



Board of Directors

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

Pete Kaiser, Director

CASITAS MUNICIPAL WATER DISTRICT
Meeting to be held at the
Casitas Board Room
1055 Ventura Ave.
Oak View, CA 93022
February 26, 2020 @ 3:00 PM

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.

Special Accommodations: 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)).

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. AGENDA CONFIRMATION
5. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.
6. CONSENT AGENDA
 - 6.a. Minutes of the February 12, 2020 Board Meeting.
[2 12 20 minutes.pdf](#)

- 6.b. Recommend approval of the Casitas Municipal Water District's Unmanned Aerial System (UAS) Policy.
[Board Memo District on UAS policy 022620.pdf](#)
[Casitas Drone Policy 2020-01.pdf](#)

7. ACTION ITEMS

- 7.a. Review of District Accounts Payable Report for the period of 1/30/2020 - 2/12/2020.
[Accounts Payable Report.pdf](#)
- 7.b. Recommendation of staff and attorney to deny the request of Nancy Duffy McCarron to waive the Monthly Service Charge.
[Memo - Waiver of Monthly Standby Charge - Nancy Duffy McCarron 022620.pdf](#)
- 7.c. Award a contract for the Emily and Canada Street Pipeline Replacement, Specification No. 19-418 to Granite Construction Company in the amount of \$775,035.00.
[Emily_Canada_BM_0226_2020_Award.pdf](#)
- 7.d. Recommend approval of issuing Task Orders to Rincon Consultants, Inc. in the not-to-exceed amount of \$172,112 for Robles Diversion and Fish Passage Facility Programmatic Repair and Maintenance Permits.
[Robles Programmatic Permits Board Memo 022620.pdf](#)
[Phase 2 Programmatic Permit Proposal 01-29-20_final rev 02-11-20 \(2\) \(1\).pdf](#)
- 7.e. Recommend awarding a professional services contract to Fiona-Hutton & Associates in the not to exceed amount of \$150,000.00 for public relations services.
[Board Memo regarding Public Relations Consultant 022620.pdf](#)
[Casitas RFP Deck_Digital.pdf](#)
[Casitas Municipal Water District RFP.pdf](#)
[K&A for Casitas MWD PR Services_Final.pdf](#)
- 7.f. Authorize a Task Order to MNS Engineers in the amount of \$27,005.00 for engineering services for Santa Ana Boulevard Bridge Pipeline Relocation.
[Board Meeting 20200226_SantaAnaBridge_Waterline.pdf](#)
- 7.g. Approval of the Bureau of Reclamation request for a staff funding deposit of \$25,000.00 for ongoing Bureau staff programmatic permitting work at the Robles Fish Passage Facility.
[Board Memo regarding funding request from the USBR 022620.pdf](#)

8. DISCUSSION ITEMS/PRESENTATIONS

- 8.a. Discussion regarding the recent Ojai Valley News press.
- 8.b. Discussion regarding scheduling a public meeting for Casitas Adjudication and Comprehensive Water Resources Plan Presentations.

9. INFORMATION ITEMS

- 9.a. Hydrologic Status Report for January 2020
[Hydrology January 2020.pdf](#)
- 9.b. Executive Committee Minutes
[Exec Minutes 021420.pdf](#)
- 9.c. Water Resources Committee Minutes
[Water Resources Minutes 021820.pdf](#)
- 9.d. Public Relations Committee Minutes
[Public Relations Committee Minutes 022020.pdf](#)
- 9.e. Special Recreation Committee Minutes
[Special Rec Minutes 021120.pdf](#)
- 9.f. Finalized 2020 Board Priority List
[2020 Board Priorities List 012520-4.pdf](#)
- 9.g. CFD 2013-1 (Ojai) Project Report 2/12/2020.
[CFD 2013-1 Project Cost 02-12-2020xlsx.pdf](#)
- 9.h. State Water Project - Interconnect Project Costs 2/12/2020.
[SWP Intertie Project Cost 02-12-2020.pdf](#)
- 9.i. Investment Report.
[Investment Report 02-12-20.pdf](#)

10. GENERAL MANAGER COMMENTS

11. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

12. BOARD OF DIRECTOR COMMENTS PER GOVERNMENT CODE SECTION 54954.2(a).

13. CLOSED SESSION

- 13.a. CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code §54956.9(a) Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California, County of Los Angeles, Case No. 19STCP01176.

13.b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code §54956.9(b) Number of potential cases: 1

14. ADJOURNMENT

Minutes of the Casitas Municipal Water District
Board Meeting Held
February 12, 2020

A meeting of the Board of Directors was held February 12, 2020 at the Casitas Municipal Water District, 1055 Ventura Ave, Oak View, CA 93022.

1. CALL TO ORDER

The meeting was called to order by President Baggerly at 3:00 p.m. There were three staff members and seven members of the public in attendance.

2. ROLL CALL

Directors Kaiser, Spandrio, and Baggerly are present. Division II Seat is vacant. Director Brennan arrived at 3:01 p.m. Also present are General Manager Flood, Executive Administrator Vieira and Counsel Mathews.

3. PLEDGE OF ALLEGIANCE

President Baggerly led the Pledge of Allegiance.

4. AGENDA CONFIRMATION

There was a request to discuss item 8 a of the information items.

5. PUBLIC COMMENTS - Presentations on District related items that are not on the agenda - three minute limit.

William Weirick provided a handout about Governor Newsom's funding for the state to support voluntary agreements and read Metropolitan's response to the Governors statement.

Randy Haney stated he did not see any reporting out following Saturday's meeting and that he hopes there is a strong statement regarding collaboration nor adjudication following the closed session. He urged the board to take a stance and become leaders.

Counsel Mathews replied that on Saturday we did come back into open session and the announcement was made that there was no formal action to report.

6. CONSENT AGENDA

6.a. Minutes of the January 18, 2020 Board Meeting.

6.b. Minutes of the January 22, 2020 Board Meeting.

6.c. Minutes of the January 25, 2020 Special Board Meeting

The Consent Agenda was offered by Director Kaiser, seconded by Director Brennan and approved by the following roll call vote:

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

7. ACTION ITEMS

7.a. Review of District Accounts Payable Report for the Period of 1/09/20 – 01/29/20.

Director Spandrio questioned payments to Sal Loera Transportation and Oscar's Tree Service. General Manager Flood would provide information.

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

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

7.b. Authorize the General Manager to sign a contract with Fence Factory Inc. in the amount of \$36,249.00 for a gates and fencing project at the Casitas MWD Administration building.

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

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

7.c. Recommend approval of an agreement for additional water quality testing of Lake Casitas with Water Quality Solutions in the not to exceed amount of \$24,800.00.

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

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

- 7.d. Adopt Resolution scheduling a Public Hearing for March 11, 2020 regarding Lake Casitas Recreation Area fee adjustments.

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

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

- 7.e. Assignment of a replacement committee member for the Personnel and Finance Committees due to the retirement of the Division II Director.

On the motion of Director Brennan, seconded by Director Kaiser the Director Spandrio will go on Finance and Director Kaiser will go on Personnel, this was approved by the following roll call vote:

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

- 7.f. Discussion of and possible action regarding Division II Vacancy.

On the motion of Director Spandrio, seconded by Director Kaiser, the seat will remain vacant until after the November election and was approved by the following roll call vote:

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

8. INFORMATION ITEMS

- 8.a. Request for Proposals for a rate study for the variable cost of alternative water supply projects.
- 8.b. Water Resources Committee Minutes.
- 8.c. Finance Committee Minutes.
- 8.d. Consumption report for December 2019.
- 8.e. CFD 2013-1 (Ojai) Project Report 1/30/2020.
- 8.f. State Water Project – Interconnect Project Costs 1/30/2020.
- 9.f. Investment Report.

The board discussed item 8a and the information items were offered by Director Kaiser, seconded by Director Brennan and approved by the following roll call vote:

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

9. GENERAL MANAGER COMMENTS.

General Manager Flood reported on the upcoming bureau inspections. The first one is February 24-26 expected to be 36 hours and will affect 200 customers in Camp Chaffee and Casitas Vista Road. We will be providing potable water in water buffalos and a tanker. We have been getting information and outreach materials together and have special information button on the home page. We have done mailers and a reverse 911 call to inform the affected customers. The next outage is currently in the beginning of April and it would shut down 1,500 customers in Oak View. Mr. Flood then informed the board that we received four responses to the RFP for a PR Consulting firm with will be reviewed at the first PR Committee meeting next Thursday at 10:00.

10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED.

Director Spandrio attended the Upper Ventura River Groundwater Agency meeting, there was an update on GSP planning and revised mid-year budget.

Director Brennan thanked President Baggerly and the General Manager for attending the technical meeting adding that he listed in at his desk and attended a public meeting last night. He suggested a future agenda item on understanding the 6% loss and our ability to not be able to divert.

Director Baggerly reported that the GM and I attended the meeting. 12:30 – 4:30. There were presentations by engineers and there are specific parameters for the release of sediment. It is not going to happen if Casitas lake levels are below a certain level. It may cause us to stop diversions for a period of time. We have taken a lot of precautions however computer models don't control what sediment does in actuality. It will be interesting to watch happen.

11. BOARD OF DIRECTOR COMMENTS PER GOVERNMENT CODE SECTION 54954.2(a).

Director Kaiser suggested reviewing solar power as a possibility to reduce cost and to evaluate the return on investment. Director Brennan added that we should move to more electrical vehicles in our fleet

President Baggerly moved the meeting to closed session at 4:15 p.m.

12. CLOSED SESSION

13.a. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(a) Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California, County of Los Angeles, Case No. 19STCP01176.

The Board met with counsel and there were no actions to report.

13. ADJOURNMENT

President Baggerly adjourned the meeting at 6:04 p.m.

Angelo Spandrio, Secretary

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: **Review and Approval of Casitas Municipal Water District's Unmanned Aerial System (UAS) Policy**
Date: February 20,2020

RECOMMENDATION:

The Board of Directors approve the Casitas UAS policy as presented.

BACKGROUND:

The District purchased an Unmanned Aerial System (UAS) as part of the FY 2020 budget.

Staff was directed to develop a District policy for the Board's review and approval prior to use of the system.

The Executive Committee reviewed the proposed policy at the February 14th meeting.

DISCUSSION:

Staff requested that a UAS be acquired as part of the FY 2020 budget for various District uses such as tank inspections, aerial survey of the Robles facility and other District facilities.

The policy outlines the requirements for proper operation of the UAS including the legal requirements as well as requirements/approvals specific to the District.

The majority of the language included in the policy was obtained from outside authorities such as the Federal Aviation Administration and websites dedicated to helping the public navigate UAS laws and rules for their State or region.

CMWD Policy 2020-01

Unmanned Aerial System Policy

01.1 Adoption

It is the policy of the Casitas Municipal Water District's Board of Directors to review and adopt an Unmanned Aerial System (UAS) Policy.

01.2 Statement

Casitas Municipal Water District (District) will permit the use of a UAS for the purpose of conducting the business of the District. The UAS policy pertains to operations by District employees or by contractors or consultants working on behalf of the District.

For UAS operation District employees must comply with the requirements of the Federal Aviation Administration (FAA) which includes:

- Registration with the federal government in accordance with 14 part 107.13 and 14 part 91.203(a)(2);
- UASs must be under fifty-five (55) pounds;
- UASs must be operated in Class G Airspace;
- UASs must be operated in a manner that does not interfere with the operations and traffic patterns at airports, heliports, or seaplane bases;
- UASs must be kept in the line of sight of the operator at all times;
- UASs cannot fly above 400 feet above ground level;
- UASs must remain at speeds below 100 miles (87 knots) per hour;
- UASs must yield the right of way to any and all manned aircraft;
- UASs must not be flown over people unless that person is participating in the operation of the UAS, or that person is located under a covered structure or inside a stationary vehicle that can provide reasonable protection from a falling UAS;
- UASs must not take off from a moving land or water-borne vehicle unless the UAS is flown over a sparsely populated area and is not transporting another person's property for compensation or hire;
- UAS operators must comply with the FAA's airspace restrictions;
- UAS operators should take all reasonable measures to ensure that the privacy of individuals is not violated;
- The UAS operator must comply with 14 CFR part 107.49 by conducting

preflight inspections, including, but not limited to assessing the local weather conditions and appropriately operating the UAS under such weather conditions;

- In the event of an accident, the UAS operator must immediately notify the District by submitting an incident report.

District staff may utilize an unmanned aerial system for inspection, investigation, training, and communication purposes. The UAS will not be used to focus in on a specific private property or a specific person located on private property unless permission has been granted by the property owner and/or person(s), or where an individual has a reasonable expectation of a reasonable amount of privacy, such as when walking on a public street.

District staff must obtain the approval of the General Manager to operate the UAS on property adjacent to a parcel zoned residential or a public street.

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 01/30/20-02/12/20
Presented to the Board of Directors For Approval February 26, 2020

Check	Payee	Description	Amount
000944	Payables Fund Account	# 9759651478 Accounts Payable Batch 020520	\$881,295.61
000945	Payables Fund Account	# 9759651478 Accounts Payable Batch 021220	\$821,546.96
			\$1,702,842.57
000946	Payroll Fund Account	# 9469730919 Estimated Payroll 030720	\$210,000.00
			\$1,912,842.57

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, 000944-000946 have been duly audited is hereby certified as correct.

Denise Collin 2/13/2020

 Denise Collin, Chief Financial Officer

 Signature

 Signature

 Signature

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.

000944	A/P Checks:	037042-037050
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Voids:	
000945	A/P Checks:	037051-037205
	A/P Draft to P.E.R.S.	000000
	A/P Draft to State of CA	000000
	A/P Draft to I.R.S.	000000
	Voids:	037058,037094,037130,037131,037132,037133,037134,037135


Denise Collin, Chief Financial Officer

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 11/30/19
Pay Date of 12/05/19
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 12/2/19
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

CERTIFICATION

Payroll disbursements for the pay period ending 02/08/20
Pay Date of 02/13/20
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 2/10/2020
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

2/12/2020 1:48 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE: 1/30/2020 THRU 2/12/2020

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					
	C-CHECK	V	2/12/2020			037058		
	C-CHECK	V	2/12/2020			037094		
	C-CHECK	V	2/12/2020			037130		
	C-CHECK	V	2/12/2020			037131		
	C-CHECK	V	2/12/2020			037132		
	C-CHECK	V	2/12/2020			037133		
	C-CHECK	V	2/12/2020			037134		
	C-CHECK	V	2/12/2020			037135		

* * 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:	8	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
			8	0.00	0.00	0.00
BANK:	TOTALS:		8	0.00	0.00	0.00

2/12/2020 1:48 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/30/2020 THRU 2/12/2020

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE							
I-T1 202002111678	Federal Withholding	D	2/12/2020	34,734.01		000010		
I-T3 202002111678	FICA Withholding	D	2/12/2020	37,453.52		000010		
I-T4 202002111678	Medicare Withholding	D	2/12/2020	8,759.18		000010		80,946.71
00187	CALPERS							
I-PBB202002111678	PERS BUY BACK	D	2/12/2020	130.46		000011		
I-PBP202002111678	PERS BUY BACK	D	2/12/2020	161.96		000011		
I-PEB202002111678	PEPRA EMPLOYEES PORTION	D	2/12/2020	8,707.50		000011		
I-PEM202002111678	PERS EMPLOYEE PORTION MGMT	D	2/12/2020	2,584.52		000011		
I-PER202002111678	PERS EMPLOYEE PORTION	D	2/12/2020	6,220.09		000011		
I-PRB202002111678	PEBRA EMPLOYER PORTION	D	2/12/2020	9,010.60		000011		
I-PRR202002111678	PERS EMPLOYER PORTION	D	2/12/2020	10,922.04		000011		37,737.17
00049	STATE OF CALIFORNIA							
I-T2 202002111678	State Withholding	D	2/12/2020	13,154.54		000012		13,154.54
02129	Tracy Medeiros							
I-013020	1102W180000001 1/11-1/24	R	1/30/2020	2,129.42		037042		2,129.42
01666	AT & T							
I-000014237319	Acct#9391062398	R	2/05/2020	109.35		037043		109.35
01666	AT & T							
I-000014241896	Acct#9391064013	R	2/05/2020	21.38		037044		21.38
04202	AT&T							
I-011820	Acct# 296003321	R	2/05/2020	57.40		037045		57.40
00625	OfficeTeam							
I-55188507	Admin Buyer Temp 1/21/20	R	2/05/2020	369.04		037046		
I-55196832	Water Quality Temp 1/21-1/24	R	2/05/2020	594.00		037046		963.04
00188	PETTY CASH							
I-013120	Replenish Petty Cash - DO	R	2/05/2020	358.81		037047		358.81
00215	SOUTHERN CALIFORNIA EDISON							
I-013020a	Acct#2157697889	R	2/05/2020	1,044.03		037048		
I-013020b	Acct#2210507034	R	2/05/2020	9,496.07		037048		
I-013120	Acct#2312811532	R	2/05/2020	193.37		037048		
I-020120a	Acct#2210502480	R	2/05/2020	54,832.46		037048		
I-020120b	Acct#2210505426	R	2/05/2020	1,653.32		037048		
I-020520	Acct#2237789169	R	2/05/2020	16.50		037048		67,235.75

2/12/2020 1:48 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/30/2020 THRU 2/12/2020

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00836	AMERICAN RED CROSS I-22249354 Trainning CPR BBP - LCRA	R	2/12/2020	456.00		037059		456.00
01602	ANGELUS BLOCK CO., INC. I-VT00230771 Specmix - LCRA	R	2/12/2020	23.81		037060		23.81
00014	AQUA-FLO SUPPLY I-SI1478568 Cement, Pipe & Couplings - PL	R	2/12/2020	124.40		037061		
	I-SI1479023 Insulation & Cable - PL	R	2/12/2020	67.62		037061		
	I-SI1479908 Cable - EM	R	2/12/2020	16.03		037061		
	I-SI1481014 Cable - EM	R	2/12/2020	5.64		037061		
	I-SI1483233 Adapters & Bushing - UT	R	2/12/2020	14.03		037061		
	I-SI1483804 Coupling & Pipe - LCRA	R	2/12/2020	27.97		037061		
	I-SI1483813 Fittings - LCRA	R	2/12/2020	5.46		037061		261.15
00840	AQUA-METRIC SALES COMPANY I-INV0076640 2" Omni Meters - UT	R	2/12/2020	14,227.79		037062		14,227.79
00380	ARCADE GLASS CO. I-16603A Replace Glass Front Window-ENG	R	2/12/2020	913.09		037063		913.09
04254	Automation Services, LLC I-20-007 SCADA Service - PL	R	2/12/2020	7,800.00		037064		7,800.00
00021	AWA OF VENTURA COUNTY I-06-12346 Chanpion Sponership	R	2/12/2020	2,500.00		037065		2,500.00
00030	B&R TOOL AND SUPPLY CO I-1900941384 Reduced Shank & Torx Bit - PL	R	2/12/2020	109.46		037066		
	I-1900941755 Pipe Wrench - PL	R	2/12/2020	345.07		037066		454.53
00679	BAKERSFIELD PIPE & SUPPLY INC I-S2676115.002 2 1/2 Gate Valve - PL	R	2/12/2020	1,092.83		037067		
	I-S2680637.001 Seamless Pipe Nipple - PL	R	2/12/2020	36.49		037067		
	I-S2681724.001 Thread Sealand - TP	R	2/12/2020	82.22		037067		1,211.54
04687	Bear Equipment Inc C-68930b Accrue Use Tax	R	2/12/2020	64.82CR		037068		
	D-68930a Accrue Use Tax	R	2/12/2020	64.82		037068		
	I-68930 Wire Rope Sheaves - ENG	R	2/12/2020	1,028.00		037068		1,028.00
09065	ERIC BEHRENDT I-020720 Safety Boot Stipend	R	2/12/2020	170.00		037069		170.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03207	BMI PacWest Inc.							
I-013318	AC Repair - MAINT	R	2/12/2020	468.04		037070		
I-013432	Heating Down - MAINT	R	2/12/2020	518.04		037070		986.08
01062	BP Medical Supplies							
C-E338516b	Accrue Use Tax	R	2/12/2020	10.58CR		037071		
D-E338516a	Accrue Use Tax	R	2/12/2020	10.58		037071		
I-E338516	AED Pad - LCRA	R	2/12/2020	145.94		037071		145.94
03059	Brenntag Pacific Inc.							
I-BPI18237	Chlorine for Ojai Sys. - TP	R	2/12/2020	1,076.34		037072		1,076.34
03977	Scot Byron							
I-020720	Safety Boot Stipend	R	2/12/2020	170.00		037073		170.00
00067	CALIFORNIA SPECIAL DISTRICTS A							
I-100119	2020 Membership Dues	R	2/12/2020	7,840.00		037074		7,840.00
03702	Cannon Corporation							
I-711115	De La Garrigue Bridge Rep -ENG	R	2/12/2020	1,462.50		037075		1,462.50
02787	Lindsay Cao							
I-020720	Safety Boot Stipend	R	2/12/2020	170.00		037076		170.00
02836	Gonzalo Carbajal-Ramirez							
I-020720	Safety Boot Stipend	R	2/12/2020	170.00		037077		170.00
00208	CareIQ							
I-6/14176422-1	1102WC200000005 DOS 11/07/19	R	2/12/2020	205.00		037078		
I-6/14176423-1	1102WC200000005 DOS 11/11/19	R	2/12/2020	205.00		037078		
I-6/14184606-1	1102WC200000005 DOS 11/16/19	R	2/12/2020	205.00		037078		
I-6/14184607-1	1102WC200000005 DOS 11/20/19	R	2/12/2020	205.00		037078		
I-6/14184609-1	1102WC200000005 DOS 11/22/19	R	2/12/2020	205.00		037078		
I-6/14184642-1	1102WC200000005 DOS 11/26/19	R	2/12/2020	205.00		037078		
I-6/14184645-1	1102WC200000005 DOS 11/29/19	R	2/12/2020	205.00		037078		
I-6/14184649-1	1102WC200000005 DOS 12/02/19	R	2/12/2020	205.00		037078		
I-6/14184650-1	1102WC200000005 DOS 12/05/19	R	2/12/2020	205.00		037078		
I-6/14184653-1	1102WC200000005 DOS 12/21/19	R	2/12/2020	205.00		037078		2,050.00
00055	CASITAS BOAT RENTALS							
I-Jan 20	Gas For Boats - LCRA	R	2/12/2020	1,049.50		037079		1,049.50
03978	Virgil Clary							
I-020720	Safety Boot Stipend	R	2/12/2020	170.00		037080		170.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01843	COASTAL COPY							
I-892133	Copier Usage - LCRA	R	2/12/2020	146.84		037081		
I-892206	Copier Usage - WHS	R	2/12/2020	56.47		037081		203.31
00059	COASTAL PIPCO							
I-S2082405.001	3/8 Ball Valve - PL	R	2/12/2020	273.35		037082		
I-S2084908.001	Cement & Teflon Paste - TP	R	2/12/2020	111.35		037082		384.70
00062	CONSOLIDATED ELECTRICAL							
I-9009-402683	Screw Clamp Block - EM	R	2/12/2020	98.43		037083		
I-9009-403787	Terminal Block - EM	R	2/12/2020	1,979.93		037083		
I-9009-403788	Wire - EM	R	2/12/2020	254.14		037083		2,332.50
01483	CORVEL CORPORATION							
I-6/14173316-1	1102WC180000001 DOS 11/21/19	R	2/12/2020	14.76		037084		
I-6/14176422-1	1102WC200000005 DOS 11/07/19	R	2/12/2020	9.50		037084		
I-6/14176423-1	1102WC200000005 DOS 11/11/19	R	2/12/2020	9.50		037084		
I-6/14184606-1	1102WC200000005 DOS 11/16/19	R	2/12/2020	9.50		037084		
I-6/14184607-1	1102WC200000005 DOS 11/20/19	R	2/12/2020	9.50		037084		
I-6/14184609-1	1102WC200000005 DOS 11/22/19	R	2/12/2020	9.50		037084		
I-6/14184642-1	1102WC200000005 DOS 11/26/19	R	2/12/2020	9.50		037084		
I-6/14184645-1	1102WC200000005 DOS 11/29/19	R	2/12/2020	9.50		037084		
I-6/14184649-1	1102WC200000005 DOS 12/02/19	R	2/12/2020	9.50		037084		
I-6/14184650-1	1102WC200000005 DOS 12/05/19	R	2/12/2020	9.50		037084		
I-6/14184653-1	1102WC200000005 DOS 12/21/19	R	2/12/2020	9.50		037084		
I-6/14193742-1	1102WC200000005 DOS 12/13/19	R	2/12/2020	9.50		037084		119.26
01647	JOEL COX							
I-020720	Safety Boot Stipend	R	2/12/2020	170.00		037085		170.00
01856	CRAMER MARKETING/ FORMERLY DAT							
C-33633b	Accrue Use Tax	R	2/12/2020	14.89CR		037086		
D-33633a	Accrue Use Tax	R	2/12/2020	14.89		037086		
I-33633	Gray AP Checks - ADM	R	2/12/2020	226.04		037086		226.04
00616	DICK CORE MARINE							
I-011620	Water Pump & Oil - Unit 130	R	2/12/2020	977.47		037087		
I-011620a	R&R Burned Harness - Unit 130	R	2/12/2020	1,698.37		037087		2,675.84
04706	Alvin Domingo							
I-020720	Safety Boot Stipend	R	2/12/2020	170.00		037088		170.00
01981	Todd Evans							
I-020720	Safety Boot Stipend	R	2/12/2020	170.00		037089		170.00

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10286	Evoqua Water Technologies LLC Delta UV Parts - WP	R	2/12/2020	259.75		037090		259.75
00095	FAMCON PIPE & SUPPLY Coution Tape & Saddle - PL	R	2/12/2020	157.87		037091		
	I-S100020907.002 Hydrant & Gasket - PL	R	2/12/2020	7,833.00		037091		
	I-S100020965.001 Gate Valve & Stem Wrench - PL	R	2/12/2020	876.23		037091		8,867.10
00013	FERGUSON ENTERPRISES INC Hand Saw - PL	R	2/12/2020	31.28		037092		31.28
00099	FGL ENVIRONMENTAL Nitrate Monitoring 01/07/20	R	2/12/2020	61.00		037093		
	I-000605A Nitrate Monitoring 01/14/20	R	2/12/2020	43.00		037093		
	I-915500A Dist Asbestos Monitoring 11/14	R	2/12/2020	250.00		037093		
	I-915730A Robles Forebay 11/19/19	R	2/12/2020	484.12		037093		
	I-915732A Robles Forebay 11/19/19	R	2/12/2020	280.00		037093		
	I-916113A Plant Effluent DBP 11/25/19	R	2/12/2020	224.00		037093		
	I-916336A San Antonio Well WQ Test 12/02	R	2/12/2020	1,319.00		037093		
	I-916952A 3M Reservoir 12/12/19	R	2/12/2020	54.00		037093		
	I-917202A Nitrate Monitoring 12/17/19	R	2/12/2020	43.00		037093		
	I-917503A Nitrate Monitoring 12/23/19	R	2/12/2020	43.00		037093		
	I-917505A Manganese Monitoring 12/18/19	R	2/12/2020	145.00		037093		
	I-917506A Lake Nutrient Monitoring 12/18	R	2/12/2020	1,472.00		037093		
	I-917670A Nitrate Monitoring 12/30/19	R	2/12/2020	43.00		037093		4,461.12
03205	Mike Figueroa Camping Cancellation - LCRA	R	2/12/2020	175.00		037095		175.00
00101	FISHER SCIENTIFIC Detergent & Hand Soap - LAB	R	2/12/2020	52.40		037096		52.40
01614	FORBESS CONSULTING GROUP, INC Asbestos Sampling - ENG	R	2/12/2020	467.50		037097		467.50
00104	FRED'S TIRE MAN Flat Repair - Unit 48	R	2/12/2020	20.00		037098		
	I-122283 Tires - Unit 38	R	2/12/2020	978.57		037098		
	I-122525 Oil & Filter - Unit 9	R	2/12/2020	45.40		037098		
	I-122798 Oil & Filter - Unit 43	R	2/12/2020	51.83		037098		1,095.80
00106	FRONTIER PAINT Paint For Hand Rails - MAINT	R	2/12/2020	157.87		037099		
	I-F0254469 Paint & Base For Office - ADM	R	2/12/2020	94.43		037099		
	I-F0254973 Deep Base - WP	R	2/12/2020	46.29		037099		
	I-F0255317 Paint - WP	R	2/12/2020	28.10		037099		326.69

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03886 I-020720	Ramiro Garcia Safety Boot Stipend	R	2/12/2020	170.00		037100		170.00
04634 I-134539	GHD Inc DO Electrical - ENG	R	2/12/2020	13,509.73		037101		13,509.73
00491 I-423071V	GIBBS INTERNATIONAL TRUCK CTR Mirror - Unit 69	R	2/12/2020	85.23		037102		85.23
02755 I-020720	Vincent Godinez Safety Boot Stipend	R	2/12/2020	170.00		037103		170.00
00432 I-012820	Government Finance Officers As Membership 4/1/20-3/31/21	R	2/12/2020	160.00		037104		160.00
01898 I-020720	Eric Grabowski Safety Boot Stipend	R	2/12/2020	170.00		037105		170.00
00115 I-9407971549 I-9420799356	GRAINGER, INC Safety Sign - SAFETY Transport Drum - SAFETY	R R	2/12/2020 2/12/2020	6.49 70.48		037106 037106		76.97
00746 I-511189	GREEN THUMB INTERNATIONAL Plants for DO Garden - PR	R	2/12/2020	80.88		037107		80.88
00356 I-020720	Ken Grinnell Safety Boot Stipend	R	2/12/2020	170.00		037108		170.00
01838 I-020720	WILLIS HAND Safety Boot Stipend	R	2/12/2020	170.00		037109		170.00
01052 I-907163	HARBOR FREIGHT TOOLS USA, INC Pipe - TP	R	2/12/2020	18.29		037110		18.29
01186 I-020720	GERARDO M HERRERA Safety Boot Stipend	R	2/12/2020	170.00		037111		170.00
00596 I-2354300	HOME DEPOT Kick Boards On Canal - MAINT	R	2/12/2020	337.27		037112		337.27
00127 I-207424-1 I-207762-1	INDUSTRIAL BOLT & SUPPLY Hex Cap & Washer - PL Washer & Nut - EM	R R	2/12/2020 2/12/2020	62.93 25.26		037113 037113		88.19

