



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

The meeting will be held via teleconference.
To attend the meeting please call US Toll Free (888) 788-0099 or (877) 853-5247
Enter Meeting ID: 984 1485 4813#

August 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. AGENDA CONFIRMATION
4. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.
5. CONSENT AGENDA
 - 5.a. Approve Accounts Payable Report for the period of July 30, 2020 to August 12, 2020.

[Accounts Payable Report.pdf](#)

- 5.b. Approval of the Minutes of the August 12, 2020 Board Meeting.
[Minutes of the August 12 2020 Board Meeting.pdf](#)
- 5.c. Authorize the letter to the State Water Resources Control Board providing comments on the Draft Data Compilation Report for the Development of Groundwater-Surface Water and Nitrogen Transport Models of the Ventura River Watershed (Ventura River Watershed Models).
[SWRCB_Data_Report_CMWD_Comments_Draft V2.pdf](#)
- 5.d. Resolution approving the revised Conflict of Interest Code.
[Board Memo Conflict of Interest.pdf](#)
[Reso Conflict of Interest.pdf](#)

6. ACTION ITEMS

- 6.a. Resolution of appreciation to Carol Belser upon her retirement from Casitas Municipal Water District.
[Reso Carol Belser Retirement.pdf](#)
- 6.b. Approval of a budget of \$100,000.00 for purchase of materials related to the repair of the Rincon Transmission Pipeline at Station 10+45.
[Board Memo Rincon Transmission .pdf](#)
- 6.c. Approve and authorize the General Manager to issue a Task Order for professional engineering services to Michael K. Nunley & Associates, Inc. (MKN) for the Ojai Water System Wellfield VFD Design in the amount not to exceed \$43,094.
[200826 Ojai Water System Wellfield VFD TO.pdf](#)
- 6.d. Board of Directors award contract for the San Antonio Well #3 Rehabilitation project, IFB152, to Legend Pump and Well Service, Inc. in an amount not to exceed \$45,944.80.
[San Antonio Well #3 Project.pdf](#)
- 6.e. Approve a revised Memorandum of Understanding between the Casitas Municipal Water District and the Carpinteria Valley Water District for the Design, California Environmental Quality Act Compliance, Permitting and Construction of the Ventura County-Santa Barbara County Intertie Project.
[Board Memo on revised Ventura - SB Intertie MOU 082620.pdf](#)
[Revised Casitas-Carp MOU 082620.pdf](#)
- 6.f. Approval of a staff recommendation to forward FY 2021 dues to the Association of California Water Agencies Ventura County (AWAVC) not to exceed the budgeted amount of \$12,000.00.
[Board Memo regarding Disussion of Approval of a staff recommendation to forward FY 2021 dues to the Association of Water Agencies Ventura County 082620.pdf](#)

[Aug 2020 AWA BOARD letter 082620.pdf](#)

- 6.g. Resolution adopting a Memorandum of Understanding with the management employees for fiscal year 2020-2021 and 2021-2022.
[Board Memo Mgmt Negotiations 20200826.pdf](#)
- 6.h. Adopt the Resolution establishing a new bank account with Mechanics Bank for the Adjudication Impact Charge.
[Adjudication Impact Charge Bank Account Staff Report.pdf](#)
[Reso Adjudication Impact Charge Bank Account.pdf](#)
- 6.i. Approve the Water Quality Technician, Water Quality Specialist and Water Quality Supervisor updated job descriptions.
[Water Quality Job Description Update Staff Report v2.pdf](#)
[Job Descriptions for Agenda Packet.pdf](#)

7. INFORMATION ITEMS

- 7.a. Monthly Engineering Status Report.
[Engineering Status Report.pdf](#)
- 7.b. Water Resources Committee Minutes.
[Water Resources Minutes 081820.pdf](#)
- 7.c. Public Relations Committee Minutes.
[Public Relations Committee Minutes 082020.pdf](#)
- 7.d. Executive Committee Minutes.
[Exec Minutes 081420.pdf](#)
- 7.e. Personnel Committee Minutes.
[Personnel Committee Minutes 081120.pdf](#)
- 7.f. Investment Report.
[Investment Report 07-31-20.pdf](#)

8. GENERAL MANAGER COMMENTS

9. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

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

11. CLOSED SESSION

- 11.a. 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.

- 11.b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code §54956.9(a))
Upper Ventura River Groundwater Agency v. Casitas Municipal Water District, Superior Court of California, County of Ventura, Case No. 56-2020-00544348-CU-WM-VTA.

- 11.c. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code §54956.9(a))
California Water Impact Network v. City of San Buenaventura, Superior Court of California, County of Ventura, Case no. 56-2019-00532905-CU-WM-VTA

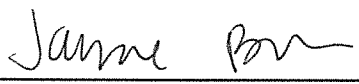
12. ADJOURNMENT

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 07/30/20-08/12/20
Presented to the Board of Directors For Approval August 26, 2020

Check	Payee		Description	Amount
000979	Void to set up EFT for Ventura County			\$ -
000980	Payables Fund Account	# 9759651478	Accounts Payable Batch 080520	\$ 656,474.56
000981	Payables Fund Account	# 9759651478	Accounts Payable Batch 081220	\$ 1,395,761.44
				<u>\$2,052,236.00</u>
000982	Payroll Fund Account	# 9469730919	Estimated Payroll 08/27/20	\$225,000.00
000983	Payroll Fund Account	# 9469730919	Estimated Payroll 09/10/20	\$225,000.00
			Total	<u><u>\$2,502,236.00</u></u>

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, 000979-000983 have been duly audited is hereby certified as correct.



 Janyne Brown, Chief Financial Officer

 Signature

 Signature

 Signature

CERTIFICATION

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

Signed: Jayne Brown
Jayne Brown

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

VENDOR SET: 01 Casitas Municipal Water D

BANK: * ALL BANKS

DATE RANGE: 7/30/2020 THRU 8/12/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	8/05/2020					
C-CHECK	VOID CHECK	V	8/12/2020			040037		
C-CHECK	VOID CHECK	V	8/12/2020			040124		
						040133		

* * 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:	3	0.00		
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			3	0.00	0.00	0.00
BANK:	TOTALS:		3	0.00	0.00	0.00

