hang Temp Meter	R	11/03/2015	191.33		022160		191.33
01595	DOUBLE R TOWING Tow Ranger Vehicles Out of Mud	R	11/03/2015	800.00		022161		800.00
00086	E.J. Harrison & Sons Inc Acct#1C00054230	R	11/03/2015	1,380.00		022162		
	I-28178 Acct#1C00054240	R	11/03/2015	139.60		022162		1,519.60
00091	ERNST & YOUNG LLP Client#60028334	R	11/03/2015	1,125.00		022163		1,125.00
01981	Todd Evans Safety Boots	R	11/03/2015	166.61		022164		166.61
00095	FAMCON PIPE & SUPPLY Parts to Replace 3" Service	R	11/03/2015	160.18		022165		
	I-173220 Parts to Replace 3" Service	R	11/03/2015	212.85		022165		
	I-173625 Leak Repair Parts, LCRA Main	R	11/03/2015	926.65		022165		1,299.68
00013	FERGUSON ENTERPRISES INC #1083 Anchor Bolts for NH3 Tanks TP	R	11/03/2015	474.50		022166		474.50
00099	FGL ENVIRONMENTAL Manganese Analysis 9/11/15	R	11/03/2015	130.00		022167		130.00

VENDOR SET: 01 Casitas Municipal Water D

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DATE RANGE:10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00103	FRANK'S ROOPER & PUMPING							
I-90198	Leak Detection at Waterpark	R	11/03/2015	100.00		022168		100.00
00104	FRED'S TIRE MAN							
I-85795	Oil Change #47, LCRA Truck	R	11/03/2015	83.75		022169		
I-86153	Tail Light for #31, LCRA Van	R	11/03/2015	5.32		022169		
I-86406	Oil Change Eq#23, TP Truck	R	11/03/2015	36.45		022169		
I-86410	Flat Repair Eq#111 Backhoe	R	11/03/2015	25.00		022169		150.52
00106	FRONTIER PAINT							
I-F0208942	Paint Supplies for LCRA Maint	R	11/03/2015	3.00		022170		3.00
01280	FRY'S ELECTRONICS, INC.							
I-6095094	Monitor for LCRA-Ext Drive,Adm	R	11/03/2015	180.07		022171		180.07
00216	THE GAS COMPANY							
I-102615	Acct#18231433006	R	11/03/2015	47.01		022172		
I-102615a	Acct#00801443003	R	11/03/2015	185.56		022172		232.57
00115	GRAINGER, INC							
I-9871020310	Lens Cleaning Solution, TP	R	11/03/2015	14.71		022173		
I-9872020962	Duct Booster for Waterpark	R	11/03/2015	59.17		022173		
I-9874449508	Flagging Tape for Engineering	R	11/03/2015	31.47		022173		105.35
01052	HARBOR FREIGHT TOOLS USA, INC							
I-01119103	Tarp, Grommet Kit for PP	R	11/03/2015	27.93		022174		27.93
02805	Hogan Company Inc.							
I-46109	Metal Stakes for Anchors, LCRA	R	11/03/2015	430.55		022175		430.55
00126	CAROLE ILES							
I-Oct 15	Reimburse Mileage 10/15	R	11/03/2015	44.28		022176		44.28
02344	Janitek Cleaning Solutions							
I-21662	Janitorial Services, DO	R	11/03/2015	1,196.00		022177		1,196.00
00131	JCI JONES CHEMICALS, INC							
I-671407	Hypochlorite for TP, CM#671431	R	11/03/2015	899.94		022178		
I-671408	Chlorine for TP, CM#671430	R	11/03/2015	1,770.00		022178		
I-672232	Chlorine for TP, CM#672250	R	11/03/2015	1,770.00		022178		4,439.94
01022	KELLY CLEANING & SUPPLIES, INC							
I-125519109	Janitorial Services, LCRA	R	11/03/2015	300.00		022179		300.00

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE:10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00328	LIGHTNING RIDGE							
I-10211508	Shirts for E&M	R	11/03/2015	77.99		022180		
I-11778	Embroider Uniforms, LCRA PSO	R	11/03/2015	30.10		022180		108.09
00151	MEINERS OAKS ACE HARDWARE							
C-688672	Items Returned	R	11/03/2015	40.07CR		022181		
I-686310	Hardware for Waterpark	R	11/03/2015	58.87		022181		
I-686334	Hardware for Waterpark	R	11/03/2015	60.08		022181		
I-686374	PVC, Couplings for Fisheries	R	11/03/2015	34.65		022181		
I-686854	50ft Hose for Cleaning Boats	R	11/03/2015	19.55		022181		
I-686865	Paint Supplies for LCRA Maint	R	11/03/2015	129.67		022181		
I-687498	Stock Plumbing Fittings, LCRA	R	11/03/2015	85.75		022181		
I-687542	Sand Bags for Winter, DM	R	11/03/2015	20.43		022181		
I-688190	Bolts & Screws for Fisheries	R	11/03/2015	17.34		022181		
I-688201	Oil for LCRA Maint	R	11/03/2015	9.65		022181		
I-688306	Power Cord for TP	R	11/03/2015	11.72		022181		
I-688368	Supplies for Waterpark	R	11/03/2015	46.17		022181		
I-688385	Irrigation Parts for Maint	R	11/03/2015	20.98		022181		
I-688388	Ruler Tape, Post for Maint	R	11/03/2015	24.62		022181		
I-688503	SS Relief Repair Parts	R	11/03/2015	75.28		022181		
I-688541	Concrete, Hose for LCRA Maint	R	11/03/2015	46.56		022181		
I-688624	Shovel, Handle for Pipelines	R	11/03/2015	56.13		022181		
I-688625	Shovels, Folding Saw PL	R	11/03/2015	58.66		022181		
I-688676	Pipe Straps for LCRA Maint	R	11/03/2015	12.30		022181		
I-689172	Twine for LCRA Maint	R	11/03/2015	6.26		022181		
I-689287	Corner Braces for LCRA Maint	R	11/03/2015	23.63		022181		
I-689535	Clamps for LCRA Maint	R	11/03/2015	3.74		022181		
I-689554	Batteries, Cellphone Holder PL	R	11/03/2015	35.46		022181		
I-689561	Bolts & Screws, LCRA Maint	R	11/03/2015	3.28		022181		
I-689640	Marking Paint, Roof Cement DM	R	11/03/2015	46.11		022181		
I-689676	Brackets, Bolts for LCRA Maint	R	11/03/2015	56.48		022181		
I-689683	Filter, Adapter for TP	R	11/03/2015	17.96		022181		
I-689758	Magnets, Bolts for Telemetry	R	11/03/2015	42.45		022181		
I-689997	Gloves, PVC for Waterpark	R	11/03/2015	21.23		022181		
I-690097	Tape, Sponges, Vinegar LCRA	R	11/03/2015	18.18		022181		1,023.12
02724	Michael Moler							
I-Oct 15	Reimburse Mileage 10/15	R	11/03/2015	374.79		022184		374.79
00163	OFFICE DEPOT							
I-800024728001	Office Supplies	R	11/03/2015	21.49		022185		
I-800025249001	Office Supplies	R	11/03/2015	248.84		022185		270.33

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE:10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00625	OfficeTeam							
I-44239975	Temp for Admin	R	11/03/2015	663.68		022186		663.68
01570	Ojai Auto Supply LLC							
I-352846	Hose, Fitting for Eq#114	R	11/03/2015	76.71		022187		
I-354635	Blades for Eq#68	R	11/03/2015	17.18		022187		
I-355077	Relay for LCRA Maint	R	11/03/2015	9.66		022187		
I-355272	Terminal Block for Maint	R	11/03/2015	13.68		022187		117.23
00607	OJAI ELECTRIC							
I-072507	Electrical Work for Waterpark	R	11/03/2015	85.00		022188		85.00
00602	OJAI TRUE VALUE							
I-50670	Cobweb Duster for WQ	R	11/03/2015	17.98		022189		
I-50672	Wire Clamps for WQ	R	11/03/2015	2.15		022189		20.13
00169	OJAI VALLEY SANITARY DISTRICT							
I-17796	Cust#99991	R	11/03/2015	12,094.07		022190		12,094.07
00383	ON DUTY UNIFORMS & EQUIPMENT							
I-135587	Uniform for PSO	R	11/03/2015	164.46		022191		
I-136586	Polo Shirts for PSO	R	11/03/2015	60.18		022191		224.64
01627	OSCAR'S TREE SERVICE							
I-11812	Tree Service, Waterpark	R	11/03/2015	875.00		022192		
I-11813	Tree Service at Waterpark	R	11/03/2015	700.00		022192		1,575.00
02680	Performance Auto Repair							
I-9874	4 Tires for Eq#55, LCRA Truck	R	11/03/2015	731.01		022193		
I-9944	4 Tires for Eq#29, LCRA Truck	R	11/03/2015	654.17		022193		
I-9958	2 Tires for Eq#38 LCRA Maint	R	11/03/2015	365.48		022193		1,750.66
02637	David Pope							
I-102715	Reimburse Expenses 10/15	R	11/03/2015	90.00		022194		90.00
00184	POWERSTRIDE BATTERY CO, INC							
I-V590100	Battery for #18, TP Truck	R	11/03/2015	108.28		022195		
I-V590108	Battery for Striping Machine	R	11/03/2015	95.59		022195		
I-V590146	Battery for Canal Gate	R	11/03/2015	67.92		022195		
I-V590147	Lube for Battery Terminals, DM	R	11/03/2015	3.27		022195		275.06
02759	The Pun Group							
I-20150276	State Controller's Report	R	11/03/2015	500.00		022196		500.00