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02565	I-INV-1583243	Industrial Networking Solution Networking Equipment - EM	R 2/12/2020	811.70		037114		811.70
03506	C-011520	ISCO Machinery, Inc. Dozer Rental CR	R 2/12/2020	3,859.00CR		037115		
	I-111359-0001	Dump Trunck Rental - PL	R 2/12/2020	5,765.00		037115		1,906.00
03460	I-021020	Joe Martinez III Cal Park Ranger Conf Advance	R 2/12/2020	734.67		037116		
	I-Jan 20	Reimburse Expenses 01/2020	R 2/12/2020	134.00		037116		868.67
01022	I-45296005	KELLY CLEANING & SUPPLIES, INC Janitorial Services 02/20-LCRA	R 2/12/2020	280.00		037117		280.00
00667	I-135539	Kennedy/Jenks Consultants, Inc Casitas/VTA SWP Pre Design	R 2/12/2020	5,000.00		037118		5,000.00
03913	I-020720	Eric Lane Safety Boot Stipend	R 2/12/2020	170.00		037119		170.00
03888	I-020720	Eric Lara Safety Boot Stipend	R 2/12/2020	170.00		037120		170.00
02671	I-020720	Tim Lawson Safety Boot Stipend	R 2/12/2020	170.00		037121		170.00
03581	I-56036a	Legend Pump & Well Service Inc Mutual Well #5 Inspect&Test	R 2/12/2020	6,970.00		037122		
	I-56036b	Mutual Well #5 Inspect&Test	R 2/12/2020	3,035.26		037122		10,005.26
00328	I-1152005	LIGHTNING RIDGE Sweatshirt Hood - UT	R 2/12/2020	158.74		037123		158.74
02640	I-020720	Ivan Lopez Safety Boot Stipend	R 2/12/2020	170.00		037124		170.00
02215	I-020720	Scott MacDonald Safety Boot Stipend	R 2/12/2020	170.00		037125		170.00
03484	I-020720	Mario Mariscal Safety Boot Stipend	R 2/12/2020	170.00		037126		170.00
04197	I-020720	Ian McMahan Safety Boot Stipend	R 2/12/2020	170.00		037127		170.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02129	Tracy Medeiros							
I-020720	Safety Boot Stipend	R	2/12/2020	170.00		037128		170.00
00151	MEINERS OAKS ACE HARDWARE							
C-910575	CR Flaper - LCRA	R	2/12/2020	3.31CR		037129		
I-909590	Adapters & Dust Brush - EM	R	2/12/2020	75.20		037129		
I-909608	Rope & Broom - WP	R	2/12/2020	63.73		037129		
I-909709	Washer & Bolts - MAINT	R	2/12/2020	24.17		037129		
I-909737	Concrete & Roofing Felt - LCRA	R	2/12/2020	109.53		037129		
I-909739	Lowash Oil - LCRA	R	2/12/2020	10.70		037129		
I-909862	Paint & Flaper - LCRA	R	2/12/2020	63.66		037129		
I-909873	Clamp & Cord - LCRA	R	2/12/2020	19.10		037129		
I-909991	Trap & key - MAINT	R	2/12/2020	23.21		037129		
I-910201	Gloves & Mask - WP	R	2/12/2020	33.60		037129		
I-910346	Bait Station - MAINT	R	2/12/2020	132.23		037129		
I-910402	Flaper & Knife - LCRA	R	2/12/2020	19.69		037129		
I-910410	Office Supplies - LCRA	R	2/12/2020	35.65		037129		
I-910428	Tape & Adapter - UT	R	2/12/2020	21.22		037129		
I-910587	Cement & Wood - WP	R	2/12/2020	18.74		037129		
I-910613	Concrete - LCRA	R	2/12/2020	56.59		037129		
I-910655	Gloves - MAINT	R	2/12/2020	13.06		037129		
I-910655a	Gloves - MAINT	R	2/12/2020	0.10		037129		
I-910690	Couplings - LCRA	R	2/12/2020	15.99		037129		
I-910973	Batteries & Bolts - LCRA	R	2/12/2020	53.39		037129		
I-910980	Air Effects - PL	R	2/12/2020	34.31		037129		
I-910982	Batteries & Rod Brass - ENG	R	2/12/2020	14.12		037129		
I-910998	Plugs & Tape - GARAGE	R	2/12/2020	23.56		037129		
I-911001	Spray Paint - GARAGE	R	2/12/2020	15.30		037129		
I-911036	Plug - Unit 000	R	2/12/2020	5.96		037129		
I-911112	Bolts & Screws - LCRA	R	2/12/2020	8.22		037129		
I-911170	Parts For Highline - UT	R	2/12/2020	226.66		037129		
I-911178	Brass Hose - UT	R	2/12/2020	14.63		037129		
I-911284	Adapter & Key Stem - UT	R	2/12/2020	11.88		037129		
I-911297	Trimmer Lin - LCRA	R	2/12/2020	40.74		037129		
I-911406	Wire & Plug - EM	R	2/12/2020	22.48		037129		
I-911407	Hose & Connector - LCRA	R	2/12/2020	52.01		037129		
I-911410	Concrete Mix - LCRA	R	2/12/2020	24.61		037129		
I-911444	Connector & Elbow - LCRA	R	2/12/2020	13.53		037129		
I-911459	Elbow & Conduit Strap - TP	R	2/12/2020	6.81		037129		
I-911495	Paint & Paint Brushes - UT	R	2/12/2020	102.04		037129		
I-911504	Grass Killer - PR	R	2/12/2020	7.31		037129		
I-911559	Bolts & Screws - MAINT	R	2/12/2020	32.16		037129		
I-911577	Hose & Dusters - EM	R	2/12/2020	29.33		037129		
I-911604	Cleaning Supplies - UT	R	2/12/2020	49.65		037129		
I-911745	Bolts, Stop Valve & Tape -LCRA	R	2/12/2020	92.67		037129		
I-911746	Glue & Seal Tape - TP	R	2/12/2020	58.55		037129		
I-911814	Windshield Cleaners - UT	R	2/12/2020	11.20		037129		
I-911884	Plumbers Snakes & Valve - LCRA	R	2/12/2020	68.10		037129		

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	I-911898 Bolt & Glue - WP	R	2/12/2020	37.76		037129		
	I-911938 Couple & Conduit PVC - TP	R	2/12/2020	35.34		037129		
	I-911944 Conduit PVC - TP	R	2/12/2020	6.24		037129		
	I-911959 Tube - LCRA	R	2/12/2020	0.36		037129		
	I-912217 Carpet Runner - PL	R	2/12/2020	36.44		037129		
	I-912241 Fittings - TP	R	2/12/2020	9.01		037129		
	I-912252 Paint - LCRA	R	2/12/2020	35.93		037129		
	I-912307 Connector & Conduit - LCRA	R	2/12/2020	28.63		037129		
	I-912379 Connector & Box - LCRA	R	2/12/2020	11.53		037129		
	I-912435 PC-Concrete - MAINT	R	2/12/2020	64.38		037129		
	I-912443 Flanges, Bolts & Screws - LCRA	R	2/12/2020	19.15		037129		
	I-912922 Roller Paint Kit - WP	R	2/12/2020	19.11		037129		
	I-912985 Concrete Mix & Rebar - LCRA	R	2/12/2020	63.58		037129		
	I-913143 Sealer - LCRA	R	2/12/2020	64.39		037129		
	I-913200 Screws - LCRA	R	2/12/2020	5.67		037129		
	I-913238 Level Floor - LCRA	R	2/12/2020	229.63		037129		
	I-913341 Circuit Breaker - LCRA	R	2/12/2020	25.31		037129		
	I-913366 Batteries & Adapter - EM	R	2/12/2020	23.88		037129		
	I-913441 Mortar Mix - LCRA	R	2/12/2020	11.78		037129		
	I-913484 Supply Line - LCRA	R	2/12/2020	5.83		037129		
	I-913577 Gloves, Bolts & Screws - LCRA	R	2/12/2020	18.96		037129		
	I-913679 Glue - LCRA	R	2/12/2020	8.03		037129		
	I-913684 Gloves - IT	R	2/12/2020	10.18		037129		
	I-913778 Grinder Kit & Bolts - WP	R	2/12/2020	51.48		037129		
	I-K10830 Bolts - MAINT	R	2/12/2020	47.77		037129		
	I-K10854 Roller Cover & Paint - LCRA	R	2/12/2020	14.22		037129		
	I-K10899 Bolts & Screws - MAINT	R	2/12/2020	2.85		037129		
	I-K12556 Cable & Netting Hex - LCRA	R	2/12/2020	37.07		037129		
	I-K12601 Parts To Straighten Gates-LCRA	R	2/12/2020	89.55		037129		2,766.14
03815	Luis Mejia							
	I-020720 Safety Boot Stipend	R	2/12/2020	170.00		037136		170.00
03444	Mission Linen Supply							
	I-511670563 Uniform Pants - PL	R	2/12/2020	32.50		037137		
	I-511670564 Uniform Pants - MAINT	R	2/12/2020	27.00		037137		
	I-511670565 Uniform Pants - UT	R	2/12/2020	27.79		037137		
	I-511670568 Unifrom Pants - TP	R	2/12/2020	35.98		037137		123.27
03980	Gustavo Muro Jr.							
	I-020720 Safety Boot Stipend	R	2/12/2020	170.00		037138		170.00
04252	Nigro & Nigro, PC							
	I-11364 Audit Services 18/19	R	2/12/2020	500.00		037139		500.00

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00163	OFFICE DEPOT							
I-426524256001	Office Supplies - DO	R	2/12/2020	38.42		037140		
I-426527146001	Tape Measure - ADM	R	2/12/2020	13.50		037140		
I-427603605001	Coffe Pot & Tape - MGMT	R	2/12/2020	54.51		037140		
I-427604073001	Stamp - ADM	R	2/12/2020	13.18		037140		
I-433762048001	Battery & Glance Planner - ADM	R	2/12/2020	178.53		037140		
I-433765648001	Letter Tray - ADM	R	2/12/2020	42.35		037140		340.49
00625	OfficeTeam							
I-55276692	Water Quality Temp 01/28-01/31	R	2/12/2020	594.00		037141		
I-55316777	Admin Buyer Temp	R	2/12/2020	6,500.00		037141		7,094.00
01570	Ojai Auto Supply							
I-482425	Bushing Kit - Unit 4	R	2/12/2020	18.04		037142		
I-482560	Oil - Unit 68	R	2/12/2020	53.70		037142		
I-482677	Battery & Spark - LCRA	R	2/12/2020	59.14		037142		
I-482925	Tools - LAB	R	2/12/2020	4.99		037142		
I-483954	V-Belt - MAINT	R	2/12/2020	8.72		037142		144.59
00912	OJAI BUSINESS CENTER, INC							
I-15045	Laminating - EM	R	2/12/2020	2.15		037143		2.15
00165	OJAI LUMBER CO, INC							
I-2001-956035	Roof Shingles - LCRA	R	2/12/2020	89.41		037144		
I-2001-957734	River Barrier Poles - WP	R	2/12/2020	168.61		037144		
I-2002-959304	Galv Roofing - LCRA	R	2/12/2020	147.10		037144		405.12
01464	OJAI PRINT WORKS							
I-3398	Screen Printing for Vest -LCRA	R	2/12/2020	171.60		037145		171.60
00602	OJAI TRUE VALUE							
I-52524	Clorox & Batteries - LAB	R	2/12/2020	44.43		037146		44.43
00169	OJAI VALLEY SANITARY DISTRICT							
I-21875	Cust # 99991 9/01-10-31/19	R	2/12/2020	5,782.29		037147		5,782.29
00169	OJAI VALLEY SANITARY DISTRICT							
I-21876	Cust #99991 11/01-12/31/19	R	2/12/2020	3,831.22		037148		3,831.22
02268	Curtis Orozco							
I-020720	Safety Boot Stipend	R	2/12/2020	170.00		037149		170.00
04707	Cole Ostlund							
I-885966	Camping Cancellation - LCRA	R	2/12/2020	95.00		037150		95.00

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 VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/30/2020 THRU 2/12/2020

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00941	PARK RANGERS ASSOCIATION I-010120 PRAC Membership - LCRA	R	2/12/2020	110.00		037151		110.00
10072	PERMACOLOR, INC I-2001027 Pipe Supports - EM	R	2/12/2020	299.75		037152		299.75
02637	David Pope I-020720 Safety Boot Stipend	R	2/12/2020	170.00		037153		170.00
00184	POWERSTRIDE BATTERY CO, INC I-V601346 Battery - Unit 111	R	2/12/2020	132.34		037154		132.34
02767	Pueblo Water Resources, Inc. I-2019-149 Well #1 & #4 Rehabs - ENG I-2019-150 Replacement Well Project - EN	R R	2/12/2020 2/12/2020	8,122.50 2,835.00		037155 037155		10,957.50
03979	Edgar Ramos Jr. I-020720 Safety Boot Stipend	R	2/12/2020	170.00		037156		170.00
03970	William Reeder I-020720 Safety Boot Stipend	R	2/12/2020	170.00		037157		170.00
04708	Renaissance Imaging Medical As I-6/14193742-1 1102WC200000005 DOS 12/13/19	R	2/12/2020	15.49		037158		15.49
00306	Rincon Consultants, Inc. I-18075 Bio Monitoring Ventura St -ENG I-18077 Robles Cleanout - ENG I-18079 Ayers Crk. Pipeline Design-ENG I-18083 VTA-Carp Intertie Services-ENG	R R R R	2/12/2020 2/12/2020 2/12/2020 2/12/2020	2,891.25 7,139.80 7,086.00 566.25		037159 037159 037159 037159		17,683.30
03887	Michael Robles I-020720 Safety Boot Stipend	R	2/12/2020	170.00		037160		170.00
00313	ROCK LONG'S AUTOMOTIVE I-28353 Diagnose Engine Light -Unit 28	R	2/12/2020	112.50		037161		112.50
03953	Rosemount Inc. I-71585791 San Antonio Well Imprvment-ENG	R	2/12/2020	1,812.18		037162		1,812.18
01109	SALVADOR LOERA TRANSPORTATION I-15643 Sand - PL I-15859 Base - PL I-15860 Base & Sand - PL I-15863 Sand - PL	R R R R	2/12/2020 2/12/2020 2/12/2020 2/12/2020	382.97 480.00 961.17 432.03		037163 037163 037163 037163		2,256.17

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02756 I-1573251-IN	SC Fuels Gas & Diesel - LCRA	R	2/12/2020	3,362.64		037164		3,362.64
04709 I-6/14173316-1	Scheinberg Orthopedic Group 1102WC180000001 DOS 11/21/19	R	2/12/2020	274.74		037165		274.74
02993 I-020720	Steven Sharp Safety Boot Stipend	R	2/12/2020	170.00		037166		170.00
01944 I-020720	Luke Soholt Safety Boot Stipend	R	2/12/2020	170.00		037167		170.00
00215 I-013120a I-020820	SOUTHERN CALIFORNIA EDISON Acct#2210503702 Acct#2269631768	R R	2/12/2020 2/12/2020	9,871.69 28.11		037168 037168		9,899.80
09043 I-7590202803	Southern California Edison Rincon PP SCE Service - ENG	R	2/12/2020	117,170.81		037169		117,170.81
04020 I-021020	Stephen Sulkowski Cal Park Renger Conf Advance	R	2/12/2020	734.67		037170		734.67
01147 I-4258	SUPERIOR GATE SYSTEMS DO Gate Repair - MAINT	R	2/12/2020	275.00		037171		275.00
02332 I-020720	Jordan Switzer Safety Boot Stipend	R	2/12/2020	170.00		037172		170.00
00398 I-CMWD61219	T & T TRUCK & CRANE SERVICE 10% Cost Repair DeLaGarr - ENG	R	2/12/2020	15,447.63		037173		15,447.63
02643 I-10317259 I-10326563	Take Care by WageWorks Reimburse Med/Dep Care Reimburse Med/Dep Care	R R	2/12/2020 2/12/2020	40.00 108.66		037174 037174		148.66
00498 I-020720	BRIAN TAYLOR Safety Boot Stipend	R	2/12/2020	170.00		037175		170.00
02840 I-14479	Techstone Inc. Concrete - LCRA/WP	R	2/12/2020	970.25		037176		970.25
03180 I-020720	Cameron Tindle Safety Boot Stipend	R	2/12/2020	170.00		037177		170.00

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A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02008	Tomar Construction Inc. District Office Remodel - ENG	R	2/12/2020	77,778.07		037178		77,778.07
01512	TRENCH SHORING COMPANY Traffic Plates - PL	R	2/12/2020	638.40		037179		638.40
01466	VALVE AUTOMATION AND CONTROLS 8" Gate Valve - TP	R	2/12/2020	565.18		037180		565.18
00257	VENTURA RIVER WATER DISTRICT Acct#05-37500A	R	2/12/2020	52.76		037181		
	I-013120b Acct#03-50100A	R	2/12/2020	10.00		037181		62.76
00258	VENTURA STEEL, INC Remnant Steel - WP	R	2/12/2020	23.60		037182		23.60
03758	County of Ventura - Fleet Serv BIT Inspection - GAR	R	2/12/2020	4,293.08		037183		4,293.08
01283	Verizon Wireless Monthly Cell Charges - DO	R	2/12/2020	4,312.58		037184		
	I-9847640548 Monthly Cell Charges - LCRA	R	2/12/2020	404.10		037184		4,716.68
01516	VISTA FORD OF OXNARD 2020 Ford Truck	R	2/12/2020	36,883.42		037185		36,883.42
02854	Water Works Engineers, LLC VTA/CARP Intertie - ENG	R	2/12/2020	3,300.00		037186		
	I-10305 Dam Drainage Imps - ENG	R	2/12/2020	14,017.01		037186		
	I-10306 Ave 1 PP Improvements - ENG	R	2/12/2020	1,015.00		037186		18,332.01
00663	WAXIE SANITARY SUPPLY Janitorial Supplies - DO	R	2/12/2020	29.75		037187		
	I-78840893 Janitorial Supplies - LCRA	R	2/12/2020	972.63		037187		1,002.38
04631	Western Sling & Supply Company Bluelink Dynam - ENG	R	2/12/2020	3,049.80		037188		3,049.80
04636	William Miracle Machinery SLudge Bed #1 Rehab - TP	R	2/12/2020	26,335.81		037189		
	I-4057 Sludge Bed Demo - TP	R	2/12/2020	9,500.00		037189		35,835.81
04582	Yeh and Associates, Inc Rincon Pump Upgrades 12/19-ENG	R	2/12/2020	3,672.85		037190		3,672.85

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 VENDOR SET: 01 Casitas Municipal Water D
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
04010	I-CS5202002111678							
	CALIFORNIA STATE DISBURSEMENT 200000001181291	R	2/12/2020	386.30		037191		386.30
00124	I-DCI202002111678							
	ICMA RETIREMENT TRUST - 457 DEFERRED COMP FLAT	R	2/12/2020	425.00		037192		
	I-DI%202002111678	R	2/12/2020	90.60		037192		515.60
00985	I-CUN202002111678							
	NATIONWIDE RETIREMENT SOLUTION 457 CATCH UP	R	2/12/2020	499.23		037193		
	I-DCN202002111678	R	2/12/2020	5,510.39		037193		
	I-DN%202002111678	R	2/12/2020	498.65		037193		6,508.27
00180	I-COP202002111678							
	S.E.I.U. - LOCAL 721 SEIU 721 COPE	R	2/12/2020	45.00		037194		
	I-UND202002111678	R	2/12/2020	774.00		037194		819.00
1	I-000202001311667							
	TIERRA CONTRACTING I UB REFUND	R	2/12/2020	1,229.63		037195		1,229.63
1	I-000202001311668							
	MTI CAPITAL INC UB REFUND	R	2/12/2020	18.12		037196		18.12
1	I-000202001311670							
	C A RASMUSSEN UB REFUND	R	2/12/2020	375.02		037197		375.02
1	I-000202001311672							
	HENKLES & MCCOY UB REFUND	R	2/12/2020	243.54		037198		243.54
1	I-000202001311671							
	MONICA ROS SCHOOL UB REFUND	R	2/12/2020	243.54		037199		243.54
1	I-000202001311669							
	SERVICING, SELECT PO UB REFUND	R	2/12/2020	50.74		037200		50.74
1	I-000202001311673							
	SILVERADO CONTRACTOR UB REFUND	R	2/12/2020	283.02		037201		283.02
1	I-000202001311674							
	MORENO, LOUIE UB REFUND	R	2/12/2020	60.00		037202		60.00
1	I-000202001311676							
	RAVEN RIDGE DEVELOPM UB REFUND	R	2/12/2020	60.00		037203		60.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-000202001311675							
	WEBER, THOMAS UB REFUND	R	2/12/2020	17.93		037204		17.93
1	I-000202002061677							
	HUGHES, DAVID & DESI UB REFUND	R	2/12/2020	1,145.05		037205		1,145.05

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	156	1,571,004.15	0.00	1,571,004.15
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	131,838.42	0.00	131,838.42
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
			159	1,702,842.57	0.00	1,702,842.57
BANK: AP		TOTALS:	159	1,702,842.57	0.00	1,702,842.57
REPORT TOTALS:			159	1,702,842.57	0.00	1,702,842.57

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD – GENERAL MANAGER
SUBJECT: NANCY DUFFY MCCARRON – REQUEST TO WAIVE MONTHLY SERVICE CHARGE
DATE: 2/20/20

RECOMMENDATION:

The General Manager recommends the request be denied due to non-conformance with District policy and the analysis of the District's Counsel.

BACKGROUND AND OVERVIEW:

Ms. McCarron is the new owner of 7099 Sunland Avenue, Ventura CA and wishes to build an Accessory Dwelling Unit (ADU) on top of a pre-existing garage on the property. Ms. McCarron is requesting to suspend the monthly Service Charge based on the fact that the Trust does not have the funds to pay the fee while the construction is in progress; the construction is scheduled to be completed sometime in 2020.

At the December 11, 2019 regular meeting of the Casitas MWD Board of Directors, the Board decided to continue this item pending further analysis of the issue by the District's counsel based on statements made by Ms. McCarron during the meeting relating this request to the Americans with Disabilities Act (ADA).

District counsel recently completed the analysis and it is attached.

DISCUSSION:

Current District policy states:

9.4 SERVICE CHARGES.

9.4.1 A Service Charge shall be paid by each customer for each billing period during which a service connection exists. Such charge for any billing period in which such a connection has existed for less than the whole of such period shall be prorated. Such charge shall not entitle the customer to any quantity of water and is in addition to the charges set forth in subsections

9.3. The Service charge will be based on the meter size as set forth in the rate schedule in Attachment A. Service connections exist on the date of approval of the Application for Service. Service Charges are billed from the date that service application is made by the customer.

Thus all active services are subject to a monthly service charge.

District policy for temporary suspension of service is thus:

12. DISCONTINUANCE AND RESTORATION OF SERVICE.

12.1 SHUTOFF FOR TEMPORARY PERIOD OF NON-USE. *For the convenience of all residential services 1 inch and smaller, the service may be discontinued at the request of the customer for a temporary period of non-use.*

12.2 ARRANGEMENT FOR DISCONTINUANCE OF SERVICE. *Water service will be turned off on the date requested by the customer, provided 72 hours advance notice, excluding Saturdays, Sundays and holidays, is furnished to Casitas. Turn offs are normally made on Mondays and Thursdays. The customers shall be held responsible for all service rendered to their premises until the date of turnoff specified in a notice to Casitas. For services larger than 1 inch, the meter shall be removed when service is discontinued and customers requesting their service be discontinued shall sign a statement that indicates that they acknowledge that they are giving up their allocation. All services shall have the meter removed when the owners request in writing that they wish to discontinue the service, the owner shall be required to sign a form indicating the service will be discontinued, which will mean termination of the allocation and the removal of the meter.*

Thus the customer can request that the service be temporarily turned off and no service charge will be due during that suspension period.

In order to restore the service, District policy states:

12.5 RESTORATION OF SERVICE. *Restoration of a service shall require the payment of all service charges, as set forth in subsections 9.4.1, "Service Charges", and 9.4.2, "Rate Schedule", for the period from the date of discontinuance of service to the date of restoration, or the payment of a new meter connection fee, whichever is the lesser. Restoration of a service that has been formally discontinued by the customer shall require the payment of all application fees, capital facility charges, and service facility charges as set forth for a new meter installation.*

Thus, per District policy, service charges can only be suspended during the discontinuation period and must be repaid in full when the service is restored.

The District does not currently have a policy that allows the waiver of the monthly Service Charge due to the inability of a customer to pay that charge.

Since the request does not conform to current District policy, the General Manager recommends that this request be denied.

The District counsel's analysis of Ms. McCarron's statements on December 11, 2019 is attached.

Excerpt from an email from Robert Kwong at AtoZ Law dated 2/11/2020:

We have finally completed our legal review of the above-referenced matter and have concluded that the ADA provisions cited by McCarron do not require Casitas to waive a water service charge as a “reasonable accommodation” to a disable person because (1) Casitas does not have a program, rule or policy that enables a water customer to receive a waiver of water charges; (2) ADA expressly prohibits a public entity from providing a disable person a special privilege or benefit that is not equally afforded to others or that is different and separate than what is afforded to others; and (3) “reasonable accommodation” must only be made on the basis of a recognized physical or mental disability and not on the basis that is common with other people such as the need for water or financial sustainability.

As to the last point, the fact that disabled person such as Sanguinet may not have a lot of fiscal resources (a fact that is common with many people – disabled or not) is not a reason to invoke the special provisions in the ADA that would mandate “reasonable accommodations” to the disabled person so that the disabled person can do what other/non-disabled people can do. For instance, if a person’s disability makes it impossible to traverse a set of stairs to enter a public building, a reasonable accommodation is to provide a ramp or inclined pathway that allows that disabled person to enter that building. The reasonable accommodation is based on a physical disability. McCarron is not making that argument for Sanguinet. McCarron is arguing that because Sanguinet may not have sufficient funds and because Sanguinet happens to be disabled – ADA therefore demands the accommodation of a fee waiver for Sanguinet. The problem, as you can see, is that the two premises upon which this conclusion is based are not related to one another and there is no legal nexus between them. Thus, the conclusion fails for lack of coherent and related premises.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: MICHAEL L. FLOOD, GENERAL MANAGER

SUBJECT: AWARD OF CONTRACT FOR EMILY AND CAÑADA STREET PIPELINE REPLACEMENT, SPECIFICATION NO. 19-418

DATE: FEBRUARY 26, 2020

RECOMMENDATION:

The Board of Directors award the contract for the Emily and Cañada Street Pipeline Replacement, Specification No. 19-418, to Granite Construction Company in the amount of \$775,035.00, and the President of the Board execute an agreement for said work.

BACKGROUND AND DISCUSSION:

The Condition-Based Assessment and Water Master Plan for the Ojai Water System (OWS) identified a variety of capital improvement projects. The existing water mains along Emily and Cañada Street are undersized and approaching the end of their service life. This project will replace approximately 1,400 linear feet (LF) of existing 4-inch cast iron main on Cañada Street, approximately 500 LF of existing 2-inch steel pipe on Emily Street with 8-inch polyvinyl chloride (PVC), approximately 225 LF of existing 2-inch cast iron main along Eucalyptus Street with new 6-inch PVC pipe and approximately 200 LF of 4- and 6-inch asbestos cement (AC) pipe along Summer Street with new 8-inch PVC pipe. The project was released for bidding and sent to the prequalified contractors on January 17, 2020. Four bids were received on February 12, 2020 as shown in Table 1.

Table 1 – Bid Summary

Contractor	Bid Total
Granite Construction Co.	\$775,035.00
Blois Construction	\$1,873,969.00
Tierra Contracting	\$811,350.00
Toro Enterprises	\$835,070.00

The lowest bidder was Granite Construction Co. whose bid is considered responsive and responsible and is recommended for award. A detailed bid evaluation is attached. The Engineer's Estimate for the work is \$770,000.

BUDGET IMPACT:

The fiscal year 2019-20 budget includes \$624,000 for the Emily and Cañada Street Pipeline Replacement. Additional funds will be included in the budget for fiscal year 2020-21 to complete the project.

Attachment: Detailed Bid Evaluation

**CASITAS MUNICIPAL WATER DISTRICT
 BID TABULATION
 EMILY AND CANADA PIPELINE REPLACEMENT
 SPECIFICATION NO. 19-418**

Bid Item	Quantity	Unit	Description	Engineer's Estimate		Granite Construction		Terra Contracting		Toro Enterprises		Biosis Construction	
				Unit Price	Amounts \$	Unit Price	Amounts \$	Unit Price	Amounts \$	Unit Price	Amounts \$	Unit Price	Amounts \$
1	1	LS	Mobilization/Demobilization	\$40,000.00	\$40,000.00	\$70,235.00	\$70,235.00	\$25,000.00	\$25,000.00	\$92,000.00	\$92,000.00	\$100,000.00	\$100,000.00
2	1	LS	Provide sheeting, shoring and bracing	\$10,000.00	\$10,000.00	\$22,000.00	\$22,000.00	\$20,000.00	\$20,000.00	\$18,300.00	\$18,300.00	\$140,000.00	\$140,000.00
3	1	LS	Abandon existing 4-inch cast iron, 6-inch A.C. and 8-inch PVC water mains	\$25,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$14,300.00	\$14,300.00	\$48,853.00	\$48,853.00
4	2050	LF	Install 8-inch PVC C-900 DR 25 water main	\$150.00	\$307,500.00	\$130.00	\$266,500.00	\$135.00	\$276,750.00	\$192.00	\$393,600.00	\$392.00	\$803,600.00
5	260	LS	Install 6-inch PVC C-900 DR 25 water main	\$120.00	\$31,200.00	\$120.00	\$31,200.00	\$130.00	\$33,800.00	\$179.00	\$46,540.00	\$351.00	\$91,260.00
6	1	LS	Connection at Cañada St and Matilija St	\$20,000.00	\$20,000.00	\$19,000.00	\$19,000.00	\$38,500.00	\$38,500.00	\$11,700.00	\$11,700.00	\$45,968.00	\$45,968.00
7	1	LS	Connection at Cañada St and Aliso St	\$15,000.00	\$15,000.00	\$12,500.00	\$12,500.00	\$26,800.00	\$26,800.00	\$9,650.00	\$9,650.00	\$21,252.00	\$21,252.00
8	1	LS	Connection at Cañada St and Oak St	\$15,000.00	\$15,000.00	\$12,800.00	\$12,800.00	\$29,100.00	\$29,100.00	\$10,400.00	\$10,400.00	\$36,121.00	\$36,121.00
9	1	LS	Cañada St Future Private Fire Service	\$10,000.00	\$10,000.00	\$5,500.00	\$5,500.00	\$27,425.00	\$27,425.00	\$8,300.00	\$8,300.00	\$35,464.00	\$35,464.00
10	1	LS	Connection at Eucalyptus St	\$12,500.00	\$12,500.00	\$13,000.00	\$13,000.00	\$24,100.00	\$24,100.00	\$7,650.00	\$7,650.00	\$9,218.00	\$9,218.00
11	1	LS	Connection at Cañada St and Summer St	\$22,500.00	\$22,500.00	\$23,000.00	\$23,000.00	\$34,500.00	\$34,500.00	\$13,350.00	\$13,350.00	\$28,780.00	\$28,780.00
12	1	LS	Connection at Emily St and Summer St	\$12,500.00	\$12,500.00	\$16,500.00	\$16,500.00	\$30,850.00	\$30,850.00	\$10,000.00	\$10,000.00	\$16,503.00	\$16,503.00
13	1	LS	Connection at Emily St and Raymond St	\$15,000.00	\$15,000.00	\$13,000.00	\$13,000.00	\$26,425.00	\$26,425.00	\$8,950.00	\$8,950.00	\$21,858.00	\$21,858.00
14	43	EA	Water Service Laterals	\$2,750.00	\$118,250.00	\$3,900.00	\$167,700.00	\$3,200.00	\$137,600.00	\$2,300.00	\$98,900.00	\$3,785.00	\$162,755.00
15	42	EA	Remove and Replace Water Meter Box and Content	\$900.00	\$37,800.00	\$700.00	\$29,400.00	\$750.00	\$31,500.00	\$825.00	\$34,650.00	\$1,643.00	\$69,006.00
16	2	EA	Remove, Replace, and Relocate Hydrants	\$9,000.00	\$18,000.00	\$18,200.00	\$36,400.00	\$5,500.00	\$11,000.00	\$11,115.00	\$22,230.00	\$24,387.00	\$48,774.00
17	1	EA	Install Blow-off	\$4,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$3,000.00	\$3,000.00	\$5,650.00	\$5,650.00	\$6,557.00	\$6,557.00
18	1	LA	Traffic Control	\$16,500.00	\$16,500.00	40000	\$40,000.00	15000	\$15,000.00	38900	\$38,900.00	188000	\$188,000.00
TOTAL SCHEDULE					\$730,750.00		\$775,035.00		\$811,350.00		\$835,070.00		\$1,873,969.00

w/Contingency **\$768,725.81**

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: ENVIRONMENTAL CONSULTING SERVICES FOR ROBLES
DIVERSION AND FISH PASSAGE FACILITY PROGRAMMATIC REPAIR
AND MAINTENANCE PERMITS
DATE: FEBRUARY 26, 2020

RECOMMENDATION:

It is recommended the Board of Directors:

- Approve and authorize General Manager to execute a Task Order for Phase 2 environmental services with Rincon Consultants, Inc. in the amount not to exceed \$152,112 related to Robles Facility Repair and Maintenance Programmatic Permits.
- Authorize General Manager to execute an additional task order with Rincon Consultants, Inc. in the amount not to exceed \$20,000 for other work that regulatory agencies may require for obtaining Robles programmatic repair and maintenance permits, for a total environmental consulting services amount of \$180,884, which includes \$8,772 in previous task orders for Phase 1.

BACKGROUND:

The Robles Forebay and Fish Passage Facilities require ongoing annual maintenance and repair activities, including sediment management related to wildfires that can negatively affect water supply and fish passage. In order to streamline permitting approvals, staff is pursuing a programmatic permit that would authorize necessary Robles facility maintenance and repair activities for a period of up to 10 years.

The permits for annual repair and maintenance fall under the jurisdiction of several agencies, including California Department of Fish and Wildlife (CDFW), Los Angeles Regional Water Quality Control Board (LARWQCB) and the US Army Corps of Engineers (USACE). Permits required for ongoing maintenance and repair include:

- LARWQCB Section Clean Water Act Section 401 Water Quality Certification
- USACE Clean Water Act Section 404 Individual Permit
- CDFW Lake and Streambed Alteration Agreement

In addition, federal Endangered Species Act (ESA) Section 7 consultations between the US Bureau of Reclamation (USBR), US Fish and Wildlife Service, and National Marine Fisheries Service (NMFS) are expected to occur. It is our understanding the USBR and/or USACE will conduct necessary compliance related to the National Environmental Policy Act (NEPA).

Compliance with the California Environmental Quality Act is also required, and the current

scope anticipates an Initial Study and Mitigated Negative Declaration (IS-MND) will be appropriate for the proposed activities.

Rincon Consultants, Inc. (Rincon) is one of the District's on-call environmental consultants and is has been assisting the District with Phase 1 of the permit applications, which involved initial meetings with each of the State and Federal agencies in order to receive preliminary feedback and guidance regarding permitting requirements for the proposed activities.

Staff is requesting authorization to issue a task order in the amount of \$152,112 to Rincon Consultants, Inc. for preparation of environmental compliance approvals and permits. In addition, staff is requesting authorization to execute an additional task order of up to \$20,000 in case it becomes necessary to provide timely response related to other work required by regulatory agencies for obtaining Robles programmatic repair and maintenance permits.

Some regulatory agencies charge application fees upon submittal of a permit application. The amount of these fees for programmatic permits is currently unknown. Once the fees have been estimated, staff will assess the adopted Fiscal Year 2020 budget and return to the Finance Committee as necessary.