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 7/30/2020 THRU 8/12/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE							
I-T1 202008101752	Federal Withholding	D	8/12/2020	36,522.59		000055		
I-T3 202008101752	FICA Withholding	D	8/12/2020	39,294.20		000055		
I-T4 202008101752	Medicare Withholding	D	8/12/2020	9,458.04		000055		85,274.83
00187	CALPERS							
I-PBB202008101752	PERS BUY BACK	D	8/12/2020	130.46		000056		
I-PBP202008101752	PERS BUY BACK	D	8/12/2020	161.96		000056		
I-PEB202008101752	PEBRA EMPLOYEES PORTION	D	8/12/2020	9,784.88		000056		
I-PEM202008101752	PERS EMPLOYEE PORTION MGMT	D	8/12/2020	2,124.93		000056		
I-PER202008101752	PERS EMPLOYEE PORTION	D	8/12/2020	6,686.55		000056		
I-PRB202008101752	PEBRA EMPLOYER PORTION	D	8/12/2020	11,208.39		000056		
I-PRR202008101752	PERS EMPLOYER PORTION	D	8/12/2020	11,841.28		000056		41,938.45
00180	S.E.I.U. - LOCAL 721							
I-COP202008101752	SEIU 721 COPE	D	8/12/2020	45.00		000057		
I-UND202008101752	UNION DUES	D	8/12/2020	774.00		000057		819.00
00049	STATE OF CALIFORNIA							
I-T2 202008101752	State Withholding	D	8/12/2020	14,025.36		000058		14,025.36
02587	A&M LAWNMOWER SHOP							
I-49494	Lifting Rope - UT	R	8/05/2020	86.60		039985		86.60
01325	Aflac Worldwide Headquarters							
I-130577	Supplemental Insurance 06/20	R	8/05/2020	3,506.28		039986		
I-550596	Supplemental Insurance 07/20	R	8/05/2020	5,259.42		039986		8,765.70
00010	AIRGAS USA LLC							
I-9103446841	Welding Supplies - UT	R	8/05/2020	621.34		039987		
I-9103446842	Safety Helment & Gloves - UT	R	8/05/2020	493.27		039987		1,114.61
03044	Amazon Capital Services							
I-1C34-XRLH-PJWT	Sunscreen - UT	R	8/05/2020	139.60		039988		
I-1G3M-JYH6-XTWP	HIth Lift - LCRA	R	8/05/2020	678.33		039988		
I-1JQY-PQDQ-CNKM	Trimmer Line - MAINT	R	8/05/2020	186.36		039988		
I-1MCN-PYRV-F74M	Port Conectors - EM	R	8/05/2020	104.50		039988		
I-1MCN-PYRV-Q9G7	Oil Absorbent Towels - TP	R	8/05/2020	108.32		039988		
I-1QCP-WN7G-HHXW	Uniform Shirts - MAINT	R	8/05/2020	493.00		039988		
I-1TMC-3DGH-YM9C	Wireless Mouse - PR	R	8/05/2020	31.09		039988		
I-1Y9D-1MPY-HPJ1	Cut Off Wheels - LCRA	R	8/05/2020	75.06		039988		
I-1YFW-DPFF-1QKK	Uniform T-Shirts - MAINT	R	8/05/2020	686.25		039988		2,502.51

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00836	AMERICAN RED CROSS							
I-22284836	Basic Life Support Instruction	R	8/05/2020	72.00		039989		72.00
00014	AQUA-FLO SUPPLY							
I-SI1568908	Sprinkler Repair - LCRA	R	8/05/2020	103.96		039990		
I-SI1569994	PVC Conduit - EM	R	8/05/2020	13.80		039990		
I-SI1572414	Hand Weeder - ENG	R	8/05/2020	14.45		039990		
I-SI1577436	Teplon Tape & Ball Valve - EM	R	8/05/2020	14.30		039990		146.51
02179	Art Street Interactive							
I-1981	Reservation Sys. Hosting/Maint	R	8/05/2020	542.15		039991		542.15
01666	AT & T							
I-000015095289	Acct#9391064013	R	8/05/2020	20.88		039992		20.88
00018	AT & T MOBILITY							
I-287294256431X07102	Acct#287294256431	R	8/05/2020	927.46		039993		927.46
04202	AT&T							
I-071820	Acct#296003321	R	8/05/2020	74.52		039994		74.52
00021	AWA OF VENTURA COUNTY							
I-06-12714	Water Wise Virtual Meeting	R	8/05/2020	40.00		039995		40.00
00030	B&R TOOL AND SUPPLY CO							
I-1900947609	Tape Measure - PL	R	8/05/2020	77.79		039996		
I-1900947613	GST Oil - EM	R	8/05/2020	134.85		039996		
I-1900947614	Gloves - EM	R	8/05/2020	107.10		039996		
I-1900947799	Black Golves - LCRA	R	8/05/2020	133.44		039996		
I-1900947855	Husqvarna 535 LS - MAINT	R	8/05/2020	612.02		039996		
I-1900947856	Black Gloves - LCRA	R	8/05/2020	200.16		039996		1,265.36
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S2735922.001	Flanges - PL	R	8/05/2020	80.06		039997		80.06
00036	BC TREE SERVICE, INC							
I-3443	Weed Abatement at Dam - MAINT	R	8/05/2020	1,800.00		039998		1,800.00
04111	Roadpost, Inc.							
I-BU01238499	Sat Phone Service - TP	R	8/05/2020	54.80		039999		54.80
03207	BMI PacWest Inc.							
I-014177	NPBI Installation - DO/LCRA/TP	R	8/05/2020	10,838.00		040000		10,838.00

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03059	Brenntag Pacific Inc. Chlorine for Ojai Sys. - TP	R	8/05/2020	1,723.44		040001		1,723.44
04754	Bunnin Chevrolet Of Santa Paul Read Third Break Light-Unit 12	R	8/05/2020	104.72		040002		104.72
05660	Eduardo Cachu Camping Cancellation - COVID19	R	8/05/2020	137.00		040003		137.00
00463	Cal-Coast Machinery Rent Tractor - MAINT	R	8/05/2020	2,462.09		040004		2,462.09
00208	CareIQ 1102WC180000001 DOS 06/05/20	R	8/05/2020	133.16		040005		133.16
02372	Patricia Chihuahua Camping Cancellation - COVID19	R	8/05/2020	213.00		040006		213.00
04678	Cla-Val, Soundcast, Griswold C ClaVal Maint La Conchita - PL	R	8/05/2020	2,166.66		040007		
	I-802070 ClaVal Maint La Conchita - PL	R	8/05/2020	1,725.65		040007		
	I-802071 ClaVal Maint La Conchita - PL	R	8/05/2020	3,553.74		040007		
	I-802072 ClaVal Maint La Conchita - PL	R	8/05/2020	7,148.84		040007		14,594.89
00061	COMPUWAVE Docking Station - MGMT	R	8/05/2020	198.41		040008		
	I-SB02095458 Adobe Creative Cloud - PR/WP/E	R	8/05/2020	1,724.00		040008		
	I-SB02095498 Computer Monitors - PR	R	8/05/2020	421.84		040008		
	I-SB02095525 Cisco Smartnet RPEL - IT	R	8/05/2020	242.00		040008		2,586.25
01483	CORVEL CORPORATION 1102WC200000006 DOS 06/12/20	R	8/05/2020	19.87		040009		
	I-6/14550255-1 1102WC180000001 DOS 05/29/20	R	8/05/2020	19.87		040009		
	I-6/14556802-1 1102WC180000001 DOS 07/01/20	R	8/05/2020	11.36		040009		
	I-6/14558153-1 1102WC200000006 DOS 6/26/20	R	8/05/2020	26.59		040009		
	I-6/14570101-1 1102WC180000001 DOS 06/05/20	R	8/05/2020	9.50		040009		87.19
00064	CROWDER BACKFLOW SERVICES, INC Backflow Testing - DO	R	8/05/2020	76.00		040010		76.00
01764	DataProse, LLC UB Mailing 06/20	R	8/05/2020	3,478.71		040011		3,478.71