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
10131	RESOURCE ACTION PROGRAMS							
	C-103115078981548a Accrue Use Tax	R	11/03/2015	139.05CR		022197		
	D-103115078981548a Accrue Use Tax	R	11/03/2015	139.05		022197		
	I-103115078981548IN Water Conservation Kits	R	11/03/2015	1,854.00		022197		1,854.00
02804	Keith A Robertson, MD							
	I-070715 DOS 7/7/15 Claim#15-19309	R	11/03/2015	76.34		022198		76.34
00313	ROCK LONG'S AUTOMOTIVE							
	I-16226 Fuel Pump for Eq#16, O&M CS	R	11/03/2015	203.39		022199		
	I-16298 Smog Test Eq#31 LCRA Van	R	11/03/2015	35.00		022199		
	I-16307 Smog Eq#8	R	11/03/2015	35.00		022199		
	I-16308 Smog Re-Test #31 LCRA Van	R	11/03/2015	20.00		022199		
	I-16309 Smog Eq#22	R	11/03/2015	35.00		022199		
	I-16315 Smog Eq#34	R	11/03/2015	35.00		022199		
	I-16321 Oil Change & Smog, #43 DM	R	11/03/2015	162.35		022199		525.74
00197	ROTO-ROOTER PLUMBERS							
	I-294591 Sewer Service, DO Men's RR	R	11/03/2015	245.25		022200		245.25
02756	SC Fuels							
	I-0435667IN Gas for Main Yard	R	11/03/2015	4,426.92		022201		4,426.92
00215	SOUTHERN CALIFORNIA EDISON							
	I-102915 Acct#2210507034	R	11/03/2015	11,815.55		022202		
	I-103015 Acct#2210503702	R	11/03/2015	6,759.12		022202		
	I-110315 Acct#2210502480	R	11/03/2015	139,223.86		022202		
	I-110315a Acct#2210505426	R	11/03/2015	1,934.52		022202		
	I-110315b Acct#2237789169	R	11/03/2015	33.04		022202		
	I-110315c Acct#2269631768	R	11/03/2015	24.21		022202		159,790.30
00048	STATE OF CALIFORNIA							
	I-110115 State Water Plan Payment	R	11/03/2015	191,205.00		022203		191,205.00
02770	Stoner's One Off Customs							
	I-0067 Headliner for Eq#37 LCRA Maint	R	11/03/2015	271.61		022204		271.61
02703	Sunbelt Rentals							
	I-55654649001 Slurry Mix for Pipelines	R	11/03/2015	154.81		022205		154.81
00221	SWISHER HYGIENE							
	I-509800300358 Toilet Paper for LCRA Maint	R	11/03/2015	193.50		022206		
	I-509800300360 Toilet Paper for LCRA Maint	R	11/03/2015	193.50		022206		
	I-6H02219560 Restroom Cleaning, LCRA	R	11/03/2015	360.00		022206		
	I-6H02219561 Restroom Cleaning LCRA	R	11/03/2015	266.60		022206		
	I-6H02239646 Restroom Cleaning LCRA	R	11/03/2015	360.00		022206		
	I-6H02239647 Restroom Cleaning LCRA	R	11/03/2015	240.80		022206		1,614.40

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE:10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02643	Take Care by WageWorks							
I-3635055	Reimburse Medical	R	11/03/2015	274.00		022207		274.00
00498	BRIAN TAYLOR							
I-110215	Safety Boots	R	11/03/2015	170.00		022208		170.00
02527	Traffic Technologies LLC							
I-19268	Additional Signs for Events	R	11/03/2015	122.36		022209		
I-19269	Signs, Tape for Event Area	R	11/03/2015	408.24		022209		
I-19390	Traffic Paint, New LCRA Gates	R	11/03/2015	354.78		022209		885.38
01662	TYLER TECHNOLOGIES, INC.							
I-025136400	Re-Import for Allocation	R	11/03/2015	500.00		022210		
I-025138310	UB Online Monthly Fees	R	11/03/2015	153.00		022210		653.00
00232	UTILITY SERVICES ASSOCIATES							
I-124768	Annual Leak Detection Service	R	11/03/2015	4,176.00		022211		4,176.00
00254	VENTURA LOCKSMITHS							
I-38745	Repair Lock Tumber @ WP Shower	R	11/03/2015	128.44		022212		128.44
09775	VENTURA ORTHOPEDICS MEDICAL GR							
I-041415	DOS 4/14/15 Claim#15-19914	R	11/03/2015	14.00		022213		14.00
00256	VENTURA RENTAL PARTY CENTER							
I-178561	Table for All Staff Meeitng	R	11/03/2015	70.00		022214		70.00
09955	VENTURA WHOLESALE ELECTRIC							
I-207556	Clamps for LCRA Maint	R	11/03/2015	19.35		022215		19.35
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-10004162486	Water Cooler Rack, Pipelines	R	11/03/2015	120.69		022216		
I-10004235351	Concrete Cutoff Wheel, WP	R	11/03/2015	30.94		022216		151.63
1	Monica Eckert							
I-000201510301029	UB Refund	R	11/03/2015	19.60		022217		19.60
1	JOJ LP							
I-000201510301028	UB Refund	R	11/03/2015	42.88		022218		42.88
1	Tamar Swan							
I-000201510301030	UB Refund	R	11/03/2015	60.00		022219		60.00

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	Dennis W Higgins I-000201511031034 TS Refund	R	11/03/2015	35.00		022220		35.00
1	Richard W Jarakian I-000201511031031 TS Refund	R	11/03/2015	104.00		022221		104.00
1	David R Lidren I-000201511031032 TS Refund	R	11/03/2015	35.00		022222		35.00
1	Donald Ornelas I-000201511031033 TS Refund	R	11/03/2015	63.00		022223		63.00
01101	REBEKAH VIEIRA I-Oct 15 Reimburse Expenses 10/15	R	11/03/2015	438.10		022224		438.10
00128	INTERNAL REVENUE SERVICE							
	I-T1 201510261027 Federal Withholding	D	10/29/2015	25,039.93		102951		
	I-T3 201510261027 FICA Withholding	D	10/29/2015	21,399.36		102951		
	I-T4 201510261027 Medicare Withholding	D	10/29/2015	5,761.52		102951		52,200.81
00049	STATE OF CALIFORNIA							
	I-T2 201510261027 State Withholding	D	10/29/2015	8,311.92		102952		8,311.92
00187	CALPERS							
	I-PBB201510261027 PERS BUY BACK	D	10/29/2015	66.87		102953		
	I-PEB201510261027 PEBRA EMPLOYEES PORTION	D	10/29/2015	1,410.23		102953		
	I-PER201510261027 PERS EMPLOYEE PORTION	D	10/29/2015	9,947.36		102953		
	I-PRB201510261027 PEBRA EMPLOYER PORTION	D	10/29/2015	1,407.26		102953		
	I-PRR201510261027 PERS EMPLOYER PORTION	D	10/29/2015	10,358.17		102953		23,189.89

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	105	490,008.77	0.00	490,008.77
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	83,702.62	0.00	83,702.62
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
	VOID DEBITS	0.00		
	VOID CREDITS	0.00		

TOTAL ERRORS: 0

VENDOR SET: 01 Casitas Municipal Water D
BANK: AP ACCOUNTS PAYABLE
DATE RANGE:10/27/2015 THRU 11/03/2015

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS		CHECK AMOUNT	
			108	573,711.39	0.00		573,711.39	
BANK: AP	TOTALS:		108	573,711.39	0.00		573,711.39	
REPORT TOTALS:			110	573,711.39	0.00		573,711.39	

**Casitas Municipal Water District
 Reimbursement Disclosure Report (1)
 Fiscal Year 2015/16
 July 1, 2015-October 31, 2015**

<u>Date paid</u>	<u>Board of Director/ Employee</u>	<u>Description</u>	<u>Amount Paid</u>
7/7/2015	Neil Cole	Lodging for AWWA Conference 6/8/15-6/10/15	273.76
7/7/2015	Neil Cole	Private Vehicle Mileage AWWA Conference	113.85
7/14/2015	Scott Lewis	Airfare to CMWD 6/21/15-6/27/15	569.20
7/14/2015	Scott Lewis	Lodging CMWD 6/21/15-6/27/15	490.50
7/14/2015	Scott Lewis	Car Rental CMWD 6/21/15-6/27/15	367.60
7/23/2015	Troy Garst	Safety Boots	155.88
7/23/2015	Rebekah Vieira	Private Vehicle Mileage to SHRM Conference 6/28/15	178.83
7/28/2015	Susan McMahon	Water TP Operation Course	119.68
8/13/2015	Vincent Godinez	Safety Boots	170.00
8/13/2015	Rebekah Vieira	Private Vehicle Mileage to SHRM Conference 7/1/15	178.83
8/19/2015	Ron Yost	Damtender Property Tax Bill	557.87
8/27/2015	Lindsay Cao	CWEA Renewal	164.00
8/27/2015	Larry Harris	Coffee/Food for Water Conservation Workshop 8/8/15	155.99
9/16/2015	Scott Lewis	Airfare to CMWD 8/26/15-9/1/15	259.20
9/16/2015	Scott Lewis	Lodging CMWD 8/26/15-9/1/15	565.44
9/16/2015	Scott Lewis	Car Rental CMWD 8/26/15-9/1/15	412.17
9/16/2015	Brian Taylor	Meal for Crews Working Overtime on Leak	113.63
9/16/2015	Robert Vasquez	2 Pairs of Safety Boots	261.44
9/22/2015	Suzi Taylor	Thermal Paper for Gate	177.32
10/7/2015	Vincent Godinez	Safety Boots	147.93
10/13/2015	Willis Hand	T5 Renewal	105.00
10/21/2015	Joel Cox	Safety Boots	160.18
10/21/2015	Scott MacDonald	Advance for AWWA Fall Conference	956.00
10/21/2015	Luke Soholt	Advance for AWWA Fall Conference	586.00
10/27/2015	Scott Lewis	Airfare to CMWD 10/25/15-11/5/15	279.20

Note:

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

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: STEVEN E. WICKSTRUM, GENERAL MANAGER
SUBJECT: FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING
WITH CASTAIC LAKE WATER AGENCY FOR USE OF FLEXIBLE
STORAGE ACCOUNT IN LAKE CASTAIC
DATE: NOVEMBER 4, 2015

RECOMMENDATION:

It is recommended that Board of Directors authorize the President of the Board to execute the Amendatory Memorandum of Understanding with Castaic Lake Water Agency, in conjunction with United Water Conservation District and Ventura Water, for Castaic Lake Water Agency's continued use of the flexible storage account in Castaic Lake.

BACKGROUND:

Castaic Lake is a part of the State Water system and a critical water storage reservoir for the Lake Castaic Water Agency, the Metropolitan Water District of Southern California, and the Ventura County Flood Control District (now the Ventura County Watershed Protection District). In 1999, as a part of the Monterey Amendments for State Water supply contracts, Article 54, several interested State Water Contractors apportioned the maximum allocation of water storage permitted at Castaic Lake.