FINANCIAL IMPACT:

The total requested authorization of \$172,112 for environmental permitting support is unbudgeted in Fiscal Year 2020 and would need to be funded through reserves. Tasks that are anticipated to be completed in Fiscal Year 2021 will be included in the proposed budget for the next fiscal year.

The Finance Committee reviewed this item on Wednesday, February 21, 2020, and recommended its approval by the Board of Directors.

Attachments: Rincon Consultants Proposal dated February 11, 2020



Rincon Consultants, Inc.

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January 29, 2020 (*revised 2/11/20*)

Project No: 19-08905

Kelley Dyer, P.E.

Assistant General Manager

Casitas Municipal Water District

1055 Ventura Avenue

Oak View, California 93022

Via email: kdyer@casitaswater.com

Subject: Casitas Municipal Water District: Environmental Support for the Casitas Municipal Water District Annual Repair and Maintenance Programmatic Permits (Phase II), Ventura County, California

Dear Ms. Dyer:

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to Casitas Municipal Water District (Casitas) to provide environmental support services for Phase II (CEQA and Permitting) of the Annual Repair and Maintenance (R&M) Programmatic Permitting effort for the Casitas' Robles Diversion and Fish Passage Facility.

We understand Casitas would like to obtain programmatic permits for ongoing maintenance and repair work to be conducted annually at Casitas' facilities. Based on previous meetings and discussions with Casitas, annual R&M work will occur within the Robles Diversion and Fish Passage Facility. Some work may occur within the Ventura River. Therefore, the proposed programmatic R&M program will require the acquisition of several regulatory permits. We anticipate the California Department of Fish and Wildlife (CDFW) will require a Lake and Streambed Alteration Agreement (LSAA) for the program, and a Routine Maintenance Agreement will be appropriate. In addition, we anticipate the Los Angeles Regional Water Quality Control Board (LARWQCB) and United States Army Corps of Engineers (USACE) will require a Clean Water Act (CWA) Section 401 water quality certification and CWA Section 404 Individual Permit (IP), respectively. Our cost assumes Rincon will prepare the permit application packages (404, 401, and LSAA), and supporting materials to be submitted with the permit application packages. Our scope includes preparation of a Biological Resources Assessment (BRA) and cultural resources report in support of the California Environmental Quality Act (CEQA) compliance process and the CDFW LSAA, including associated required federal processes.

In addition, federal Endangered Species Act (ESA) Section 7 consultations between the Bureau of Reclamation (BOR), United States Fish and Wildlife Service (USFWS), and National Marine Fisheries Service (NMFS) are anticipated to be required for the program. We assume the BOR will act as the Action Agency during Section 7 consultation with the USFWS and NMFS for potential effects to federally listed species. Rincon will be available as needed to provide support during the consultation process. Our scope includes completion of a federal Biological Assessment (BA) to facilitate the Section 7 consultation between the BOR, USFWS, and NMFS. The cultural resources report prepared to support the CEQA process will also provide analysis to support the BOR and USACE processes under Section 106 of the National Historic Preservation Act.



Rincon anticipates an Initial Study and Mitigated Negative Declaration (IS-MND) will be the appropriate level of CEQA compliance document for the project. However, it may be possible the project is eligible for a categorical exemption from CEQA, in which case, Rincon will prepare a Notice of Exemption (NOE) pursuant to Section 15301 of the CEQA Guidelines, provided the state agencies agree such approach is adequate for the Annual R&M Program. Section 15301 applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. Should the applicable state agencies agree a categorical exemption is sufficient, Rincon will prepare a NOE in lieu of an IS-MND. For the purposes of providing a scope and cost for the Phase II effort, we have assumed preparation of an IS-MND will be required.

It is our understanding the BOR and/or USACE will conduct necessary compliance related to the National Environmental Policy Act (NEPA). Accordingly, this scope of work does not include NEPA-related environmental effects analyses. Rincon is available to conduct NEPA-related environmental support services for the project at additional cost, if requested.

This proposal describes our proposed scope of work for Phase II (CEQA and Permitting) and our cost proposal for the assignment.

Scope of Work

Task 1. Project Management, Meetings, and QA/QC

This task involves overall project management and coordination. The Rincon Project Manager and/or Principal Regulatory Specialist will be available to attend up to **ten progress meetings** on site with Casitas, the resource agencies, and/or the Ventura County Watershed Protection District (VCWPD). Rincon attended an additional meeting with Casitas on January 28, 2020 to prepare for the meeting with the federal agencies held on February 5, 2020. Rincon attended a meeting with Casitas and VCWPD on February 7, 2020 to discuss the County's approach to the annual Operations and Maintenance program, which is permitted under programmatic permits. An additional meeting with CDFW has been scheduled on February 11, 2020. Casitas intends to meet with LARWQCB for a second time in March 2020 (meeting date to be determined). These four additional meetings were not previously included in our Phase I scope of work. We have assumed up to six additional meetings (not including the four additional scheduled meetings) will be required to finalize the project description with Casitas and the resource agencies. We assume each meeting will require up to **four hours** of staff time, inclusive of travel. Principal Regulatory Specialist, Chris Julian, will be available to attend up to four meetings with Rincon Project Manager, Lindsay Griffin. Ms. Griffin is available to attend all meetings proposed. We have assumed up to **40 hours** of staff time will be required in addition to the meetings to finalize the project description (i.e. Formal Project Description, Temporary Impacts Calculations Table, Activity Matrix, activity location map, Best Management Practices). In addition, under this task, the Rincon Project Manager will provide quality assurance/quality control (QA/QC) on all deliverables prior to submittal to Casitas. The Rincon Project Manager will be available to attend other meetings on request, to be billed on a time and materials basis, in accordance with the fee schedule provided.



Task 2. Least Bell's Vireo and Southwestern Willow Flycatcher Surveys

Habitat Assessment and Brief Memorandum

A habitat assessment for least Bell's vireo (LBVI) and southwestern willow flycatcher (SWFL) will be performed within the Study Area (Robles Diversion and Fish Passage Facility, plus a buffer of 500 feet) to determine the presence or absence of suitable habitat for these species at the project site. Rincon will utilize the existing site conditions to determine the most efficient survey approach to ensure 100% analysis of habitat within the study area. The habitat assessment will be conducted by Rincon's qualified biologists who possess valid 10(a)(1)(A) Recovery Permits, State Memorandums of Understanding (MOUs), and experience with the target species. The SWFL Specialist will assess the site for presence of Primary Constituent Elements (PCE) in accordance with the critical habitat rule for the SWFL (78 FR 344-534).

Before conducting the habitat assessment, Rincon will perform an updated literature search to understand the most recent activity of these species within the project area, if any. Finally, if suitable habitat is observed, Rincon will provide a brief memorandum including a figure depicting the suitable habitat's location in relation to potential work areas. The memorandum will include the following components:

- The location of the survey area, shown on a topographical map
- A description of SWFL/LBVI habitat assessment methods
- Survey conditions
- Results of the habitat assessment, including a discussion of PCEs present and absent from the project area.

We assume up to **24 hours** of staff time will be required to perform the habitat assessment and prepare the memorandum.

Protocol SWFL and LBVI Surveys

Suitable habitat is present within the Study Area, and therefore, Rincon proposes to perform protocol presence/absence surveys for SWFL and LBVI within those areas. The protocol survey methodology (i.e., time of day and climatic conditions, minimum number of days between surveys, etc.) will follow *A Natural History Summary and Survey Protocol for the Southwestern Willow Flycatcher* (United States Geographical Survey and United States Department of the Interior, 2010), and the *Least Bell's Vireo Survey Guidelines* (United States Fish and Wildlife Service, January 19, 2001) respectively for each species. In accordance with *Least Bell's Vireo Survey Guidelines* all riparian areas and any potential LBVI habitats will be surveyed at least eight times during the period from April 10 to July 31. In accordance with the *Survey Protocol for the Southwestern Willow Flycatcher* a minimum of three surveys are required over three survey periods; one survey in Survey Period 1 (May 15-31); two surveys within Survey Period 2 (June 1-24); and two surveys in Survey Period 3 (June 25-July 17).

Rincon's qualified biologists possess valid 10(a)(1)(A) Recovery Permits, State Memorandums of Understanding (MOUs), and experience with the target species and will conduct surveys of potentially suitable nesting habitats to confirm the presence/absence of SWFL or LBVI in the survey area. Rincon proposes using two biologists for these surveys due to the relatively large area (approximately 35 acres). In addition, Rincon assumes protocol surveys can be performed concurrently for both species, resulting



in eight (8) total surveys. We will compile a list of avian species detected and determine if such species are subject to protection under the California Fish and Game (CFG) Code and the Migratory Bird Treaty Act (MBTA). If SWFL or LBVI are detected the biologist will document the location of the observation(s) and notify Casitas within 24 hours. If required, additional surveys and / or monitoring of any present SWFL or LBVI will be conducted under a separate scope of work.

The surveys will be conducted within 500 feet of proposed construction activities without trespassing on private lands. Inaccessible areas (i.e. fenced property) will be surveyed with the aid of binoculars. The surveys shall be conducted by qualified biologists familiar with the appearance, behavior, and vocalizations of SWFL and LBVI. Each survey is expected to take a maximum of one full six-hour day to complete, including mobilization time. Surveys will be completed during early morning hours (before 10:30 am), therefore we assume Casitas will arrange sit access.

The findings of the surveys will be summarized in a Technical Survey Report which will be submitted to Casitas, the U.S. Fish and Wildlife Service, and California Department of Fish and Wildlife, as required by individual biologists' recovery permit conditions. Within this report, we will discuss survey methodology, the areas surveyed, and locations of detections (if any). We assume up to **119 hours** of staff time with be required to perform the eight surveys and prepare the Technical Survey Report.

Task 3. Biological Resources Assessment

Rincon previously prepared a BRA for the Forebay Restoration Project, which included an assessment of biological resources within a portion of the Ventura River upstream and downstream of the Robles Diversion and Fish Passage Facility. Under this task, Rincon will update the existing BRA to include the Annual Repair and Maintenance Program project description and evaluate potential impacts to biological resources from the proposed repair and maintenance activities. We anticipate Casitas and Rincon will work together to finalize a complete project description by the end of Phase I, which will incorporate a description of each repair and maintenance activity to be completed annually (including methods for conducting repair and maintenance work, equipment to be used, access and staging, timing and duration of each activity, and proposed avoidance and minimization measures). Rincon assumes Casitas will prepare and provide a map(s) to show the locations on site where each activity will occur.

The BRA will be designed to support CEQA environmental review and will address the CEQA Guidelines Appendix G environmental checklist questions for biological resources. The BRA will include an introduction, a discussion of existing conditions and applicable regulatory requirements, an analysis of potential direct and indirect impacts to biological resources, and, if required, mitigation measures to avoid or minimize significant impacts. We anticipate we will submit the LSAA permit application with the BRA to the CDFW and LARWQCB. Therefore, we plan to begin work on the BRA immediately upon receipt of a Notice to Proceed and will finalize the document within four (4) weeks of receipt of the final project description.

We anticipate preparation of the draft BRA report will involve **30 hours** of staff time. Rincon will submit electronic versions of the BRA to Casitas for review. Rincon will revise the report based on one round of consolidated comments from Casitas, to be provided in an electronic, editable format. Our budget assumes up to four hours of staff time will be required to respond to Casitas' comments.



Task 4. Biological Assessment

Rincon will prepare two separate BA's in accordance with the requirements of Section 7(a)(2) of the federal ESA (16 United States Code 1536(c)) and interagency implementing regulations at 50 Code of Federal Regulations Part 402. The BA's will support Section 7 consultation between the BOR, USFWS, and NMFS.

Rincon previously prepared a BA for the Forebay Restoration Project. For efficiency, we will update the existing BA to include the Annual Repair and Maintenance Program project description and evaluate potential impacts to federally listed species and federally designated critical habitat for southern California steelhead, southwestern willow flycatcher, and California red-legged frog from the proposed repair and maintenance activities. It is our experience the BOR will require separate BAs to support Section 7 consultation with the USFWS and NMFS since the aforementioned species are under the purview of different federal agencies (NMFS for southern California steelhead, USFWS for California red-legged frog and southwestern willow flycatcher). Therefore, Rincon will prepare two separate BAs to support Section 7 consultation.

Relevant literature and databases, such as the California Natural Diversity Database, the USFWS and NMFS Critical Habitat maps, prior biological technical studies performed in the project area, project plans, aerial photographs, and topographic maps, will be examined. No reconnaissance-level field survey is anticipated. Rincon will utilize previous survey results (conducted under Task 2) to document the existing conditions of the project site and evaluate the suitability of habitat for federally listed species. Plant communities and land cover types have been classified and mapped previously during the Forebay Restoration Project planning phase. Therefore, existing vegetation maps will be inserted into the revised BAs, as required under the USFWS and NMFS BA templates. The BAs will describe the methods and results of the previously conducted literature and database review, vegetation mapping, and field assessment, including a figure depicting vegetation communities, habitat types, and any observations of federally listed species on the project site. The BAs will identify the potential for federally listed species and/or critical habitat to occur. The BAs will also address effects to federally listed species and include conservation measures (incorporated into the proposed action) to reduce the likelihood and magnitude of identified effects, as well as include an effects determination for each federally listed species or critical habitat.

We anticipate preparation of the draft BA reports (two reports) will involve **80 hours** of staff time. Our budget assumes two rounds of revisions to the BAs following receipt of comments from Casitas, and the BOR. We will send the draft reports to Casitas to review first, prior to sending the draft reports to the BOR for review and comment. We anticipate staff time required to make revisions to the BA's following each review (Casitas and BOR) will not exceed four hours per document.

We anticipate we will submit the 404 permit application with the BAs to the USACE, prior to the commencement of Section 7 consultation. Therefore, we plan to begin work on the BAs immediately upon receipt of Notice to Proceed and will finalize the document within four (4) weeks of receipt of the final project description.



Task 5. Regulatory Permitting (404, 401, and LSAA) and Agency Coordination

LSAA Application and CDFW Coordination

We anticipate the CDFW will require a Routine Maintenance LSAA for the project. Initial consultation with the CDFW occurred on January 15, 2020 (Phase I: Agency Meetings); therefore, we have allocated budget for coordination time with the agency post-submittal of the LSAA notification to ensure Rincon can assist Casitas with responses to comments from the agency, as needed.

Under California Fish and Game Code Section 1600 *et seq.*, the CDFW requires an LSAA for potential impacts to streambed, banks, and riparian vegetation. Rincon will prepare a notification for a standard ten-year agreement, including the Routine Maintenance attachment, which we assume will be suitable for the proposed project. Rincon will provide the permit notification package to Casitas for review, prior to the submittal within two (2) weeks following the completion of Task 3. The general timeframe for approval of an LSAA is twofold: first, the CDFW has 30 days to provide a complete/incomplete determination of the LSAA notification; and second, upon a complete determination, the CDFW has 60 days to provide a draft LSAA. Upon submittal of the notification, Rincon will follow up with the CDFW to facilitate a timely review of the notification and request expedited review. Rincon will push for the most expedited timeframe possible; however, given the process depends on the responsiveness of agency staff, and time required to negotiate the terms of the LSAA after the agency issues a draft agreement to Casitas, we cannot guarantee issuance of the final LSAA within 90 days of submittal of the notification. Should the agency not meet its timeframe requirements, we will reevaluate the permitting strategy in coordination with Casitas. Preparation of the draft LSAA notification package and agency coordination is expected to involve approximately **35 hours** of staff time. This includes up to eight hours of staff time to respond to comments or agency requests for additional information.

Our cost does not include permit notification fees or project fees. Casitas raised a question regarding possible fees at the kick-off meeting with the CDFW on January 15, 2020. The CDFW mentioned there would be an initial fee (a one-time cost), per the CDFW Fee Schedule, and a fee charged per activity completed at the end of each year. We understand Casitas may consider combining activities into a single activity given the proximity of the locations and the similarity of work to be done.

404 and 401 Applications and Agency Coordination

This task involves preparation of application materials for a 404 IP through the USACE and a Water Quality Certification (WQC) through the LARWQCB, issued pursuant to Sections 404 and 401, respectively, of the CWA. For the purposes of this proposal, we assume LARWQCB will amend the existing 401 WQC (19-038) issued for the 2019-2021 Forebay Restoration Project to include the revised project description for the Robles Annual Repair and Maintenance Program. Rincon will provide the permit application packages to Casitas for review, prior to their submittal within two (2) weeks following the completion of Tasks 3 and 4. Initial consultation with the USACE occurred on February 5, 2020. Initial consultation with the LARWQCB occurred on January 21, 2020. We have allocated budget for coordination time with the agency post-submittal of the 404 and 401 applications to ensure Rincon can assist Casitas with responses to comments from the agencies, as needed.

A typical timeframe to obtain a Section 404 IP is four to six months following submittal; USACE cannot issue the IP until Section 7 consultations have concluded between the BOR, USFWS, and NMFS.



addition, the USACE's authorization of the project under an IP would require issuance of a Section 401 WQC by the LARWQCB; therefore USACE cannot issue the 404 IP until the LARWQCB has issued the 401 WQC. The typical timeframe to obtain a 401 WQC is six to nine months following submittal to the agencies.

Rincon will track the progress of the permit approvals and will provide responses to agency comments with consultation from Casitas. We will also identify any problematic or unexpected mitigation requirements for which Casitas may wish to negotiate with the agencies prior to acceptance. We are prepared to work with Casitas and the agencies to develop feasible mitigation measures, if applicable. Preparation of the draft permit application packages and agency coordination is expected to involve approximately 33 hours of staff time for each of the two application packages (**66 total staff hours**), including tracking the progress of submittals. This includes up to eight hours of staff time to respond to comments or agency requests for additional information.

Our cost does not include permit application fees or project fees. Casitas previously paid \$184,546 (project fees) to the LARWQCB for the Forebay Restoration Project. Since the Annual Repair and Maintenance Program includes the sediment removal and relocation activity in the forebay, Casitas may be able to negotiate a credit from the LARWQCB.

Task 6. Section 7 Consultation Support

We anticipate the BOR will act as the Lead Agency during Section 7 consultation with the USFWS and NMFS for potential affects to California red-legged frog (USFWS) and steelhead (NMFS), respectively. Under Section 7, federal agencies (i.e., BOR) must consult with the USFWS and NMFS when any action the agency carries out, funds, or authorizes (such as through a permit; 404 permit) *may affect* a listed endangered or threatened species. This process usually begins as informal consultation. Consultations are initiated when the BOR issues a letter to the USFWS and NMFS to request the initiation of Section 7 consultation. The BOR will generally submit the BA with the letter to request the initiation of Section 7 consultation. If, during the informal consultation process (approximately 30 days from receipt of the letter request), the federal agencies (USFWS and NMFS) determine the proposed project may affect, or is likely to adversely affect, a listed species and/or critical habitat, the BOR will submit to the USFWS and/or NMFS a request for formal consultation. In accordance with regulations in 50 Code of Federal Regulations 402.14 (Formal Consultation), formal consultation may last up to 90 days, unless the agencies request an extension to no more than 150 days, after which the federal agencies are allotted 45 additional days to prepare a Biological Opinion. We anticipate formal consultation with the USFWS may be required; however, formal consultation with the NMFS is not anticipated.

Under this task, Rincon is prepared to provide support during the Section 7 consultations following the submittal of the BAs to the BOR (approximately **40 hours** of Rincon staff time). Rincon will check in weekly with the BOR on the status of the Section 7 consultations, following the submittal of the BAs, and provide weekly status updates to Casitas. Rincon will document the outcome of all conversations with agency representatives.

Task 7. Cultural Resources Study

Rincon understands the Casitas' Annual R&M Programmatic Permitting effort will require federal approval (BOR, USACE, USFWS, and NMFS). As such, it will be considered a federal undertaking and require compliance with Section 106 of the National Historic Preservation Act (Section 106). Rincon



further understands that the BOR and/or USACE will be responsible for conducting the Section 106 consultation efforts with the State Historic Preservation Officer, Native American tribes, and other consulting parties. Due to the federal nexus, Rincon's cultural resource study will be prepared to meet the requirements of both CEQA and Section 106.

Records Searches

Rincon will prepare an Area of Potential Effects (APE) map delineating both an area of direct impacts (i.e., all areas of project ground disturbance including staging areas) and area of indirect effects (e.g., visual effects). For cost-estimating purposes, Rincon assumes the APE for the project will be limited to the R&M potential footprint areas (up to 20 acres).

Rincon will conduct a California Historical Resources Information System records search of the project APE plus a 1.0-mile radius surrounding the APE at the South Central Coastal Information Center (SCCIC) at California State University, Fullerton. The records searches will identify cultural resources known to exist on or near the project site, as well as the nature and extent of previously conducted cultural resources studies. We assume direct expenses for the SCCIC records searches will not exceed \$500.

In addition, Rincon will request a search of the Sacred Lands File (SLF) from the Native American Heritage Commission (NAHC). The SLF search will indicate whether cultural resources important to Native Americans are present within the vicinity of the APE. The NAHC will also provide a contact list of Native American groups who may have interest in the project area. Rincon will prepare and mail a letter to each of these Native American groups, requesting the groups provide information on known tribal cultural resources in the project area. Rincon will conduct one telephone call to each contact to demonstrate "good-faith" efforts to follow-up. This effort will not satisfy the requirements of Assembly Bill (AB) 52, which requires government-to-government consultation between CEQA lead agencies and Native American tribes who have requested to be contacted pursuant to AB 52. Rincon will provide AB 52 assistance to Casitas under Task 8.

Pedestrian Survey

Upon completion of the records search, Rincon will conduct a Phase I intensive pedestrian survey of APE. The survey will be conducted using transects spaced at maximum intervals of 15 meters with transect accuracy maintained through use of a hand-held global positioning system (GPS) unit. Developed areas (e.g., paved roadways) will be subject to a windshield survey (i.e., inspection by vehicle). For cost-estimating purposes, Rincon assumes the survey will be no larger than 20 acres in size. Rincon further assumes that one resource, the Robles Forebay, will require recordation and evaluation for listing on the California Register of Historical Resources (CRHR) and National Register of Historic Places (NRHP). A review of historical aerials confirms the forebay is over 50 years of age and therefore meets the minimum age guidelines for qualifying as a *historic property* under the NHRP and a *historical resource* per CEQA. The property will be recorded on California Department of Parks and Recreation (DPR) 523 series forms. Rincon assumes Casitas will provide Rincon with available historical documentation on the forebay, such as building plans and drawings.

The scope assumes no additional historic-era built-environment or archaeological resources will be identified within the APE requiring documentation and/or evaluation. This scope of work does not include subsurface testing or the collection of artifacts, samples, or specimens during the survey.



Technical Report

Rincon will prepare a technical report documenting the results of the cultural resources study, as well as provide management recommendations for cultural resources within or near the project APE. The report will be prepared in accordance with CEQA and Section 106 requirements. The report will include figures depicting the area surveyed and studied for cultural resources. Rincon will submit electronic versions of the technical report to Casitas for review. Rincon will revise the report based on one round of consolidated comments from Casitas, to be provided in an electronic, editable format.

We anticipate preparation of the cultural resources report will involve **76 hours** of staff time. The cultural resources report will be submitted with the Administrative Draft IS-MND.

Task 8. AB 52 Consultation Assistance

Rincon will assist Casitas with consultation for AB 52 by providing Casitas with letter templates, checklists, and detailed instructions to ensure meaningful consultation with interested Native American groups can be completed in accordance with AB 52. This task does not include costs for meetings, outreach, or additional consultation by Rincon.

We anticipate AB 52 consultation assistance will involve **up to 14 hours** of staff time.

Task 9. Administrative Draft IS-MND

Rincon will prepare an administrative Draft IS-MND using Casitas' preferred format, based on the 2019 CEQA Guidelines Appendix G environmental checklist. Rincon will incorporate information from relevant and available technical studies to assist in addressing checklist issues. Where appropriate, impacts will be quantified in relation to established thresholds of significance. A determination of significance will be made for each issue area and mitigation measures will be provided as necessary for identified significant effects. Although each topic will be discussed in appropriate detail in the Initial Study, we anticipate key issue areas for the project will include air quality, biological resources, cultural resources, greenhouse gas (GHG) emissions, and noise.

- **Air Quality.** The project site is located in the South Central Coast Air Basin within the jurisdiction of the Ventura County Air Pollution Control District (VCAPCD). Rincon will analyze the impacts of R&M-related criteria pollutant emissions, and the analysis will be prepared in accordance with the methodologies and significance thresholds set by the VCAPCD. Analysis will include discussions of temporary R&M-related impacts. Criteria pollutant emissions associated with R&M activities will be estimated using the California Emissions Estimator model (CalEEMod) and consistency with the VCAPCD's construction-related rules and regulations will be evaluated. This analysis will include an assessment of dust generation associated with ground-disturbing activities, as well as emissions associated with heavy construction equipment and truck trips (soil hauling and equipment delivery, as applicable). The modeling will be based on grading estimates, a general R&M schedule, and a list of anticipated R&M equipment to be provided by Casitas. In addition, Rincon will assess the project's consistency with the VCAPCD's Air Quality Management Plan. It is assumed air quality will be similar to existing conditions after annual completion of R&M activities; therefore, no long-term air quality modeling will be conducted. If significant air quality impacts are identified, mitigation measures will be developed to avoid or minimize impacts to less than significant levels. Based on our understanding the BOR and/or USACE will conduct necessary compliance related to NEPA, this scope



of work does not include a Federal Clean Air Act Conformity Analysis. Rincon is available to prepare this analysis for the project at additional cost, if requested.

- **Biological Resources.** The analysis of impacts to biological resources will be based on the BRA and BAs to be prepared under Tasks 3 and 4, respectively.
- **Cultural Resources.** The analysis of impacts to cultural resources will be based on the Cultural Resources Technical Study to be prepared under Task 7.
- **GHG Emissions.** Rincon will analyze impacts associated with GHG emissions from R&M activities, as well as project consistency with available local plans. It is assumed GHG emissions will be similar to existing conditions after annual completion of R&M activities; therefore, no long-term GHG emissions modeling will be conducted. The analysis will quantitatively assess project-related GHG emissions using CalEEMod. Rincon will briefly describe the status of applicable regulations such as AB 32 (Global Warming Solutions Act), Senate Bill (SB) 97, and SB 32, taking into account the SB 32 GHG reduction target of 40 percent below 1990 levels by 2030. If significant GHG emissions impacts are identified, mitigation measures will be developed to avoid or minimize such impacts to less than significant levels. The scientific knowledge, governmental regulations, and case law surrounding the analysis of GHG emissions under CEQA is constantly evolving and is currently being litigated in a variety of court cases across California. Additionally, lead agencies have discretion to develop their preferred approach to performing climate change analysis for projects and may adjust their views on acceptable methodologies on pace with changes in scientific knowledge and regulatory schemes. As such, the appropriate methodologies to evaluate the significance of project-level GHG emissions are subject to change at any time. This scope of work represents Rincon’s best understanding of currently accepted methodologies. If Casitas makes changes to its approved approach during execution of this scope of work, a budget amendment may be required to complete the GHG emissions analysis for this project.
- **Noise.** Rincon will quantitatively analyze noise and vibration impacts associated with project-related R&M activities. Potentially affected noise-sensitive receptors include single-family residences approximately 200 feet from the project footprint. Rincon will use an ANSI Type II integrating sound level meter to record up to four 15-minute noise measurements on and around the project site to establish ambient noise conditions. The analysis of temporary noise and vibration impacts associated with R&M activities will be based upon typical construction noise and vibration levels and standard noise and vibration attenuation factors. Construction noise will be modeled using the Federal Highway Administration’s Roadway Construction Noise Model. Noise and vibration levels associated with R&M activities will be quantified at the nearest sensitive receptors. Rincon will also evaluate the temporary noise impacts associated with delivery and truck trips on haul routes during project construction. It is assumed noise levels will be similar to existing conditions after annual completion of R&M activities; therefore, no long-term noise calculations will be conducted. The exposure of nearby sensitive receptors to noise will be evaluated against applicable noise thresholds. The applicable threshold will be determined in consultation with Casitas; these potentially include thresholds established by the County of Ventura. If noise impacts are determined to be significant, mitigation measures will be developed to avoid or minimize impacts to less than significant levels.

We anticipate preparation of the administrative Draft IS-MND will involve **208 hours** of staff time. Rincon will submit electronic versions of the administrative Draft IS-MND to Casitas for review. Rincon



will revise the report based on one round of consolidated comments from Casitas, to be provided in an electronic, editable format.

Task 10. Public Review Draft IS-MND

Rincon will prepare the administrative public review Draft IS-MND upon confirmation from Casitas all previous comments have been adequately addressed. An electronic pdf version will be submitted to Casitas for final approval. Rincon will provide a PDF electronic version of the public review Draft IS-MND for posting on Casitas' website and print and distribute up to 20 hardcopies of the Draft IS-MND to the State Clearinghouse and responsible/concerned agencies on behalf of Casitas. Rincon will also file a Notice of Intent (NOI) to Adopt an MND with the Ventura County Clerk. We assume Casitas will be responsible for publishing the notice in a local newspaper(s) and/or noticing via direct mailing to the owners and occupants of property contiguous to the project site, as well as payment of required County Clerk filing fees; however, if desired, Rincon can coordinate such noticing at an additional cost.

We anticipate preparation of the public review Draft IS-MND will involve **29 hours** of staff time.

Task 11. Final IS-MND

Upon receipt of public comments on the Draft IS-MND, Rincon will prepare draft responses to comments, as requested by Casitas, and the administrative Final IS-MND for Casitas' review. We assume minimal public comments on the Draft IS-MND will be received due to the semi-rural setting of the project area and the project type (annual R&M activities which are already occurring). However, if there are a substantial number of comments requiring a response, a budget amendment may be required. Rincon will also prepare the Mitigation Monitoring and Reporting Program (MMRP). The MMRP will list in tabular format the mitigation measures and corresponding monitoring requirements, the entities responsible for monitoring and completing the mitigation, and schedule for mitigation implementation.

Rincon will provide the administrative Final IS-MND (including draft responses to public comments, as requested, and the MMRP) in electronic format for Casitas' review. Rincon will revise the Final IS-MND based on one round of consolidated comments from Casitas to be provided in an electronic, editable format. Rincon will then provide electronic versions of the finalized document for Casitas' approval. Rincon will provide up to 10 hardcopies of the Final IS-MND for Casitas to distribute. Upon adoption of the Final MND, Rincon will prepare and file with the State Clearinghouse and County Clerk the Notice of Determination (NOD). We assume Casitas will be responsible for paying applicable filing fees.

We anticipate preparation of the Final IS-MND will involve **37 hours** of staff time.

Task 12. CEQA Public Meeting/Hearing

Rincon's CEQA Project Manager and/or Principal-in-Charge will attend up to one public meeting or hearing related to the IS-MND. Attendance will include an oral presentation, if requested by Casitas. If needed, Rincon will attend additional meetings or hearings on a time-and-materials basis, in accordance with our standard fee schedule.

We anticipate preparation for and attendance at one CEQA public meeting or hearing will involve up to **12 hours** of staff time.



Additional Assumptions

In addition to the assumptions identified above, several assumptions have been utilized in characterizing this scope of work and associated budget. Should any of these assumptions need to be adjusted during execution of the project, the scope and budget may need to be expanded.

- Casitas will arrange early morning access to the Robles Diversion and Fish Passage Facility for Rincon biologists completing LBVI and SWFL surveys (Task 2).
- Rincon will be provided with a georeferenced digital base map of the project footprint (inclusive of roads, stockpile areas, and other project components to be referenced in the activities description).
- Two rounds of review and responses to comments on each submitted document (BRA, BA, permit applications, administrative Draft IS-MND, and Final IS-MND) from Casitas and the BOR.
- Section 7 consultation between the BOR, USFWS, and NMFS will not result in unforeseen circumstances (e.g., presence of unanticipated listed species), and will conclude after the submittal of the Section 404 application package to the USACE.
- The BRA prepared to support the LSAA will be sufficient for the permitting process. No additional biological resource technical studies will be required.
- No formal jurisdictional delineation of waters will be required by the agencies. If required, a jurisdictional delineation can be provided under a separate scope and cost.
- Impacts will be temporary and no compensatory mitigation will be required.
- The BOR will determine whether the project requires consultation under Section 106 of the National Historic Preservation Act and will initiate consultation concurrently when permit applications are submitted to the resource agencies.
- The USACE will circulate the 404 public notice, prepare the Environmental Assessment and mitigation plan (if applicable), conduct Section 404 (b)(1) analysis, State Implementation Plan (SIP) conformity analysis (also called Federal Clean Air Act Conformity Analysis), and facilitate tribal consultation. These tasks are beyond the scope of our proposal.
- We assume USACE and LARWQCB will amend the existing Individual Permit and 401 WQC (19-038), respectively, which were issued for the 2019-2021 Forebay Restoration Project to include the revised project description for the Robles Annual Repair and Maintenance Program.
- The agencies will adhere to statutory timelines without unforeseen delays.
- Our cost does not include permit application fees or project fees.