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00076	DEKREEK TECHNICAL SERVICES I-7007-4 PLC/SCADA Modifications -EM/TP	R	8/05/2020	17,004.00		040012		17,004.00
10210	DIRECT TV I-37633727483 Direct TV Cancellation - LCRA	R	8/05/2020	1,303.31		040013		1,303.31
05661	Virginia Duran I-895119 Camping Cancellation - COVID19 I-895171 Camping Cancellation - COVID19	R R	8/05/2020 8/05/2020	69.00 69.00		040014 040014		138.00
00095	FAMCON PIPE & SUPPLY I-S100032415.002 Air Valve & Bug Screen - PL I-S100033174.001 4" & " Clamp - PL I-S100033422.002 Reducer, Meter Box & Cover -UT I-S100034007.002 2" Bug Screen - PL I-S100034198.001 12" Pipe 16 Gage - MAINT I-S100034220.002 Rincon 2M Air Valve - PL	R R R R R R	8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020	4,140.92 315.32 535.18 75.08 2,059.20 3,434.68		040015 040015 040015 040015 040015 040015		10,560.38
00099	FGL ENVIRONMENTAL I-008626A Stage 2 DBP Monitoring 07/1/20 I-008838A OWS-San Antonio TP 07/07/20 I-008840A OWS-San Antonio TP 07/07/20 I-009061A N03 Monitoring 07/09/20	R R R R	8/05/2020 8/05/2020 8/05/2020 8/05/2020	369.00 30.00 15.00 145.00		040016 040016 040016 040016		559.00
00101	FISHER SCIENTIFIC I-4016249 Nutrient Agar - LAB I-4292182 Gloves - LAB I-4443318 Sedgwick Rafter Cell - LAB	R R R	8/05/2020 8/05/2020 8/05/2020	46.55 128.93 100.28		040017 040017 040017		275.76
05662	Iris Franklin I-901178 Camping Cancellation - COVID19	R	8/05/2020	199.00		040018		199.00
00104	FRED'S TIRE MAN I-125566 Oil Change - Unit 48 I-125944 Oil, WW, & Shocks - Unit 34 I-125950 Tires & Oil Change - Unit 52 I-126031 Computer Balnce Fee - Unit 47 I-126046 Install X5 & Terra Turf-U EZ2 I-126051 Tires - Unit 277 I-126087 Oil Change - Unit 71	R R R R R R R	8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020	48.61 558.34 891.87 418.77 421.48 190.04 85.43		040019 040019 040019 040019 040019 040019 040019		2,614.54
05663	Jason Fyfe I-896743 Camping Cancellation - COVID19	R	8/05/2020	378.00		040020		378.00

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02417	GardenSoft							
I-5621	Garden Website License - PR	R	8/05/2020	625.00		040021		625.00
05649	Globerman Physical Therapy Inc							
I-6/14544407-1	1102WC200000006 DOS 06/12/20	R	8/05/2020	123.34		040022		
I-6/14550255-1	1102WC180000001 DOS 05/29/20	R	8/05/2020	123.34		040022		
I-6/14558153-1	1102WC200000006 DOS 06/26/20	R	8/05/2020	152.24		040022		398.92
04710	Granite Construction Company							
I-073120	Rice Bridge Replacement - ENG	R	8/05/2020	151,548.94		040023		151,548.94
00121	HACH COMPANY							
I-12050447	Ammonia & Monochloramine - LAB	R	8/05/2020	469.70		040024		
I-12050449	Total Chlorine Chemkey - LAB	R	8/05/2020	61.87		040024		
I-12050451	Nitrate Chemkey - LAB	R	8/05/2020	116.36		040024		
I-12050452	PH 7.00 Buffer Souolution - LAB	R	8/05/2020	35.26		040024		
I-12062307	Chemkeys Buffer - TP	R	8/05/2020	1,509.88		040024		2,193.07
00369	HARRINGTON INDUSTRIAL PLASTICS							
I-013B4155	Ball Valves - TP	R	8/05/2020	610.97		040025		
I-013B4408	PVC Parts - TP	R	8/05/2020	340.63		040025		
I-013B4487	Pipe, & PVC Elbow - TP	R	8/05/2020	28.66		040025		980.26
00596	HOME DEPOT							
I-5691392	Dock Floats - LAB	R	8/05/2020	627.47		040026		627.47
02288	Hopkins Technical Products, In							
I-3620300808	Contol Cable - TP	R	8/05/2020	130.45		040027		130.45
00894	HOSE-MAN, INC.							
I-5275362-0001-05	Hose Fitting - Unit 113	R	8/05/2020	94.24		040028		94.24
00127	INDUSTRIAL BOLT & SUPPLY							
I-212990-1	Nuts & Bolts - PL	R	8/05/2020	245.10		040029		
I-212990-2	BLT Hex Mach - PL	R	8/05/2020	57.68		040029		302.78
02344	Janitek Cleaning Solutions							
I-38679A	Janitorial Service - DO	R	8/05/2020	2,318.67		040030		2,318.67
00328	LIGHTNING RIDGE							
I-6162006	Junior Rager Shirts - LCRA	R	8/05/2020	523.06		040031		523.06
05664	Danielle Mancino							
I-896777	Camping Cancellation - COVID19	R	8/05/2020	189.00		040032		189.00

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05572	Ernest Marqez I-895184a	R	8/05/2020	59.00		040033		59.00
05449	Matheson Tri-Gas, Inc. I-22091990	R	8/05/2020	7,224.94		040034		7,224.94
00329	MCMaster-CARR SUPPLY CO. I-42943611 I-43071272 I-43328051	R R R	8/05/2020 8/05/2020 8/05/2020	438.71 246.13 180.88		040035 040035 040035		865.72
00151	MEINERS OAKS ACE HARDWARE I-933232 I-933335 I-933572 I-933655 I-933925 I-933978 I-934043 I-934073 I-934213 I-934226 I-934283 I-934359 I-934457 I-934522	R R R R R R R R R R R R R R	8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020	16.18 112.67 126.71 177.35 21.43 46.48 351.31 48.70 15.03 3.89 13.56 119.51 60.98 14.63		040036 040036 040036 040036 040036 040036 040036 040036 040036 040036 040036 040036 040036 040036		1,128.43
03701	MNS Engineers, Inc. I-75594-R1 I-75595-R1	R R	8/05/2020 8/05/2020	9,465.88 6,285.00		040038 040038		15,750.88
00149	MRC Global I-5446681001	R	8/05/2020	363.86		040039		363.86
05665	Carolyn Mullins I-903018	R	8/05/2020	119.00		040040		119.00
00163	OFFICE DEPOT I-108044535001 I-108056396001	R R	8/05/2020 8/05/2020	22.27 49.55		040041 040041		71.82
00625	OfficeTeam I-56110983	R	8/05/2020	594.00		040042		594.00

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00165	OJAI LUMBER CO, INC							
I-2007-985883	Roofing Boat House - LAB	R	8/05/2020	242.28		040043		
I-2007-987397	Gutter Spikes - ENG	R	8/05/2020	1.29		040043		243.57
05666	Kat Olson							
I-900963	Camping Cancellation - COVID19	R	8/05/2020	99.00		040044		99.00
05026	Patriot Environmental Services							
I-05-20-00253-1R	Mutual Plant Pump Out - EM	R	8/05/2020	6,550.26		040045		6,550.26
05667	Oscar Portillo Jr.							
I-900344	Camping Cancellation - COVID19	R	8/05/2020	79.00		040046		79.00
00790	PROFORMA							
I-BI85002303A	Uniform Polo - LAB	R	8/05/2020	253.09		040047		253.09
00788	QUINN COMPANY							
I-14368102	Excavaor Rental - PL	R	8/05/2020	7,638.74		040048		
I-14368103	Excavator Pickup - PL	R	8/05/2020	125.00		040048		
I-WO110100707	Forklift Repair - Unit 287	R	8/05/2020	335.12		040048		8,098.86
00313	ROCK LONG'S AUTOMOTIVE							
I-29732	Heater Hoses - Unit 34	R	8/05/2020	278.85		040049		
I-29756	Oil Change - Unit 24	R	8/05/2020	143.17		040049		
I-29763	Oil Change - Unit 35	R	8/05/2020	115.84		040049		537.86
04351	Dawn Ruano							
I-892847	Camping Cancellation - COVID19	R	8/05/2020	201.00		040050		
I-892849	Camping Cancellation - COVID19	R	8/05/2020	69.00		040050		
I-892854	Camping Cancellation - COVID19	R	8/05/2020	261.00		040050		
I-892858	Camping Cancellation - COVID19	R	8/05/2020	261.00		040050		
I-892899	Camping Cancellation - COVID19	R	8/05/2020	261.00		040050		1,053.00
02837	Sam Hill & Sons, Inc.							
I-3427	Rincon Pipeline Work - PL	R	8/05/2020	39,580.51		040051		39,580.51
05668	Michael Sandifer							
I-898033	Camping Cancellation - LCRA	R	8/05/2020	79.00		040052		79.00
02756	SC Fuels							
I-1675333-IN	Gas & Diesel - LCRA	R	8/05/2020	2,307.43		040053		2,307.43
04709	Scheinberg Orthopedic Group							
I-6/14556802-1	1102WC180000001 DOS 07/01/20	R	8/05/2020	97.23		040054		97.23