In 2005, a Memorandum of Understanding (MOU) for a pilot program was executed between the Castaic Lake Water Agency (CLWA) and the Ventura County (County) holders of State Water entitlement, represented by Casitas Municipal Water District, City of San Buenaventura, and United Water Conservation District. The MOU allowed CLWA to use Ventura County's 1,376 acre-foot portion of the Flexible Storage account for Castaic Lake that is described in Article 54 of Amendment 12 to the County of Ventura Water Supply Contract for usage of Lakes Castaic and Perris. The MOU stipulated that CLWA would pay County \$11.00 per acre-foot of the 1,376 acre-feet of flexible storage. The payment of \$15,136 is then distributed among the three County's representative agencies in proportion to their respective State Water entitlements.

The term of the MOU is ten years and is due to expire on December 1, 2015. The First Amendment to the MOU has been drafted with the direction to extend the term of the 2005 MOU for an additional twenty years and adjust and set the charge at \$13.00 per acre-foot for the 1,376 acre-feet of flexible storage. This change in cost results in only a slight increase from \$15,136 to \$17,888 per year. There appears to be a willingness on the part of all parties to execute the First Amendment to the Memorandum of Understanding for

Use of Flexible Storage Account.

CEQA COMPLIANCE:

The proposed agreement is categorically exempt under the provisions of CEQA and State CEQA Guidelines. The extension of the existing flexible storage MOU consists of leasing, licensing, maintenance, and operating of existing equipment and facilities with no expansion of use beyond that existing at the time of the Agency's determination. This proposed action qualifies as a Class 1 Categorical Exemption pursuant to CEQA Section 15301 of the State CEQA Guidelines.

REVIEW:

This item has been reviewed by the Executive Committee and recommended to be moved to the Board of Directors for consideration of the recommended action.

Attachments:

1. Proposed 2015 First Amendment
2. 2005 Memorandum of Understanding
3. Excerpt, Article 54 of Amendment 12 to the County of Ventura Water Supply Contract for usage of Lakes Castaic and Perris

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN
CASTAIC LAKE WATER AGENCY AND CASITAS MUNICIPAL WATER DISTRICT,
THE CITY OF SAN BUENAVENTURA AND UNITED WATER CONSERVATION
DISTRICT FOR USE OF FLEXIBLE STORAGE ACCOUNT, CASTAIC LAKE

WHEREAS, CLWA and Ventura County Entities each possess a Flexible Storage Account in Castaic Lake, the terminal reservoir of the State Water Project, which accounts were created in 1995 pursuant to an amendment to CLWA's and the Ventura Entities' Water Supply Contracts with the California Department of Water Resources concerning the State Water Project, to allow the CLWA and Ventura Entities to store a portion of their contractual Table A Amounts in Castaic Lake; and

WHEREAS, CLWA and Ventura County entered into a Memorandum of Understanding effective December 1, 2005 regarding the use by the CLWA of the Ventura Entities' Flexible Storage Account in Castaic Lake; and

WHEREAS, the Memorandum of Understanding expires on December 1, 2015; and

WHEREAS, the CLWA and Ventura Entities desire to amend the term of the Memorandum of Understanding with CLWA to December 1, 2025, and amend the Use Charge to \$13.00 per acre-foot for the entire 1,376 acre-feet of storage capacity of the Ventura Entities Flexible Storage Account.

WHEREAS, the Ventura Entities will be able to benefit from their Flexible Storage Account by allowing CLWA to utilize said account for storage of CLWA Table A Amount on a year-to-year basis in consideration for the payment of money; and

NOW THEREFORE BE IT RESOLVED by the Board of Directors of Casitas Municipal Water District that authorization is given to the President of the Board to sign the Memorandum of Understanding.

ADOPTED this 13th day of November, 2015.

Mary Bergen, President
Casitas Municipal Water District

ATTEST:

Russ Baggerly, Secretary
Casitas Municipal Water District

**FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING FOR USE OF
FLEXIBLE STORAGE ACCOUNT**

This FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING FOR USE OF FLEXIBLE STORAGE ACCOUNT (“First Amendment”) is entered into on June __, 2015 (“Effective Date”), by and between the Castaic Lake Water Agency (“CLWA”) and the Casitas Municipal Water District, City of San Buenaventura, and United Water Conservation District, (collectively referred to as the “Ventura Entities”).

RECITALS

- A. CLWA and the Ventura Entities entered into a Memorandum of Understanding effective December 1, 2005 regarding the use by the Agency of the Ventura Entities’ Flexible Storage Account in Castaic Lake (“Memorandum”).
- B. The term of the Memorandum is ten years and expires on December 1, 2015.
- C. CLWA and the Ventura Entities desire to extend the term of the Memorandum an additional ten years, as well as increase the per acre-foot storage capacity charge from \$11 to \$13.

TERMS

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to amend the Memorandum as follows:

- 1. Section I(B) is amended in its entirety to read as follows:

“If such use is acceptable, CLWA agrees to pay a charge of \$13.00 per acre-foot for the entire 1,376 acre-feet of storage capacity of the Ventura Entities Flexible Storage Account (“Use Charge”), payable within thirty (30) days of the Ventura Entities’ acceptance. Said charge will be paid to Casitas on behalf of all the Ventura Entities by January 31 of the year following the acceptance by the Ventura Entities. CLWA shall deliver the Use Charge to Casitas. Casitas shall allocate or transmit such payment to the three Ventura Entities, such under the terms defined in the (1) “Contract for Allocation of State Water Plan Water Between Ventura River Municipal Water District and United Water Conservation District” and (2) “A Contract for Allocation of State Water Plan Water Between Casitas Municipal Water District and City of San Buenaventura.”

- 2. Section II is amended in its entirety to read as follows:

“The term of this Memorandum shall begin on December 1, 2005 and terminate on December 1, 2025, unless either party informs the other of its intent to cancel this Memorandum by giving one (1) year’s notice in writing.”

3. Continuing Effect of Agreement. Except as amended by this First Amendment, all other provisions of the Memorandum remain in full force and effect. From and after the date of this First Amendment, whenever the term “Memorandum” appears in the Agreement, it shall mean the Memorandum as amended by this First Amendment.

CLWA and the Ventura Entities have each caused this First Amendment to be executed by its duly authorized representative as of the date set forth below the authorized signature.

VENTURA ENTITIES:

Dated: _____

CASITAS MUNICIPAL WATER DISTRICT

By _____

Dated: _____

CITY OF SAN BUENAVENTURA

By _____

Dated: _____

UNITED WATER CONSERVATION DISTRICT

By _____

Dated: _____

CASTAIC LAKE WATER AGENCY

By _____

APPROVED AS TO FORM BY:

CASTAIC LAKE WATER AGENCY

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
CC: STEVE WICKSTRUM, GENERAL MANAGER
FROM: RON MERCKLING, PUBLIC AFFAIRS/RESOURCE MANAGER
SUBJECT: CHANGE ORDER – ADD AGRICULTURAL PLAN TO 2015 UWMP
DATE: NOVEMBER 11, 2015

RECOMMENDATION:

It is recommended that the Board of Directors approve the General Manager's authorization of a change order with Milner-Villa Consulting in the amount of \$14,800 to provide for the preparation of an Agricultural Water Management Plan to be incorporated in to the 2015 Urban Water Management Plan.

BACKGROUND:

A combined Agricultural and Urban Water Management Plan creates greater efficiencies than having two separate plans developed. The integrated Agricultural Management Plan in to the Urban Water Management Plan will satisfy the California Department of Water Resources requirements for agriculture plans. The inclusion of the agricultural plan within the UWMP will satisfy the State Water Resources Control Board's requirements to exclude agriculture usage from Casitas' monthly water usage reports to the Board.

The plan will be completed by June of 2016, which meets the required deadline per State Water Code of July 1, 2016, for those agencies with more than 10,000 planted acres. Casitas will appeal to the State Water Resources Control Board to accept the Water Code deadline versus the arbitrary February 2016 deadline currently provided by the Board.

The change order increased the original \$32,900 cost for the UWMP to total \$47,700, which continues to be below the \$50,000 budgeted for the plan and it continues to be lower than the other bids received for completing only the 2015 UWMP.



MILNER-VILLA CONSULTING
1746 S. Victoria Ave., Suite #F126
Ventura, CA 93003
805-551-3294
MVconsulting1@gmail.com
www.milnervilla.com

28 October 2015

Mr. Ron Merckling
Casitas Municipal Water District
1055 Ventura Avenue
Oak View, CA 93022

Subject: Proposal for Additional Consulting Services
Preparation of Combined Agricultural Water Management Plan and
Urban Water Management Plan
Casitas Municipal Water District

Dear Mr. Merckling:

Milner-Villa Consulting (MVC) appreciates the opportunity to submit this proposal to the Casitas Municipal Water District (District) for additional consulting services. The District requested MVC to submit a proposal for additional consulting services to prepare an Agricultural Water Management Plan (AWMP). MVC is currently under contract to prepare the District's Urban Water Management Plan (UWMP) 2016 Update. It is understood that the District desires MVC to prepare a combined AWMP/UWMP. This letter proposal is for the additional effort to address the requirements of the AWMP within the combined AWMP/UWMP.

SCOPE of SERVICES

MVC is currently under contract to prepare the District's UWMP 2016 Update. MVC will prepare a combined AWMP/UWMP. This Scope of Services only addresses the elements of the AWMP within the combined AWMP/UWMP. MVC will meet the requirements of the AWMP via use of the California Department of Water Resources (CADWR), A Guidebook to Assist Agricultural Water Suppliers to Prepare a 2015 Agricultural Water Management Plan (AWMP Guidebook; CADWR, 2015). It is understood that the District can prepare a combined AWMP/UWMP as per details provided in the AWMP Guidebook (see last paragraph of page 12). Preparation of the AWMP elements will be completed simultaneous to the UWMP elements since the two documents share many similar elements.

MVC will incorporate the applicable AWMP elements into the combined AWMP/UWMP. This will require MVC to utilize both the AWMP and UWMP

Guidebooks. MVC will prepare the sections for service area, water demands, water resources, water quality, water supply reliability, and water use efficiency. These sections will be based on District-provided data.