Schedule

Rincon is prepared to initiate this scope of work immediately upon written notice to proceed. Under Phase I's approved scope and cost, Rincon scheduled initial meetings with the resource agencies (CDFW: January 15; LARWQCB January 21, 2020; federal agencies [BOR, USACE, USFWS, and NMFS]: February 5, 2020). An additional meeting with the CDFW is scheduled on February 11, 2020. An additional meeting with the LARWQCB will be scheduled in March 2020, per the agency's request. Rincon intends to finalize the Project Description with support from Casitas by March 16, 2020. A field meeting will be scheduled with Casitas in early March to finalize the temporary disturbance limits for proposed activities. Once the



Project Description (including the location of the maximum project disturbance area) has been finalized, Rincon will initiate the following Tasks, in accordance with the table presented on the following page.

Cost

Rincon will provide environmental services to Casitas, in accordance with our proposed scope of work, and with our On-Call Services Agreement dated April 10, 2019, on a time-and-materials basis for an estimated budget of **\$152,112**. A summary breakdown of our estimated cost is presented in the cost table on the following page.

We appreciate the continued opportunity to assist Casitas with this important project. If you have questions about this proposal, please do not hesitate to contact us.

Sincerely,
Rincon Consultants, Inc.

A handwritten signature in cursive script, appearing to read "Lindsay D. Griffin".

Lindsay D. Griffin
Senior Biologist/Project Manager

A handwritten signature in cursive script, appearing to read "Christopher Julian".

Chris Julian
Principal Regulatory Specialist



Casitas Municipal Water District
Environmental Support for Repair and Maintenance Programmatic Permits

Tasks	Schedule	Timing
Task 1. Project Management, Meetings, and QA/QC		
Task 1.1 Progress Meetings (10)	March 1 - May 14	2/7/20 (VCWPD); 2/11/20 (CDFW); March TBD (LARWQCB); March TBD (Casitas Project Description Meeting/field visit)
Task 1.2 Finalize Project Description	March 1 - March 16	Rincon will submit to Casitas the Formal Project Description, Temporary Impacts Calculations Table, Activity Matrix, Maps, Best Management Practices within 2 weeks of the field meeting (TBD; early March)
Task 1.3 QA/QC, Project Coordination, Scheduling, Billing	On-going	
Task 1.4 CEQA QA/QC, Project Coordination, Scheduling	On-going	
Task 2. Least Bell's Vireo and Southwestern Willow Flycatcher Surveys		
Task 2.1 Habitat Assessment and Brief Memorandum	March 16 - March 31	Rincon will initiate the Habitat Assessment once the final Project Description is completed, and impact areas are delineated; the memorandum will be submitted within two weeks of completion of field work (March 31)
Task 2.2 Protocol SWFL and LBVI Surveys	April 10 - July 31	Rincon will initiate surveys during the protocol window (April 10 - July 31)
Task 2.2.1 Technical Survey Report	July 31 - August 14	The report will be submitted within two weeks following the end of the survey season.
Task 3. Biological Resources Assessment	March 16 - April 10	Preparation of BRA will begin immediately following the finalization of the Project Description; the draft BRA will be submitted to Casitas for review on April 10
Task 3.1 Response to comments (Casitas)	April 20 - April 23	Rincon assumes Casitas will require one week to review the draft, and will provide comments to Rincon by April 20; Rincon will address comments and finalize the BRA by April 23
Task 4. Biological Assessment (2)	March 16 - April 10	Preparation of the BA's will commence following completion of Task 1.2 (Final Project Description); Rincon will submit the draft Bas to Casitas to Review on April 10
Task 4.1 Response to comments (Casitas)	April 20 - April 23	Rincon assumes Casitas will require one week to review the draft, and will provide comments to Rincon by April 20; Rincon will address comments and finalize the BA's by April 23
Task 4.2 Response to comments (BOR)	May 11 - May 13	Rincon will submit the BA's to BOR on April 23; We assume the BOR will review and provide comments to Rincon by May 11; Rincon will address BOR's comments on both BA's and submit final versions of the reports to BOR/Casitas by May 13
Task 5. Regulatory Permitting (404, 401, and LSAA) and Agency Coordination		
Task 5.1 LSAA and Coordination	April 10 - April 24	Submittal of LSAA to CDFW by April 30 (following Casitas' review of notification package)
Task 5.2 401 and Coordination	April 10 - April 24	Submittal of 401 to LARWQCB by April 24 (following Casitas' review of notification package)
Task 5.3 404 and Coordination	May 13 - May 27	Submittal of 404 to USACE by June 1 (following Casitas' review of notification package)
Task 6. Section 7 Consultation Support	May 14 - August 11 (90 days)	We assume BOR will initiate Section 7 Consultations with NMFS and USFWS on May 14 (following receipt of the final version of the BA's on May 13)
Task 7. Cultural Resources Report	March 17 - April 28	Work on the cultural resources study will begin immediately following the finalization of the Project Description; the draft cultural resources report will be submitted to Casitas within six (6) weeks of task initiation; Casitas to review the draft report between April 29 - May 6;
Task 7.1 Response to comments (Casitas)	May 6 - May 13	Rincon will submit the final cultural resources report within one week of receipt of Casitas' comments on the administrative draft reports; We assume BOR will initiate Section 106 Consultation by May 14 following receipt of cultural resources report
Task 8. AB 52 Consultation Assistance	March 17 - April 28	AB 52 consultation assistance will begin immediately following the finalization of the Project Description
Task 9. Administrative Draft IS-MND	March 17 - May 15	Preparation of Draft IS-MND will begin immediately following the finalization of the Project Description. Rincon will submit Admin Draft IS-MND on May 15 to Casitas to review; Casitas to review the draft between May 18 - June 1 (2 weeks)
Task 10. Public Review Draft IS-MND	June 15 - July 15	The public review period will conclude after 30 calendar days.
Task 11. Final IS-MND	July 15 - July 29	Rincon will submit to Casitas the administrative Final IS-MND, including responses to public comments and the MMRP, within two (2) weeks after conclusion of the public review period.
Task 12. CEQA Public Meeting/Hearing	TBD	



RINCON CONSULTANTS, INC.
 Casitas Municipal Water District, Programmatic Permits (Phase II)

Environmental Services Program

Tasks	Labor	Direct Expense	Budget
Task 1. Project Management, Meetings, and QA/QC			
Task 1.1 Progress Meetings (10)	\$10,240	\$850	\$11,090
Task 1.2 Finalize Project Description	\$6,680		\$6,680
Task 1.3 QA/QC, Project Coordination, Scheduling, Billing	\$6,625		\$6,625
Task 1.4 CEQA QA/QC, Project Coordination, Scheduling	\$4,440		\$4,440
Task 2. Least Bell's Vireo and Southwestern Willow Flycatcher Surveys			
Task 2.1 Habitat Assessment and Brief Memorandum	\$3,695	\$325	\$4,020
Task 2.2 Protocol SWFL and LBVI Surveys	\$12,864	\$1,080	\$13,944
Task 2.2.1 Technical Survey Report	\$3,575		\$3,575
Task 3. Biological Resources Assessment	\$4,961		\$4,961
Task 3.1 Response to comments (Casitas)	\$680		\$680
Task 4. Biological Assessment (2)	\$13,514		\$13,514
Task 4.1 Response to comments (Casitas)	\$1,360		\$1,360
Task 4.2 Response to comments (BOR)	\$1,360		\$1,360
Task 5. Regulatory Permitting (404, 401, and LSAA) and Agency Coordination			
Task 5.1 LSAA and Coordination	\$6,046		\$6,046
Task 5.2 401 and Coordination	\$5,706		\$5,706
Task 5.3 404 and Coordination	\$5,706		\$5,706
Task 6. Section 7 Consultation Support	\$7,250		\$7,250
Task 7. Cultural Resources Report	\$9,290	\$720	\$10,010
Task 8. AB 52 Consultation Assistance	\$1,950		\$1,950
Task 9. Administrative Draft IS-MND			
Task 9.1 Air Quality-GHG Emissions Modeling	\$4,243		\$4,243
Task 9.2 Noise Calcs	\$4,983	\$185	\$5,168
Task 9.3 Prepare Admin Draft IS-MND (by section)			
Task 9.3.1 Air Quality	\$2,831		\$2,831
Task 9.3.2 Biological Resources	\$3,081		\$3,081
Task 9.3.3 Cultural Resources	\$2,831		\$2,831
Task 9.3.4 GHG Emissions	\$2,831		\$2,831
Task 9.3.5 Noise	\$2,831		\$2,831
Task 9.3.6 Other IS-MND Sections	\$5,692		\$5,692
Task 9. Public Review Draft IS-MND	\$4,011	\$1,085	\$5,096
Task 10. Final IS-MND	\$5,371	\$585	\$5,956
Task 11. CEQA Public Meeting/Hearing	\$2,550	\$85	\$2,635
TOTAL BUDGET	\$ 147,197	\$ 4,915	\$ 152,112

Direct Cost Summary

Vehicle Costs	\$ 2,125
Cultural Records Search	\$ 500
Sound Level Metering Field Pack	\$ 100
Standard Field Pack	\$ 500
Printing Fees	\$ 1,500
Trimble GPS	\$ 190
Subtotal Additional Costs:	\$ 4,915

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: **Discussion and possible award of a professional services contract to Fiona-Hutton & Associates in the not-to-exceed amount of \$150,000.00 for public relations services.**
Date: February 20, 2020

RECOMMENDATION:

The Board of Directors award a contract to Fiona-Hutton & Associates in an amount not to exceed \$150,000.00 for public relations services.

BACKGROUND:

The Board of Directors received the results of a survey by True North Research in October 2019 indicated an approximately 60% support level within the District's boundaries for a \$165M bond issuance.

A Request for Proposals for public relations services was issued in January 2020 that is intended to provide outreach ahead of the Board's decision to place a ballot measure on the November 2020 ballot.

The selected consultant will also assist with general public relations outreach which includes development of a strategic communications plan.

Staff conducted a pre-proposal meeting on January 24, 2020 wherein two potential respondent attended.

The Public Relations Committee reviewed proposals and received verbal reports from staff at their committee meeting of February 20th.

DISCUSSION:

Four public relations firms responded to the RFP:

- Fiona Hutton and Associates of Los Angeles
- TBWBH of San Francisco
- Katz & Associates of Los Angeles

- CV Strategies of Los Angeles

Staff has reviewed the proposals of each firm and recommends that the Committee consider three of them:

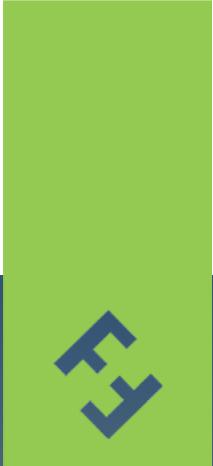
- Fiona Hutton and Associates of Los Angeles
- TBWBH of San Francisco
- Katz & Associates of Los Angeles

A copy of these three proposals are attached.

Based on the responsiveness of their proposal, staff recommends award to Fiona-Hutton & Associates with a budget not to exceed \$150,000.00.

The Public Relations Committee concurs with this recommendation.

This contract would be funded from existing District reserve funds.

A background image of a sunset over a valley with a river and mountains. The sun is low on the horizon, casting a warm glow over the landscape.

Casitas Municipal Water District: Request for Proposals for Public Relations Services

February 2020

Cover Letter



February 7, 2020

Ms. Kelley A. Dyer
 Assistant General Manager & Acting Public Affairs and Resource
 Manager
 Casitas Municipal Water District
 1055 Ventura Avenue
 Oak View, CA 93022
 VIA EMAIL kdyer@casitaswater.com

Signing Authority

Fiona Hutton
 Fiona Hutton & Associates, Inc.
 S-Corporation
 12711 Ventura Blvd, Suite 170
 Los Angeles, CA 91604

Project Manager

Ian Anderson
 Fiona Hutton & Associates, Inc.
 S-Corporation
 12711 Ventura Blvd, Suite 170
 Los Angeles, CA 91604

Dear Ms. Dyer,

Thank you for the opportunity to present Fiona Hutton & Associates' (FHA) expertise in communications and public affairs. We are pleased to submit our qualifications and approach for providing public relations support for the bond measure informational campaign as well as general public relations support for Casitas Municipal Water District.

FHA is a statewide, non-partisan, fully-integrated public affairs agency that is certified as a small business entity. We specialize in developing winning communications strategies, effective messaging, innovative content development and meaningful stakeholder engagement programs. Our firm got its start in 2001 serving clients in water, natural resources and infrastructure. And our portfolio remains heavy in those areas today, representing some of the most high-profile local, regional and statewide organizations and projects, regulatory matters and public education programs.

We know the objectives, challenges and opportunities in connecting the region to the State Water Project (SWP) because we've been messaging, branding, developing creative content, building coalitions and leading award-winning communications programs to communicate the value of the SWP for more than a decade. In addition to being well-versed in the intricacies of water as it relates to the SWP, our team knows the region. We know the community's history of vocal engagement, political activism and adjudication on issues related to water supply reliability.

Our project team includes Fiona Hutton, Kendall Klingler, Ian Anderson, Sarah Melbostad and Michael Schwartz. These professionals bring unparalleled institutional knowledge, long-standing relationships and a creative mindset, enabling a well-informed approach for educating the public about the bond measure and the role Casitas plays in ensuring a resilient water supply portfolio for their customers. Couple these proven individuals with FHA's experience in successful water and infrastructure projects, and we've built the most qualified team.

The combined FHA team's experience ranges from local and regional facilities to large-scale statewide infrastructure, reservoir expansion and dam construction, surface storage, groundwater adjudication and banking, conveyance, wastewater treatment facilities, water recycling projects, stormwater capture, water quality/treatment, dam sediment removal, water conservation and habitat/ecosystem restoration. We are experts at communicating complex, technical subject matter so audiences can easily digest and understand the information being presented. We pair strong messages with compelling creative graphics, imagery and digital/social content to tell a story.

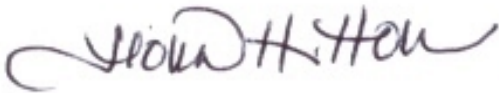
FHA combines unmatched experience in California water policies and projects, with a deep understanding of the playing field and players. Our background makes us an ideal partner. Here's why:

- **Deep Understanding of Ballot Measure Campaigns at the State and Local Level.** FHA has played an integral role in the passage of local and statewide ballot measures, including natural resource bond measures – Propositions 12/13, 40, 50, 84 and 68 – to help secure crucial funding for water agency and environmental restoration projects throughout California. We know the process Casitas is embarking upon and will serve as a knowledgeable partner.
- **A Strong Partner for Public Agencies and Municipalities.** We have partnered with countless public agencies to implement effective education and awareness programs around infrastructure projects, local supply projects, bond measures, groundwater adjudications and more. We understand the legal parameters of what the District can and cannot do, and we will integrate seamlessly with the District's legal team to ensure we're presenting the facts according to their needs.
- **We Know Ojai and the Greater Ventura Watershed.** We know the region, we know the electorate and we know the key players – another value add that sets us apart from our competitors. Fiona is an Ojai resident, hobby farmer and Casitas customer who is deeply embedded in the community. FHA has partnered with a number of local organizations and businesses to successfully advance communications objectives in the region, giving our team a deep understanding of our audience – its diversity and unique needs.
- **Unparalleled Institutional Knowledge on the State Water Project.** No other communications firm can compete with FHA's institutional knowledge of the SWP. FHA's team includes individuals who have worked successfully to develop programs, strategies and materials that effectively communicate the value of SWP on a local and regional level. Water touches every facet of our lives, which is why we start with what matters most to locals and work backward from there – connecting the dots to the role water plays in running their homes, farms and businesses.
- **Specialized Programming – No Cookie Cutter Approach.** We're an expert strike team that aligns with clients to build custom programs, not templates. Our competitors have institutionalized, vanilla processes that are unilaterally applied to clients and implemented by junior team members – regardless of situation or need. Casitas needs and deserves a tailored approach built and overseen by senior professionals.
- **Taking the Complex to Simple and Making it Sing.** FHA prides itself on successfully working on complicated regional issues that must be distilled down to simple targeted messages. We package the right message and creative visuals to make our communications compelling, so they drive engagement and action.

- **Mid-Sized Firm Delivers Strong Punch.** FHA is a mid-sized firm built on the principle that senior leaders should manage client engagements and not just win the work. The team you'll meet will be the professionals that will drive the ball forward for you each day with sophisticated, high-level senior experience. Our Project Manager Ian Anderson and other team members are accessible and able to meet the District's planned and unplanned communication needs.

Together, we are prepared to work as a partner with Casitas' staff, developing a ground-breaking, nimble and integrated communications program that will educate the District's customers on the value of the bond measure and the District more generally. We look forward to the opportunity to collaborate with you and your team.

Sincerely,



Fiona Hutton
President

Project Understanding & Scope of Work



Project Understanding

We understand water and infrastructure inside and out. We know the region, we know the electorate and have deep experience in developing and implementing effective communications strategies to educate the public and raise awareness for bond measure campaigns. We will tackle challenges head-on and create opportunities for greater public engagement.

FHA's strategic planning process begins with defining the challenges and opportunities, taking a deep dive into the available information and speaking with key stakeholders to blaze a path forward for our clients. We have nearly two decades of experience in California's water world – yet, we are constantly truth-squading our assumptions and deepening our knowledge. We understand the crucial need to diversify the District's water supply portfolio and are prepared to hit the ground running with a full-scale education and awareness program to communicate that need to the voters.

Situation Analysis

We do our homework and start every client engagement with a thorough situation analysis, engaging our client in a dialogue to ensure we've got an accurate read on the challenges and opportunities in front of us. In thinking through our response to the Casitas Municipal Water District's (Casitas) RFP, we tapped into our institutional expertise and professional network to identify some of the challenges to informing the public about the value of the proposed bond measure, and to providing general public relations support for the District. We have also identified opportunities for success as Casitas looks to communicate the value of connecting the region to the State Water Project and how Casitas' delivery of safe, good-tasting water makes daily life possible for the thousands of people and hundreds of farms and businesses it serves.

Challenges

Diverse and Vocal Ratepayers

Casitas' service area is diverse. The District's ratepayers include agricultural, commercial and residential customers. These ratepayer groups will have different concerns about the bond measure and the value they derive from the services Casitas provides. For example, agricultural customers will see the greatest property tax rate increases as a result of the bond measure, but they will also benefit the most from increased water supply reliability. The commercial and residential customers may view the bond measure as a call for them to subsidize the water needs of the agricultural community, creating a potential rift amongst Casitas' customers. A disparate percentage of Casitas' customers live in low-income renter communities – as these customers will benefit the least from the bond measure's passage, and landlords may pass on the cost of increased property tax rates to their tenants, it may prove difficult to communicate the value of the measure to this large voting block. The diversity amongst Casitas' customers will therefore pose a challenge to messaging the bond measure throughout Casitas' service area, especially in large scale public meetings that require the District to communicate the value of the bond measure to all audiences at once.

Casitas' customers have a history of vocal engagement on water issues. The fact that the community remains in a stage three drought declaration, and the consistency with which droughts have impacted local water rates over time, has established the need for such a bond measure,

but created a hypersensitivity to the cost of water in the region. After recently voting to increase their own property taxes to facilitate Casitas' taking over the Golden State Water Company in 2017, a percentage of the electorate will likely rise in opposition to any further tax increases, if only because it represents yet another investment in water for the region in so many years. The recent lawsuit filed by Santa Barbara-based California Water Impact Network regarding the City of Ventura's environmental review of a SWP connection, demonstrates the community's willingness to engage on water issues, as well as the immediate need to place the value of a SWP connection into the appropriate context. The community's willingness to litigate, pen op-eds and engage on social media, will all present a significant hurdle when attempting to raise awareness about the benefits voters can expect to see from the investments proposed in the measure.

New Infrastructure: A Low Priority for Likely Voters

The Bond Measure Feasibility Survey conducted by True North Research provides meaningful insights into the way likely voters will view connecting the region to the SWP against other water priorities. Despite the fact that 97% of respondents indicated that having a reliable water supply was either very or extremely important, only 67% somewhat or strongly favor using the bond measure to fund a connection to the SWP. When coupled with the fact that ratepayers cited "a lack of information" as the most common reason for not supporting the measure, it is clear that there is a knowledge gap amongst likely voters regarding the value of developing the infrastructure needed to import water against other local conservation efforts.

Competing Bond Measures

While it is still too early to anticipate all of the measures that may appear on the November 2020 ballot, "choice" or "ballot measure" fatigue stands to negatively impact how voters prioritize the measure against others that appear. This serves to decrease the likelihood that any given voter will choose to thoroughly review the ballot measure language to learn more about each measure before voting. Voters tend to be far less informed about individual ballot measures as compared with candidates, and ballot measures also lack the typical partisan cues to help them choose which measures to support/oppose – a combination that more often leads voters to oppose than support any given measure. The number of measures on the November 2020 ballot and the extent to which those measures likewise seek to increase taxes will present a challenge to ensuring our measure can stand out against the rest.

Opportunities

Communicating the Value of a Diversified Water Supply Portfolio

After a thorough audit of media coverage on the region's water supply challenges, we know what the most active and engaged voices in the community will say. The District has a clear opportunity to anticipate misconceptions to a SWP connection and address them proactively. We must educate ratepayers on the fact that connecting the region to the SWP and developing more local supply sources are not mutually exclusive. In fact, the region can and must do both if it is to adequately prepare for the future.

It is not a matter of if, but when, the region will run out of water if it does not invest in the infrastructure needed to import it. That is why when communicating the value of a diversified water supply portfolio, as Santa Barbara did when it voted to tax itself to develop the Coastal Branch of the SWP, it will be important to focus less on the value/reliability of state water itself, and more on the value/reliability of having the infrastructure in place when you need it. We have an opportunity to explain the connection to the SWP as an insurance plan for the region and thoughtful investment in the future.

A Willingness to Invest in Water

When driving around Lake Casitas, the region's water supply vulnerability is palpable. True North's polling shows a clear willingness on the part of likely voters to invest in water supply projects for the region. Respondents understood the urgency surrounding water reliability in the area – a reflection of the region's history of vocal engagement around water issues. This is a great place to begin the conversation about how the region's water issues are changing over time, and the proactive steps the region can take, together as a community, to address them. This base knowledge about the need for greater water reliability will allow us to develop messaging and materials that prioritize the solution, as the need is already well understood.

True North's polling also provides useful insights into the type of projects voters are willing to invest in beyond a connection to the SWP. This information could be used to determine additional, small projects that could be funded through the bond measure, which in turn will allow the District to communicate the bond measure's priorities in a way that mirrors the priorities of the voters. This will lead to greater efficacy in the District's conversations with various stakeholder groups, because even those voters who do not view a connection to the SWP as a priority will be able to see their priorities reflected in the other investments contained in the measure.

Humanize the Tangible Benefits and Impacts to the Community

As demonstrated in the "Challenges" section, there is an immediate need and opportunity to fill the knowledge gap amongst Casitas' customers to place the proposed bond measure into context. The fact that Lake Casitas, a stand-alone reservoir that relies on rainfall alone, is virtually the only source of water cannot be understated in terms of the risk that is presented to the entire region's water security when you consider the increasing impacts of climate change. By framing the risks of a single water source within the context of how customers rely on water from Casitas to run their homes, farms and businesses, the pressing need for a SWP connection will become increasingly apparent. Tying the bond measure to tangible impacts on ratepayers' daily lives will help to separate the District's bond measure from the heard of others on the ballot.

It is easy to not fully appreciate the value of high-quality, safe water for things we do every day like drinking, cooking, bathing and washing our hands. It is even easier to not fully appreciate the men and women of the District and the momentous work they do behind the scenes just to keep the taps on. Through the course of an effective, targeted stakeholder engagement program, we have an opportunity to humanize Casitas as an active and responsible member of the community. This will serve to build greater trust amongst the various stakeholder groups such that when it comes time to communicate the value of specific services, potential capital improvement projects, water rate changes and more, those conversations are received well.

Scope of Work

Following the January 24, 2020 Pre-Proposal Conference and corresponding discussion regarding the District's ideal not-to-exceed budget and desire to prioritize bond measure public relations support over general public relations support – especially in the first six months of the bond measure informational campaign – the following scope of work has been developed.

4.1 Bond Measure Public Relations Support

Our Goals:

- Launch an informational campaign by April 1, 2020 to educate the public on the District's current water supply situation, proposed long-term supply plan and the role of imported water in the District's supplies
- Identify key stakeholders who need to be proactively engaged in this process
- Prepare and position Casitas to develop and maintain strong relationships with identified stakeholders and to successfully address the most vocal/engaged stakeholder groups
- Capitalize on ratepayers' awareness of the region's challenges with water reliability to frame the proposed project as a viable/preferred solution
- Communicate the value of a connection to the SWP, both in terms of expanded supply and as necessary infrastructure that prepares the region for future climate change

Our Approach:

Strategic Planning and Message Development

- Embed our team members with the engineers and experts at Casitas, as well as those leading public outreach efforts
- Serve as a guide through the ballot measure development and qualification process
- Explore, research and recommend additional funding mechanisms to augment the bond measure funding for a SWP connection
- Provide strategic counsel to Casitas throughout the bond measure process and at key trigger dates
- Participate in key meetings to develop comprehensive knowledge of the bond measure and proposed project, timing, goals, activities and stakeholders, and thoroughly understand the impact and benefits to ratepayers in the District
- Understand, anticipate and plan for challenges (e.g. CWIN, No Growth Sentiment, etc.)
- Develop a message platform to contain clear, concise and targeted messages to each major stakeholder group on the various issues related to the bond measure and the region, including:
 - Impacts to property taxes/cost, impacts to water rates, bond measure process/investments/priorities, regional water reliability, benefits of expanding the region's water supply portfolio, SWP infrastructure and delivery, climate change, etc.
- Educate the community using the right message paired with the right communication vehicles to provide context and facilitate meaningful public engagement in layman's terms

- Refine public messaging as frequently as needed in response to a dynamic landscape
- Meet regularly with Casitas' leadership to review messages and tactics to craft strategies around developing materials to support specific milestones

Communications Materials Development

- Plan, organize and lead a creative ideation session to brainstorm brand/identity opportunities around the bond measure for Casitas (look/feel, color palette, photography, iconography, etc.)
- Engage Casitas' leadership, stakeholder outreach team members and other identified groups in the creative brainstorming process
- Recommend and tailor communication vehicles/formats to best communicate key messages and convey targeted information
- Design and produce a wide array of communications materials to inform and support the public engagement process:
 - **General Fact Sheet** – Craft an overview fact sheet that explains the bond measure and pairs topline themes from the message platform with compelling visuals
 - **Ag-Specific Fact Sheet** – Develop a fact sheet that specifically outlines the impacts and benefits of the bond measure on the region's agriculture community
 - **Resiliency Fact Sheet** – Produce a fact sheet explaining why the bond measure is an investment in preparing for future climate change and community self sufficiency
 - **PowerPoint Presentation** – Produce graphic heavy presentation deck for town halls, community meetings and targeted briefings
 - **Quote Sheet** – Develop a quote sheet that showcases ratepayers' perspectives and views of the bond measure
 - **General FAQ** – Develop a "Frequently Asked Questions" document with answers to questions from ratepayers
 - **Website/Webpage** – Build a dedicated website or webpage within the District's existing site to house all information related to the bond measure. This will serve as a resource library for ratepayers to access all materials about the bond measure as well as a place where they can sign up to receive updates and more information
 - **Overview Video** – Produce a short video introducing voters to the men and women who work behind the scenes at Casitas, engaging customers to share their views of the bond measure and providing a general overview of the bond measure
 - **Animation or Whiteboard Video** – Produce an animated video showing how the region will connect to the SWP from both the east and the west, and the way in which water can be imported to maintain/increase Lake Casitas water levels
 - **Postcard(s)** – Produce one to three direct mailers sharing general information about the bond measure and inviting ratepayers to engage in the process. The mailers can also be used as leave behinds at town halls and public meetings
 - **Voter Card** – Develop a replica of how the bond measure will appear on the ballot in November 2020, helping to ensure ratepayers are able to recognize it amongst other ballot measures
 - **Social Content** – Develop ongoing social cards and content that Casitas can push out through the District's existing social channels
- Identify opportunities to use graphics/charts/visuals throughout all materials to break down complex concepts into easily digestible information. For example, create a graphic depicting decreasing water level of Lake Casitas against increasing water rates over time without a SWP connection, compared to a similar graphic of increasing water level of Lake Casitas against projected decrease in water rates over time with a SWP connection

- Utilize photography to humanize the bond measure in terms of the benefits it will provide to ratepayers and to the region more generally
- Support the distribution of informational materials and multimedia assets through multiple communications channels to achieve maximum exposure and spur public engagement
- Support the coordination of translating and printing materials as needed

Social and Earned Media

- Develop overarching media strategy with key trigger dates and build out an editorial planning calendar that focuses on engagement with local outlets including the VC Star, Ojai Valley News, Ojai Quarterly, Ventura Breeze, SB Independent, KCLU 88.3 FM, KCAQ 104.7 FM, etc.
- Develop an overarching social media strategy and planning matrix that:
 - Includes a bank of social content to be used by the District’s public engagement team on Twitter, Facebook, NextDoor and OjaiHub
 - Establishes a recommended posting cadence to ensure a steady stream of social content
 - Identifies and incorporates the most active/engaged handles/hashtags, such as @VCStar, @OVN, @CountyofVentura, @VCscanner, @thinkblue2, @quirklawyers, @ojaiflow, @Darrin_Peschka, @kenleyneufeld, @VCFD_PIO, @CAWaterAlliance, @SecureWaterCA, #LakeCasitas, #CADrought, #Drought, #Water, #Ojai, #VenturaCounty, #CasitasMWD, #SoCal, etc.
- Audit Casitas’ own social media handles and provide recommendations to increase follower count, influencers to engage and recommend paid social media promotion for specific content around milestones and trigger dates
- Develop recommendations to place sponsored content in local outlets around key events and trigger dates
- Identify core beat reporters (local/water/environment) and build media database
- Monitor beat reporters’ social channels for commentary and engage as necessary (tips, corrections, clarification)
- Brief/background key local reporters to educate on the bond measure, the value of a connection to the SWP and other water issues facing the District
- Identify District spokespeople and conduct media coaching sessions to prepare them to stay on point, deliver key messages and speak comfortably and conversationally with members of the media
- Prepare press releases, opinion editorials, commentary and blogs to drive proactive messaging
- Review all published coverage and manage rapid response; flag media and messaging opportunities as they emerge
- Develop and manage editorial board strategy and briefing plan
- Conduct daily media monitoring and distribute relevant articles to the Casitas team

Stakeholder Outreach

- Coordinate with Casitas to plan public workshops aimed at gathering input from constituents, informing the public about the bond measure and enhancing awareness of the general water issues facing the region
- Hold a stakeholder mapping session to identify opportunities for coalition development and specific groups warranting further education

- Develop a stakeholder database to outline key audiences, track engagement and use to disseminate public information materials. Example audiences include:
 - Trevor Quirk – Attorney and community activist, Ventura water lawsuit
 - California Water Impact Network
 - Ojai FLOW
 - Ojai Valley Water Advisory Group (3 Sisters Plan)
 - Ventura County Farm Bureau
 - Political clubs/organizations
 - Ojai Chamber of Commerce
 - Agricultural Commodity Groups (Ojai Pixie Growers, Ojai Olive Oil, Lavender Growers, etc.)
 - Elected Officials
- Develop integrated, strategic coalition building and activation plan; Casitas to take the lead in scheduling and staffing these local meetings to educate potential supporters
- Develop and facilitate a Speakers Bureau program where designated District representatives can provide presentations and/or participate in informal conversations about the bond measure and other related water priorities
- Identify opportunities for in-person education and outreach including tables at key events, such as:
 - The Ojai Music Festival
 - Ojai Day
 - Lavender Festival
 - 4th of July Parade/Concert
 - Farmers Market
- Utilize Casitas’ newsletter as an owned resource to communicate directly with customers using key messages and narratives that resonate with multiple audiences
- Define key messages and narratives by audience
- Develop recommendations for material and resource development to support stakeholder outreach objectives for each group/audience

4.2 General Public Relations Support

The goals and approach to providing general public relations support for the District are aligned with and similar to those of providing public relations support for the bond measure informational campaign. Much of the best practices, materials, messaging, media relations and relationship building that will take place throughout the bond measure informational campaign will be able to serve both purposes, especially the more foundational materials developed to communicate the need for the bond measure itself. As such, we would refer you to the above scope of work for the bond measure campaign as a reference for the level of general public relations support Casitas can expect from FHA. With that said, the following is a brief description of our goals and approach to providing general public relations support for the District.