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03669	Sierra Traffic Service, Inc. I-31892 traffic Control E Ojai - PL	R	8/05/2020	1,049.15		040055		1,049.15
00608	SMITH PIPE & SUPPLY INC. I-3620240 Igloo Coller - UT	R	8/05/2020	121.16		040056		
	I-3620241 Capstone Herbicide - MAINT	R	8/05/2020	420.23		040056		541.39
00204	SOAP MAN DISTRIBUTING OF I-178528 Misty Red Grease & Wax - GARAG	R	8/05/2020	418.17		040057		418.17
00215	SOUTHERN CALIFORNIA EDISON I-073020 Acct#2210507034	R	8/05/2020	25,005.55		040058		
	I-073120 Acct#2210503702	R	8/05/2020	7,586.46		040058		
	I-080420 Acct#2210502480	R	8/05/2020	75,908.88		040058		
	I-080420a Acct#2210505426	R	8/05/2020	1,919.74		040058		
	I-080420b Acct#2237011044	R	8/05/2020	12.77		040058		
	I-080520 Acct#2269631768	R	8/05/2020	29.19		040058		110,462.59
05647	Marilyn Staggs I-893194a Camping Cancellation - COVID19	R	8/05/2020	1,199.00		040059		1,199.00
00048	STATE OF CALIFORNIA I-080120 State Water Plan Payment	R	8/05/2020	203,651.00		040060		203,651.00
05121	Kathi Stewart I-896190 Camping Cancellation - COVID19	R	8/05/2020	261.00		040061		261.00
01147	SUPERIOR GATE SYSTEMS I-4372 Canal Gate Repair - MAINT	R	8/05/2020	130.00		040062		130.00
02643	Take Care by WageWorks I-11171986 Reimburse Med/Dep Care	R	8/05/2020	51.20		040063		
	I-11179324 Reimburse Med/Dep Care	R	8/05/2020	29.94		040063		81.14
05483	TestEquity LLC. I-42547 Fluke PQ Monitor Equipment -EM	R	8/05/2020	386.10		040064		386.10
05669	Vanessa Torres I-896448 Camping Cancellation - COVID19	R	8/05/2020	137.00		040065		137.00
01662	TYLER TECHNOLOGIES, INC. I-025-304501 UB Monthly Online Fees 08/01/2	R	8/05/2020	153.00		040066		153.00

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03206 I-5782243	U.S. Bank Global Corporate Tru CMWD CFD 2013 1 Ojai 17AB	R	8/05/2020	2,770.00		040067		2,770.00
00825 I-307028	USA BLUEBOOK Pressure Gauges - PL	R	8/05/2020	161.88		040068		161.88
05672 I-900697	Koos Van Berkel Camping Cancellation - COVID19	R	8/05/2020	69.00		040069		69.00
01048 I-027428	VAUGHAN'S INDUSTRIAL REPAIR CO Repair Pump - EM	R	8/05/2020	5,313.29		040070		5,313.29
02051 I-0003411462 I-0003453337	VENTURA COUNTY STAR Public Hearing Ad - BRD 2020 CWRP - AD	R R	8/05/2020 8/05/2020	167.72 595.00		040071 040071		762.72
02057 I-073120a I-073120b	VENTURA RIVER WATER DISTRICT Acct#05-37500A Acct#03-50100A	R R	8/05/2020 8/05/2020	320.86 18.96		040072 040072		339.82
02050 I-IN0204020 I-IN0204021 I-IN0204022 I-IN0204023 I-IN0204024	COUNTY OF VENTURA HMBP Fee @ Signal - EM HMBP Fees @ Heidelberg - EM HMBP Fees @ Montana/Cuyama- TP HMBP Fees @ San Antonio - TP HMBP Fees @ Mutual Plant - TP	R R R R R	8/05/2020 8/05/2020 8/05/2020 8/05/2020 8/05/2020	193.49 193.49 275.66 686.47 193.49		040073 040073 040073 040073 040073		1,542.60
03864 I-049790	County of Ventura Resource Man Site Inspection - ENG	R	8/05/2020	121.61		040074		121.61
05670 I-911035	Tigay Vyacheslav Day Use Refund - LCRA	R	8/05/2020	20.00		040075		20.00
05671 I-894161	Claude Wallace Camping Cancellation - COVID19	R	8/05/2020	137.00		040076		137.00
00330 I-10012796838	WHITE CAP CONSTRUCTION SUPPLY Shovels & Brooms - UT	R	8/05/2020	86.38		040077		86.38
L I-000202007311743	VAUGHN HELEN TRUST UB REFUND	R	8/05/2020	60.00		040078		60.00
L I-000202007311744	REDOUX INDUSTRIES LL UB REFUND	R	8/05/2020	55.19		040079		55.19

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L	I-000202007311745	HEULLY, MARK UB REFUND	R	8/05/2020	21.52	040080		21.52
L	I-000202007311747	MCGILLIVRAY CONSTRUC UB REFUND	R	8/05/2020	431.00	040081		431.00
L	I-000202007311746	SCOTT LOOMIS CONSTRU UB REFUND	R	8/05/2020	36.00	040082		36.00
L	I-000202007311748	X3 MANAGEMENT SERVIC UB REFUND	R	8/05/2020	375.00	040083		375.00
L	I-000202008031751	BROKAW, JOHN A. UB REFUND	R	8/05/2020	60.00	040084		60.00
L	I-000202008031749	DOWNARD, TERESA UB REFUND	R	8/05/2020	44.35	040085		44.35
L	I-000202008031750	MATHEWS, DANA UB REFUND	R	8/05/2020	100.00	040086		100.00
00004		ACWA JOINT POWERS INSURANCE AU						
	I-0648110	Health Insurance 07/20	R	8/12/2020	180,785.95	040087		
	I-0649820	Health Insurance 08/20	R	8/12/2020	173,300.13	040087		
	I-0651524	Health Insurance 09/20	R	8/12/2020	185,519.69	040087		539,605.77
03044		Amazon Capital Services						
	I-173R-NTCW-HFOX	Work Gloves - MAINT	R	8/12/2020	47.16	040088		
	I-17C9-KWLH-J6WV	Ink Cartridges - ADM	R	8/12/2020	260.96	040088		
	I-17JK-V6PM-WVPN	External Battery Pack - EM	R	8/12/2020	4,121.25	040088		
	I-1CHV-PNFR-FTPV	Carbon Filter - COVID 19	R	8/12/2020	482.60	040088		
	I-1JXM-MRFV-3HHD	Carbon Filters & Mask - COVID	R	8/12/2020	1,286.60	040088		
	I-1MCN-PYRV-Y4DY	Gas Detector & Car Charger -UT	R	8/12/2020	1,827.30	040088		
	I-1MFN-QHPP-9JDR	Receiver Hitch - GARAGE	R	8/12/2020	160.95	040088		
	I-1VHY-HVL4-WPCL	Carbon Filters - COVID 19	R	8/12/2020	482.60	040088		
	I-1VHY-HVL4-YQCF	Carbon Filters - COVID 19	R	8/12/2020	482.60	040088		
	I-1VV3-GNKL-47XC	Closed Stamp - ADM	R	8/12/2020	21.40	040088		
	I-1Y9D-IMPY-FPGF	Gloves - LCRA	R	8/12/2020	39.30	040088		
	I-1YMM-VTLN-FKDC	Carbon Filter - COVID 19	R	8/12/2020	482.60	040088		9,695.32
00029		AMERICAN TOWER CORP						
	I-336711	Tower Rent-Red Mnt Rincon Peak	R	8/12/2020	2,196.12	040089		2,196.12