Data presented will comply with the provisions identified in the Water Code. This task will include preparation of the applicable CADWR spreadsheets.

MVC anticipates meeting with District staff regarding the technical elements of the combined AWMP/UWMP. MVC does not anticipate any additional meetings beyond those identified in the current contract for preparation of the UWMP.

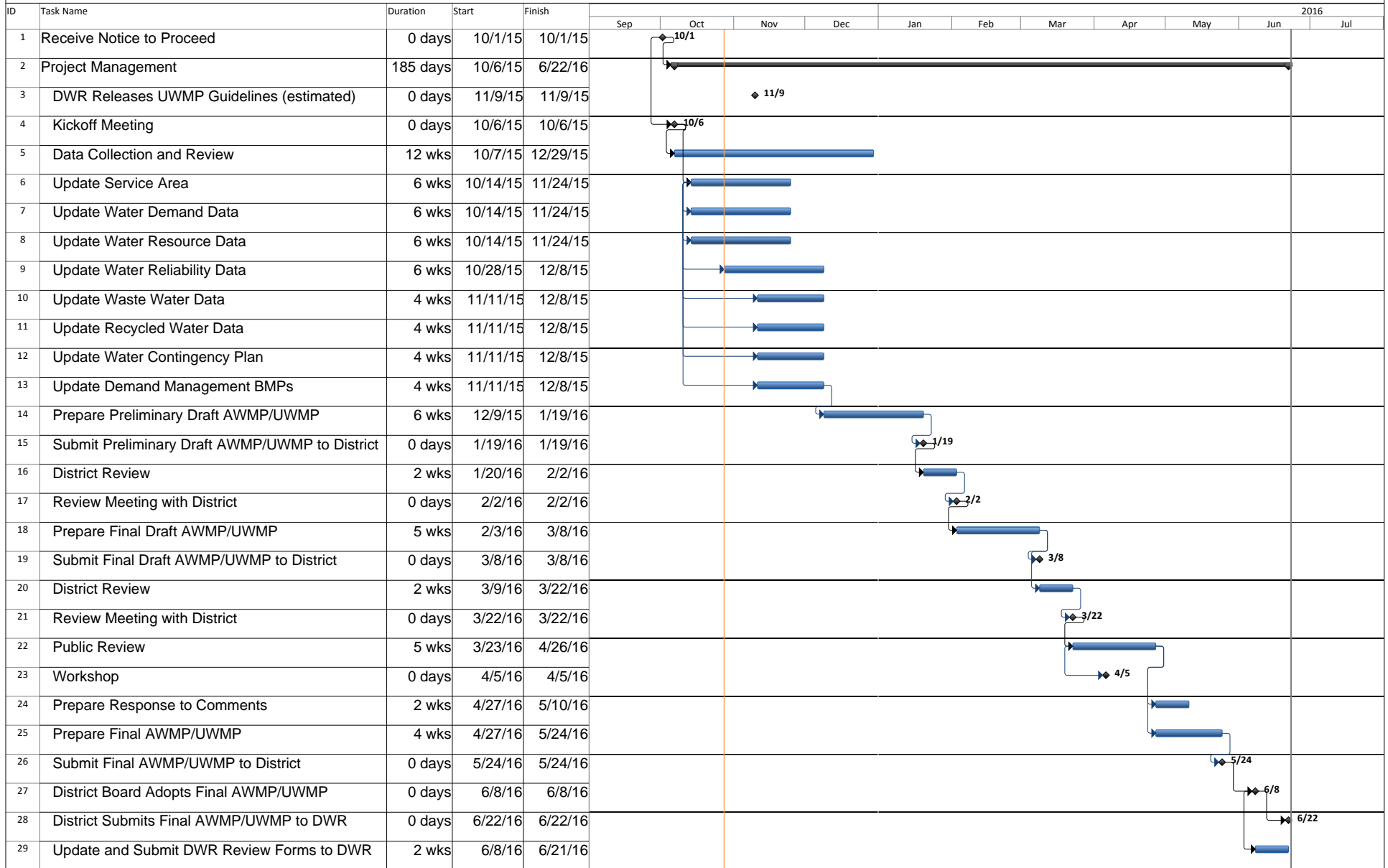
COST ESTIMATE

MVC is currently under contract to prepare the District's UWMP 2016 Update. This cost estimate is for preparation of the additional content to achieve the requirements of the AWMP Guidebook beyond the content required by the UWMP Guidebook. MVC proposes a not-to-exceed budget of \$14,800. MVC proposes to provide these scope of services on a time and materials reimbursement basis. It is understood that this task will be an addendum to the existing contract for preparation of the District's UWMP 2016 Update.

SCHEDULE

As previously noted, MVC is already under contract to prepare the District's UWMP. MVC will initiate work on this project immediately following receipt of a written Notice to Proceed. Preparation of the AWMP elements will be completed simultaneous to the UWMP elements since the two documents share many similar elements. MVC will submit the preliminary draft AWMP/UWMP within approximately three (3) months from receipt of the Notice to Proceed and the District-provided data. A proposed schedule is provided in Figure 1. This schedule will allow the District and MVC to review and implement requirements of the UWMP Guidebook (anticipated by early November 2015; revised date). The final draft AWMP/UWMP will be completed within approximately five (5) weeks following receipt of written District comments. Public review will be approximately 30 calendar days. The final AWMP/UWMP will be completed within approximately four (4) weeks following receipt of written District comments and comments received via the public review. The final AWMP/UWMP will be submitted for adoption at the District Board meeting anticipated to be held June 8, 2016. This schedule will allow submittal of the final AWMP/UWMP to DWR by the July 1, 2016 deadline.

**FIGURE 1
PROPOSED PROJECT SCHEDULE
PREPARE COMBINED AWMP/UWMP
CASITAS MUNICIPAL WATER DISTRICT**



Project: Project schedule- CMWD AWMP-UWMP-10-27-2015 Date: 10/28/15	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only			
	Summary		Inactive Task		Duration-only		Finish-only			

Mr. Ron Merckling
28 October 2015

MILNER-VILLA CONSULTING

SUMMARY

MVC is the most qualified consulting firm to prepare the District's combined AWMP/UWMP. As previously noted, MVC is already under contract to prepare the District's UWMP 2016 Update. MVC has the understanding, capability, and experience to successfully meet the District's objectives and prepare the District's AWMP/UWMP. MVC understands there are at least three keys to successfully complete the AWMP/UWMP project for the District including: (1) frequent contact and collaboration with District staff, (2) preparation of a complete AWMP/UWMP and submittal by the deadline, and (3) management of the budget. By hiring MVC, the District will receive first-class professional consulting services that successfully achieves the District's objectives. MVC will provide the District with sensible ideas that lead to valuable results.

I look forward to working with you on this important project. Should you have any questions or require additional information, please call me at (805) 551-3294. This proposal will be valid for 90 days.

Sincerely,



Brad Milner
President
Milner-Villa Consulting

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: SCOTT LEWIS, FISHERIES PROGRAM MANAGER
SUBJECT: VAKI RIVERWATCHER SOFTWARE AND HARDWARE UPGRADES
DATE: 03 NOVEMBER 2015

RECOMMENDATION:

It is recommended that the quotation for the Vaki Riverwatcher (Riverwatcher) upgrades be accepted and completed prior to the upcoming 2016 Fish Passage Augmentation Season.

BACKGROUND:

The Riverwatcher was originally purchased in 2004 and installed in the Robles Fish Passage Facility during construction. As stipulated in the Biological Opinion for the operation of the Robles Facility, the monitoring of fish passage is a long-term component that must be performed for the life of the project. The Riverwatcher was sent to the manufacturer for testing and repair if needed. The manufacturer recommended several computer hardware and software upgrades. These upgrades include new technological advances that can enhance the functionality of the Riverwatcher system and allow for continued operation with improved performance. The cost of the hardware and software upgrades is estimated at \$17,142 (see attached quote) and is not budgeted for. Staff recommends the upgrade work rather than investing in a new Riverwatcher at over \$50,000. The upgrades will provide the vast majority of the capabilities of a new Riverwatcher without the full cost.

Hardware and software upgrades will include:

1. Updated video camera allowing for enhanced resolution, increased field of view, and infra-red (IR) capabilities that will allow for monitoring in low/no-light conditions.
2. Updated cables, lights (including IR lights), and multiplexer connector.
3. Software updates that allow for downstream video confirmation of fish passage (e.g., kelts and smolts).

October 30, 2015

Casitas Municipal Water District
Michael Gibson
1055 Ventura Ave.
Oak View, CA 93022

Re: Quotation for Camera System Update

Dear Michael:

Based upon our communications and preliminary cost scoping, we have prepared a quotation for updates to the equipment and software of your Camera Riverwatcher. The total cost for the update of your Riverwatcher, including labor and the components listed below, is **\$17,142**.

Item Description	Estimated Costs
Camera Riverwatcher Update Components: <ul style="list-style-type: none">• IP Camera• Multiplexer• IR/Red Lights• Cables• Shipping and Handling	\$14,372
Software/system Update, Testing, and Support	\$2,770
Total	\$17,142


Although your system will be updated with these new components and the most up-to-date software, please keep in mind that you will still be utilizing an older computer/control unit and scanner. A one-year warranty accompanies the update components listed in the table above; however, it does not apply to your computer/control unit and scanner, due to the age of the system. In order to receive a full warranty, we recommend the purchase of a new Riverwatcher system. Additionally, the customer support listed above is limited to issues related to the updated software and components. Any customer support related to the existing hardware will be billed on an hourly basis.


Sincerely,



Ryan Cuthbert

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: Carol Belser, Park Services Manager 

FROM: Suzi Taylor, Park Services Officer IV 

RE: Fish Planting

DATE: November 5, 2015

RECOMMENDATION:

It is recommended a purchase order be approved in the amount not to exceed thirty thousand dollars (\$30,000.00) to the Jess Ranch Fish Hatchery for the purchase of rainbow trout to be planted on or before December 31, 2015

BACKGROUND:

The Lake Casitas Recreation Area has been working with the California Department of Fish and Wildlife (CDFW) for several years addressing concerns regarding fish planting in Lake Casitas. A request for approval for a Private Stocking Permit has been filed with CDFW and is awaiting approval. In the meantime, Formal bids were sent out requesting approved vendors provide bids for the 2015 stocking season, none were received.