Our Goals:

- Assess best practices, materials, messaging, media coverage and relationships developed throughout the course of the bond measure informational campaign to discern what worked, what didn’t and where additional public outreach is needed
- Increase awareness of the District's water supply status, ongoing conservation programs/achievements, comprehensive water resources plan, capital improvement plan, water rates and Ventura River Watershed adjudication

Our Approach:

- As with the bond measure informational campaign, FHA will provide general public relations support in the following categories:
 - Strategic Planning and Message Development
 - Development of Communications Materials
 - Media Relations
 - Stakeholder Outreach
- By replicating our approach to the bond measure informational campaign, while identifying opportunities to expand the evolving foundation of regional water literacy and support for the District, FHA will:
 - Provide a template for important documents developed for public audiences, such as press releases, newsletters, brochure materials, position papers and project descriptions through a variety of platforms including radio, print, direct mail and digital and internet media
 - Make recommendations to the District for more timely, transparent and effective communication with District customers
 - Review District protocol for earned, owned, paid and social media and make recommendations for improvement
 - Develop strategies for countering misinformation and misconceptions

4.3 Project Management

Our Goals:

- Ensure high quality control/quality assurance for all deliverables, work products and public-facing communications
- Manage team members effectively and efficiently
- Deliver work product on time and on budget
- Report on progress while anticipating and planning for future tasks and deliverables

Our Approach:

- Execute a bi-weekly strategy discussion with designated District contacts by phone
- Develop and manage a 12-month calendar for District communications plans that tracks key trigger dates, deadlines and deliverables
- Coordinate and attend meetings to keep team members informed and ensure external communications are consistent with management decisions
- Manage the team towards common goals and successful outcomes
- Meet weekly with FHA internal team to review deliverables, assign tasks and discuss messaging, vehicles and creative approach
- Institute standard operating procedures and protocols to ensure a cohesive, consistent and high-quality communications program
- Develop and submit status/progress updates throughout the course of the project

4.4 Meetings

Our Goals:

- Plan, execute and/or participate in effective meetings both internally with District staff and leadership as well as with the public/Casitas' customers
- Provide strategic counsel, messaging and materials for public meetings, town halls and stakeholder briefings

Our Approach:

- Participate in project kick-off meeting with District staff
- Prepare for and participate in up to four meetings with the Public Relations Committee and/or Board, as needed
- Facilitate at least one public workshop to gain input from constituents (will likely need two or three)
- Participate in strategic planning meetings with District leadership and staff as needed
- Facilitate and participate in Speakers Bureau/stakeholder engagement meetings as needed
- Support District staff in planning and preparing for public meetings, town halls and stakeholder briefings
- Prepare PowerPoint presentations for Committee or Board meetings



Castitas Bond Measure and General Public Relations Support Schedule

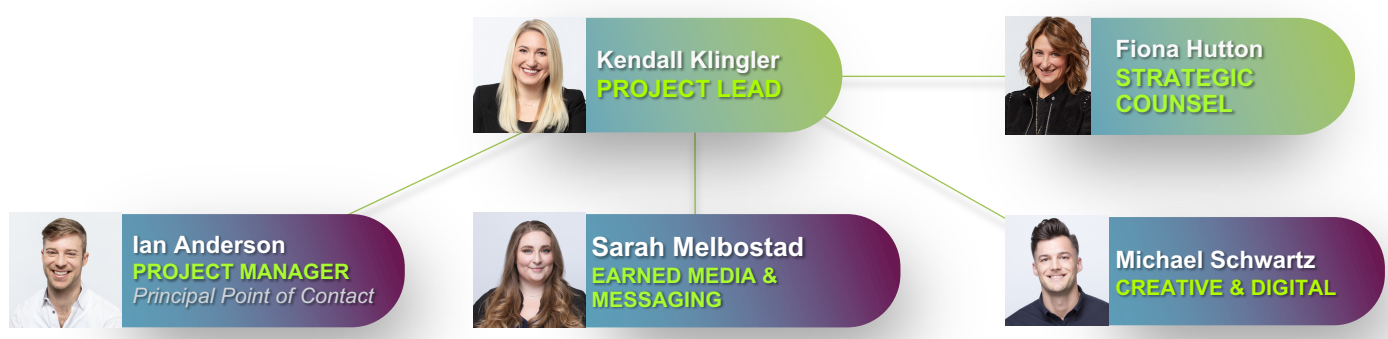
	Ongoing/As Needed	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Strategic Planning and Message Development											
Provide Ongoing Strategic Counsel											
Develop Integrated Public Education and Awareness Plan											
Develop Message Platform											
Communications Materials Development											
Creative Brainstorming and Branding Development											
General Fact Sheet											
Ag-Specific Fact Sheet											
Resiliency Fact Sheet											
PowerPoint Presentation											
Quote Sheet											
General FAQ											
Website/Webpage											
Overview Video											
Animation or Whiteboard Video											
Postcard											
Voter Card											
Social Content											
Distribute Materials Through Multiple Communications Channels											
Social and Earned Media											
Develop Media Strategy											
Develop Social Strategy and Planning Matrix											
Audit District's Social Channels, Recommend Paid Promotion											
Develop Recommendations to Place Sponsored Content											
Build Media List											
Social Media Monitoring											
Brief/Background Key Local Reporters											
Identify District Spokespeople, Provide Media Training											
Drive Proactive Messaging with Press Releases, Op-Eds, Blogs, etc.											
Editorial Board Briefings											
Media Monitoring and Rapid Response											
Stakeholder Outreach											
Plan Workshops for Constituent Awareness and Engagement											
Stakeholder Mapping Session											
Develop Stakeholder Database											
Develop Outreach and Activation Plan											
Develop and Facilitate Speakers Bureau											
Identify Opportunities to Participate in Key Community Events											
Project Management											
Execute Bi-Weekly Strategy Discussion											
Develop and Manage 10-Month District Communications Calendar											
Institute Standard Operating Procedures and Protocols											
Develop and Submit Monthly Progress Reports											
Meetings											
Participate in Kick-Off Meeting											
Prepare and Participate in Four Meetings with PR Committee or Board											
Plan and Prepare for Public Meetings, Town Halls and Briefings											
Prepare Presentations for Committee and Board Meetings											

Project Team



Organizational Chart

Key individuals will not be substituted with other personnel without the District's prior approval.



*All team members located in our Los Angeles office



**Fiona
Hutton**
President

As president of Fiona Hutton & Associates, Fiona leads a team of top-level communications strategists, who tackle complex and contentious projects for high-profile clients and specialize in a wide range of industry and issue areas. She oversees the development of strategies that are always uniquely tailored to each client’s needs and objectives. With more than two decades of experience in California’s highly competitive and constantly evolving political and regulatory landscape, Fiona has developed a unique insight into the people, processes and policies that dictate success for her clients. As an Ojai resident who is embedded in the local community, Fiona knows her fellow Ojai neighbors and understands the District’s dynamic customer base.

- Ojai Resident, Hobby Farmer and Casitas Customer
- High-Level Public Affairs and Communications Strategist
- Dynamic Manager of Multi-Layer Campaigns Tailored for Each Client
- Strong Statewide and Regional Stakeholder Relationships
- Relevant Key Skills: Deep Experience with High-Profile, Complicated Projects and Operations, Regulatory and Legislative Approvals, Strategic Communication, Media Relations, Stakeholder Outreach, Public Education, Earned Media, Messaging
- Relevant Issue/Project Work: Decades of Expertise in the Areas of Water and Environmental Resources, Energy, Infrastructure and Bond Measure Campaigns at the State and Local Level

Fiona is located in our Los Angeles office.



**Kendall
Klingler**
Vice President

An experienced communications specialist, Kendall directs integrated strategic communication programs and issue campaigns from conceptualization through implementation. She knows how to effectively gain support for issues and projects through coalition-building and outreach, and has managed high-profile crisis communications for clients, acting as their media relations liaison and spokeswoman. A regulatory and policy expert, Kendall is a pro at distilling high-level policy language and translating technical subjects to clear and impactful messages that can cross multiple communication channels to reach target audiences.

- Effective Navigator of California’s Intricate Regulatory and Advocacy Landscape
- Wide Network of Contacts, Including Opinion Leaders, Industry Stakeholders and Elected Officials
- Seamlessly Works with Clients’ Legislative, Legal and Coalition-Building Teams to Successfully Engage, Influence and Mobilize Target Audiences
- Relevant Key Skills: Project Management, Strategic Communication, Media Relations, Stakeholder Outreach, Public Education, Earned Media, Messaging
- Relevant Issue/Project Work: Water, Infrastructure, Groundwater Adjudication, Statewide Campaigns

Kendall is located in our Los Angeles office.



Ian
Anderson
Account Supervisor

Ian is a dynamic policy expert and public relations professional with proven experience in high-level political consulting, state and federal government and communications roles. He is diligent and resourceful, with a passion for developing multi-layered communication campaigns and strategies that build effective coalitions and deliver on policy goals. Ian's background in government and policy has cultivated a sharpened sense for breaking down complicated issues and understanding the value of stakeholder engagement.

- State Government and Policy Expert
- Skillfully Creates and Builds Relationships to Leverage for Clients
- Astute Understanding of Interactions Between Politics and Policy and How to Incorporate into Communications Strategies
- Relevant Key Skills: Earned Media, Messaging, Media Relations, Strategic Project Planning, Targeted Outreach, Content Development,
- Relevant Issue/Project Work: Water, Statewide Campaigns, Infrastructure, Public Education Campaigns

Ian is located in our Los Angeles office.



Sarah
Melbostad
Senior Account Executive

Sarah Melbostad is a communications and public affairs professional well-versed in the California political and regulatory landscape. She expertly implements strategic communication plans, advocacy campaigns and comprehensive outreach and education programs with demonstrated results across various industries, including water, health care and natural resources.

- Strong Strategic Thinker
- Robust Partnerships in California Media Markets
- Skilled in Stakeholder Outreach and Ally Development
- Relevant Key Skills: Targeted Outreach, Earned Media, Messaging, Media Relations, Strategic Project Planning, Content Development
- Relevant Issue/Project Work: Water, Statewide Campaigns, Infrastructure, Public Education Campaigns

Sarah is located in our Los Angeles office.



Michael Schwartz

Manager of Digital & Creative

Michael helps clients traverse the often-complicated, fast-paced social media and digital communication landscape by delivering unique, creative strategies and campaigns that reach target audiences and keep them engaged. With a love for data and an eye for design, Michael turns analytics into actionable approaches that lead to creative and successful digital campaigns across multiple platforms. Beyond offering clients digital savvy, he has experience developing a variety of strategic communications and collateral materials.

- Digital and Creative Specialist with Expertise in Integrating into Larger Communications Strategies
- Sharp Digital Design Skills Bolstering Website and Collateral Material
- Ability to Meticulously Leverage Digital Analytics and Insights
- Relevant Key Skills: Content Development, Graphic Design, Digital Advertising, Social Media, Brand Development, Website Development
- Relevant Issue/Project Work: Water, Statewide Campaigns, Infrastructure, Public Education Campaigns

Michael is located in our Los Angeles office.

Our Experience



Our References

Jennifer Pierre, General Manager
State Water Contractors
916.447.7357

Brent Walthall, Assistant General Manager
Kern County Water Agency
661.634.1400

Karla Nemeth, Director
California Department of Water Resources
916.651.7587

Katie Ruark, Director of Communications and Conservation
Coachella Valley Water District
760.323.4971

Dee Zinke, Assistant General Manager/Chief External Affairs Officer
Metropolitan Water District of Southern California
213.217.6331

Kathy Tiegs, Chair
Southern California Water Coalition
909.987.2591

Bevin Handel, Public Information Officer
City of Claremont
909.399.5497



Case Study

Key Technical Lead: Ian Anderson

Challenge

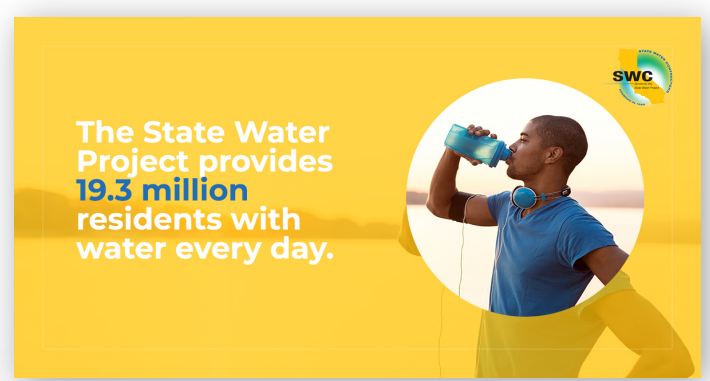
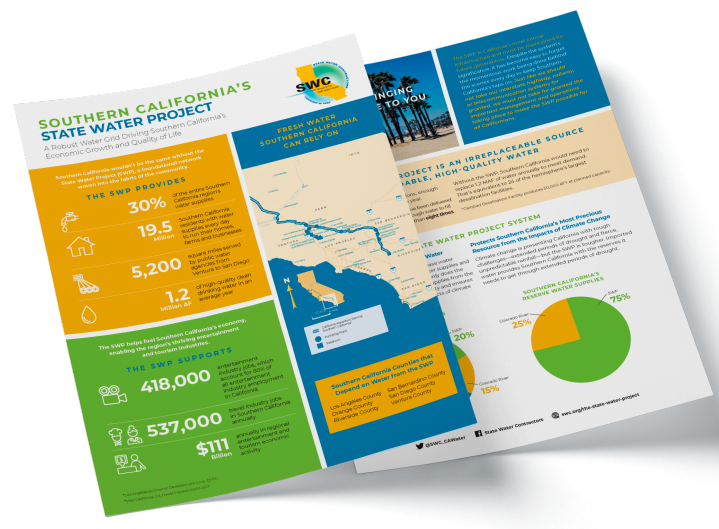
The State Water Contractors (SWC) was relatively unknown among California media and stakeholders, despite its significant role providing water for 27 million Californians, farms and businesses. As the organization and its member water agencies faced mounting regulatory, legal and public policy challenges, they needed to elevate their profile, reframe the debate on complex water issues and lay the groundwork for solutions.

Strategy

FHA developed and implemented ongoing strategic communications to increase SWC’s visibility, educate and engage stakeholders, the media and opinion leaders in critical water issues. By establishing a brand and presence for the organization, FHA positioned SWC to drive a narrative in support of key policy and organizational objectives. The multi-year communications program has included aggressive media outreach, public education and advocacy, rapid response, social media and creation and deployment of compelling communications materials. FHA managed a robust media outreach program throughout years of high-stakes litigation and, since 2008, we have used evolving communications tools, messaging and outreach to support "California WaterFix" – Governor Jerry Brown’s multi-billion dollar plan that will construct a major new water conveyance system to safeguard water supplies that serve 25 million Californians.

Results

FHA’s results-focused communications program helped advance SWC’s policy priorities, turned the dialogue on controversial issues and established the organization as an authoritative voice in the water sector amongst fellow public agencies, the media and other stakeholders.



[Click to view our Southern California Regional Fact Sheet](#)



Case Study

Key Technical Lead: Fiona Hutton

Challenge

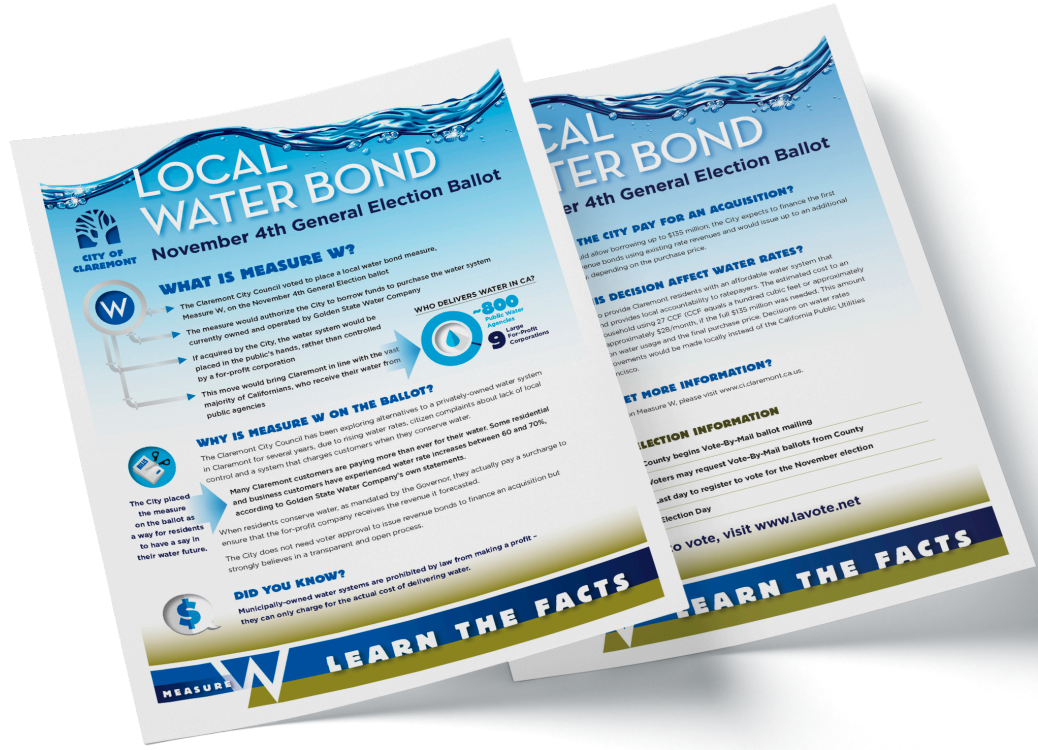
Facing a record-breaking drought and skyrocketing water bills, the City of Claremont launched a bold initiative to take control of the city’s water system that had been historically owned and managed by a private, for profit company. City council members voted to place Measure W on the ballot, authorizing the issuance of revenue bonds to purchase the privatized water system, protect local water supplies and ultimately stabilize water rate increases. The City faced stiff and well-funded opposition, threats of litigation and was legally constrained to educating the public on the proposed ballot measure versus advocating for its passage. A campaign committee of residents was established to support the passage of Measure W, yet it lacked funding and organizational structure.

Strategy

Given the complicated dynamics, an astute political strategy, close interface with the city council and staff, and careful adherence to legal parameters were required. FHA developed a creative public information and outreach program to run alongside the political campaign, designed to clearly demonstrate the benefits to local residents, highlight the threats of continuing rate hikes, expose corporate record profits and advocate for local control.

Results

Measure W was overwhelmingly passed by Claremont voters and the City is actively moving through the acquisition process.





Case Study

Key Technical Lead: Kendall Klingler

Challenge

Faced with historic drought, Governor Jerry Brown issued a mandate to reduce water use statewide. As residents and businesses in the Palm Springs area were among the highest per capita water users in California, Desert Water Agency was faced with the need to reduce water use by more than 30 percent within the year. To achieve such a dramatic reduction in water use and increase participation in conservation programs, DWA needed to change consumer behavior nearly overnight and make customers more aware of how they use water in their everyday lives.

Strategy

FHA launched an aggressive public education and outreach campaign calling on customers to hold themselves and their neighbors accountable for using water wisely, making inefficient water use socially unacceptable. By covering the town with campaign materials in restaurants, residential yards, home and garden retail stores, hotel rooms, mailboxes and more, the community outreach effort targeted customers when and where they made decisions about their water use. The FHA team dreamed up innovative ways to get the message across and break through the static in an environment where drought message fatigue was quickly setting in. Program elements included campaign brand and message development, graphic design, video production, paid and earned media placements and direct customer outreach.

Results

The campaign successfully increased water awareness and encouraged customers to make dramatic changes to their water use. Water use in DWA’s service area dropped by more than 30 percent during the course of the campaign. Additional key milestones were also achieved as participation in DWA’s conservation rebate programs dramatically increased – the agency saw a 400 percent increase in the average annual number of smart irrigation controllers installed.





Case Study

Key Technical Lead: Fiona Hutton

Challenge

When the Los Angeles County Board of Supervisors and Department of Public Works sought to increase public education and outreach around the development of the County’s Water Resilience Plan, they enlisted FHA to help. Coming off one of the worst droughts in the State’s history and one of the rainiest wet seasons in years, there was a need to get the right message and communications tools out there to raise awareness of the region’s climate realities, future drought impacts and the necessity to make the most out of local water supply sources.

Strategy

FHA developed an education and awareness campaign designed to help generate public support for the County as it prepared to roll out its stormwater capture plan. The team created a strategy to build an echo chamber around key stakeholders, including business and community groups, environmental advocates and a cross-section of opinion leaders who could help carry the message. FHA conducted qualitative and quantitative research, polling voters throughout the County to craft compelling messaging that would drive understanding of the region’s climate realities and the need for water storage solutions to help smooth the boom and bust cycles. The messaging helped to inform the development of the H2O4LA creative brand with a bold look and imagery designed to break through the status quo water interest policy campaigns. FHA also created a host of offline and online collateral materials and built a rollout strategy designed to reach and engage target audiences. All of this was augmented by a robust earned media and stakeholder engagement strategy that ensured the narrative was being delivered across multiple channels.

Results

The H2O4LA campaign delivered a key vote on the County’s motion to create a stormwater capture plan and generated favorable media coverage. And the H2O4LA brand continues to live on as a new edition to the water lexicon in Los Angeles.





Case Study

Key Technical Lead: Ian Anderson

Challenge

“California's poor hit hardest by unsafe drinking water” | “California state parks in disrepair” | “Parks promised to poor California areas go unbuilt years later”

This was the narrative running through California and across the nation as legislators pushed to put a \$4 billion bond on the June 2018 ballot that would tackle some of California’s most pressing water, parks and natural resource issues. California’s leaders needed the bond to pass. More than one million residents were living without clean water, Californians in many low-income communities had limited access to green spaces for kids and the state’s parks badly needed funding that did not exist.

But, with a budget surplus, the threat of a similar water bond on the November 2018 ballot and a lack of knowledge around the need to invest in natural resources, there was much to be done to spur voters into action. That’s when FHA was called in to help lead the campaign, build a coalition that would rally support and drive a dialogue in the media that would energize voters.

Strategy

FHA was charged with creating, managing and implementing a strategic outreach and earned media plan to drive Californians to vote “Yes” on Proposition 68 on June 5, 2018. With just a few months before election day, FHA deployed an aggressive outreach plan to earn support from key statewide, regional and local organizations and leaders that would translate into support from their respective networks. With the same high-precision implementation, FHA executed on an earned media plan that touched every major market across the state, reaching audiences through editorial boards, opinion editorials, key news articles and press conferences with top level officials including Los Angeles Mayor Eric Garcetti.

Results

FHA successfully secured hundreds of top tier supporters from across California’s business, labor, water, political and environmental sectors. The team placed dozens of op-eds in outlets throughout the state, secured coverage in major national and statewide outlets and won endorsements from nearly all of California’s newspapers including the San Francisco Chronicle, Los Angeles Times, Sacramento Bee and the Bay Area News Group. These efforts led to Proposition 68’s historic passage with a substantial 15-point margin of victory.



Los Angeles Times
 Yes on Proposition 68 to preserve parks, protect water supply and enhance our climate resilience

San Francisco Chronicle
 Editorial: Prop. 68 will upgrade parks and water purity



Case Study

Key Technical Lead: Sarah Melbostad

Challenge

California WaterFix — the proposed \$15 billion twin-tunnels water infrastructure project — lost its audience of allies after nearly a decade of involvement and support. Stakeholders were unmotivated and unengaged. The need for a flexible, reliable and sustainable water supply to serve 25 million Californians was no longer top-of-mind. Plus, the project faced a host of obstacles: a lame duck governor who spearheaded the project, ballot measures, potential legislative and legal threats, an uncertain federal policy landscape, competing priorities for dollars and attention, as well as shifting perceptions about water delivery in light of recent heavy rains and snow, not to mention the official end of the drought. Opponents were the loudest voices on WaterFix, and they set out to have the program defeated or severely curtailed.

Strategy

To make an apathetic audience of supporters stop and take notice, FHA created an integrated, distinctive and dynamic communications and outreach program to serve as Southern California’s rally cry in support of California WaterFix. The campaign, called WaterNext, was designed to break through the clutter of typical advocacy messaging to elevate the conversation, speaking to hearts and minds to generate interest and foster a better understanding of the project’s benefits to California in the years ahead. FHA developed out-of-the-box creative content and maximized social, owned and earned channels to reach target audiences, creating an echo chamber of support that was further strengthened by outreach to activate key influencers and decisionmakers.

Results

FHA generated heightened awareness and understanding of California WaterFix that translated to renewed and strengthened support in Southern California. The WaterNext campaign has been lauded for playing a critical role in delivering votes of support by water agencies across the region, including an essential vote by the Metropolitan Water District of Southern California. As support among key stakeholders and decision-makers has grown louder, opposition messages that once dominated have become background noise. WaterNext messaging and content continues to drive engagement and progress for the project and is broadly shared across social, owned and earned channels.



[Click to view educational whiteboard video](#)

[Click to view our animation](#)

[Click to view our website](#)



Case Study

Key Technical Lead: Ian Anderson

Challenge

Irvine Ranch Water District (IRWD), a highly regarded public water agency serving Central Orange County, is seeking to expand its existing recycled water reservoir to meet the community's need for additional storage. Subject to California's environmental review process, the Syphon Reservoir Improvement Project would be constructed in a populated residential area with nearby schools. While the proposed project would provide numerous community water supply benefits, it also comes at a time when there's heightened public scrutiny of reservoir/dam projects and an organized, anti-growth movement in the Irvine area.

Strategy

Anticipating the need to build support for the project while proactively addressing public perceptions and potential concerns, IRWD sought to build a comprehensive community education and outreach program. FHA developed a tailored strategy designed to inform key stakeholder groups, local leaders and neighbors about the project as it progresses through the environmental review process. The multi-pronged approach aims to define a compelling, fact-based narrative around the project — including the benefits of recycled water and the state-of-the-art construction and safety features — while leveraging IRWD's sterling reputation and strong track record as a safe, responsible reservoir operator. The integrated program has encompassed several workstreams that have included stakeholder mapping, survey research and focus group testing, messaging and content development, speaker training, outreach targeting, partnerships with specialized local outreach consultants, and proactive media outreach.

Results

IRWD successfully announced the project proposal in August 2019, when it released its Notice of Preparation and initiated environmental review in compliance with the California Environmental Quality Act (CEQA). The project has gained public support from key stakeholder groups and local leaders as a result of FHA's thoughtful and transparent education and outreach program. Currently, IRWD is preparing a Draft Environmental Impact Report, and is well-positioned as education and outreach efforts led by FHA are ongoing.



Conflicts



Conflicts

FHA does not have any conflicts that could affect the ability to perform work in a timely fashion over the duration of the contract.



Proposal for Public Relations Consulting Services

Prepared for
Casitas Municipal Water District
February 4, 2020

Kelley A. Dyer, Assistant General Manager
& Acting Public Affairs and Resource Manager
Casitas Municipal Water District
1055 Ventura Avenue
Oak View, California 93022

Dear Kelley,

Thank you for the opportunity to present our proposal to Casitas Municipal Water District. Following this letter is a proposal outlining the services we offer to help you engage with your community regarding your water infrastructure needs and prepare a potential bond measure for the ballot.

TBWBH is a different kind of political consulting firm. We specialize in bonds and tax measures. We don't work on candidate elections, and therefore we avoid many of the conflicting priorities and demands for attention that other political consultants will face in the lead-up to a busy Presidential election year. Unlike our competitors, whose firms are comprised of one or two principal consultants, TBWBH has a large team of professionals to ensure your project receives the attention it deserves. I, one of nine members of our management team, will serve as your day-to-day point of contact. We understand the importance of continuity, which is why key personnel working with Casitas Municipal Water District will not be replaced without the District's prior approval.

Our proven approach to uniting voters through transparent public engagement and building consensus has helped secure over \$10 billion in voter-approved public funding. We take full advantage of modern communication tactics, including social media, and help you leverage your existing channels of communication to engage community allies and voters.

We believe that TBWBH is uniquely qualified to lead your bond measure for the following reasons:

- **Unmatched Public Finance Measure Experience.** The partners and consultants at TBWBH have experience on passed over 430 successful public finance ballot measures that have raised tens of billions in voter-approved revenue for California districts.
- **Experience Working in Similar Communities.** We have demonstrated success in achieving broad community support for bond measures, even in conservative-leaning communities like yours. Our prior clients will tell you that our commitment to personal attention, client responsiveness and the unique details of your political environment set us apart from others in our industry.

The remainder of this proposal provides detailed information about our firm, our services and our approach to passing successful bond measures and a list of clients we have worked with, including references.

Please don't hesitate to contact me at 415.816.3412 (cell), or via email at jboigon@tbwbh.com if you have any questions or need additional information.

Sincerely,



Jared Boigon
Partner, TBWBH

About TBWBH

TBWBH is a unique election strategy and communication firm. We specialize in helping public agencies create and pass public finance ballot measures. We analyze scientific research measuring voters' attitudes and opinions related to a potential ballot measure, guide District staff in how best to use the results of the research, create an effective public information and education plan, and develop the best possible ballot measure.

We've helped LA County Flood Control District and Santa Clara Valley Water District pass tax measures. In Ventura County, we've helped the City of Ventura, Conejo Valley Unified School District, Simi Valley Unified School District and Oxnard Union High School District to prepare or pass taxes or bonds.

Public Consensus » Winning Propositions

TBWBH was formed around a simple basic idea: passing taxes is different from other types of political endeavors. For example, candidates run campaigns to differ from their opponents and stand out from the crowd. But when the issue is taxes, winning requires consensus: uniting people around shared priorities and values. We help public agencies develop public consensus leading to successful ballot propositions.

Commitment to Client Service

We view our working relationship with our clients as a partnership. We know public finance measures, and you know your community. We pride ourselves in developing unique plans for every client as opposed to applying a "cookie cutter" model that may have worked in other places or at other times. We also understand that the reputation of your agency is at stake when you seek funding from your community. It's not enough just to "win" in the short term. Your measure, your message and your outreach efforts must help you strengthen your relationship with your community for the long term.

In-House Design and Production

TBWBH is one of the few firms in our industry that maintains in-house art and production departments. Our full-time Art Director manages a studio of graphic designers who produce award-winning, creative concepts. Our full-time Production Director attends to the details required for efficient and timely delivery of media, advertising and printed materials.

Today's communication tools

We take full advantage of modern communication tactics, including social media and digital advertising. We are experts in traditional print media and direct mail, allowing us to help you efficiently leverage a full array of communication channels to engage residents and voters.

Project Understanding

As discussed in the cover letter and later within this proposal, TBWBH is uniquely qualified to manage the demands of this project. No firm has more experience talking to voters about taxes than we do.

Casitas Municipal Water District has taken the first step by conducting a feasibility study. The results of the bond measure feasibility study conducted by True North Research last fall demonstrated that voter support needs to be solidified before the District is in a position to place a successful measure on the ballot. We know from the study that having a reliable source of drinking water is by far the most important priority to your voters. However, the proposed ballot measure itself polls well shy of the required 67% and voters don't appear to move easily, even with persuasive information. It's critical for the District to begin engaging stakeholders in the Spring of 2020 in order to identify any issues or concerns and address them before committing to a November 2020 election.

An important consideration are modern challenges the District faces in ensuring water access for people of the District. For example, climate change/drought is a pressing issue today. The level of stress climate change is putting on freshwater sources must be considered and incorporated in the strategic plan and outreach communications.

An additional challenge is that the November 2020 ballot in Ventura County is likely to be chock-full of candidates and measures. Due to the projected high voter turnout for the Presidential Election, it's likely that voters will be forced to wade through a multitude of ballot measures at the state, regional, county, city and school district level. While the presence of other measures on a ballot doesn't necessarily have an impact on a Casitas Municipal Water District measure, it's an important factor to consider and monitor during the outreach phase.

As your strategic consultants, TBWBH is prepared to hit the ground running from Day one and work with your team to accomplish the goals and deliverables described in the RFP.

TBWBH's approach to every public agency client and our standard operating procedures include all of the items in the scope of services. This includes project management (i.e. kickoff meetings, preparing a work plan, regular meetings, coordination/communication with other agencies, and public outreach). The work items listed under Building Public Consensus and Building a Strong Measure are also standard to our public agency contracts and reflected in our five-step process detailed later in this proposal.

Project Team

Jared Boigon, TBWBH Partner and Project Manager

Jared Boigon joined TBWBH's parent firm, then-Terris Barnes & Walters, in 2001, and joined TBW's partners to create TBWB Strategies in 2005. Today, TBWBH is California's top public revenue campaign firm in overall winning percentage and number of projects, having raised tens of billions in voter approved local revenue.

Jared has been the project lead for a large parcel tax renewal effort for Santa Clara Valley Water District, an extensive public engagement program for the LA County Flood Control District, and many local city ballot measure efforts. He has also led LA County informational programs related to a parks and recreation ballot measure (2015-16) and homelessness ballot measure (2017), and led the statewide campaigns for Props 1 & 2 (2018: Affordable Housing Bond, No Place Like Home).