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00417	APPLIED INDUSTRIAL TECHNOLOGY Single Row Ball - EM	R	8/12/2020	35.68		040090		35.68
00014	AQUA-FLO SUPPLY Hunter Outdoor Controler - LCRA	R	8/12/2020	72.24		040091		
	I-SI1562311 Hose & Station Controler -LCRA	R	8/12/2020	93.04		040091		
	I-SI1563016 Hunter Station Controler -LCRA	R	8/12/2020	81.84		040091		
	I-SI1575304 Electrical Tape & Pipe Tape-PL	R	8/12/2020	16.99		040091		
	I-SI1576004 Couplin, Union & Brass Nipple	R	8/12/2020	289.29		040091		
	I-SI1584096 Meter Key - PL	R	8/12/2020	26.08		040091		
	I-SI1584097 Threaded Brass Tee - UT	R	8/12/2020	74.99		040091		509.99
03552	Julia Aranda Reimburse Expenses	R	8/12/2020	102.90		040092		102.90
01323	ARGO CHEMICAL INC Ammonia Solution - TP	R	8/12/2020	3,713.03		040093		3,713.03
00021	AWA OF VENTURA COUNTY CCWUC Virtual Training - ENG	R	8/12/2020	100.00		040094		100.00
05140	Annette Ayala Emily & Canada Native Amer-ENG	R	8/12/2020	3,766.04		040095		3,766.04
00030	B&R TOOL AND SUPPLY CO Gloves - IT	R	8/12/2020	70.04		040096		
	I-1900948143 Wipping Rags - WH	R	8/12/2020	439.62		040096		
	I-1900948144 Roo Hammer Drill - PL	R	8/12/2020	343.33		040096		
	I-1900948200 Combo Wrench & Teflon - EM	R	8/12/2020	50.86		040096		
	I-1900948255 Disposable Gloves - COVID 19	R	8/12/2020	214.86		040096		
	I-1900948311 Feeker Gauge Blade - EM	R	8/12/2020	37.06		040096		1,155.77
00679	BAKERSFIELD PIPE & SUPPLY INC Sealant, Seal Tape & Oil - PL	R	8/12/2020	223.36		040097		223.36
03059	Brenntag Pacific Inc. Chlorine for Ojai Sys. - TP	R	8/12/2020	1,517.61		040098		1,517.61
01295	BSN CONSTRUCTION Asphalt Patching - ENG	R	8/12/2020	42,534.59		040099		42,534.59
02787	Lindsay Cao Reimburse Expenses 07/20	R	8/12/2020	75.04		040100		75.04

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02836 I-081220	Gonzalo Carbajal-Ramirez Safety Boot Stipend	R	8/12/2020	170.00		040101		170.00
00117 I-10804098-00	CERTEX USA, INC Ball Bearing Swivel - PL	R	8/12/2020	1,037.05		040102		1,037.05
03978 I-July 20	Virgil Clary Reimburse Expenses 07/20	R	8/12/2020	130.81		040103		130.81
01843 I-915958	COASTAL COPY Copier Usage - DO	R	8/12/2020	263.63		040104		263.63
00719 I-82036191	CORELOGIC INFORMATION SOLUTION Realquest Subscription	R	8/12/2020	137.50		040105		137.50
05154 I-080120	Dex YP Yellow Pages - LCRA/DO	R	8/12/2020	50.69		040106		50.69
00086 I-1691a	E.J. Harrison & Sons Inc Acct#500546088	R	8/12/2020	1,399.86		040107		1,399.86
00095 I-S100034007.001 I-S100034244.002	FAMCON PIPE & SUPPLY Air Valve & Brass Plug - PL Parts for New Line - PL	R R	8/12/2020 8/12/2020	4,130.20 1,262.90		040108 040108		5,393.10
03886 I-081220	Ramiro Garcia Safety Boot Stipend	R	8/12/2020	170.00		040109		170.00
02720 I-10582383	Garda CL West, Inc. Armored Trunck Service	R	8/12/2020	753.26		040110		753.26
04257 I-20-1022	Geiger Enterprises, Inc. Fuel Test - EM	R	8/12/2020	320.23		040111		320.23
02755 I-081220	Vincent Godinez Safety Boot Stipend	R	8/12/2020	170.00		040112		170.00
00115 I-9607648699	GRAINGER, INC Fuel Transfer Pump - PL	R	8/12/2020	731.45		040113		731.45
04710 I-073020	Granite Construction Company Emily & Canada Pipe Rep. - ENG	R	8/12/2020	333,842.33		040114		333,842.33

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02217	Greg Rents							
I-18955	Propane for Forklift -Unit 287	R	8/12/2020	80.74		040115		80.74
00121	HACH COMPANY							
I-12059487	Gell Filled PH Electrode - LAB	R	8/12/2020	414.00		040116		414.00
05674	Spencer Hair							
I-081220	Safety Boot Stipend	R	8/12/2020	170.00		040117		170.00
00369	HARRINGTON INDUSTRIAL PLASTICS							
I-013B4486	Tubing - TP	R	8/12/2020	137.39		040118		
I-013B4565	Tubing CLR PVC - TP	R	8/12/2020	43.37		040118		180.76
01186	GERARDO M HERRERA							
I-081220	Safety Boot Stipend	R	8/12/2020	170.00		040119		170.00
00127	INDUSTRIAL BOLT & SUPPLY							
I-213238-1	Bolts - PL	R	8/12/2020	386.82		040120		386.82
02565	Industrial Networking Solution							
I-INV-1591083	Roof Mount Antenna - EM	R	8/12/2020	373.28		040121		373.28
04598	IRJ Engineers, Inc							
I-0018471	Mutual Well Failure Eval - ENG	R	8/12/2020	2,081.25		040122		2,081.25
09910	J.W. ENTERPRISES							
I-326628	CT Pumping - AVE 1 PP	R	8/12/2020	78.75		040123		
I-326629	CT Pumping - VILLANOVA	R	8/12/2020	78.75		040123		
I-326630	CT Pumping - OVPP	R	8/12/2020	78.75		040123		
I-326631	CT Pumping - 4M RES	R	8/12/2020	78.75		040123		
I-326632	CT Pumping - GRAN AVE.	R	8/12/2020	78.75		040123		
I-326633	CT Pumping - 4M RES.	R	8/12/2020	78.75		040123		
I-326634	CT Pumping - SA PLANT	R	8/12/2020	157.50		040123		
I-326635	CT Pumping - UPPER OJAI RES.	R	8/12/2020	78.75		040123		
I-326636	CT Pumping - 3M PUMP	R	8/12/2020	78.75		040123		
I-326637	CT Pumping - SIGNAL RES.	R	8/12/2020	78.75		040123		
I-326638	CT Pumping - FAIRVIEW RES	R	8/12/2020	78.75		040123		
I-326639	CT Pumping - CASITAS DAM	R	8/12/2020	78.75		040123		
I-326640	CT Pumping - RINCON TANK	R	8/12/2020	78.75		040123		
I-326641	CT Pumping - BATES RES.	R	8/12/2020	78.75		040123		1,181.25
00131	JCI JONES CHEMICALS, INC							
I-829042	Chlorine - TP, CM 829229	R	8/12/2020	899.94		040125		
I-829043	Chlorine - TP, CM 829230	R	8/12/2020	1,650.00		040125		2,549.94