Staff was able to secure a quote from the Jess Ranch Fish Hatchery (JRFH) which complies with the specification contained in the formal bid. Additionally, CDFW has indicated JRFH meets the requirements needed to stock trout in Lake Casitas.

Staff will facilitate compliance to past practice guidelines to ensure issues related to invasive species are satisfied.

SUMMARY:

Fish planting in Lake Casitas is of great benefit to the fishery, it is therefore recommended the Board of Directors provided direction to staff to secure the purchase and delivery of rainbow trout from the FRFH in the amount not to exceed thirty thousand dollars (\$30,000.00) with is the full budgeted amount.

MEMORANDUM

TO: Board of Directors
From: Steven E. Wickstrum, General Manager
RE: Limited Peace Officer - Status Report
Date: November 10, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review and provide further direction to staff regarding the additional information that is provided to assist in the final determination of the authority of the Park Services Officer staff.

BACKGROUND:

Since the Board meeting of August 26, 2015, staff has been directed to gather and compile additional information that has been requested by the Board. The additional information is to clarify the scope, policy and procedures, training requirements, and the financial commitment that are based on finalizing the determination of a limited peace officer. This information is to assist with the Board's decision on whether or not to grant the limited peace officer status to the District's Park Services Officer staff. Park Services Manager Carol Belser is presenting the attached memorandum that provides a status and summary of the requested additional information for consideration by the Board toward making this decision.

During the course of gathering the information, there has been a discovery of many other agencies that have the same responsibilities as the District and that have delegated limited peace officer authority to designated park staff. Staff has also contacted several agencies with similar responsibilities to gain more knowledge of their policies and procedures that govern those agencies. In doing so, staff has begun to develop a draft "Ranger Operations Manual" that would define the roles, responsibilities, and limitations of the staff. At this time, only the Table of Contents (Exhibit A) is provided in the attached memorandum to illustrate the depth and scope of the document. The contents of the draft Manual are currently under an initial review by the General Manager and Park Services Manager. It has been recommended that the District seeks assistance from specialized legal counsel to refine the policies and procedures.

Of critical importance in the development of the Manual is for the District to define the authority and scope of the Lake Casitas Park Services Officers. The lack of sufficient

authority decreases the effectiveness of the Park Services Officer staff. The designation of limited peace officer status, if well defined in the scope of responsibilities, policy and procedures, and job descriptions, can result in the proper level of enforcement to make the Ordinance requirements work effectively. What have been observed in the limited peace officer policies of other agencies are the delineation of the authority and the level of incident (crime) to which limited peace officers call in the local, state or federal armed law enforcement to address problems that are beyond the scope of responsibility for limited peace officers. Two examples of direction in the scope of law enforcement responsibilities are stated as follows:

“The primary role of the Ranger as a peace officer is to enforce District regulations and applicable state and local laws on district lands. The District’s enabling legislation grants Rangers full police powers within the District, but the District has the authority to administratively restrict their on-duty actions. These limitations are set out in this manual and other pertinent District Ordinances, regulations and policies.”

“Law enforcement needs on district lands beyond the scope of the Rangers’ duties should be referred to, or handled with, sufficient assistance from the appropriate law enforcement jurisdiction, including felonies, custody arrests, and misdemeanors or infractions outside of the Rangers’ scope of responsibility.”

The Board has not authorized the possession of firearms in the course of conducting staff duties. Penal Code 830.34 provides that “Those peace officers may carry firearms only if authorized and under terms and conditions specified by their employing agency”. If this is the direction of the Board, this direction must be conveyed clearly in the policy and procedure manual.

Job descriptions have been rewritten by the Park Services Manager to reflect the duties, qualifications, training, knowledge, skills, and abilities that should be required of a limited peace officer. Further review by the General Manager is in progress. The moving forward of the job description is dependent upon the Board’s final determination of park staff status. Upon making a final determination, the District will be ready to proceed with the hiring of two additional personnel with the appropriate designation, and this hiring will reduce the impacts of overtime in the LCRA.

If the Board decides to authorize limited peace officer status, a change in title is in order to be consistent with California Penal Code Section 830.34(d) which states *“Persons employed as a park ranger by a municipal water district pursuant to Section 71341.5 of the Water Code, if the primary duty of the park ranger is the protection of the properties of the municipal water district and the protection of the persons thereon.”* The title of Park Ranger is commonly used in similar settings and is universally recognized by the public as the local authority.

The proper and appropriate training of employees is essential. Staff has pursued and completed PC 832 training that is provided at Ventura College. Staff has also received an invitation to train with Ventura County Sheriff, at no cost. This training is viewed by all that the better prepared LCRA staff are to initially address situations, the better the coordinated effort becomes when local law enforcement steps in to address the issues. Additional training of staff is proposed to occur prior to April 1, 2016, and annual training is proposed to occur during the winter season.

The memorandum presented by Park Services Manager Carol Belser provides a description of the individual financial costs that will be associated with the limited peace officer status. We are awaiting a determination from CalPERS on whether there is a CalPERS requirement to convert the limited peace officer staff to a safety retirement category. The FY 2015-16 Budget has provisions for seven employees. The staffing level is recommended to be set at eight employees to provide coverage and reduce overtime to emergency periods only, working eight-hour shifts, 24 hours a day, 365 days in the year. The following table is a comparative of the cost impacts that are mostly influenced by the increase by one employee and needed additional training.

	Budget FY 2015-16	LPO Budget
Salaries	\$ 410,922	\$ 480,535
Benefits – 30% (incl. CalPERS)	\$ 123,276	\$ 144,160
Training	\$ 2,200	\$ 6,000
Uniforms/Supplies	\$1,500	\$ 2,000
CalPERS	14.6%	To be determined
Total	\$ 535,918	\$ 624,695

CONCLUSION:

The critical effort is in the development and reconciliation of the Ordinance, the policy and procedures (Manual), and the job descriptions. As stated, there is a need for special legal counsel to assist with the development and reconciliation of the District’s documents. If at this point in time there appears to be sufficient information to move forward, staff should be directed to seek such counsel, finalize the documents, and present the finalized documents to the Board for consideration of adoption.

If there is other information that the Board desires that has not been covered, please advise me on the specific information that is requested by the Board.

Attachment: Memorandum by Park Services Manager Carol Belser, November 4, 2015

MEMORANDUM

TO: Steve Wickstrum, General Manager
From: Carol Belser, Parks Services Manager
RE: Limited Peace Officer Status
Date: November 4, 2015

RECOMMENDATION:

It is recommended that the Board of Directors review and comment on the progress of the Limited Peace Officer status of the Park Service Officers.

BACKGROUND

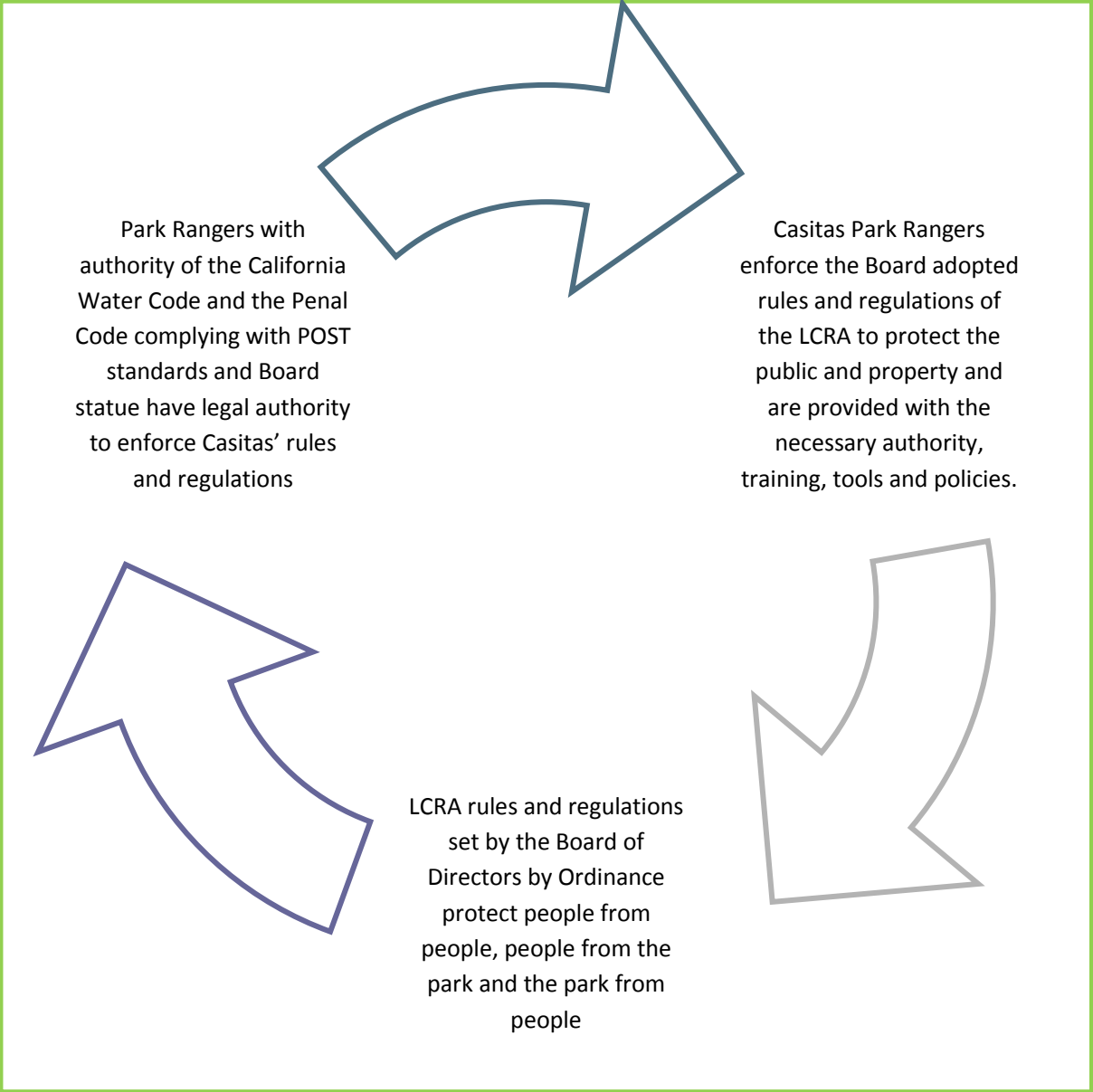
At the August 26, 2015 meeting the Board moved to clarify the limited peace officer status and qualified immunity associated with the peace officer designation. The Board further directed staff to bring back additional information for the Board to make a final determination.