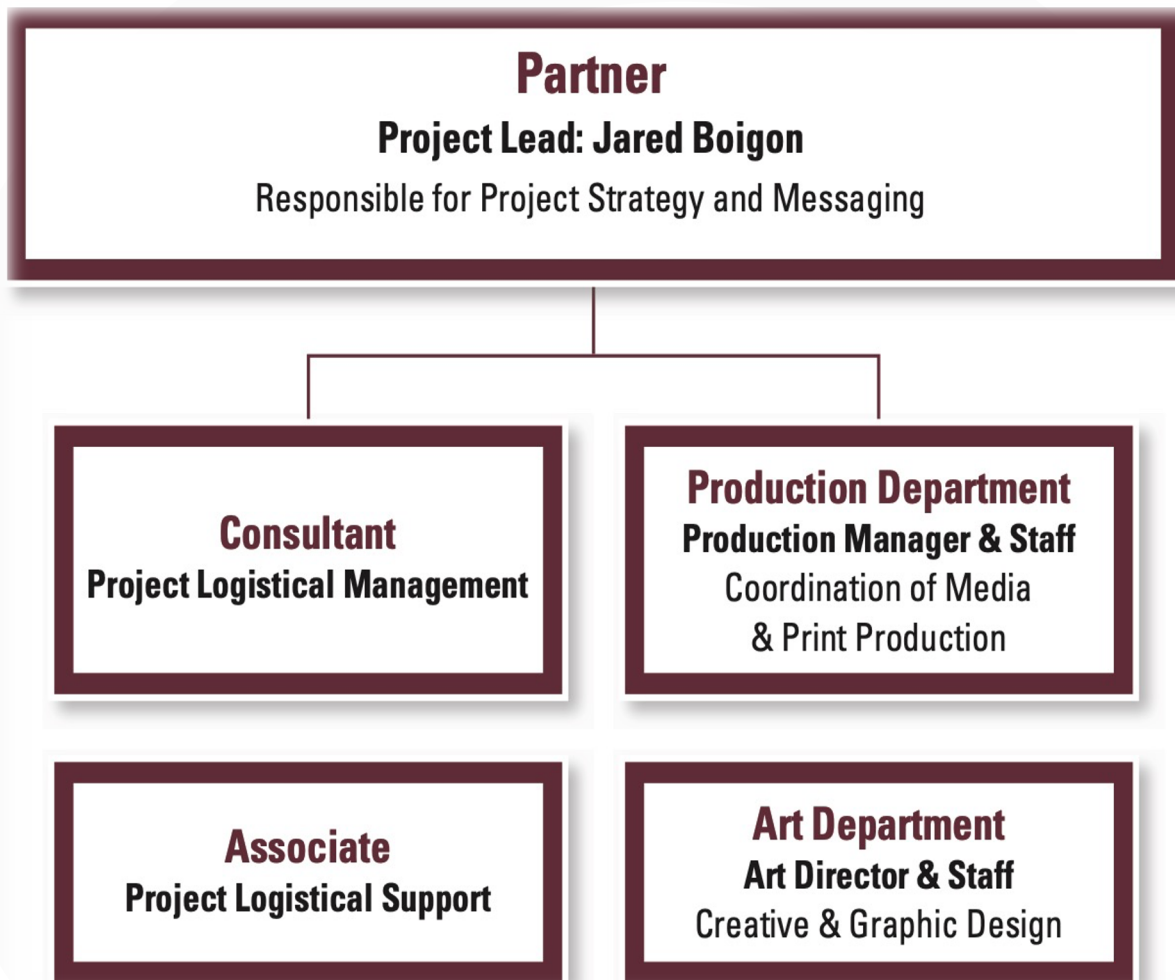
Jared began working in grassroots campaigns in the early 1990s. He later worked in a Congressional office and as a policy analyst for then-Colorado Governor Roy Romer. He also helped pass more than a dozen local public finance ballot measures in his home state of Colorado before coming to join the firm in California.

Jared's extensive experience in political campaigns, from volunteer organizer and campaign manager to media consultant, helped him guide his mother's successful at-large election to the Denver City Council in Spring 2003, where she outpaced six competitors to win an open seat in her first-ever bid for elected office, and ultimately served two terms (She retired from City Council in 2011).

Jared and his wife Kimberly live in San Francisco with their two daughters.

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Organizational Chart



TBWBH’s Proven Approach



TBWBH has a proven approach for developing and implementing successful ballot measures that unite communities. While never applied identically across communities or projects, our approach has been tested on hundreds of successful projects over 15 years.

Throughout this approach, our goal is to work collaboratively with District staff and other professionals to implement each stage of the process quickly and efficiently, without increasing unnecessary workload.

Benchmark 1: Feasibility study to determine if, and under what conditions, the District can pass a local funding measure – and if so, what type of measure is feasible.

Benchmark 2: Build consensus with outreach, awareness-building and public input strategies that position your measure for success.

Benchmark 3: Build a strong measure by aligning the measure’s features with the community’s priorities and sensitivities.

Benchmark 4*: Campaign for the win by efficiently getting your message out to persuade voters and mobilize your base of support.

Benchmark 5: Bridge to the next election by continuing positive and transparent community dialogue about how you are utilizing voter-approved funding and delivering on your promises.

**A public agency cannot fund campaigns; this benchmark is for informational purposes only.*

TBWBH will help you craft and implement a unique plan that meets the District’s needs, makes sense in your community and meets these essential benchmarks.

Feasibility



You've already completed this step: Worked with a qualified polling firm to help you assess the basic viability of a potential revenue measure and identify the strategic elements needed to maximize the chances for success.

Together, we will analyze the True North Research study, and tackle the most basic strategic questions that must be answered in order to identify a path to success:

- What are your highest priority needs?
- Is it reasonable to think that a funding measure can be successful with voters? At what threshold?
- What services or projects are voters most likely to fund?
- What is the optimal timing for a measure going to the ballot? Are you better off in a primary election or general election?
- Does sufficient community awareness of your needs already exist, or is proactive outreach required to build awareness? What are the key messages voters need to hear and what are the most effective channels for communication?
- How might specific exemptions or accountability protections be included in a successful measure?
- What controversies or competing issues must be considered before moving forward?

Build Consensus



Assuming the feasibility study identifies a path for moving forward with a local revenue measure, TBWBH will use the results of the voter research to help develop and implement a public information and outreach program to educate the community about your funding needs and build broad community consensus around a revenue solution.

Specifically, TBWBH will:

- Develop informational messaging and a plan for getting the message out to key audiences
- Provide talking points, answers to frequently asked questions and message training to key staff, employee groups, and Board members
- Provide information to be added to your website, distributed through social media and included in newsletters
- Prepare a presentation for community meetings
- Write, design and produce informational mailings to educate, inform and engage voters
- Develop strategies for managing coverage of this issue in the local press
- Develop strategies and plans to inform and engage influential external groups including elected leaders, business leaders, neighborhood leaders, faith community leaders, taxpayer groups and residents/water users at large.

TBWBH has expertise in traditional communication strategies like direct mail, print advertising and earned media. We are also experts in utilizing new media strategies such as social media, online advertising and video. Our in-house graphic design and production capabilities allow us to deliver the highest level strategic and creative communication for our clients.

Build a Strong Measure



Once we know what a viable, winnable ballot measure looks like, TBWBH will work with you to develop a revenue measure and qualify for the ballot.

During this phase of work, TBWBH will:

- Work with you and your financial team to finalize amounts, tax rates and the structure of your measure
- Refine the description of your needs to make sure they are written in clear and understandable language featuring projects and programs that are high priorities for voters
- Work with you and your legal counsel to define important taxpayer accountability protections, including any potential independent Citizens' Oversight Committee and public reporting process, if needed
- Work with you and your legal counsel to develop all ordinances/resolutions required for calling the election
- Develop the critical ballot question that will appear on ballots
- Develop and refine the full text of the measure and other materials that will appear in the ballot pamphlet mailed to all voters
- As directed, help present recommendations and documents to your Board for formal approval

Campaign for the Win



***Note: The information provided on this page is intended as information to convey our team’s full range of services available to assist with the tax measure process. If a tax measure is placed on the ballot and an independent advocacy committee forms, these services would be offered to that group and privately funded under a separate agreement.*

The next step in the process is to mount a strategic advocacy campaign to secure the votes needed to win on Election Day. This is the only step in the process that cannot be funded with public dollars. While agencies can continue to provide information to residents about the measure, only a privately funded campaign committee can advocate for the measure. We will work with your agency to understand if volunteers are available and motivated to step forward to run such an effort. Typically, as consultant to volunteer campaign committees, we build campaign plans with the following elements to ensure the best possible chance of success on Election Day:

- **Effective messaging and materials.** Campaign logos, brochures, websites, social media and other materials must be eye-catching and have a local feel in order to persuade and motivate voters effectively.
- **Avoiding controversy and obstacles.** We can’t take anything for granted in today’s economic and political environment. To win, it is important to run an organized campaign that avoids controversy and neutralizes opposition to the extent possible.
- **Good teamwork.** We work closely with pollsters, professionals, committee members and other local partners. We strive to build broad coalitions that include support from business, labor and the full spectrum of political ideologies.
- **Efficient grassroots organizing.** The time and energy of your volunteers are precious resources. We’ll work with you to develop a plan that maximizes the impact of their efforts on the outcome of the election.
- **Strong fundraising.** Fundraising for local ballot measures can be a challenge. It takes resources to get your message out to the voters who will determine the outcome of your election. We can help you create a fundraising plan to help you achieve the resources needed to win.

Bridge to the Next Election



Step 5: Bridge to the Next Election

After voters have approved your measure, it is important to continue positive and transparent community dialogue about how you are utilizing voter-approved funding and delivering on your promises. When taxpayers hear nothing, they assume the worst and fall back on unfair stereotypes about how government spends money.

If the District decides to go forward with a bond measure shortly after this measure, then this phase may focus on determining the feasibility of and preparing for a bond election.

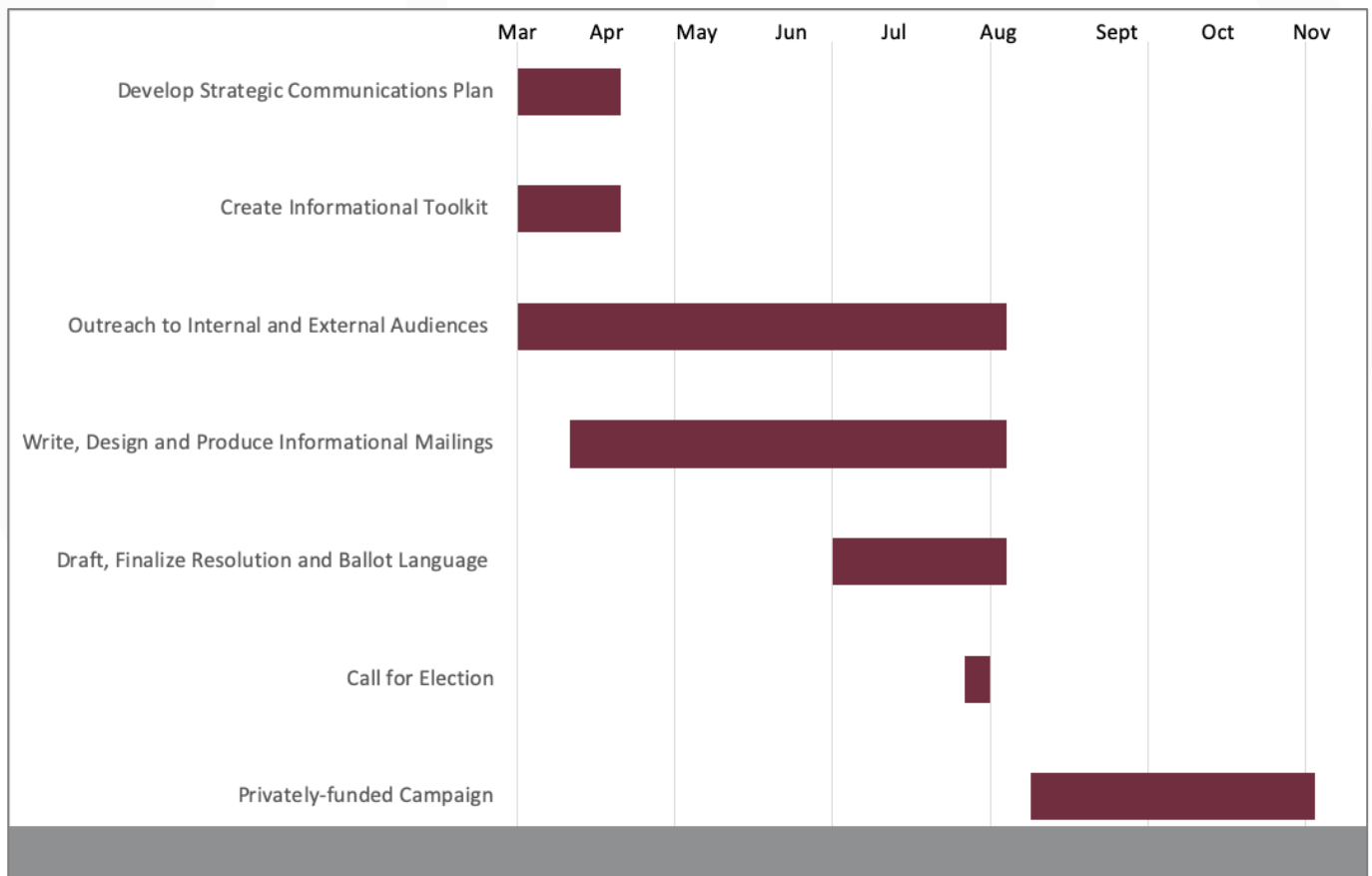
We offer a full range of ongoing communication services to our clients:

- Creation of regular updates to highlight progress related to your measure, including messaging for email blasts, websites, social media and newsletters
- Assistance with crafting responses to community or media inquiries regarding a local funding measure
- Assistance with preparing presentations to community groups and oversight bodies
- Regular direct mail updates to the entire community to ensure broad awareness beyond the most active and engaged citizens

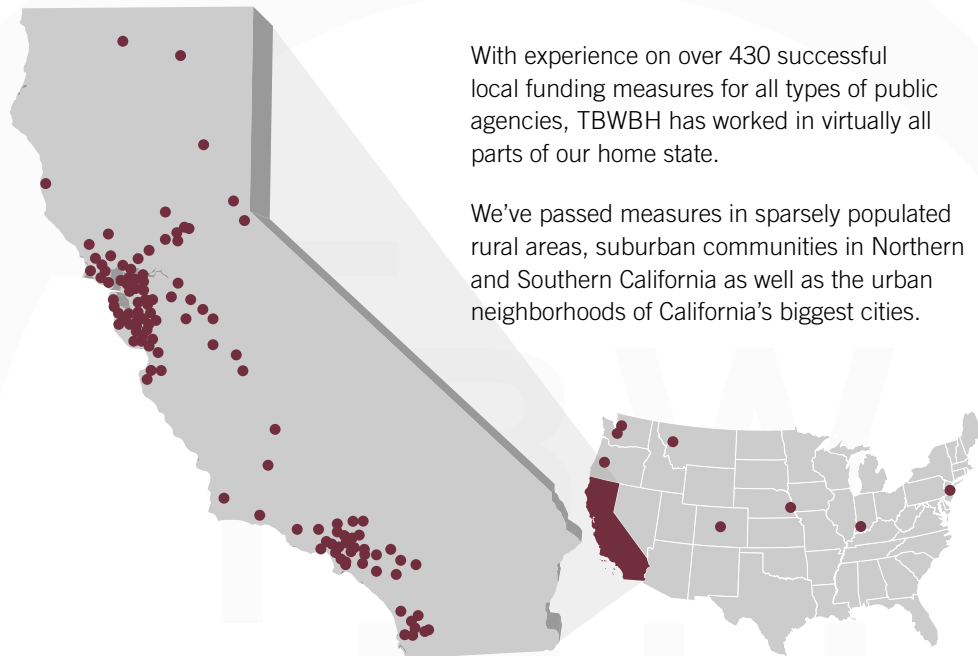
Project Timeline

Each measure is unique and requires a strategy that weights the specific needs of the District. TBWBH will work with key District staff to craft your plan of action and point our specific next steps. Below is a Gantt graph that gives you an abstract idea of what a campaign might look like over the course of the 2020 cycle.

This does not take into consideration the vital input from the District and is subject to change. TBWBH will integrate our custom plan of action accordingly once we have decided what steps address the needs of the District.



COMBINED EXPERIENCE OF TBWBH'S PARTNERS



With experience on over 430 successful local funding measures for all types of public agencies, TBWBH has worked in virtually all parts of our home state.

We've passed measures in sparsely populated rural areas, suburban communities in Northern and Southern California as well as the urban neighborhoods of California's biggest cities.

Parks, Open Space & Water Districts

Alameda County Clean Water Program
 Camden Water
 Fresno Parks
 Greater Vallejo Recreation District
 Hayward Area Recreation District
 Los Angeles County Regional Park and Open Space District
 Los Angeles County Safe Clean Water Program
 Marin Agricultural Land Trust
 Marin County Parks and Open Space
 Midpeninsula Regional Open Space District
 Missoula Open Space (Montana)

Monterey Peninsula Regional Park District
 Napa County Regional Park and Open Space District
 Pleasant Hill Recreation and Park District*
 Santa Clara County Open Space Authority
 Santa Clara County Parks
 Santa Clara Valley Water District
 Save the Bay
 Sonoma County Agricultural Preservation and Open Space District
 Zone 7 Water Agency (Alameda County)

(Partial List)
 *Projects managed by Charles Heath while at a prior firm.



Cities & Towns

City of Alameda
City of Barstow
City of Burlingame
City of Campbell
City of Chula Vista
City of Colton*
Town of Corte Madera
City of Del Mar
City of Diamond Bar
City of Downey
City of Emeryville
City of Fairfield
City of Foster City
City of Fremont
City of Glendale
City of Gustine
City of Kerman
City of Lafayette
City of Laguna Beach
City of Los Altos
City of Madera
City of Manteca
City of Marina
City of Merced
City of Morgan Hill
City of Murrieta
City of Oceanside
City of Pacifica
City of Palmdale
City of Palm Springs
City of Palo Alto
City of Pleasant Hill
City of Pomona
City of Port Hueneme*
City of Redwood City
City of Salinas
Town of San Anselmo
City of San Bernardino
City of San Gabriel*
City of San Jose
City of San Rafael
City of Santa Cruz
City of Santa Fe Springs
City of Santa Monica
City of Santa Rosa
City of South Lake Tahoe
City of South Pasadena
Town of Truckee
City of Union City*
City of Vacaville
City of Ventura
City of Watsonville
Town of Windsor
City of Yuba City

Statewide Measures

Proposition 1 2018 – Veterans and Affordable Housing Act
Proposition 2 2018 – Homeless Mental Health Housing Act

Fire Districts

East Contra Costa Fire Protection District
Fresno County Fire Protection District
Marin County Fire Department
North Tahoe Fire Protection District
Oakland Wildfire District*
Santa Cruz County Fire District - CSA48
Truckee Fire Protection District

Counties and Special Districts

Alameda Free Library*
Citizens for Carmel Valley
Los Angeles County Homeless Initiative
Marin County
Marin County Free Library
Merced County Association of Governments
Napa County
Oakland Public Library*
Pacifica Library
Placer County
San Mateo County
Santa Clara County
Santa Clara County Libraries*
Santa Cruz County
Santa Cruz County Library

Transportation Districts

AC Transit District*
Fresno County Transportation Authority
Metropolitan Transportation Commission
Monterey-Salinas Transit
Napa County Transportation Agency
San Benito County Transportation
San Mateo County Transportation
Santa Clara County BART
Santa Cruz County Regional Transportation Commission
Sonoma County Transportation Authority
Stanislaus County Transportation Agency of Monterey County
Transportation Authority of Marin
Truckee/North Tahoe Transportation Agency

Hospitals and Health Care

Alameda County Medical Center*
Cascade Valley Hospital (WA)*
Daughters of Charity Health System
Plumas Healthcare District*
Salinas Valley Memorial Healthcare System
Save Laguna Hospital
Seton Medical Center
Tahoe Forest Hospital District*
Valley Medical Center (Washington)*
West Contra Costa Healthcare District*
Valley Health System

Community College Districts

Allan Hancock College
Antelope Valley College
Cabrillo College
Chabot-Las Positas CCD
Chaffey CCD
College of the Canyons
College of Marin
College of the Siskiyous
Contra Costa CCD
Foothill-De Anza CCD
Gavilan College
Glendale College
Hartnell College
Lane Community College (Oregon)
Mendocino College
Mira Costa College
Napa Valley College

Peralta CCD
Mt. San Jacinto CCD
Rancho Santiago CCD
San Bernardino CCD
San Joaquin Delta College
San Mateo CCD
Santa Barbara City College
Santa Monica College
Santa Rosa Junior College
Sierra College
Yuba College

High School Districts

Campbell Union High SD
Chaffey Joint Union High SD
Delano Joint Union High SD
East Side Union High SD
Fremont Union High SD*
Fullerton Joint Union High SD
Galt Joint Union High SD
Grant Joint Union High SD
Jefferson Union High SD
Los Gatos-Saratoga Union High SD
Mountain View-Los Altos High SD
Nevada Joint Union High SD
Oxnard Union High SD
Perris Union High SD
Petaluma Joint Union High SD
Placer Union High SD
Roseville Joint Union High SD
San Benito High SD
San Dieguito Union High SD
San Mateo Union High SD
San Rafael High SD
Santa Cruz City High SD
Santa Rosa High SD
Sequoia Union High SD
Tamalpais Union High SD
William S. Hart Union High SD

Unified School Districts

Alameda USD
Albany USD
Amador County USD
Arcadia USD
Azusa USD
Baldwin Park USD
Bassett USD
Bonsall USD
Cabrillo USD
Carlsbad USD
Castro Valley USD
Charter Oak USD
Claremont USD
Conejo Valley USD
Corona-Norco USD
Cotati-Rohnert Park USD
Culver City USD
Davis Joint USD
Downey USD
Dublin USD
El Rancho USD
Emery USD*
Evansville-Vanderburgh School Corporation (Indiana)
Fairfield-Suisun USD
Folsom Cordova USD
Fremont USD
Garden Grove USD
Glendale USD
Hayward USD
Irvine USD
Jurupa USD

Kerman USD
La Cañada USD
Lake Elsinore USD
Lammersville USD
Las Virgenes USD
Lompoc USD
Los Alamitos USD
Los Angeles USD
Madera USD
Manhattan Beach USD
Martinez USD
Milpitas USD
Monterey Peninsula USD
Moreno Valley USD
Morgan Hill USD
Mount Diablo USD
Mountain Empire USD
Napa Valley USD
New Albany Floyd County Consolidated School Corporation (Indiana)
Newark USD
New Haven USD
Novato USD
Oakland USD*
Oak Park USD
Orange USD
Pajaro Valley USD
Palo Alto USD
Palos Verdes Peninsula USD*
Paradise USD
Patterson Joint USD
Piedmont USD*
Pleasanton USD
Poway USD*
Riverside USD
San José USD
San Lorenzo Valley USD
San Marcos USD
San Marino USD
San Ramon Valley USD
Santa Ana USD
Santa Monica-Malibu USD
Scotts Valley USD
Simi Valley USD
Snowline Joint USD
Sonoma Valley USD
South Pasadena USD
South San Francisco USD
St. Helena USD
Tahoe Truckee USD
Torrance USD*
Tustin USD
Val Verde USD
Vallejo City USD
Vista USD
Walnut Valley USD
West Contra Costa USD
Westside SD 66 (Nebraska)
Woodland Joint USD
Yucaipa-Calimesa Joint USD

(Partial List) *Projects managed by Charles Heath while at a prior firm.

TBWBH References

Santa Clara Valley Water Department

Rick Callender
Chief of External Affairs
Santa Clara Valley Water District Executive Management Team
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rcallender@valleywater.org

Conejo Valley Unified School District

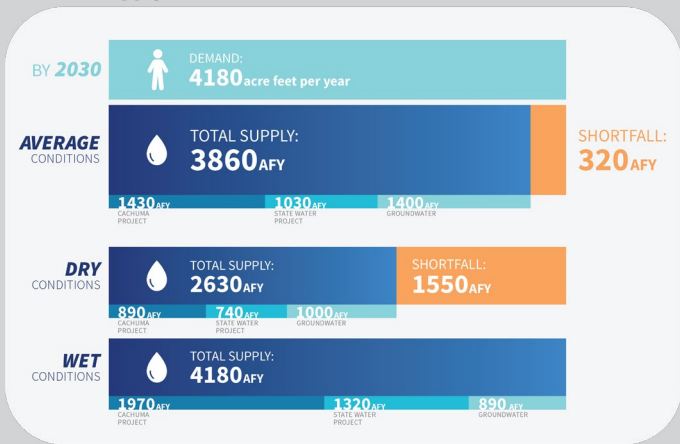
Jeff Baarstad
Retired Superintendent
Conejo Valley Unified School District
(805) 766-7012
jeffbaarstad@gmail.com

City of Ventura Sales Tax Measure

Dan Paranick
Former Assistant City Manager of Ventura
Current District Manager, Rancho Simi Recreation and Park District
(805) 584-4406
danp@rsrpd.us



Water Supply Shortfall



SUBMITTED BY:



SUBMITTED TO:

Casitas Municipal Water District

Proposal for Public Relations Services

February 7, 2020



LOS ANGELES
555 W. 5th Street
35th Floor
Los Angeles, CA 90013

(310) 626-0915
katzandassociates.com

February 7, 2020

Kelley A. Dyer, Assistant General Manager & Acting Public Affairs and Resource Manager
Casitas Municipal Water District
1055 Ventura Avenue
Oak View, California 93022

Re: Proposal for Public Relations Services

Dear Ms. Dyer:

Katz & Associates (K&A) is pleased to submit this proposal for Public Relations Services, We are excited about the potential to help raise awareness about current and future water supply challenges in Casitas' service area along with water supply reliability options and investment needs.

As a full-service public outreach and engagement firm in business for over 30 years, K&A specializes in strategic communication, public involvement and community relations that advance essential public infrastructure and environmental projects. We choose to work on projects that make a difference in people's lives and affect communities, and we take our role very seriously. Collectively, members of our team have worked on local, state and even international projects to raise awareness about water supply challenges, opportunities and the resulting infrastructure projects, and on public engagement initiatives that connect the dots between critical infrastructure investment and cost to individuals.

Fortunately, the Casitas Municipal Water District is ahead of the game with community members who are very familiar with the need for conservation and can look at Lake Casitas levels every day for a real-time picture of water resource availability. You've also already conducted in-depth public opinion research to guide future communication efforts, so you have a very good sense of current understanding of water resource issues, and information that resonates with your varied stakeholders. And you have key activities underway – including completion of your Comprehensive Water Resources Plan which lays out conditions and options; an ongoing rate study for the next five-year period; and a pending cost of service study to analyze impacts of alternative water supplies.

While separate activities from a contractual standpoint, all impact your ratepayers and stakeholders, and communication among all must be consistent, coordinated and understandable – painting one comprehensive picture that demonstrates all the District is doing to ensure future water supplies. Our approach will be to build upon the extensive information and materials you already have, create that uniform narrative that puts the puzzle pieces together to communicate the purpose and need of activities, and lays out the investment required to meet needs. Fortunately, with our Los Angeles-based team, including my location in Santa Clarita, we are nearby, available and excited to work with you in presenting these issues in a manner that builds awareness, trust and confidence, and solicits productive input to help decision makers moving forward.

There are numerous facets to successfully communicate with stakeholders about the complexities and costs of water supply availability and challenges, spanning from research (which you've done), to message consistency, community outreach, elected official engagement, public participation, media relations, and public education, not to mention the

potential for property owner engagement and future environmental permitting in the future. The team members included in this proposal are fully versed in all of these areas, and also bring experience with both bond initiatives and Prop 218 efforts associated with infrastructure funding. The following are but a few of the key reasons why K&A is the ideal team to support Casitas Municipal Water District's public relations needs:

We have unmatched experience on water planning, infrastructure and cost communication. Our team includes communication specialists whose time is solely committed to water issue communication including the recently-completed Recharge Fresno capital improvement program to construct more than 30 miles of pipeline to access state and federal water rights that they had paid for for decades but could not access due to lack of infrastructure. Our team members have worked to raise awareness about water conditions, portfolio needs, water quality and supply characteristics, and costs and investment requirements – all while meeting state requirements associated with rate and bond issue communications.

We have experience throughout the full project life cycle, from concept through construction. Our team understands how to tailor outreach and communication for different stages of a project, address changing stakeholder audiences and provide the messages and information that most resonates with these audiences throughout the process. While this RFP is focused on the general obligation bond communication, that cannot be in isolation of ongoing planning and rate analyses and we are very comfortable working within these multidimensional teams.

We can provide strategic level counsel to boots-on-the-ground support. Our team includes strategic advisors with expertise in areas including message development, media training, stakeholder engagement, and creative communication from mailed notices, to digital communication and videography. But most importantly, central to our team are communication specialists who can serve as everyday extensions to your team; we have communication specialists who have worked on projects in areas throughout the state but are located nearby for quick turnaround.

We speak “engineer” and are experts at translating highly technical ideas into digestible information for a variety of audiences. We also are fully versed in the International Association of Public Participation (IAP2) Public Participation Spectrum – ensuring development of productive engagement that increases understanding and leads to viable projects and programs.

We have a full-service creative team focused on communicating in innovative ways to meets to needs of widely varied audiences. In addition to understanding technical nuances of water supply and funding issues, our Art Director, together with his design and video team, adeptly identifies visual communication methods that convey complex information and can be formatted to meet the needs of individual water agencies.

With our team members' combined level of experience and expertise, we are confident that the K&A team will deliver the highest quality public relations and communication services that meaningfully engage your community and customers who must ultimately support investment through a bond measure and rates.

We thank you for the opportunity to share our ideas and are excited about potential collaboration ahead.



Karen Snyder
Vice President
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ksnyder@katzandassociates.com

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Cheers to the
Future!
.....
safe,
reliable,
sustainable

Pure Water
San Diego



Project Understanding / Scope of Work

Project Understanding and Scope of Work

When K&A received Casitas Municipal Water District's request for proposals for Public Relations Services, we couldn't help but have a moment of déjà vu. In 2013, the City of Fresno was undertaking an unprecedented capital improvement project to access water from the Sierra Nevada Mountains that the City paid for but lacked sufficient pipelines and facilities to capture and use. The City had achieved significant water conservation levels, but water conservation alone would not meet their need for long-term water supply reliability. The \$429 million capital improvement project required significant investment. Community members (business, residential, agriculture) had questions. K&A was engaged to conduct a robust community awareness program focused on the situation, the challenges, the options, the cost of the options and ultimate impacts to individual customers. Ultimately, after extensive community engagement and public participation the program was funded, construction began in 2015 and the program was delivering surface water to this groundwater dependent City by 2018!

We are thrilled to have the opportunity to work on another critical information campaign that will inform the community of the need for additional water supplies, tie the benefits of water reliability to costs, and ultimately raise awareness of the need for additional investment. We are pleased to provide this proposal for Public Relations Services.

PROJECT UNDERSTANDING

Every community is unique. At K&A, we know there are no cookie cutter approaches. But as reflected in the example above, we are very familiar with the importance of portfolio diversification, long-range planning to ensure facilities are in place when needed, and the importance of regularly explaining the complexities of all water agencies do to ensure future water supplies. In many cases, this involves communicating with audiences who think little about their water supply until the bill arrives.

This is not the case for Casitas Municipal Water District. Your District and ratepayers have a high level of understanding of the value of water and the importance it plays in everyday lives. In fact, in your 2019 survey, "having a reliable supply of drinking water received the highest percentage of respondents indicating that the issue was either extremely or very important." These results would not be common across many California communities. You also have an engaged community which was evident with support of a bond measure to allow the District to buy out Golden State Water Company and bring District service to those customers. Even with that high level of engagement, however, it is a CONTINUAL challenge to make the nexus between the importance of reliable water and the cost to achieve that long-term reliability. That story is never over.

Casitas Municipal Water District desires to create that nexus through a public information program that clearly articulates current supply conditions and future prognoses, options for supply reliability – including pipelines to access State Water Project water, and costs associated with those options in order to obtain productive stakeholder input to inform a path forward. The K&A team knows how to do that and commits to doing it in a way that is right for Casitas Municipal Water District and your unique set of customers from residential to business to agriculture and across multiple jurisdictions.

In addition to knowing the importance of raising awareness, our team knows that effort cannot be undertaken in a vacuum. The District is near completion of the Comprehensive Water Management Plan (CWMP) that includes the meat of the information that informs the current water situation and future alternatives. In December 2019, the District authorized work on the next five-year rate study, and the District will soon undertake a focused analysis of the operation and maintenance impacts on rates in association with the supply alternatives. The District may also put a measure before customers in November 2020 to secure

a general obligation bond to fund capital costs of a future supply project. It is essential that this team of experts assembled by the District work together to share information and data, collaborate to put technical information in a form understandable to a lay audience, and ultimately – as part of a public information program – create an overarching narrative that customers can understand and weigh in on.

It is also important to consider outreach within the realm of other issues competing for public attention. In early January 2020, the City of Ventura issued a “Notice of Commencement of Groundwater Basin Adjudication” in the form of legal action to more than 10,000 area residents, many of whom are District customers. This has created confusion, angst and even hostility toward Ventura which further complicates messaging on collaborative water supply solutions. Added to that is regional efforts focused on groundwater sustainability -- an issue of importance to all including the agriculture community - which has no direct correlation to the District’s future supply option activities but is certainly part of the fabric of the overarching narrative mentioned above.

Task 4.1. Bond Measure Public Relations Support (TRACK 1)

In November 2020, a general obligation bond may appear on the voter election ballot for the purpose of funding supply reliability projects within the next five years. Based on your own, thorough research, “although voter support for the proposed bond in the current environment falls short of the two-thirds threshold required for passage, the results of this survey indicate that a bond may be feasible for a 2020 ballot provided that it is kept affordable and accompanied by robust community/opinion leader engagement, education, and communication. Our team has worked on successful bond and Prop 218 initiatives, and knows that successful public information campaigns are:

- Uniquely crafted for the individual community, stakeholders and officials
- Focused on education, awareness and information without advocacy
- Made up of a combination of broad community education, along with stakeholder engagement, media relations and partnerships to provide information that is understandable and resonates
- Consistent, sustained and capable of course correction and new information needs or misinformation arises.