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00667	Kennedy/Jenks Consultants, Inc							
I-139747R	Casitas/VTA SWP Pre Design	R	8/12/2020	32,564.25		040126		
I-140415	Casitas/VTA SWP Pre Design	R	8/12/2020	1,704.88		040126		34,269.13
03888	Eric Lara							
I-081220	Safety Boot Stipend	R	8/12/2020	170.00		040127		170.00
03484	Mario Mariscal							
I-081220	Safety Boot Stipend	R	8/12/2020	170.00		040128		170.00
04197	Ian McMahon							
I-081220	Safety Boot Stipend	R	8/12/2020	170.00		040129		170.00
00329	MCMASTER-CARR SUPPLY CO.							
I-43445930	Air Filters - EM	R	8/12/2020	74.72		040130		74.72
02129	Tracy Medeiros							
I-080620	1102WC180000001 07/24-08/07	R	8/12/2020	2,129.42		040131		2,129.42
00151	MEINERS OAKS ACE HARDWARE							
I-933139	Batteries - PL	R	8/12/2020	32.57		040132		
I-933245	Hammer Bit & Bolts - PL	R	8/12/2020	30.62		040132		
I-933485	Brass Tee & Glade Spray - PL	R	8/12/2020	34.36		040132		
I-934127	Padlock & Flapper - LCRA	R	8/12/2020	77.78		040132		
I-934311	Tape Measure & Spray Paint -PL	R	8/12/2020	38.23		040132		
I-934344	Plastic Bucket - LCRA	R	8/12/2020	7.79		040132		
I-934475	Connector, Bolts & Screws - TP	R	8/12/2020	72.50		040132		
I-934536	Rope - FISH	R	8/12/2020	26.06		040132		
I-934710	Compression Copper - TP	R	8/12/2020	21.95		040132		
I-934853	Saw Hand - FISH	R	8/12/2020	25.77		040132		
I-934880	Fuel Additives - PL	R	8/12/2020	12.85		040132		
I-934967	Nuts & Bolts - LCRA	R	8/12/2020	57.89		040132		
I-935039	Bolts - LCRA	R	8/12/2020	37.53		040132		
I-935146	Bolts & Screws - MAINT	R	8/12/2020	4.83		040132		
I-935165	Bolts & Screws - LCRA	R	8/12/2020	9.87		040132		
I-935421	Ties Cables & Spry Paint -LCRA	R	8/12/2020	23.53		040132		
I-935479	Drill Bit & Caulk - LCRA	R	8/12/2020	14.71		040132		
I-935676	Bolts & Screws - EM	R	8/12/2020	12.44		040132		
I-935866	Socket Rail & Lubricants -FISH	R	8/12/2020	43.73		040132		585.01
03815	Luis Mejia							
I-081220	Safety Boot Stipend	R	8/12/2020	170.00		040134		170.00

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 7/30/2020 THRU 8/12/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03724	Michael K. Nunley & Associates							
I-7428	OVPP Performance Eval - ENG	R	8/12/2020	357.69		040135		
I-7493	DLG & Rice Bridge Replacements	R	8/12/2020	26,307.00		040135		
I-7958	Robles Prototype EvaluationENG	R	8/12/2020	5,290.30		040135		
I-7959	DLG & Rice Bridge Replacements	R	8/12/2020	25,438.00		040135		
I-7992	OWS Trasmission Study - ENG	R	8/12/2020	427.71		040135		
I-7994	Mutual Well #7 Equipment - ENG	R	8/12/2020	2,582.58		040135		
I-8006	Running Ridge Zone Improv -ENG	R	8/12/2020	42,191.63		040135		102,594.91
03444	Mission Linen Supply							
I-512978392	Uniform Pants - PL	R	8/12/2020	31.73		040136		
I-512978393	Uniform Pants - MAINT	R	8/12/2020	27.00		040136		
I-512978394	Uniform Pants - UT	R	8/12/2020	28.56		040136		
I-512978396	Uniform Pants - TP	R	8/12/2020	35.98		040136		123.27
05425	MP Environmental Service, Inc							
I-20407203	Filter #3 Media Cleaning - TP	R	8/12/2020	68,404.00		040137		68,404.00
00163	OFFICE DEPOT							
I-102420411003	Binders - ADM	R	8/12/2020	26.35		040138		26.35
00625	OfficeTeam							
I-56151099	Water Quality Temp - 7/25-7/31	R	8/12/2020	594.00		040139		594.00
00160	OILFIELD ELECTRIC CO, INC							
I-2030137	Boost Motor - WP	R	8/12/2020	3,946.53		040140		3,946.53
01570	Ojai Auto Supply							
I-494492	Stock Fuel Filter - GARAGE	R	8/12/2020	31.66		040141		
I-496385	Antifreeze - GARAGE	R	8/12/2020	17.31		040141		
I-497936	Anti Freeze - Unit 40	R	8/12/2020	23.05		040141		
I-497961	Air Filters -Units 11-43-53-46	R	8/12/2020	57.95		040141		129.97
00912	OJAI BUSINESS CENTER, INC							
I-15445	Shipping & Copies - LAB	R	8/12/2020	82.21		040142		82.21
00169	OJAI VALLEY SANITARY DISTRICT							
I-22352	Cust #20594	R	8/12/2020	293.20		040143		293.20
00169	OJAI VALLEY SANITARY DISTRICT							
I-22426	Cust #22426	R	8/12/2020	58.64		040144		58.64
00188	PETTY CASH							
I-080620	Replenish Safe - LCRA	R	8/12/2020	103.00		040145		103.00

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 7/30/2020 THRU 8/12/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02637	David Pope							
I-081220	Safety Boot Stipend	R	8/12/2020	170.00		040146		170.00
01439	PRECISION POWER EQUIPMENT							
I-1010	Service Trash Pump - TP	R	8/12/2020	170.09		040147		170.09
00790	PROFORMA							
I-BI85002236A	Telecon Note Pad - ADM	R	8/12/2020	2,155.00		040148		
I-BI85002310A	T-Shirt and Hats - UT	R	8/12/2020	2,439.96		040148		
I-BI85002371A	Screen Print Shirts - MAINT	R	8/12/2020	672.36		040148		5,267.32
02767	Pueblo Water Resources, Inc.							
I-2020-81	Replacement Well Project -ENG	R	8/12/2020	9,240.00		040149		9,240.00
03979	Edgar Ramos Jr.							
I-081220	Safety Boot Stipend	R	8/12/2020	170.00		040150		170.00
03887	Michael Robles							
I-081220	Safety Boot Stipend	R	8/12/2020	170.00		040151		170.00
00313	ROCK LONG'S AUTOMOTIVE							
I-29772	Oil Change - Unit 59	R	8/12/2020	209.75		040152		
I-29774	Starter Motor - Unit 42	R	8/12/2020	569.20		040152		778.95
02900	Greg Romey							
I-June 20	Reimburse Expense 06/20	R	8/12/2020	523.64		040153		523.64
05673	Jose Ruiz							
I-081220	Safety Boot Stipend	R	8/12/2020	170.00		040154		170.00
02756	SC Fuels							
I-1680286-IN	Gas - DO	R	8/12/2020	4,295.15		040155		
I-1683820-IN	Gas & Diesel - LCRA	R	8/12/2020	2,251.58		040155		6,546.73
00872	Smart Rain							
I-INV624	Weather Station Signal	R	8/12/2020	79.00		040156		79.00
00608	SMITH PIPE & SUPPLY INC.							
I-3629270	Round-Up - MAINT	R	8/12/2020	2,101.13		040157		2,101.13
00215	SOUTHERN CALIFORNIA EDISON							
I-080820	Acct#2237789169	R	8/12/2020	21.13		040158		21.13