ANALYSIS

The Casitas Municipal Water District (CMWD) Ordinance 14-01 is intended to ensure protection of properties and people and the District relies on the Park Services Officer staff to uphold that Ordinance. A detainment is required to enforce CMWD Ordinance violations, other than for parking, and Peace Officers are legally able to detain an individual. For a citation to be issued to a person observed swimming in the lake, for example, the person must be questioned and provide proof of personal information. Legally this is considered detainment and upon issuance of a citation is considered an arrest.

The California Water Code, Article 1, Section 71660 gives CMWD authority by ordinance to set rules and regulations and impose infractions and misdemeanors for failure to follow those rules by the visiting public. The California Water Code 71341.5 grants CMWD authority and powers to employ park rangers who shall have the authority and powers conferred by subdivision (d) of Section 830.34 of the Penal Code upon Peace Officers. The Penal Code Section 830.34 (d) states that "Persons employed as a park ranger by a municipal water district pursuant to section 71341.5 of the Water Code, if the primary duty of the park ranger is the protection of properties of the municipal water district and the protection of the persons thereon".

The diagram below illustrates the recommended alignment for the work the Park Services Officer staff perform in relation to enforcing Casitas' Ordinances and job related policies and training.



The recommended alignments and actions do not change the working relationship the Park Services Officers and Park Services Manager have with local and federal law enforcement agencies. Park Services Officer staff and management will continue to work closely with outside agencies to support park enforcement of rules and regulations and to deal with crimes that occur in the Recreation Area. CMWD's own staff will enforce CMWD ordinances since no other law enforcement agency or private security can uphold CMWD laws. Outside

agencies such as the Ventura County Sheriff and Federal Law enforcement will continue to address crimes that occur in the Recreation Area as they always have. It is noteworthy that none of the recommendations, including granting an employee peace officer status, gives authority to carry a firearm. Firearm authority would only be given by the Board and there are specific prerequisite training requirements, neither of which is under request for consideration of this action.

The following is the plan and steps to align Park Services Officers with authority by statute and to implement policies and procedures:

Action	Comment	Completion Time Line	Fiscal Impact
Board approve Lake Casitas Recreation Area Rules and Regulations Ordinance language inserting the Penal Code 830.34 (d)	Statute for authority to enforce the Rules and Regulations for the Public Use of the Lake Casitas Recreation Area.	Pending sufficient information to make decision.	See below.
Update job descriptions and job title back to Park Ranger to coincide with Water Code and Penal Code	Similar agencies job descriptions were reviewed and compatible duties chosen to meet objectives.	Draft completed including a meet and confer with Union 721 in October. Now pending General Manager/Board of Directors final approval.	No direct cost - Job compensation analysis determined no change. HR working with PERS to determine automatic or required costs increase associated with PERS retirement benefit formula.
Update policies and procedures specific to the Park Ranger staff	Similar agency policies were reviewed and language/protocol incorporated in a template. Individual policy first drafts are complete. See Policy Content Outline Exhibit A.	The policy manual requires legal review. Pending legal timeline, anticipated completion by December 2015.	Legal review - approximately \$5,000.

Action	Comment	Completion Time Line	Fiscal Impact
Employment Prescreening to meet Peace Officer Standard Testing (POST) Standards			
Physical Agility Test	Standards outlined to meet Casitas' public demands include swimming skills, incline test and first aid equipment w/lifting.	Completed.	\$0 Cost.
Complete psychological evaluation	Agency identified.	December 2015.	Approximate \$400 per Park Ranger.
FBI background Investigation	Human Resources setting up system to be included in current Department of Justice background checks.	December 2015.	\$18.00 per employee to add on to current DOJ background check.
POST field training and related training for current Park Rangers/Park Services Manager	Certification in State mandated POST PC 832. Fundamentals of Law Enforcement. Course Includes: Intro/History of Law Enforcement, Criminal Justice System, Community Relations, Community Attitudes, Discretionary Decision Making, Cultural Diversity and Discrimination, Crimes Against the Justice System, Effects of Force, Reasonable Force/Deadly Force, Criminal Law, Search and Seizure, Arrest Techniques, Presentation of Evidence, Laws of Arrest, Preliminary Investigation, Investigative Report Writing.	Six (6) Employees Certified.	Course tuition is \$144.00

Action	Comment	Completion Time Line	Fiscal Impact
First Aid/CPR/AED Emergency Medical Response/ Requirement California Health Code Title 22	American Red Cross Emergency Medical Response certification and supplies in current protocol.	Certification completed for all current staff.	\$35 for certificate renewal First Aid AED supplies restock budget \$800 per year.
Hire two additional Park Rangers for a total of 8 full-time force for the 24/7 365 days required park coverage	Human Resources advertise and recruit.	Complete by February 2016.	Cost of a full-time employee is approx. \$80,000 annually including benefits. One of the two additional staff is in currently in the 15/16 FY budget.
Additional training recommended to reset program Additional training recommended to reset program (continued from page 4)	Ongoing training through various resources such as: Ventura County Sheriff, Public Agency Training Council, Private Firms, Western Ventura County Employer Advisory Council, Public Safety Training.	Training on site 40 hour block by Easter 2016.	<p>\$6,000 for one time tailor made training week (40 hours) for entire division. Tailor made training topics include: Laws of Arrest Search and Seizure, Report Writing, Tactical Negotiation Conflict Resolution, Assess Psycho-medical Emergencies, Use of Force, Pedestrian Stops, Vehicle Stops, Chemical Agent OC Spray, Body Quadrant Searches Arrest and Control Tactics, Unarmed Defensive Tactics, Ranger Safety Scenarios, Animal Encounter Issues.</p> <p>Other training costs vary from \$0 cost with VCSD and up depending on needs.</p>

This status report is to provide the Board with information on the progress made to date and the elements required to move forward. These elements include financial impacts, job description updates, development of policies and procedures, development of pre-employment screening requirements and identification and obtaining proper training for employees. It is respectfully requested at this time to seek direction from the Board and to address questions.

EXHIBIT A

RANGER OPERATIONS MANUAL

POLICY CONTENT OUTLINE

Table of Contents

1 - INTRODUCTION

- 01.001 Definition of Terms Used in the Ranger Operations Manual
- 01.002 Deviation from Policy Guideline or Procedure
- 01.003 Distribution and Maintenance of the Ranger Operations Manual
- 01.004 Format of the Ranger Operations Manual
- 01.005 Ranger Operations Manual Review and Approval
- 01.006 Ranger Operations Manual Overview

2 - AUTHORITY SCOPE SELECTION & TRAINING

- 02.001 Appointment of Peace Officers
- 02.002 Demeanor and Courtesy
- 02.003 Internal Affairs Investigations
- 02.004 Training Guidelines
- 02.005 Ranger Code of Conduct
- 02.006 Uniform Standards
- 02.007 Uniform Standards - Rank Insignia
- 02.008 Ranger Field Training Officer Assignment

3 - OPERATIONS DEPT ORG & COMMAND STRUCTURE

- 03.001 District Organizational Structure
- 03.002 Operations Department Overview
- 03.003 Ranger Public Safety Chain of Command
- 03.004 Law Enforcement Philosophy and Approach

4 - USE OF FORCE

- 04.001 General Duties
- 04.002 Philosophy of Law Enforcement
- 04.003 Progressive Enforcement Strategy
- 04.004 Ranger Use of Physical and Tactical Force
- 04.005 Continuum of Force
- 04.006 Arrest and Control Tactics

5 – PATROL PROCEDURES

- 05.001 Accidents Involving District Vehicles
- 05.002 Accidents Involving District Vehicles – Investigation Procedures
- 05.003 Deaths on District Land – Corners Cases

- 05.004 Domestic Animal Control Policy
- 05.005 Emergency Notification
- 05.006 Emergency Vehicle Authorization
- 05.007 Emergency Vehicle Inspection
- 05.008 Emergency Vehicle Operation - Code 3
- 05.009 Foot Patrol Procedures
- 05.010 Generalist Ranger Philosophy
- 05.011 Incidents and Events Requiring Written Reports
- 05.012 Interaction with Other Public Agencies
- 05.013 Lost and Found Procedures
- 05.014 Marijuana Site Response Protocols
- 05.015 Patrol of District Lands
- 05.016 Operation of Watercraft
- 05.017 Personal Appearance Hygiene and Grooming
- 05.018 Photographs of Accident Sites
- 05.019 Post Incident Critique
- 05.020 Post Incident Stress Debriefing
- 05.021 Radio Protocols Procedures
- 05.022 Rangers' Interpretive Role
- 05.023 Stranded Motorist Assistance
- 05.024 Transporting Members of the Public
- 05.025 Visitor Accident Procedures

6 – LAW ENFORCEMENT

- 06.001 Citizen's Arrest Procedures
- 06.002 Alcohol and Drug Contacts
- 06.003 Citation - Refusal to sign
- 06.004 Confidentiality of Citations and Crime Reports
- 06.005 Court Preparation and Testimony
- 06.006 Encroachment Procedures
- 06.007 Domestic Violence
- 06.008 False Identification - Refusal to Identify
- 06.009 Indecent Exposure
- 06.010 Juveniles - Provisional Driving Licenses
- 06.011 Law Enforcement Mutual Aid
- 06.012 Levels of Enforcement, Discretion
- 06.013 Mandatory Reporting Requirements - Child & Elder Abuse
- 06.014 Motorized Vehicle - Temporary Storage
- 06.015 Off Duty Law Enforcement Activities
- 06.016 Officer Safety
- 06.017 Parking Citations - Procedure for Dismissal
- 06.018 Protective Vest Policy
- 06.019 Refusal to Stop
- 06.020 Scope of Law Enforcement Responsibilities
- 06.021 Search and Seizure
- 06.022 Stolen Vehicles
- 06.023 Temporary Detention