Bond Measure Communication Workshop

Immediately after receiving a notice to proceed and fulfilling the Task of the Kickoff Meeting, we suggest conducting a Public Relations Planning Session that will focus specifically on Bond Measure public relations support. (For budgeting purposes, this meeting is captured within Task 4.4 – Meetings.) This session would preferably include representatives of all subject matter experts (including District Counsel, CWMP representatives and potentially cost of service evaluators) to clarify:

- Focus and timing of potential General Obligation Bond
- Milestones around CWMP and other water supply and rate setting activities (which also provide opportunities for communication activities)
- Communication parameters around bond measures
- Target audiences
- Situational awareness, challenges and opportunities over next nine months

K&A will prepare a meeting summary along with a work plan focused on raising awareness through education.

Public Information Campaign Work Plan

Raising awareness and ensuring voters understand the purpose and intent of a November 2020 bond measure requires multifaceted levels of communication that is consistent, understandable and NOTICEABLE in an environment of competing information. K&A will develop an actionable work plan to include:

- Bond measure communication protocols that reflect legal and regulatory guidelines for public agencies (K&A would recommend engaging legal counsel to produce a memo out-lining the “Do’s” and “Don’ts” of public agency communication related to a bond measure)
- Key Messages, potentially including those already “tested” through the District’s 2019 survey but enhanced to address current circumstances
- Themes and narrative, including the purpose and need for water supply projects and infrastructure to be funded through a successful bond measure, and ways in which the District has been good stewards of previous bonds and rates through system improvements and supports of entire systems – such as in Ojai
- Target Audiences, including officials, regional leaders and water resource partners
- Stakeholder Outreach Plan, identifying specific opportunities to reach target audiences and engage community stakeholders
- Media Relations Plan, including strategies and opportunities to reach target audiences through a proactive earned media program
- Strategies and Tactics such as dedicated microsite on the District’s website, direct mail, in-formative advertising, official briefings, multifaceted engagement and more
- Measurements to Track Awareness and potential need for course correction
- Implementation Timeline and Milestones

Specific tactics will be determined as part of the workplan review and approval, but based on this RFP and our experience in implementing multifaceted information campaigns and education programs, our approach and fee estimate assumes:

Message Development

Demonstrating the need for new investments in local water infrastructure requires consistent, proactive public education that starts with a clear and compelling message. In addition to providing information on the what and why, it’s important to demonstrate how Casitas has been a responsible steward of ratepayer funds in the past. Showcasing past investments and successes, is an effective way of showing the public tangible results. Message development for a public information campaign would include highlights from past successes as well as compelling messages about what is needed in the present and future.

Brand Development & Creative Services

K&A’s in-house, full service creative team works hand-in-hand with our Project Managers and team leads, and branding, graphics and visual tools will be a key component of this effort. Development of a simple but recognizable visual identity, along with content and materials for bond measure information program. This includes preparation of graphically designed materials for print and digital use including an “issues and actions” fact sheet that also covers “Why this Bond Measure,” a presentation with video for speakers bureau opportunities and online posting, third-party spokespersons and video perspectives, and infographics and visuals for use in a public workshop and other communication vehicles to communicate the District’s water story. Other elements would likely include:

- Bill inserts
- Animation/Video featuring testimonials/third-party quotes
- Visual case studies highlighting other District investments and projects
- Production of professional photography and videography for website and social media applications

Media Relations

Development of a media relations initiative to reach target audiences, including news releases, draft articles and opinion editorials. We have a solid record of professional media engagement at both the state and local level focused on providing facts and context and developing respectful relationships for the long term. Some tactics within the media relations plan include:

- Developing an Editorial Calendar and Conducting Editorial Board Briefings
- Crafting Press Releases
- Coordinating Reporter Briefings & Facilitating Media Outreach
- Drafting and Placing Op-eds to increase awareness
- Coordinating and Supporting Rapid Response

Stakeholder Research

We recommend the optional task of conducting approximately 10 to 15 one-on-one discussions with stakeholders identified by the District. Using an approved discussion guide, we suggest meeting with selected individuals representing the range of diverse interests and geography across the service area to identify perceptions about water issues and service, future planning efforts, regional water issues and challenges, along with thoughts related to investment needs. Unlike the quantitative research you've already conducted, which tells you what people think, this qualitative one-on-one method yields insights on "why" they think that way. Depending on timing, these discussions could inform planning for both the bond measure information program as well as general, longer-term stakeholder communication.

"Grasstops" Outreach

Perform a stakeholder mapping exercise that helps identify key voices in the community to engage in advance of any bond measure. Specifically, this process looks at the "grasstops" individuals and organizations that have the capability of serving as third-party spokespeople/ambassadors of the effort. Grasstops leaders also have the ability to reach broader audiences themselves. Outreach can be conducted through direct, one-on-one outreach.

Community Engagement

We recommend public engagement forums including "go to them" strategies of event participation, speaking engagements, and pop-up outreach, along with one facilitated public workshop, crafted using principles of the International Association of Public Participation (IAP2) to ensure meaningful public engagement that educates and allows for productive dialogue. We are skilled in designing engagement formats that meet communication goals and the needs of participants and can offer coordination, planning, and execution services for meetings, including facilitation services if appropriate for the engagement technique selected. We recommend that as part of engagement planning, K&A conduct one, three-hour spokesperson training with appropriate District and technical staff to ensure that everyone is providing the same information and is prepared for the "unexpected." Without this, the credibility of the District or trust in the initiative can be impacted. K&A can provide practice sessions for all designated spokespersons for both media interactions and presentations.

Task 4.2. General Public Relations Support (TRACK 2)

Strategic Planning Session

While this RFP calls for completion of a Strategic Communication Plan by March 2021, we believe that the planning, strategies and tactics associated with a communication plan will necessarily be closely aligned with efforts toward the bond measure education program to ensure full situational awareness, message consistency and broad understanding, and would recommend completing this earlier in 2020, and amended at the end of the year.

For this reason, we suggest that a Strategic Planning Session for general public relations support be conducted on the same day as the Bond Measure Communication Workshop, and in fact, as "part one" of the days sessions since much of the discussion will directly impact planning for Bond Measure public relation support. This "Strategic Planning Session will include K&A and District representatives with a focus on:

- Clearly articulating communication and engagement objectives for the longer term;
- Discussing priorities and timelines;
- Discussing ongoing issues or projects and associated audiences and ramifications (adjudication, drought conditions, rate analyses etc.);
- Brainstorming challenges and opportunities;
- Identifying past successes and challenges along with current activities;
- Identifying audiences using a stakeholder mapping exercise;
- Establishing key message themes, and
- Outlining a calendar of activities and tasks along with specific measurements.

You'll see that many of these discussions will provide important data for bond measure education planning, so we suggest that the Bond Measure Public Information Work Plan be a priority section within the overarching communication planning effort. This will streamline discussion and maintain budget for implementation. K&A will prepare all meeting materials and develop a meeting summary for review by our project Point of Contact. (For budgeting purposes, this meeting is captured within Task 4.4 – Meetings.)

Communication Audit

We will review existing informational materials, social media calendar and protocols, existing customer contact methods and community information portals, if any, to inform development of a strategic communication effort moving forward. K&A will prepare a brief audit summary identifying strengths and potential areas for enhancement or further development.

Detailed Strategic Communication Plan

We will utilize the information gleaned from the program team and through the communication workshops and stakeholder interviews (if conducted) to inform the development of an overarching Strategic Communication Plan to guide activities and tasks and ensure all internal and external stakeholders understand goals, objectives and responsibilities associated with water supply reliability and general water communications. The plan will include:

- Clear communication goals and objectives;
- Situation assessment including challenges, opportunities and peripheral activities that could become intertwined with water supply reliability activities;
- Audience identification;
- Key messages that serve as the backbone for all water supply communications;
- Roles, responsibilities and protocols including internal and external coordination processes;
- Itemized list of recommended activities and tasks; including the base materials required for consistent sustained communication.

A suggested suite of tactics will be developed more fully in the Strategic Communication Plan and after the planning session and initial research are conducted. However, from past experience on similar projects, it is likely that recommendations will include a combination of:

- Social Media outreach plan including draft content and posting schedule
- Online Engagement through new or updated website elements
- Media Production such as art direction, animation, photography, videography, graphics design, branding naming, and more
- Activities that employ a “Go to Them” strategy such as a Speaker’s Bureau, Pop-Up Events, and Community Event Participation
- Project Milestones Events, as applicable
- Community Meetings (as discussed in this RFP)

- Strategic Partnerships
- Rapid response protocols and information to address emerging issues or misinformation;
- Implementation calendar aligning with various program and project milestones;
- Tracking processes and metrics to measure success.

Template Materials

With our expertise in translating technical concepts to lay language through narrative, visuals, animation, graphics and more, we will provide right-sized options as part of the Strategic Communication Plan development. The goals associated with materials development include:

- Create informative and understandable communication tools that are tailored for specific audiences using engaging graphics and informational materials.
- Establish context within an overarching and collective goal to ensure long-term water supply reliability for the region. Create connections from challenges, opportunities and projects to the overall goal.
- Transparently highlight all aspects of water supply reliability including existing conditions, purpose and need for action, threats and opportunities to long-term reliability, costs, benefits and drawbacks.
- Use graphic design (including branding or style guides for program identity) to explain complex information with visual, easy-to-understand snapshots of information.
- Create a suite of templates in order to create consistency in look, feel and “visual identity,” while allowing for tailoring by individual retail agencies.
- Incorporate multiple-language translation, as appropriate.

For purposes of budgeting, we have assumed development of foundational materials including a graphic look and feel for District materials (style guide), an overarching fact sheet, a PowerPoint template, up to two graphics/infographics, along with content to address up to four subject-specific pieces (such as drought, conservation, and rates).

Task 4.3. Project Management

Within project management, K&A’s proposed Project Manager will assemble and be responsible for implementation of the calendars for both bond measure public information and general strategic communication, maintaining progress and providing regular updates.

In addition to standard project management and monthly reporting, the K&A team will be available for office hours and/or conference call as needed throughout the course of the contract period. We assume concentrated biweekly meetings at the outset and during implementation of bond measure public information implementation. For the purpose of budgeting, we have assumed bi-weekly meetings with our Senior Project Manager (by phone). We further suggest a communication assessment meeting be held in December 2020 to (a) discuss results and lessons learned through the November 2020 bond information campaign and agree on focus areas with the Strategic Communication Plan for 2021.

Task 4.4 Meetings

Successful communication starts internally, ensuring that all parts of the team are working toward the same communication goals and objectives. K&A will work within your existing processes and schedules to create a communication protocol that ensures consistent, sustained and proactive communication with District staff and all other appropriate subject matter experts. This includes the Project Kickoff (which we have identified as the Bond Measure Communication Workshop under Task 4.1), along with meetings, as appropriate, with the District’s Board and/or Public Relations Committee. In all cases, K&A will prepare presentation materials and will provide high level summaries of input received.

CONFLICTS

Katz & Associates does not have nor foresees any conflicts with our current clients and/or projects that would affect our performance during this contract.

ADDITIONAL COMMENTS

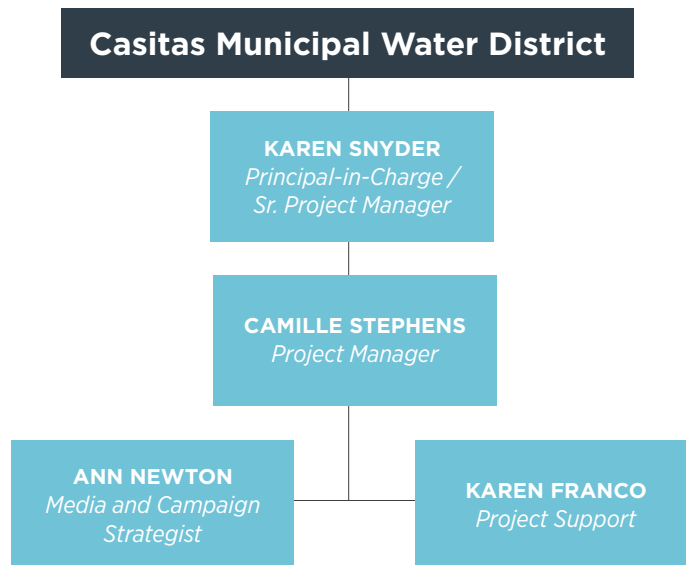
- (1) We believe significant efficiencies can be made through the dual track approach that we are suggesting within our proposal: planning for both bond measure information sharing and general District communication in parallel. Messages, audiences, narrative, materials and tactics will all need to intertwine so we've suggested a schedule slightly more accelerated from that included in the RFP. Even so, to accomplish what has been requested and what we believe is prudent, results in a budget potentially higher than meets the District's needs. We look forward to strategically reviewing that budget with you to ensure you have the resources you need and that they are right sized for Casitas Municipal Water District and your stakeholders.
- (2) While our team members are well-versed in bond measure and cost of service communication, it will be important to have legal guidance to ensure that any communication efforts stays within the current guidelines and boundaries established for bond measure public information.
- (3) We understand that a public meeting regarding the Comprehensive Water Management Plan is scheduled for some time in March or April. This will be a first introduction of recommendations and potential impacts and must be closely aligned with the strategic communication planning underway for the potential bond measure public information effort. We suggest, if possible, scheduling that CWMP public meeting after this contract is set for public relations services to ensure inclusion of well-developed communication strategies and messages.

DEERE



Project Team

OUR TEAM



KAREN SNYDER | Principal-in-Charge/Senior Project Manager | Location: Los Angeles

Karen Snyder has been active in water, wastewater and environmental public affairs for nearly 30 years, specializing in strategic communication planning, public involvement, facility siting, construction relations, community relations, spokesperson and media training, and crisis communications. She has extensive experience working on highly technical, often controversial projects, and multi-year programs that require consistent, sustained, and targeted stakeholder outreach and involvement.

From issues associated with capital improvement programs, water supply portfolio planning, project design and construction, utility rates, water quality concerns, and California Environmental Quality Act (CEQA) public involvement, Karen has worked with project teams to incorporate communication tools and techniques that support successful stakeholder engagement and interaction. She has demonstrated an outstanding ability to seamlessly integrate into system planning and construction project teams, providing counsel and support to bring projects and public engagement efforts to successful conclusions.

CAMILLE STEPHENS | Project Manager | Location: Los Angeles

Camille is a public outreach specialist with experience developing government relations strategies designed to achieve policy goals. Her unparalleled experience working with public entities gives her the knowledge needed to move projects forward, maintain consistent and meaningful interaction with stakeholders and exceed client expectations.

Camille's efforts focus on strategic community engagement through understanding of stakeholder interests, and the political and social environments that surround projects. She creates a deep understanding of community sentiment and uses this to guide her work throughout the project lifecycle.

PROJECT TEAM

ANN NEWTON | **Media and Campaign Strategist** | Location: Los Angeles

Ann Newton is a senior-level public relations and communications professional with nearly 15 years of statewide experience in communications, media relations and stakeholder outreach. She is skilled in communications strategy, campaign development, messaging, public outreach, coalition building, media relations and litigation support for public agencies, corporations, trade associations and political campaigns. Ann is experienced in managing projects from start to finish – from plan development through implementation and completion.

Ann is adept at working with multi-disciplinary teams, including engineering firms, researchers, attorneys and other experts critical to project success. She has a strong background in water, natural resources and infrastructure, complemented with a political background, having worked on more than a dozen statewide ballot measure campaigns. She is a team player and strong manager with a hands-on approach that delivers high-quality results on time and on budget.

KAREN FRANCO | **Project Support/Translation and Interpretation** | Location: Los Angeles

Karen Franco's background is in public interest and political communications. She has worked in Los Angeles' City Council, providing support for a councilmember's media strategy. She has also assisted with events and social media campaigns during her time at a national public health organization. Karen's experience also includes marketing, outreach, and networking on behalf of a national nonprofit to establish its local chapter.

Before joining Katz & Associates, Karen studied political communications and identity politics at Princeton University. During her time there, she conducted independent research on political messaging on Twitter and its effects on the changing political communications landscape. Karen has knowledge and skills in research, politics, public health, and public interest communications.

KEY PERSONNEL COMMITMENT

The key personnel proposed for this project, Karen Snyder, Camille Stephens, Ann Newton, have availability and are able to fully commit for the entire duration of this contract.



Experience

RELEVANT EXPERIENCE

Recharge Fresno Rates Communications CITY OF FRESNO



As part of its efforts to raise awareness about the purpose and need of the Recharge Fresno program, Katz & Associates supported an in-depth community discussion about cost of infrastructure, components of rates, funding resources beyond customer rates, and ongoing efforts to minimize costs while maximizing service quality and safety. The discussion led to a new rate proposal and an accompanying Proposition 218 process supported by Katz & Associates. After having original rates rescinded in mid-2014, and following community and media discussions about the need for infrastructure investment, the Fresno City Council approved a five-year rate increase in February 2015.

Campaign examples can be found on the included thumb drive.

ADDRESSING FRESNO'S WATER CHALLENGES

SETTING GOALS

TO BALANCE FRESNO'S GROUNDWATER CONDITIONS FOR THE FIRST TIME IN MORE THAN 75 YEARS:

- Reduce reliance on groundwater
- Maximize use of surface water
- Enable groundwater recovery
- Continue conservation
- Increase recycled water

Category	Current 2014	Future
Groundwater	88%	36%
Treated Surface Water	12%	53%
Recycled Water	0%	11%

DIVERSIFYING FRESNO'S WATER SUPPLY SOURCES

Ongoing and proposed projects would diversify water supply sources and ensure a reliable water delivery system for Fresno.

Identified projects include:

- Raw Water Pipelines:** To capture surface water from rivers and transport it to Fresno for treatment.
- Surface Water Treatment Facilities:** To remove contaminants from water and clean it to meet drinking water standards before delivery to city residents.
- Treated Water Pipelines:** To move clean, safe drinking water from treatment plants and wells to customers throughout the City of Fresno.
- Well and Pipeline Repairs and Replacements:** To ensure all 260 wells are maintained or replaced, pump stations and other facilities are in proper working condition, and old pipelines - some more than 75 years old - are replaced before problems occur.
- Treated Storage Tanks:** To store water and improve water pressure for daily use and to meet firefighting needs.
- Recharge Basins:** To store water that is then percolated into the underground in order to recharge the region's groundwater supply.
- Conservation Programs:** To continue to ensure we use the water we need but waste none.

Map Legend:

- City Limits Boundary
- Water Wells
- Project Pipelines: Raw Water Pipeline, Treated Water Pipeline
- Maintaining Surface Water Supplies: River, Raw Water Pipeline, Treatment Facility, Treated Water Pipeline

Prop 218

CITY OF SANTA MONICA

The City of Santa Monica is moving forward with a range of projects and improvements to ensure a sustainable future for Santa Monica. Fundamental to those activities has been community awareness, responsibility, participation and education. IN 2019, K&A assisted the City with delivering a Prop. 218 process that was educative and engaging, helping show Santa Monica residents the quality and quantity of services provided to them. K&A developed a plan to communicate the purpose and need for rate increases and the Prop. 218 process in layman terms through strategically planning outreach activities and approaches, defining and achieving public participation objectives and developing message and informational and graphical materials. In January 2020, the City’s proposed five-year rate plan was overwhelmingly approved.

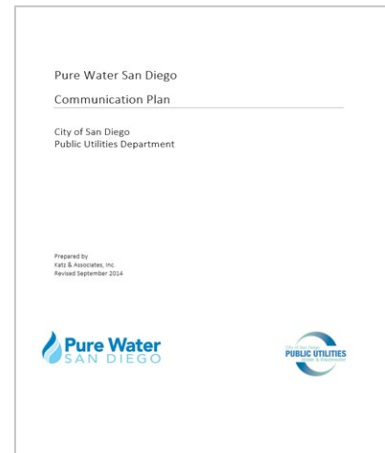
Campaign examples can be found on the included thumb drive.

Pure Water San Diego

CITY OF SAN DIEGO

The San Diego Water Purification Demonstration Project tested indirect potable reuse/reservoir augmentation as a feasible option for supplementing water supplies in San Diego, California. Previous attempts at introducing indirect potable reuse to San Diego proved unsuccessful primarily because of public perception and competing water resource initiatives. To improve public understanding, an extensive education and outreach program continues to be a major component of the fully realized project, the Pure Water San Diego Program.

Starting in 2010, K&A developed a comprehensive communication plan that addresses a variety of outreach methods. Since then, K&A has been implementing the plan to inform community members and businesses, including the various multicultural communities in San Diego, about the need for local water sources and the science of water purification technology. The public is provided with up-to-date and accurate program information to eliminate misinformation.



Prop 218 Notification & Infrastructure Investment Outreach Program

CENTRAL CONTRA COSTA SANITARY DISTRICT

In fall of 2015, Central San began work on an 18-month-long Comprehensive Wastewater Master Plan (Master Plan) that identified needed and fiscally-sound investments to upgrade infrastructure that has exceeded its useful lifespan to be implemented over a 20-year time frame. However, these improvements would require some necessary rate increases for customers over time. The public outreach goals of fostering customer education and awareness, and ensuring openness and transparency were fundamental components to this Master Planning effort. K&A helped develop a public outreach plan that stressed clear and consistent communication through a variety of methods that built the knowledge of stakeholders through public education and information sharing.

The plan was used to successfully guide and implement outreach regarding the rate increases related to the Master Plan.



Infrastructure Investment Education Program

SAN FRANCISCO PUBLIC UTILITIES COMMISSION

Katz & Associates managed the outreach and education campaign with the San Francisco Public Utilities Commission (SFPUC) to help ratepayers understand the value of investing in water and wastewater infrastructure and the need for rate increases. Because the backbone of public outreach for the rate increase involved nearly 100 presentations to local community groups, our K&A on-site team partnered with key staff in developing and communicating key messages about San Francisco's water and sewer system including the need to invest in this critical infrastructure. The team also planned, conducted and facilitated message training sessions for the entire project team to ensure they were comfortable with the key messages and were prepared with the skills and knowledge to deliver a concise presentation and able to answer tough questions.

The K&A team also developed a suite of branded, digital and print collateral materials, all of which were a critical part of the successful education and outreach campaign. Some of those materials included developing a frequently asked questions document and coordinating translation in three languages, a PowerPoint presentation and speaking notes for community meetings, content and layout for "Your Dollars at Work" webpage, an internal document with responses to a wide range of timely issues and common questions related to rate increases and several template articles for placement in community newspapers.



SAMPLE DOCUMENTS

Included on enclosed thumb drive.

CHALLENGES

The City of Fresno example cited at the beginning of our approach also provides a cautionary tale about public outreach. Initially, the City was moving forward with its capital improvement plan having just approved a five-year rate increase and having contracted with a program manager. The impact of the first year's rate increase (25 percent), combined with a lack of public awareness about water resources, infrastructure conditions and the purpose and need for improvements, led to significant public debate, and city council action to rescind rates and launch a public participatory process. K&A, with the City and team members, was ultimately successful in advancing new rates and the program, but the City learned that you cannot assume that quiet stakeholders means satisfied stakeholders. Ongoing temperature checks of public sentiment, and continual, proactive communication is key.

REFERENCES

Mark Standriff

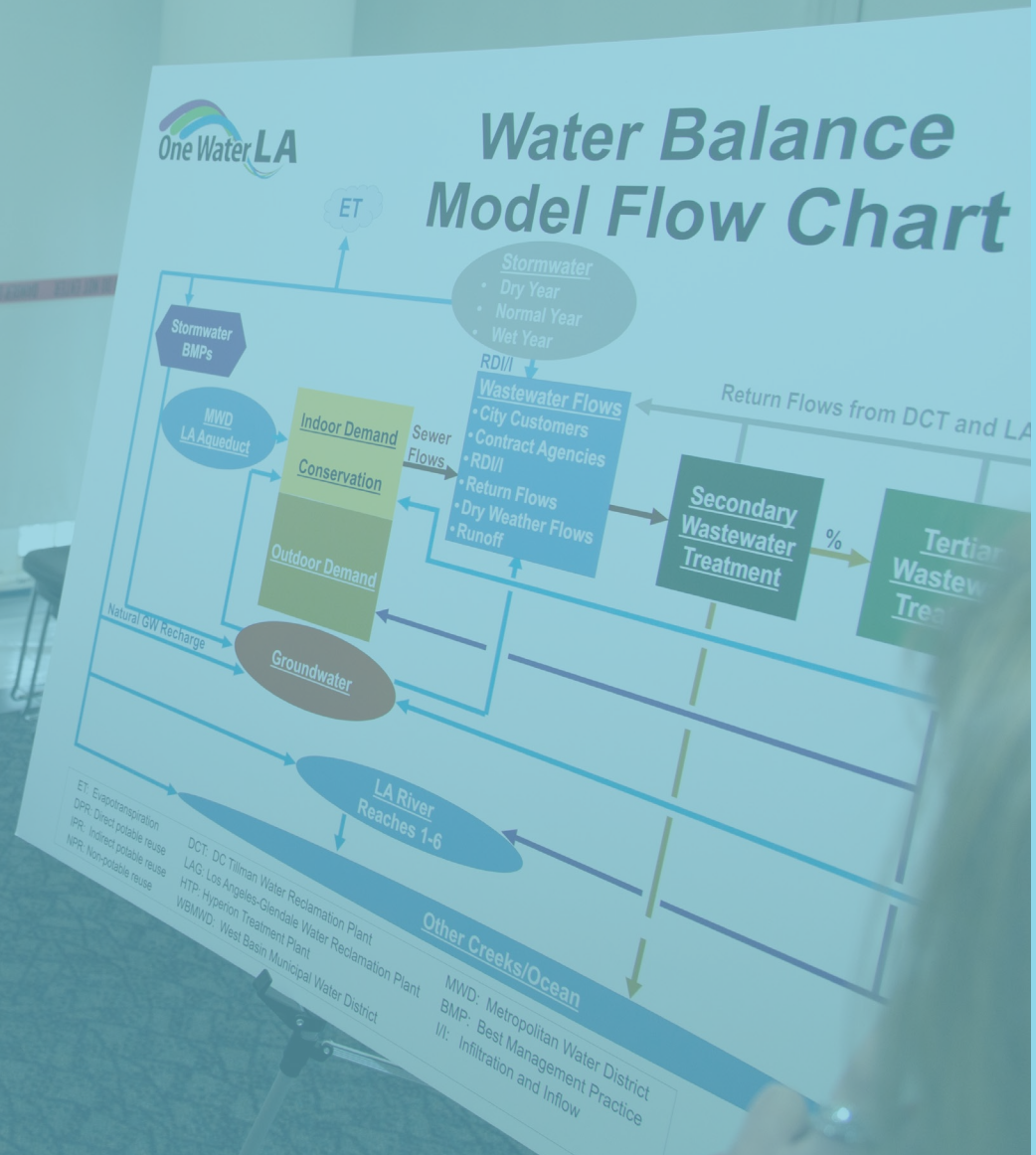
Director of Communications, City of Fresno
Mark.Standriff@Fresno.gov | 559-621-7930

Sunny Wang

Water Resources Manager, City of Santa Monica
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Emily Barnett

Central Contra Costa Sanitary District
ebarnett@centralsan.org | 925-229-7310



Appendix



Karen Snyder

Principal-in-Charge

Karen Snyder has been active in water, wastewater and environmental public affairs for more than 30 years, specializing in strategic communication planning, public involvement, facility siting, construction relations, community relations, spokesperson and media training, and crisis communications. She has extensive experience working on highly technical, often controversial projects, and multi-year programs that require consistent, sustained, and targeted stakeholder outreach and involvement.

AREAS OF EXPERTISE

- Strategic Communication
- Planning and Implementation
- Public Outreach
- Design and Construction Relations

EDUCATION

Bachelor of Science, Journalism and Public Relations, University of Maryland

YEARS OF EXPERIENCE

34

AFFILIATIONS

- International Association of Public Participation (IAP2)
- LA Chamber of Commerce
- AWWA Public Affairs Council
- WaterReuse Association

From issues associated with water quality concerns, water supply portfolio planning, project design and construction, utility rates, capital improvement programs, and California Environmental Quality Act (CEQA) public involvement, Karen has worked with project teams to incorporate communication tools and techniques that support successful stakeholder engagement and interaction. She has demonstrated an outstanding ability to seamlessly integrate into water and infrastructure planning, providing counsel and support to bring projects and public engagement efforts to successful conclusions.

Karen leads K&A's water practice which supports projects throughout the state and U.S. providing services associated with community outreach and awareness initiatives, rate and investment messaging, risk communication, research, translation, facility siting and events, collateral material and online communication. Prior to joining Katz & Associates, Karen worked for 15 years at Lehigh County Authority, a municipal water and wastewater utility, where she managed customer, government, community and media relations. Her experience in the private and public sector provides a unique perspective on the internal operations of public agencies.

Karen is also a member of the American Water Works Association (AWWA) Public Affairs Council which is working closely with national leaders and government affairs personnel to equip utilities with important water communication support across the U.S. She also served on the oversight committee for the recently completed AWWA Risk Communication Guide for Water Utilities.

Select Project Experience

Recharge Fresno - Water Infrastructure Improvement Program

Karen has managed all areas of outreach to support this \$429 million, multi-year capital improvement program, which includes designing and constructing a new 80 million-gallons-a-day water treatment facility; constructing over 30 miles of pipelines in heavily populated areas;



and constructing recycled water mains. K&A outreach began after the Council rescinded an approved rate increase following vocal opposition and cries for public outreach. As outreach manager, Karen coordinates an integrated team of City of Fresno and consultant staff to design and carry out an in-depth public participation process to raise awareness about project need and benefits. The outreach efforts resulted in a successful Proposition 218 process and a completed infrastructure program in 2019.

City of Santa Monica - Prop 218

In 2019, Karen served as Senior Project Manager for this effort to raise community awareness about the City's extensive and multifaceted sustainability initiative and the associated need for investment. K&A supported outreach to raise awareness about water and wastewater rates and the connection to long-term sustainability. Rates were approved in January 2020.

City of Los Angeles – One Water LA

Karen co-managed the public outreach and marketing strategies portions of Phase II of the One Water LA Program; broadening stakeholder outreach and awareness of the City's long-term water sustainability planning program. Karen, along with the K&A team, are working with City of Los Angeles departments to communicate the complexities of this expansive planning effort focused on coordination and integration among City and regional agencies and groups.

Waukesha Water Utility

Karen currently serves as Principal in Charge for K&A's outreach team supporting this project to eliminate use of radium contaminated wells by constructing projects to borrow water from Lake Michigan and return it to the Great Lakes basin through wastewater return flow. Currently in design stage, this project includes extensive stakeholder engagement for both the conceptual elements of the supply project, and for the construction relations efforts needed to support the 30-plus miles of pipeline to be constructed.

West Slope Water District

West Slope Water District is faced with several key challenges and opportunities, including ensuring sufficient revenue to maintain a vital and nearly 100-year-old system, while also determining its future water supply, including whether to continue sourcing from Portland Water Bureau or consider alternatives. The District is prudently beginning the outreach and engagement effort for stakeholders now, long before a 2021 decision is made regarding continuation of the PWB water purchase contract. Karen leads the outreach team that is working with the District to develop a communication plan, raise awareness about future water supply options and costs, and garner stakeholder input on preferences.

Carpinteria Valley Water District

The City of Carpinteria faces continuing and historic drought conditions. During a drought, surface water and imported water supplies are limited, and groundwater pumping increases. Replenishing the groundwater basin through indirect potable reuse is a viable option being pursued by this community in a partnership between the water district, sanitary district and City. In 2018 the Carpinteria Valley Water District launched one-on-one stakeholder discussions. Karen led K&A efforts to interview stakeholders and gauge awareness and understanding of or questions about the District's Recycled Water Master Plan, including the proposed project to replenish the groundwater basin by injecting purified water into the groundwater basin. Information gleaned still informs project messaging and communication efforts for this project currently in design phase.



Camille Stephens

Project Manager

Camille is a public outreach specialist with experience developing government relations strategies designed to achieve policy goals. Her unparalleled experience working with public entities gives her the knowledge needed to move projects forward, maintain consistent and meaningful interaction with stakeholders and exceed client expectations.

Camille’s efforts focus on strategic community engagement through understanding of stakeholder interests, and the political and social environments that surround projects. She creates a deep understanding of community sentiment and uses this to guide her work throughout the project lifecycle.

Camille is a life-long resident of Los Angeles County, allowing her to anticipate the communications and outreach needs of diverse communities with varying interests. She is certified by the International Association for Public Participation in Planning for Effective Public Participation.

AREAS OF EXPERTISE

- Government Relations
- Public Affairs
- Communication Strategy
- Collateral development
- Writing & Editing
- Event and Meeting Planning

EDUCATION

- Master of Public Policy, University of Southern California
- Bachelor of Arts, Political Science Chapman University

YEARS OF EXPERIENCE

5

Select Project Experience

Los Angeles Department of Water and Power Landscape Transformation Hands-on Workshops

The Los Angeles Department of Water and Power is hosting hands-on workshops for LADWP customers to learn how to reduce and remove turf from their yards and replace it with a sustainable garden using low water-use California-friendly and native plants. K&A is providing outreach and communication services to spread the word about the program and encourage participation. Camille and the K&A graphics team have developed a website that provides information on the program, accepts attendee registration, accepts applications from potential workshop hosts, and leads users to additional resources. They have also developed a number of outreach materials including fliers and social media outreach.