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 7/30/2020 THRU 8/12/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00050	I-L0081657568							
	STATE OF CALIFORNIA - EDD Unemployment Insurance	R	8/12/2020	20,974.20		040159		20,974.20
02703	I-104002060-0001							
	Sunbelt Rentals Trencher Rental - MAINT	R	8/12/2020	365.43		040160		365.43
04383	I-324							
	Ryan O'Dell Beekeeper General Insurnce-OM	R	8/12/2020	1,294.18		040161		1,294.18
02057	I-B01726199							
	Swank Motion Pictures, Inc. Movie Rental "Jaws" 08/07	R	8/12/2020	435.00		040162		435.00
02643	I-11215620							
	Take Care by WageWorks Reimburse Med/Dep Care	R	8/12/2020	4.95		040163		
	I-11226683							
	Reimburse Med/Dep Care	R	8/12/2020	24.88		040163		29.83
00498	I-081220							
	BRIAN TAYLOR Safety Boot Stipend	R	8/12/2020	170.00		040164		170.00
03206	I-5821531							
	U.S. Bank Global Corporate Tru Investment Management7/19-6/20	R	8/12/2020	12,149.29		040165		12,149.29
00225	I-720200094							
	UNDERGROUND SERVICE ALERT CAS01 New Ticket Charges	R	8/12/2020	250.90		040166		
	I-dsb20193864							
	Regulatory Cost - ENG	R	8/12/2020	157.24		040166		408.14
00254	I-B17895							
	VENTURA LOCKSMITHS Duplicate Key - LCRA	R	8/12/2020	44.45		040167		
	I-IM 7282020-2							
	Replace Door Lock - LCRA	R	8/12/2020	1,069.76		040167		1,114.21
00258	I-240464							
	VENTURA STEEL, INC Tube - LCRA	R	8/12/2020	120.98		040168		120.98
00247	I-300002							
	County of Ventura Encroachment Permits PE20-0436	R	8/12/2020	370.00		040169		
	I-300597							
	Encroachment Permits PE2004611	R	8/12/2020	170.00		040169		
	I-300888							
	Encroachment Permits PE2000641	R	8/12/2020	170.00		040169		
	I-300902							
	Encroachment Permits PE2004611	R	8/12/2020	170.00		040169		
	I-301305							
	Encroachment Permits PE18-0322	R	8/12/2020	170.00		040169		1,050.00
00248	I-IN0204692							
	COUNTY OF VENTURA Cross Connection Control - LAB	R	8/12/2020	3,485.25		040170		3,485.25

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01283	Verizon Wireless							
I-9860024318	Monthly Cell Charges - DO	R	8/12/2020	4,943.21		040171		
I-9860024772	Monthly Cell Charges - LCRA	R	8/12/2020	593.96		040171		5,537.17
00630	WESCO							
I-346875	Solenoid Valve - EM	R	8/12/2020	130.06		040172		130.06
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-10012788452	Gloves - PL	R	8/12/2020	197.30		040173		197.30
04010	CALIFORNIA STATE DISBURSEMENT							
I-CS5202008101752	200000001181291	R	8/12/2020	386.30		040174		386.30
02823	Franchise Tax Board							
I-G08202008101752	STATE TAX GARNISHMENT	R	8/12/2020	500.00		040175		500.00
00124	ICMA RETIREMENT TRUST - 457							
I-DCI202008101752	DEFERRED COMP FLAT	R	8/12/2020	775.00		040176		
I-DI%202008101752	DEFERRED COMP PERCENT	R	8/12/2020	91.04		040176		866.04
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN202008101752	457 CATCH UP	R	8/12/2020	499.23		040177		
I-DCN202008101752	DEFERRED COMP FLAT	R	8/12/2020	6,722.10		040177		
I-DN%202008101752	DEFERRED COMP PERCENT	R	8/12/2020	377.57		040177		7,598.90

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	190	1,916,728.62	0.00	1,916,728.62
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	4	142,057.64	0.00	142,057.64
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
VOID DEBITS:	0	0.00	0.00	0.00
VOID CREDITS:	0	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			194	2,058,786.26	0.00	2,058,786.26
BANK: AP		TOTALS:	194	2,058,786.26	0.00	2,058,786.26
REPORT TOTALS:			194	2,058,786.26	0.00	2,058,786.26

Void Check # 39110 Reissued on check # 40045 (6,550.26)
2,052,236.00

Minutes of the Casitas Municipal Water District
Board Meeting held via teleconference on
August 12, 2020

1. CALL TO ORDER

President Baggerly called the meeting to order at 3:00 p.m.

2. ROLL CALL

Directors Kaiser, Spandrio, Brennan and Baggerly are present. Also present is GM Flood, AGM Dyer, EA Vieira and Counsel Mathews. There were four additional staff members and members of the public in attendance.

3. AGENDA CONFIRMATION

Mr. Flood stated that Item 7g will be pulled for discussion.

4. PUBLIC COMMENTS

Bert Handy made comment on the water plan and suggested hooking up with the pipeline out of Piru for a more reliable water source. President Baggerly explained that Lake Piru and Pyramid are contaminated with quagga mussels.

5. CONSENT AGENDA

- 5.a. Approval of the Accounts Payable Report from 7/9/20 to 7/29/20.
- 5.b. Approval of the Minutes of the July 22, 2020 Board Meeting.
- 5.c. Approval of the Minutes of the July 27, 2020 Special Board Meeting.
- 5.d. Approval of the Minutes of the August 6, 2020 Special Board Meeting.

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

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

6. ACTION ITEMS

6.a. Adopt Ordinance establishing regulations for the Public Use of the Casitas Reservoir and Non-Public Use of the Open Space Lands and Ventura River Project and approval of the Citation Fine Schedule.

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

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

6.b. Authorize a Professional Services Agreement for on-call Hydrogeological Consulting Services for Fiscal Year 2020-2021 to Pueblo Water Resources.

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

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

6.c. Authorize a professional services agreement for on-call Hydraulic Analysis Engineering Services for Fiscal Year 2020-2021 with ZZ Technology.

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

6.d. Award a contract to Bakersfield Well and Pump Company for Gorham Well #1 Rehabilitation, IFB153 in an amount not to exceed \$30,000.

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

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

7. INFORMATION ITEMS

- 7.a. Finance Committee Minutes
- 7.b. Recreation Area Report for June, 2020.
- 7.c. Recreation Committee Minutes.
- 7.d. Internal Audit Service Memo from District's Auditor, WNDE.
- 7.e. Water Resources Committee Minutes.
- 7.f. Special Water Resources Committee Minutes.
- 7.g. State Water Project – Interconnect Project Costs.

7.h. CFD 2013-01 Report.