- 06.024 Vehicle Stops
- 06.025 Vehicles Parked Adjacent to District Lands
- 06.026 Visitor Contacts - Physical Arrests
- 06.027 Visitor Contacts - Consensual Contacts
- 06.028 Warrants - Contacts Involving

7 – EMERGENCY MEDICAL SERVICE

- 07.001 Against Medical Advice Procedures
- 07.002 EMS Responsibilities - District Lands
- 07.003 EMS Responsibilities - Off-site Mutual Aid
- 07.004 Emergency Medical Training Standards
- 07.005 EMS Authority and Scope

8 – SEARCH AND RESCUE OPERATIONS

- 08.001 Search Operations

9 – FIRE OPERATIONS

- 09.001 Approved Fire Suppression Equipment
- 09.002 Fires off District Lands - Mutual Aid
- 09.003 Fire Response Guidelines

10 – HAZARDOUS MATERIAL OPERATIONS

- 10.001 Hazardous Materials Response Guidelines
- 10.002 Hazardous Material Response Training Standards

12 – RESOURCE MANAGEMENT

- 12.001 Handling Sick, Injured Dead and Rehabilitated Wildlife
- 12.002 Ranger Resource Management Role

14 – ADMINISTRATIVE AND DOCUMENTATION STANDARDS

- 14.001 Patrol logs
- 14.002 Report Forms- Types and Uses

CASITAS MUNICIPAL WATER DISTRICT

MINUTES
Recreation Committee

DATE: November 4, 2015
TO: Board of Directors
FROM: General Manager, Steven E. Wickstrum
Re: Committee Meeting of November 2, 2015

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Bill Hicks and Director Russ Baggerly
General Manager, Steve Wickstrum
Park Services Manager, Carol Belser
Park Services Officer IV, Suzi Taylor
Fisheries Biologist, Scott Lewis
Public: Gary Wolfe
2. **Public comments.** None.
3. **Board/Management Comments.** None.
4. **Discussion to consider continuing the summer trolley service in 2016.**
Carol Belser presented an assessment of the trial program that included the level of ridership and the cost for operation. The high cost per rider, no additional funding from either the City of Ojai or the Ventura County Transit Commission, and rising cost for operation in the future year have led to the conclusion that the trolley program be discontinued.
5. **Review of the August Recreation Report.**
Reports were reviewed and recommended to move forward to the Board as information.
6. **Discussion regarding fish stocking.**
PSM Belser informed the Committee that due to high demand for fish by private lakes and the insurance liability constraints in the Casitas contract; specifically the indemnification of Casitas and the Bureau of Reclamation, the effort to purchase fish to stock Lake Casitas by the end of 2015 has not been successful. The Committee discussed other options to stocking. Scott Lewis offered that the \$30,000 budget be partially dedicated to habitat improvements that can be located while Lake Casitas water is low. This item is tabled for further discussion.
7. **Discussion regarding Casitas Water Adventure playground maintenance/repair.** PSM Belser reported that staff are proceeding with the search for a pipe leak underneath the play structure. To date, four areas of the pool shell have been excavated and the pipe will be pressurized to determine the location of the leak. The leak did cause the closure of the play structure for the last month of the 2015 season. The Committee discussed the age of the structure, availability of replacement elements (slides), and the high cost for the replacement of the entire structure.

8. **Changing shoreline public access due to drought.**

Carol Belser informed the committee that staff are establishing restrictions on public access to areas of land that have emerged from Lake Casitas. It was noted that the road to Arrow Island is not structurally sound enough to carry a vehicle loading. Access to the Main Island is also restricted. The restrictions are based on the inability of staff to respond to inaccessible areas for emergency requests by the public.

9. **Discussion regarding the request from the California Department of Fish & Wildlife for Lake Casitas to support the Class Room Education Program.**

Carol Belser received a written request from Dwayne Maxwell, Ph.D., for Casitas to consider allowing the transplant to Lake Casitas of rainbow trout that have been grown in Ventura County area elementary schools. The Committee requested more information to address the concerns over transplants from multiple uncontrolled sources, disease and quagga prevention.

10. **Review of Incidents and Comments.**

PSO IV Suzi Taylor summarized the incidents occurring at the LCRA that will appear in summary form in the August Recreation Report.

CASITAS MUNICIPAL WATER DISTRICT
LAKE CASITAS RECREATION AREA

DATE: November 2, 2015
 TO: Recreation Committee
 FROM: Carol Belser, Park Services Manager
 SUBJECT: Recreation Area Monthly Report for August 2015

Visitation Numbers

The following is a comparison of visitations* for August 2015:

	August 2015	August 2014	July 2015
Visitor Days	70,376	86,996	80,168
Camps	9,015	10,615	19,269
Cars	17,594	21,749	20,042
Boats	209	199	244
Kayaks & Canoes	7	10	4

Fiscal Year to Date Visitation	
2014/2015	172,216
2015/2016	150,544
% Change	-12.584

*The formulas for calculating the above attendance figures derived from the daily cash reports are as follows:

Visitor Days = Daily vehicles + 30 minute passes X 3 + café passes + attendance at special events + annual vehicle decals + replacement decals + campsites occupied + extra vehicles X 4

Camps = Campsites occupied + extra vehicles

Cars = Daily vehicles + 30 minute passes X 3 + café passes + attendance at special events + annual vehicle decals + replacement decals + campsites occupied + extra vehicles

Boats = Daily boats + overnight boats + annual decals + replacement decals

Kayaks & Canoes = Daily kayaks and canoes + overnight kayaks and canoes + annual kayaks and canoes

Boating

There were four cables sold for new inspections, two vessels re-inspected and a total of 367 vessels retagged. One vessel failed the first inspection in August 2015.

Operations

Astronomy night was held August 8 and 15 with participant estimates of 60 and 100 respectively. Staff attended a Quagga Workshop held by the Department of Fish and Wildlife and United Water Conservation District on August 13. The drought and historic low water level has created difficulty in boat launches due to limited launch ramp area. Customers are intrigued and asking a lot of questions seeing areas exposed for the first time along the shoreline.



The Casitas Water Adventure water playground structure began to leak water onto the perimeter on August 19 and due to the drought protocol for leaks and the unknown location of the leak to initiate repairs, the feature was closed for the remainder of the summer. The other areas of the Casitas Water Adventure remained open with a reduced maximum capacity number and, overall, customers were still able to enjoy those areas.

Incidents

Incidents in the Recreation Area for the month of August 2015 that include assistance from outside services: noise disturbances (2), physical fights (3), domestic disturbance, an allergic reaction resulting in difficulty breathing, a diabetic emergency, a report of poaching, a felony warrant arrest, a report of stolen property and a DUI arrest.

Revenue Reporting

The August 2015 financial figures are not available at this time due to the changes in reporting schedule. They will be reported in next month’s report. The unaudited figures below illustrate all Lake Casitas Recreation Area’s revenue collected in the respective month (operations, concessions, Water Adventure, etc.) per the District’s Financial Summary generated by the Finance Manager.

LCRA TOTAL REVENUE

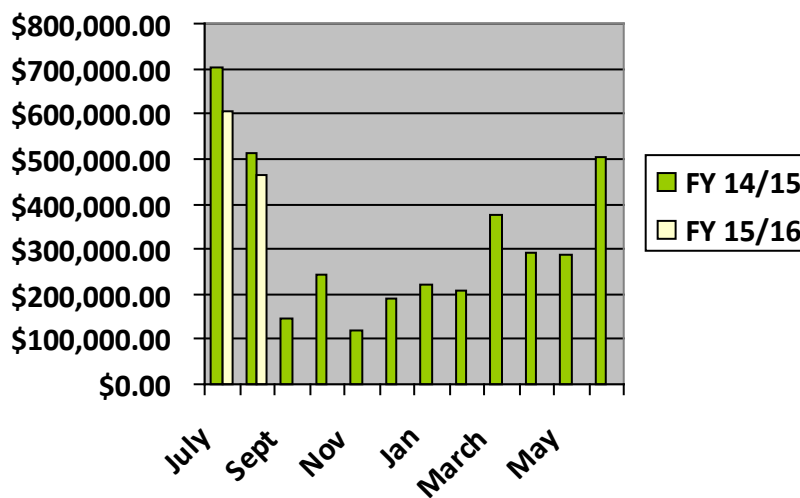
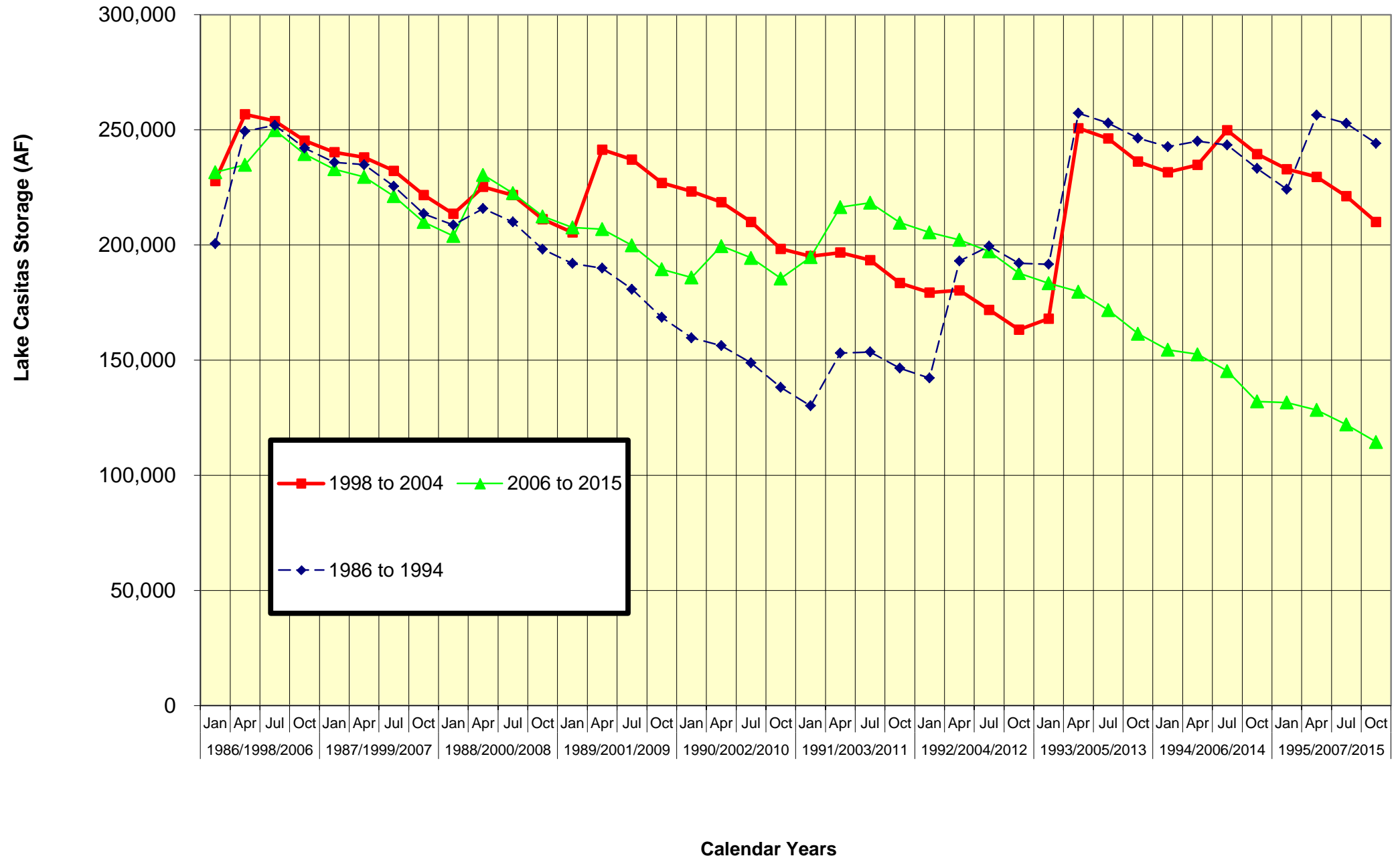