Los Angeles Bureau of Sanitation D. C. Tillman Groundwater Replenishment Project

Camille serves as project support for this project that will treat and deliver advanced treated water from the City of LA’s Donald C. Tillman Reclamation Facility to spreading grounds for groundwater replenishment and future drinking and non-drinking water uses. Camille helped coordinate qualitative and quantitative research in both Spanish and English to measure community awareness and attitudes. Using this information, K&A developed a strategic long- and short-term communication plan for the project.



**Los Angeles County Department of Public Health
Aliso Canyon Disaster Health Research Study**

Camille supports outreach and stakeholder relations associated with this effort respond to community needs and questions following this disaster. Camille supports the development of content and copywriting and public events and meetings.

Carpinteria Valley Water District Advanced Purification Project

Camille supports the development and implementation of a strategic communication plan for a new advanced purified water facility in Carpinteria. Her role includes coordinating, managing and supporting development of the communications plan, preparing for Board approval of the new facility and preparing public meetings and outreach in compliance with the California Environmental Quality Act. Camille is also responsible for developing key messages for the project, a phased public outreach strategy, and collateral materials.

**City of Santa Barbara
Water Resources Division Outreach and Communications**

Camille serves as deputy project manager for this effort to create a holistic collaboration in the City's approach to water resources. Her role as Assistant Program Manager includes development of informational materials, development of a new name a brand for the El Estero Water Resource Center, hosting a media day and tour of the facility to unveil the new name and brand, and assisting the project team in content development.

**South Coast Water District
Doheny Ocean Desalination Project**

Camille has played an integral role in guiding the South Coast Water District through the public engagement portion of the environmental review process in compliance with the California Environmental Quality Act. This has included regular meetings of a Water Supply Advisory Group, several public notifications and informational materials, and the successful completion of two, large-scale public meetings. Prior to all interactions with the public, Camille provided trainings, dry-run-throughs, and Q&A practice for speakers.



Ann Newton

Strategic Counsel

Ann Newton is a senior-level public relations and communications professional with nearly 15 years of statewide experience in communications, media relations and stakeholder outreach. She is skilled in communications strategy, campaign development, messaging, public outreach, coalition building and media relations for public agencies, ballot measure campaigns, corporations and trade associations. Ann is experienced in managing projects from start to finish – from plan development through implementation and completion. Ms. Newton is adept at working with multi-disciplinary teams, including engineering firms, researchers, attorneys and other experts critical to project success. She has a strong background in water, natural resources and infrastructure, complemented with a political background, having worked on more than a dozen statewide ballot measure campaigns. She is a team player and strong manager with a hands-on approach that delivers high-quality results on time and on budget.

AREAS OF EXPERTISE

- Campaign Strategy
- Media Relations
- Media Training
- Message Development
- Collateral Development
- Stakeholder Engagement
- Communications Planning
- Coalition Building

EDUCATION

Bachelor of Arts in Political Science, Pepperdine University

YEARS OF EXPERIENCE

14

Select Project Experience

Orange County Water District

Ms. Newton is currently leading communication efforts on PFAS issues with Orange County Water District. By serving as a strategic advisor and developing communications plans to implementing specific communication tactics, Ann plays an important role in PFAS outreach and communications in Orange County and beyond.

Elsinore Valley Municipal Water District

Ms. Newton leads strategic planning and communications implementation for Elsinore Valley Municipal Water District as she conducts PFAS testing and responds to new state regulations for PFAS. The program includes outreach, media relations, collateral development, presentation support and strategic counsel.

Sites Reservoir

Ms. Newton serves as the project manager for statewide public outreach for Sites Reservoir, a proposed 1.8 million acre foot reservoir located in Glenn and Colusa Counties. In this role she specifically manages statewide media relations, including overall strategy and outreach to editorial boards, placing op-eds and reporter outreach. Ann also plays a key role in developing messaging and collateral materials for the project and leads efforts to reach stakeholders across California. She began this role in 2019.



Yes on Proposition 68

Ann led media relations and coalition building efforts for Yes on Proposition 68 – the parks and water bond on the June 2018 ballot. She managed a team to deliver a winning coalition, a clean sweep of “Yes” editorials throughout the state and mobilized stakeholders to help get the measure across the finish line.

Southern California Water Coalition

Ms. Newton served as account lead from 2011-2018. She developed the brand, identity and worked closely with organizational leadership to establish the Southern California Water Coalition as a leader in Southern California water issues. She expanded organization’s scope of outreach, name recognition amongst media, facilitated workshops, launched and managed outreach programs on a range of issues including stormwater, water quality, delta conveyance and drought/water conservation. One of the most successful programs created and implemented by Ms. Newton and her team was the “Pump Up the Volume” campaign, an educational program designed to raise awareness about the issues and value of stormwater capture. From brand conception through final production of materials, Ann served as a hands-on project manager, ensuring materials were designed and written to advance the right message. Through the program, she secured media coverage including TV, radio and print, placed op eds and editorial content to reach the general public as well as key stakeholders. Ms. Newton also led media relations and outreach efforts for a million-dollar multifaceted program in support of California WaterFix. Components of the campaign included public opinion research, message and collateral development, stakeholder outreach, news media outreach and paid social media.

Santa Ynez River Water Conservation District ID#1

Ann served as account lead from 2014-2016. She successfully informed residents and agricultural customers about pending water quality regulations and the need to build a new, high cost water treatment facility. She developed a customized outreach and local media program to educate the community about the potential need and costs. Additionally, she spearheaded an effort to increase local water conservation efforts, which resulted in a substantial decrease in water use.

Conserving California (2010)

Conserving California was a public education program sponsored by The Nature Conservancy, Audubon, the Ocean Conservancy and Resources Legacy Fund, to showcase projects and programs that have been funded by voter-approved bonds in California. With barely 4 percent of the state’s budget dedicated to natural resources, voters in 2010 had already approved \$15.5 billion in ballot measures to help protect our land, water and parks. This money has made critical projects and programs throughout the state possible, but more would need to be done. Ann led the team that developed the name and branding for the program, a suite of materials highlighting how investments have improved our coastline, rivers, public lands, urban areas and parks. She also led media relations for the program and stakeholder outreach to partner with other organizations to promote the program, share materials through their own platforms and help lay the groundwork for future bond measures. Since the Conserving California program ran in 2010, two more statewide water and natural resource bonds have passed.

Yes on Proposition 84 (2006)

Proposition 84 was a \$5.4 billion statewide bond measure to support the state’s environmental infrastructure - drinking water systems, clean water, coastal protection programs, and parks and forestlands. Ann led the coalition building efforts for the proposition and built the largest coalition out of any of the other 14 measures on the ballot that year. Proposition 84 passed and continues to fund critical conservation and water projects today.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: AUTHORIZE THE GENERAL MANAGER TO ISSUE A TASK ORDER
TO MNS ENGINEERS, INC. FOR THE SANTA ANA BLVD. BRIDGE
PIPELINE RELOCATION
DATE: 02/26/2020

RECOMMENDATION:

Approve and authorize the General Manager to sign a Task Order for MNS Engineers, Inc. for engineering services for the Santa Ana Boulevard Bridge Pipeline Relocation in an amount not to exceed \$27,005.00.

BACKGROUND:

The County of Ventura Public Works Agency (County) is in the design phase of a project to replace the bridge crossing the Ventura River at Santa Ana Boulevard. The District has an existing 10-inch water main suspended on the downstream side of this bridge. The water main will need to be relocated into a utility cell in the new bridge. The new water main is approximately 600 linear feet (LF) of 10-inch PVC installed within an 18-inch diameter steel casing pipe. MNS submitted a proposal to provide engineering services to prepare design documents to be incorporated into County's bridge replacement contract bid package.

BUDGET IMPACT:

The fiscal year 2019-20 Operation and Maintenance budget provides \$30,000 for the pipeline relocation design, and the fiscal year 2020-21 budget will include funding to complete project construction.

Attachment: Proposal from MNS Engineers, Inc. dated February 12, 2020

February 12, 2020

Casitas Municipal Water District
Attention: Lindsay Cao, PE, Senior Project Manager
1055 Ventura Avenue
Oak View, CA 93022

SUBJECT: Proposal for the Santa Ana Bridge Water Main Replacement

Dear Ms. Cao:

Thank you for the opportunity to submit this proposal for the Santa Ana Bridge Water Main Replacement project (Project) for Casitas Municipal Water District (Casitas, District). MNS Engineers, Inc. (MNS) offers our qualified team to provide professional services for this Project.

Project Understanding

The County of Ventura Public Works Agency (County) is in the planning/design phase of a project to replace the bridge crossing the Ventura River at Santa Ana Boulevard. Quincy is the County's design engineer. The District currently has a water main crossing the Ventura River in this location, suspended on the downstream side of the existing bridge. As part of the bridge replacement, the water main will need to be replaced. A new steel casing will be installed by the County within the box girders of the new bridge for the water main. The District is seeking engineering design services to prepare design documents to be incorporated into the bridge replacement contract design package.

The water main to be replaced includes approximately 600 linear feet of 10-inch PVC C900 water main installed within an 18-inch diameter steel casing pipe. The existing water main will be demolished. It is assumed temporary bypassing is not required during project construction.

The District will provide a complete topographic survey of the project area from the bridge designer, suitable for project design.

Scope of Work

MNS proposes to perform the Scope of Work described herein to provide engineering design services for the Project. A description of tasks and responsibilities are described as follows.

Task 1 – Project Management, Quality Assurance/Quality Control, and Meetings

This task includes project management, quality assurance/quality control (QA/QC), and meetings associated with the Project.

Subtask 1.1 – Project Management

The Project Manager, Nick Panofsky, will provide ongoing coordination of the project team including Casitas, the County and the internal project team. Nick will monitor the budget and serve as the main point of contact with Casitas. Regular phone calls and e-mail updates will be sent from the Project Manager to the District's Project Manager to keep coordination open and up-to-date. The MNS Project Manager will submit monthly invoices with all supporting documentation in a format acceptable to Casitas.

The MNS Project Manager is responsible for ensuring all deliverable deadlines are met, all internal quality control reviews are completed, and the final products meet the expectations of Casitas.



Subtask 1.2 – Quality Assurance/Quality Control

In accordance with MNS company policy, all deliverables, calculations, recommendations, and other documentation will be reviewed by an experienced engineer, not otherwise associated with the project, prior to submittal to Casitas. Documents will be reviewed to ensure technical excellence, the goals and expectations of Casitas are being met, and conformance with applicable design checklists and standards. For this project, all deliverables and other items requiring quality control reviews will be reviewed by Tyler Hunt, PE.

Subtask 1.3 – Meetings

Over the course of the project, MNS will facilitate and lead meetings and conference calls as required to move the project forward and ensure Casitas is informed and in concurrence with the progress of the project. For each meeting, MNS will develop a meeting agenda, and will submit meeting minutes to Casitas within three business days. We anticipate three meetings, which will occur at Casitas' office:

- Project Kick-off Meeting
- 90 Percent Design Review Meeting

The MNS Project Manager and the Project Engineer will attend each meeting.

Task 2 – Utility Research

MNS will contact utility agencies with below-grade facilities in the project area to obtain atlas maps and other available information regarding the type, size, location, material, and depth of existing utilities. We assume Casitas will pay the fees associated with these requests, and will provide utility maps of Casitas owned facilities. Based on an initial design lookup through the Underground Service Alert DigAlert system, the following utility agencies may have facilities in the Project area:

- AT&T
- City of Ojai
- California Resources Group
- Ojai Valley Sanitary District
- Southern California Edison
- Southern California Gas
- Spectrum Communications
- Ventura County Transportation District
- Ventura River Water District

Information received will be incorporated into the Project base map and considered in the Project design. Additionally, we will file an Underground Service Alert of Southern California ticket prior to the topographic survey in order to have existing utility locations marked in the Project areas. We assume the District will provide any available drawings of existing facilities in the Project area. We assume no potholing will be required during the design phase of the Project.

Task 3 – Contract Document Development

MNS will develop a set of plans describing the work to be completed and an accompanying Engineer's Opinion of Probable Construction Cost for the project. No separate specifications will be provided. Design documents will be delivered at the 90 percent, and final design stages. We will provide a comment/response matrix with the Final design submittal documenting how each comment has been addressed. Final design documents will be stamped by a Professional Civil Engineer registered in the State of California. We will provide electronic documents upon



completion of the work. Electronic formats will include images prepared in Adobe PDF format and also electronic files compatible with Microsoft Word and Excel, and AutoCAD, if requested.

Plans

MNS will prepare detailed drawings for the Project clearly defining the work to be completed. Plans will be prepared in the latest version of AutoCAD Civil 3D. The Plan and Profile (P&P) drawing will be prepared with a horizontal scale of 1" = 20' and a vertical scale of 1" = 4'. The pipeline alignment will consider the California Division of Drinking Water separation requirements from existing wastewater and non-potable water utilities in accordance with the current regulations issued December 2017. Drawings will follow the District's drafting standards.

An anticipated sheet list includes:

Sheet No.	Drawing No.	Description
1	Sheet C-01	Water Main Notes
2	Sheet C-02	Santa Ana Water Main Plan and Profile STA 10+00 to 14+00
3	Sheet C-03	Santa Ana Water Main Plan and Profile STA 14+00 to 16+00
4	Sheet C-04	Miscellaneous and Connection Details

Engineer's Opinion of Probable Construction Cost

MNS will prepare an Engineer's Opinion of Probable Construction Cost for the 90 percent, and Final design deliverables. We will base the opinion on recent projects of similar size and scope upon which we have worked and communicated with vendors and material suppliers.

Task 4 – Constructability Review

Based on the 90 percent draft deliverable, MNS will conduct a constructability review of the project prior to the Final percent design submittal. The goal of this review will be to highlight any special areas of concern from a constructability standpoint. Items typically in a design level constructability review include:

- Examination of the proposed alignment and anticipated equipment placement and constraints
- Disposal of water used for disinfection
- Identification of other potential sources of risk to Casitas

The constructability review will be completed by an experienced member of the MNS Construction Management team. The recommendations resulting from the constructability review will be considered in the proposed pipeline alignments, pipeline installation methods, and other refinements to the design in an effort to limit risk exposure and minimize change orders during construction; recommendations from these reviews will be incorporated into draft deliverables prior to submittal for the District's review.

Proposed Schedule

We are prepared to meet or exceed the schedule provided in the following table, assuming a Notice to Proceed date of February 25, 2020.

Project Kick-off	February 25, 2020
Utility Research	February 25 – March 27, 2020
90 Percent Design Submittal	April 22, 2020
District Review	2 Weeks
Final Design Submittal	May 22, 2020

Fees

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$27,005**. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the fee schedule included in the MNS On-Call Engineering Contract.

Task	Fee
Task 1 – Project Management, QA/QC, and Meetings	\$7,380
Task 2 – Utility Research	\$1,790
Task 3 – Contract Document Development	\$16,620
Task 4 – Constructability Review	\$1,215
Total	\$27,005

Project Team

MNS has assembled a qualified team with the skills and expertise to bring this project to completion in-line with Casitas’ goals. Nick Panofsky, PE will lead the team as Project Manager and Lead Engineer, supported by Bryce Swetek, PE as Project Engineer. Tyler Hunt, PE will provide QA/QC reviews, and Tanveer Rao, PE will provide constructability reviews.

Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to continuing to work with Casitas. Please feel free to contact me with any questions you may have about our submittal at 805.592.2074 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,
MNS Engineers, Inc.



Nick Panofsky, PE
 Lead Engineer

Attachment: Fee Estimate Spreadsheet



Casitas Municipal Water District Santa Ana Bridge Water Main Replacement



		PM	ENGINEERING		DESIGN SUPPORT & CONSTRUCTABILITY			Total Resource Hours	Total
		Lead Engineer (Panofsky)	Lead Engineer (Hunt)	Project Engineer (Swetek)	Construction Manager	CADD Manager	CADD Technician		
	2019 Rate	\$215	\$215	\$170	\$250	\$150	\$95		
1 – Project Management, Quality Assurance/Quality Control, and Meetings	Task 1								
1.1 Project Management	Task 1.1	16						16	\$3,440
1.2 Quality Assurance/Quality Control	Task 1.2		4					4	\$860
1.3 Meetings	Task 1.3	8		8				16	\$3,080
	Task 1 Subtotal	24	4	8	0	0	0	36	\$7,380
2 – Utility Reseach	Task 2								
2.1 Utility Research	Task 2.1	2		8				10	\$1,790
	Task 2 Subtotal	2	0	8	0	0	0	10	\$1,790
3 – Contract Document Development	Task 3								
3.1 Contract Document Development	Task 3.1	20		60		4	16	100	\$16,620
	Task 3 Subtotal	20	0	60	0	4	16	100	\$16,620
4 – Constructability Review	Task 4								
4.1 Constructability Review	Task 4.1	1			4			5	\$1,215
	Task 4 Subtotal	1	0	0	4	0	0	5	\$1,215
	Hours	47	4	76	4	4	16	151	\$27,005
	Cost	\$10,105	\$860	\$12,920	\$1,000	\$600	\$1,520		
Sub-Total									

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: **Approval of the Bureau of Reclamation request for a staff funding deposit of \$25,000.00 for ongoing Bureau staff programmatic permitting work at the Robles Fish Passage Facility**
Date: February 20, 2020

RECOMMENDATION:

The Board of Directors approve the funding request of the US Bureau of Reclamation in the amount of \$25,000.00.

BACKGROUND:

The District has received a request from the United States Bureau of Reclamation (Brian Lopez) for the District to provide a funding deposit to the Bureau in the amount of \$25,000.00

This funding will support the Bureau's staff activities related to O&M and the biological opinion at the Robles Fish Passage and Diversion facilities for the next several months.

DISCUSSION:

The Bureau of Reclamation will be providing review and coordination efforts connected to the ongoing programmatic permitting effort at the Robles Fish Passage and Diversion facility that is expected to wrap up later this year.

Currently, the USBR doesn't budget any appropriation funds from Congress to cover these costs thus the District must fund these expenditures directly when they are incurred.

The staff at the USBR believes that this \$25,000.00 will cover the upcoming efforts and the USBR will provide a final accounting of the funds expended once the project is complete.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: HYDROLOGIC STATUS REPORT FOR JANUARY 2020
DATE: FEBRUARY 26, 2020

RECOMMENDATION:

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

DISCUSSION:

Rainfall Data

	Casitas Dam	Matilija Dam	Thacher School
This Month	0.78"	0.53"	0.53"
Water Year (WY: Oct 01 – Sep 30)	9.57"	9.14"	9.24"
Average station rainfall to date	11.33"	13.66"	9.73"

Ojai Water System Data

Wellfield production	77.04 AF
Surface water supplement	0.06 AF
Static depth to water surface – Mutual #6	81.30 feet
Change in static level from previous month	+13.07 feet

Robles Fish Passage and Diversion Facility Diversion Data

Diversions this month	0 AF
Diversion days this month	0
Total Diversions WY to date	543 AF
Diversion days this WY	12

Casitas Reservoir Data

Water surface elevation as of end of month	501.36 feet AMSL
Water storage last month	99,795 AF
Water storage as of end of month	99,609 AF
Net change in storage	-186 AF
Change in storage from same month last year	+ 22,467 AF

AF = Acre-feet

AMSL = Above mean sea level

WY = Water year

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CASITAS MUNICIPAL WATER DISTRICT

MINUTES
Executive Committee

DATE: February 20, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Special Executive Committee Meeting of February 14, 2020, at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Brian Brennan
Director Russ Baggerly
General Manager, Michael Flood
Assistant General Manager, Kelley Dyer
2. **Public Comments.**
None
3. **Board Comments.**
Director Brennan made comments regarding the adjudication meeting held by the City of Ventura that he recently attended.
4. **General Manager Comments.**
None
5. **Review of the proposed Casitas Municipal Water District Unmanned Aerial System (UAS/Drone) Policy.**
GM Flood reviewed the various aspects of the policy including the legal requirements and issues specific to the District.
6. **Review of the 2020 Board of Directors Priority List.**
GM Flood covered the various items on the list.

Director Baggerly pointed out there was some redundancy on the list and asked that those items be combined.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES

Water Resources Committee

DATE: February 20, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Water Resources Committee Meeting of February 18, 2020, at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Russ Baggerly
Director Angelo Spandrio
General Manager, Michael Flood
Assistant General Manager, Kelley Dyer
Engineering Manager, Julia Aranda
2. **Public Comments.**
None
3. **Board comments.**
None
4. **Manager's Comments.**
GM Flood gave a report about the upcoming water system shutdown in the Camp Chaffee area.
5. **Review proposal from WREA for additional tasks related to the Technical Committee recommendations for the Matilija Deep Wells Project.**
GM Flood covered the contents of the Committee memo including the timeline of the Technical Advisory Committee's work and recommendations as well as the current status of the project overall.

Director Spandrio asked questions about the WREA proposal and the budget for the Technical Advisory Committee review effort.

Director Baggerly commented that the project needed to be placed on the next Committee agenda in March for further consideration.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES
Public Relations Committee

DATE: February 20, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Public Relations Committee Meeting of February 20, 2020, at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Russ Baggerly
Director Angelo Spandrio
General Manager, Michael Flood
Assistant General Manager, Kelley Dyer

2. **Public Comments.**
None

3. **Board/Management comments.**
AGM Dyer gave the Committee an update on the Public Affairs-Resource Manager recruitment.

Director Spandrio made comments regarding the Casitas MWD website and the Water Security page.

4. **Review Staff-Recommended Consultant Proposals for Public Relations Services**
GM Flood covered the contents of the Committee memo that was passed out at the meeting.

AGM Dyer provided verbal comments regarding her experience and contact with the firms that responded to the RFP.

Director Spandrio commented that in his review of the three proposals forwarded to the committee, that the Fiona-Hutton & Associates proposal appeared to be tailored best to the District's situation.

Director Baggerly asked that this item be forwarded to the Board of Directors for further consideration.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES
Special Recreation Committee

DATE: February 19, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Special Recreation Committee Meeting of February 11, 2019, at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**

Director Brian Brennan
Director Pete Kaiser
General Manager, Michael Flood
Park Services Manager, Carol Belser
Division Officer, Joe Evans
Park Ranger, Stuart Birdsey

2. **Public Comments.**

None

3. **Board/Management comments.**

Director Brennan made comments regarding the closure of Santa Ana Road and reports of mountain lions.

Director Kaiser made comments regarding public agency reports of dead deer and sign damage.

PSM Belser introduced the new Guest Services Coordinator at the LCRA, Julie Howard.

PSM Belser also made comments regarding the upcoming fish plants at Lake Casitas, the additional grant funding received from the Bureau of Reclamation, and that the kickoff meeting for the sewer implementation study had been held.

4. **Review of response to the request for proposals for the Lake Casitas Recreation Area Event Area Conceptual Design.**

PSM Belser made comments about the single response received on the RFP including budgeting issues.

Director Kaiser asked questions about what other enhancements to the LCRA might be considered and the need to project returns on those enhancements.

Director Brennan made comments about infrastructure needs to support a masterplan and getting a more than one response to the RFP.

GM Flood indicated that a master-planning effort is what is really needed and would be looked at in the coming budget year.

5. **Review Monthly Recreation Report for December 2019**

PM Belser gave an update on the activities at the LCRA.

Director Brennan made comments about the inaugural holiday event at the LCRA.

6. **Review of Incidents and Comments**

DO Evans presented the LCRA incident statistics including noise, medical, and sheriff calls as well as water contact and unattended campfire incidents.

Director Kaiser commended LCRA staff on trail maintenance in the area.

2020 Finalized Board Priorities List

Category: Board Policy

		<u>Complete?</u>	<u>Status/Disposition</u>	<u>Result</u>
1	Adjudication			
2	Develop 'No Surplus Water' Ordinance & Water Supply Assessment			
3	Develop Policy for Changing from One Conservation Stage to Another			
4	Public Relations Analysis including Public Expectations & Social Media Outreach/ Develop Proactive Public Relations Stance			
5	Review of Improvements, Fees, and Accounting Methods at the Lake Casitas Recreation Area			
6	Review Rates & Regulations along with the Water Efficiency Allocation Program (WEAP)			

Category: Admin

		<u>Complete?</u>	<u>Status/Disposition</u>	<u>Result</u>
1	Funding process and contracts. (Simplification of terminology). Contract = services, Purchase orders = materials (5) (90 days)			
2	Review of Administration Building Maintenance			
3	Review of major projects with focus on deferred maintenance issues/Develop prioritization of projects			
4	Completion of 2020 Water Rate Study			
5	Robles Forebay Cleanout Completion			
6	More monitoring and updates to the website			
7	Ongoing meetings between Board Members and General Manager			
8	Completion of Mitigation along Santa Ana Road N/O Hwy 150			
9	Monitor/Replenish District Reserves			
10	Review Installation of Smart Meters			

Category: Water Security Items

		<u>Complete?</u>	<u>Status/Disposition</u>	<u>Result</u>
1	Focus on local water resources for water security projects. (5)			
2	Provide policy for avoiding Stage 5 restrictions./ Detailed emergency plan for when Lake Casitas reaches minimum pool including skeleton of plan./ Plan for what happens if water security projects do not work out that can be communicated to the public. (4)			
3	Complete Comprehensive Water Resources Plan./ Need timeline for CWRP. Economic concept review of costs of water security projects and gauge public support for those costs. (5)			
4	Board review of Kear recommendations from 2016./ Publish summary from 2016 study and how priorities were reached (review full presentation)/ Review 2016 plan for costing information plan./ Public communication about 2016 study and messaging connected to it. (5)			
5	Peer review for Verbo/HoBo projects (5).			
7	Implementation Plan for Comprehensive Water Resources Plan to address shortfall			
8	Pursue Countywide Water Plan with other Public Entities			
9	Ventura-Santa Barbara Interconnection			

Casitas Municipal Water District				Casitas Municipal Water District			
CFD 2013-1 Improvement Fund - Series B				CFD 2013-1 Bond Fund - Series B			
	Expenses	Interest	Balance		Expenses	Interest	Balance
	Paid	Earned			Paid	Earned	
Bond B - Funds Received Beginning Balance	42,658,223.98		42,658,223.98	Bond B - Funds Received Beginning Balance	466,447.67		466,447.67
Purchase Price of Golden State Water	-34,481,628.00		8,176,595.98	Interest Jun 2017		5.04	466,452.71
Interest Jun 2017		461.18	8,177,057.16	Interest Jul 2017		188.62	466,641.33
Main Extension Contract Pmt	-5,188.39		8,171,868.77	Interest Aug 2017		232.86	466,874.19
Reinbursement from CFD 2013-1 Meter Cost	-999,237.84		7,172,630.93	Interest Sep 2017		344.71	467,218.90
Interest Jul 2017		5,544.85	7,178,175.78	Interest Oct 2017		235.37	467,454.27
Main Extension Contract Pmt	-361,183.16		6,816,992.62	Interest Nov 2017		247.46	467,701.73
Interest Aug 2017		3,677.09	6,820,669.71	Applied Interest Earned for Pmt of Bond B	-468,270.91		-569.18
Interest Sep 2017		3,647.06	6,824,316.77	Interest Dec 2017		314.41	-254.77
Interest Oct 2017		3,437.91	6,827,754.68	Interest Jan 2018		254.77	0.00
Reinbursement from CFD 2013-1 Meter Cost	-1,038,855.67		5,788,899.01	Interest Feb 2018		479.96	479.96
Interest Nov 2017		3,614.48	5,792,513.49	Interest Mar 2018		671.37	1,151.33
Interest Dec 2017		3,663.59	5,796,177.08	Interest Apr 2018		1.05	1,152.38
Interest Jan 2018		3,894.34	5,800,071.42	Interest May 2018		1.20	1,153.58
Interest Feb 2018		4,511.30	5,804,582.72	Interest Jun 2018		1.28	1,154.86
Interest Mar 2018		4,221.55	5,808,804.27	Interest Jul 2018		1.34	1,156.20
Interest Apr 2018		5,400.71	5,814,204.98	Interest Aug 2018		1.48	1,157.68
Interest May 2018		6,037.34	5,820,242.32	Sept Adjusted Market Value		2.82	1,160.50
Interest Jun 2018		6,461.77	5,826,704.09	Interest Sep 2018		91.04	1,248.72
Interest Jul 2018		6,771.59	5,833,475.68	Applied Interest Earned for Pmt of Bond B	-1,154.86		93.86
Interest Aug 2018		7,444.64	5,840,920.32	Interest Oct 2018		134.86	228.72
Interest Sep 2018		7,521.43	5,848,441.75	Interest Nov 2018		0.34	229.06
Interest Oct 2018		7,547.03	5,855,988.78	Interest Dec 2018		0.34	229.40
Interest Nov 2018		8,755.99	5,864,744.77	Interest Jan 2019		0.37	229.77
Interest Dec 2018		8,711.47	5,873,456.24	Interest Feb 2019		862.62	1,092.39
Interest Jan 2019		9,430.38	5,882,886.62	Interest Mar 2019		1,194.96	2,287.35
Interest Feb 2019		10,113.30	5,892,999.92	Interest Apr 2019		3.70	2,291.05
Interest Mar 2019		9,102.54	5,902,102.46	Interest May 2019		3.84	2,294.89
Interest Apr 2019		10,146.85	5,912,249.31	Interest June 2019		3.92	2,298.81
Interest May 2019		9,902.64	5,922,151.95	Interest Jul 2019		3.75	2,302.56
Interest Jun 2019		10,121.54	5,932,273.49	Interest Aug 2019		3.85	2,306.41
Interest July 2019		9,671.41	5,941,944.90	Interest Sep 2019		1,266.47	3,572.88
Reinbursement from CFD 2013-1 Projects 2018 / 2019	-1,486,814.43		4,455,130.47	Interest Oct 2019		106.51	3,679.39
Interest Aug 2019		9,946.50	4,465,076.97	Oct Adjusted Market Value	-2,302.56		1,376.83
Interest Sep 2019		7,208.30	4,472,285.27	Interest Nov 2019		1.73	1,378.56
Interest Oct 2019		6,274.03	4,478,559.30	Interest Dec 2019		1.45	1,380.01
Interest Nov 2019		5,641.20	4,484,200.50	Interest Jan 2020		1.43	1,381.44
Interest Dec 2019		4,709.92	4,488,910.42				
Interest Jan 2020		4,656.63	4,493,567.05				
Less: Pending Projects for Reimbursement			<u>-3,825,676.83</u>				
Total funds remaining for improvement Series B:			667,890.22				
Total funds remaining for improvement Series C:			<u>13,596,374.72</u>				
Total funds remaining for improvement - Series B & C			<u><u>14,264,264.94</u></u>				

Casitas Municipal Water District			
<i>CFD 2013-1 Improvement Fund - Series C</i>			
	Expenses	Interest	Balance
	Paid	Earned	
Bond C - Funds Received Beginning Balance	13,570,000.00		13,570,000.00
Interest Earned - December 2019		12,284.84	13,582,284.84
Interest Earned - January 2020		14,089.88	<u>13,596,374.72</u>
 Total funds remaining for improvement:			<u><u>13,596,374.72</u></u>

Casitas Municipal Water District			
<i>CFD 2013-1 Bond Fund - Series C</i>			
	Expenses	Interest	Balance
	Paid	Earned	
Bond C - Funds Received Beginning Balance	159,951.10		69.66
	-159,951.10		69.66

Casitas Municipal Water District
CFD 2013 - 1 Projects to be reimbursed to CMWD To Date

Project No: Project Name:	Costs pending Reimk
400 Ojai System Masterplan	375,336.49
420 Sunset Place Pipeline Replacement	730,108.04
421 Cuyama, Palomar and El Paseo Roads Pipeline Replacement	90,460.97
422 South San Antonio Street and Crestview Drive Pipeline	2,174.85
423 West and East Ojai Avenue Pipeline Replacement	107,909.10
424 Running Ridge Zone Hydraulic Improvement	353,869.97
425 Well Rehabilitation Replacement	445,172.74
426 Valve & Appurtenance Replacement	1,047,491.40
427 Fairview Pipeline Replacement	0.00
428 Mutual Wellfield Pipeline	52,499.75
429 Grand Ave Pipeline	20,924.23
430 Signal Booster Zone Hydraulic Improvements	239,366.98
431 Emily Street Pipeline Replacement	38,709.31
432 Casitas-Ojai System Interties	89,000.00
522 Ojai Arc Flash Study	119,839.00
611 Mutual Replacement Well	112,814.00
	<hr/>
Project(s) Cost To Date:	<u><u>3,825,676.83</u></u>



Casitas Municipal Water District
State Water Project - Interconnect Project Costs

Project No:	Project Name:	Costs paid to date	Encumbered	Total Encumbered & Cost To Date
378	State Water Interconnect - Calleguas to Casitas	61,734.51	190,522.00	252,256.51
527	State Water Interconnect - Carpinteria to Casitas	220,552.85	727,779.54	948,332.39
606	State Water Interconnect - Ventura to Casitas	239,975.00	0.00	239,975.00
Project(s) Cost To Date:				<u>1,440,563.90</u>