Figure 1 - Lake Casitas Storage Volume Comparison



September 30, 2015
 Lake Storage @ 114,428 AF = 45.05%
 Full Lake storage = 254,002 AF

**CASITAS RESERVOIR WATER INVENTORY SUMMARY
2014 - 2015 WATER YEAR**

(All Volumes in Acre-feet)

MONTH	RESERVOIR (last of previous month)		RESERVOIR INFLOW				RESERVOIR RELEASES			CHANGE IN STORAGE
	ELEV (ft)	STORAGE	DIRECT	VENTURA RIVER DIVERSIONS	TOTAL	PRECIP	EVAP	TO MAIN SYSTEM	SPILL	
OCT 2014	515.12	135769	-132	0	-132	0	594	1866	0	-2591
NOV 2014	513.69	133178	-321	0	-321	168	324	1155	0	-1632
DEC 2014	512.78	131546	-265	62	-203	813	148	408	0	53
JAN 2015	512.81	131600	-110	0	-110	264	189	605	0	-640
FEB 2015	512.45	130960	55	0	55	117	286	793	0	-907
MAR 2015	511.94	130053	149	0	149	52	517	1373	0	-1689
APR 2015	510.98	128364	21	0	21	42	684	1426	0	-2047
MAY 2015	509.81	126317	-57	0	-57	40	631	1461	0	-2108
JUN 2015	508.60	124209	81	0	81	24	757	1508	0	-2160
JUL 2015	507.35	122050	-86	0	-86	49	709	1571	0	-2317
AUG 2015	505.99	119732	-129	0	-129	0	730	1889	0	-2748
SEP 2015	504.35	116985	-132	0	-132	37	604	1857	0	-2557
OCT 2015	502.80	114428	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL			-924	0	-862	1606	6174	15911	0	-21341

reservoir capacity = 254,000 a.f. @ 567 ft.



Consumption Report

Water Sales FY 2015-2016 (Acre-Feet)

Classification	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month to Date	
													2015 / 2016	2014 / 2015
													Total	Total
AD Ag-Domestic	422	517	547	0	0	0	0	0	0	0	0	0	1486	1816
AG Ag	298	375	377	0	0	0	0	0	0	0	0	0	1050	1500
C Commercial	58	83	81	0	0	0	0	0	0	0	0	0	222	271
DI Interdepartmental	8	8	8	0	0	0	0	0	0	0	0	0	24	29
F fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I Industrial	1	2	2	0	0	0	0	0	0	0	0	0	5	10
OT Other	17	13	13	0	0	0	0	0	0	0	0	0	43	82
R Residential	106	122	127	0	0	0	0	0	0	0	0	0	355	472
RS - P Resale Pumped	50	81	172	0	0	0	0	0	0	0	0	0	303	509
RS - G Resale Gravity	456	487	453	0	0	0	0	0	0	0	0	0	1396	1870
TE Temporary	6	1	1	0	0	0	0	0	0	0	0	0	8	16
Total	1,421	1689	1781	0	0	0	0	0	0	0	0	0	4,891	6,575
Total 2014 / 2015	2286	1972	2317	1506	1187	432	483	688	1410	1283	1483	1601	N/A	16648

** July 2015 was the first month when all customers were on monthly billing. July 2015 now reflects actual consumption for July.

Casitas Municipal Water District
CFD No. 2013-1 (Ojai) - Monthly Cost Analysis
2015 / 2016



11/04/2015

	Services & Suplies	Legal Fees	Labor Expense	Other Services	Total Expenses
2011 / 2012	-289.50	42,560.00	11,098.37	0.00	53,368.87
2012 / 2013	831.82	223,462.77	14,836.68	0.00	239,131.27
2013 / 2014	29.89	91,878.06	3,835.65	0.00	95,743.60
2014 / 2015	0.00	68,457.10	0.00	0.00	68,457.10
July	0.00	0.00	0.00	0.00	0.00
August	0.00	1,022.00	0.00	0.00	1,022.00
September	0.00	2,140.00	0.00	0.00	2,140.00
October	0.00	5,238.00	0.00	0.00	5,238.00
November	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00
January	0.00	0.00	0.00	0.00	0.00
Feburary	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00
Total Cost YTD	0.00	8,400.00	0.00	0.00	8,400.00
Total Project Cost	572.21	434,757.93	29,770.70	0.00	465,100.84

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
11/04/15**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Home Loan Bank	313379EE5	06/14/2019	\$1,373,804	\$1,362,326	1.625%	10/03/2012	7.09%	1300
*TB	Federal Home Loan Bank	313379RN1	12/27/2024	\$978,364	\$995,249	2.840%	06/18/2014	5.18%	3293
*TB	Federal Home Loan Bank	3133802D8	11/23/2022	\$1,477,575	\$1,485,327	2.400%	11/19/2014	7.73%	2539
*TB	Federal Home Loan Bank	313380A98	08/14/2024	\$126,966	\$129,352	2.500%	07/03/2014	0.67%	3160
*TB	Federal Home Loan Bank	313380S73	10/11/2022	\$378,227	\$378,450	2.430%	08/11/2014	1.97%	2497
*TB	Federal Home Loan Bank	313381TA3	01/17/2023	\$277,619	\$279,035	2.240%	09/08/2014	1.45%	2593
*TB	Federal Farm CR Bank	3133EAZM3	07/24/2023	\$1,658,682	\$1,722,344	2.380%	09/16/2014	8.96%	2780
*TB	Federal Farm CR Bank	3133EED31	04/28/2025	\$2,989,906	\$2,921,907	2.800%	06/02/2015	15.21%	3414
*TB	Federal Farm CR Bank	3133EEXPO	01/28/2021	\$735,790	\$735,118	1.990%	06/17/2015	3.83%	1884
*TB	Federal Farm CR Bank	33133EFHV2	10/13/2022	\$588,948	\$574,473	2.200%	10/23/2015	2.20%	2499
*TB	Federal Home Loan Bank	3133XFKF2	06/11/2021	\$684,478	\$672,162	5.625%	01/16/2013	3.50%	2017
*TB	Federal Home Loan MTG Corp	3134A4VG6	11/17/2015	\$700,667	\$701,176	4.750%	06/17/2015	3.65%	13
*TB	Federal Home Loan MTG Corp	3134G34R8	07/23/2021	\$513,841	\$511,706	2.000%	12/02/2014	2.66%	2059
*TB	Federal Home Loan MTG Corp	3134G43A4	10/30/2024	\$849,441	\$862,795	2.500%	07/03/2014	4.49%	3236
*TB	Federal National Assn	3135G0ES80	11/15/2016	\$686,071	\$689,024	1.375%	03/12/2012	3.59%	371
*TB	Federal National Assn	3136G0K67	04/09/2021	\$192,000	\$192,250	2.000%	12/02/2014	1.00%	1955
*TB	Federal Home Loan MTG Corp	3137EABA60	11/17/2017	\$1,075,015	\$1,085,910	5.125%	01/03/2012	5.65%	733
*TB	Federal Home Loan MTG Corp	3137EADB2	01/13/2022	\$679,377	\$677,194	2.375%	09/08/2014	3.52%	2229
*TB	US Treasury Inflation Index NTS	912828JE10	07/15/2018	\$1,153,109	\$1,150,004	1.375%	07/06/2010	5.98%	971
*TB	US Treasury Inflation Index NTS	912828LZ10	01/15/2020	\$1,137,792	\$1,154,646	2.125%	07/01/2010	6.01%	1511
*TB	US Treasury Note	912828WE6	11/15/2023	\$769,185	\$803,227	2.750%	12/13/2013	4.18%	2891
Accrued Interest					\$131,824				
Total in Gov't Sec. (11-00-1055-00&1065)				\$19,026,856	\$19,215,498			99.98%	
Total Certificates of Deposit: (11.13506)				\$0	\$0			0.00%	
**	LAIF as of: (11-00-1050-00)		N/A	\$447	\$447	0.32%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,845	\$2,845	0.42%	Estimated	0.01%	
TOTAL FUNDS INVESTED				\$19,030,148	\$19,218,790			100.00%	
Total Funds Invested last report				\$19,034,743	\$19,391,834				
Total Funds Invested 1 Yr. Ago				\$18,213,628	\$18,366,015				
****	CASH IN BANK (11-00-1000-00) EST.			\$3,145,763	\$3,145,763				
	CASH IN Western Asset Money Market			\$53,074	\$53,074	0.01%			
TOTAL CASH & INVESTMENTS				\$22,228,985	\$22,417,626				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$23,423,432	\$23,575,819				
*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.