Mr. Flood asked to pull item 7.g. and Director Spandrio commented on 7.b. that he had never seen a floating restroom and he thought it was terrific that we received grant money and had these facilities on the lake.

On the motion of Director Kaiser, seconded by Director Brennan, information items 7.a-f and h were approved by the following roll call vote:

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

On item 7.g. Mr. Flood explained that on project 378 Casitas had pledged \$200,000 to the preliminary design and spent \$115,000 and we are no longer encumbered at this point. Project 527 shows a large number encumbered as we were chasing a FEMA grant for this and we needed to show contracting for the full amount of the project. We finished the draft CEQA document and are ready to move to design when the funding is determined. Director Spandrio questioned project 606 and the contract with Kennedy Jenks and is interested in viewing the report.

Item 7.g. was offered by Director Spandrio, seconded by Director Kaiser and approved by the following roll call vote:

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

8. GENERAL MANAGER COMMENTS

Mr. Flood reported that on the State Water Project we were closing in on some significant things on the Agreement in Principle and the Delta Conveyance. We are getting close again and are waiting on some cost estimates to then bring forward to boards. There are additional meetings with United and Ventura and the object is if there is acquiescence in the three parties then we would send a resolution to the County of Ventura Watershed Protection District to take action. Deadline is in December.

President Baggerly suggested the County consider turning over the administration to Casitas. Mr. Flood replied that we could certainly try again.

On Covid, staff are continuing to do rotations and that is working out well. Currently at the fairgrounds there is a quick test option and we are looking at that as an option to evaluate when the need arises of staff. We did a test run with one of our staff and the result was near immediate at a cost of \$150.

There were about 100 people for the LCRA Movie Night. We will do more advertising for the next one that is in a couple of weeks.

9. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED.

None

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

None

Bert Handy commented on the closed session item on the Ventura adjudication asking Casitas to ask for public access to Exhibit D of the status conference report posted August 10 as the information should be available to the public.

President Baggerly moved the meeting to closed session at 3:35 p.m. with Mr. Mathews stating the three cases to be discussed.

11. CLOSED SESSION

11.a. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(Government Code Section 54956.9(b).
Number of potential cases: 1

11.b. 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.

11.c. Conference with Labor Negotiators (Government Code Section 54957.6
Agency Designated Representative: Julia Aranda
Employee Organization: Management

President Baggerly moved the meeting to open session at 4:22 p.m. with no actions to report.

12. ADJOURNMENT

President Baggerly adjourned the meeting at 4:22 p.m.

Angelo Spandrio, Secretary



August 26, 2020

Via U.S. Mail and E-Mail
InstreamFlows@waterboards.ca.gov

Ann Marie Ore, Program Manager
State Water Resources Control Board
Division of Water Rights
Water Quality Certification and Public Trust Section
P.O. Box 100
Sacramento, CA 95812-0100

Subject: Comments of Casitas Municipal Water District on Draft Data Compilation Report for the Development of Groundwater-Surface Water and Nitrogen Transport Models of the Ventura River Watershed (Ventura River Watershed Models)

Dear Ms. Ore:

The Casitas Municipal Water District (Casitas) provides drinking water to approximately 70,000 people and 6,000 acres of agriculture within the District's boundaries. This critical service is provided to residents, farms, businesses, and other retail water providers through the storage of water in Lake Casitas as well as local groundwater wells. For over 15 years, Casitas has implemented a Fisheries Program completing several projects that improve habitat conditions for endangered steelhead trout, including construction of a state-of-the-art fish ladder at Robles Diversion Facility.

Casitas respectfully submits the enclosed technical comments on the July 2020 Draft Data Compilation Report (Data Report) for Development of the Ventura River Watershed Models.

- 1. Mira Monte Well Data:** The Data Report incorrectly states (on page 14) that Casitas extraction from Mira Monte well in 2012-2013 and 2017 are identified as a data gap. However, Mira Monte Well extraction data has been provided to the Water Board for those years, as shown in Table 2.2 of the Data Report.

2. **Casitas Ojai Basin Wells:** Casitas acquired the Golden State Water Company (GSWC) in June 2017. The GSWC served the Ojai customers for over 85 years, with a long history of groundwater pumping. The 2017 acquisition included several groundwater wells, with some wells over 45 years old and in need of rehabilitation and replacement. The wells acquired by GSWC were unable to produce their original design capacity of 4,404 acre-feet per year (AFY) and average Ojai wellfield production from 1994-2016 was about 1,800 AFY, as reflected in the Data Report (Table 2.2). Casitas has made progress in improving the condition of the wells which are a critical municipal water supply, and requests the Water Board use the planned average production of 2,300 AFY as the basis of modeling assumption, given the condition of the wells when they acquired by Casitas in 2017, and the improvements that have been made since that time.
3. **Lake Casitas Storage Volume:** The Data Report incorrectly states (on page 39) the storage volume of Lake Casitas as 254,000 Acre-feet. Based on the most recent bathymetric survey dated March 2017, the storage capacity of Lake Casitas is 238,000 Acre-Feet.
4. **Hydrologic Response Unit:** On page 45, the Data Report assumes the average water service elevation for Lake Casitas as the basis of determining the Lake Hydrologic Response Unit. Casitas MWD suggests using the elevation-area-volume curves available from the March 2017 bathymetric survey to more accurately simulate the Hydrologic Response Unit at various lake levels.
5. **Robles Diversion Modeling Assumptions:** On page 45, the Data Report states that “the model will account for the Robles Diversion as an outflow from the Ventura River based on measured historical data” for the entire modeling period (October 1, 1993 through September 30, 2017).

The Data Report fails to acknowledge that the Robles Diversion Facility is now operated under a 2003 Non-Jeopardy Biological Opinion (BiOp) for Southern California Steelhead issued by the National Marine Fisheries Service. The NMFS BiOp provides criteria for operation of the Robles Fish Passage Facility that includes fish passage flows designed to mimic natural storm flows. These operating criteria are very complex but can be summarized as follows: During the fish passage season (January 1 – June 30), the flows released downstream of Robles Diversion Facility must be maintained at or above 50 cfs during the first 10 days of each migratory storm event, with ramp down schedules after large flow events. The required releases can be as high as 171 cfs. Between storms, Casitas cannot divert water until fish flows exceed 30 cubic feet per second. Operations outside the fish passage season revert back to historic Trial Operating Criteria (Casitas Municipal Water District, 1959), meaning flows up to 20 cfs are generally released downstream.

The Water Board’s approach to use historic diversion data prior to 2006 (and going back to 1993) as the basis of diversion modeling will not capture the required changes in operations that have occurred at the Robles Diversion Facility. Operations under the NMFS BiOp began in 2005, and the fish passage facility was constructed in 2006. With implementation of the NMFS BiOp, Casitas reduced its water supply diversions

August 26, 2020

to provide for instream flows for steelhead trout, and it is critically important to recognize these changes in operations be included in the evaluation being conducted by the Water Board.

Casitas appreciates the Water Board's consideration of these comments. If you have any questions or would like additional clarification, please do not hesitate to contact me.

Sincerely,

Michael Flood
Casitas Municipal Water District
General Manager
805.649.2251
mflood@casitaswater.com

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: 2020 Biennial Review of Conflict of Interest Code
Date: August 26, 2020

RECOMMENDATION:

The District received notice from the County of Ventura of the 2020 Local Agency Biennial Review of the Conflict of Interest Code. It is recommended that the Board adopt a resolution adopting the District's Conflict of Interest Code.

BACKGROUND:

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

The County of Ventura is conducting a biennial review of the Conflict of Interest Codes for all agencies in the County and has requested that the District modify as necessary and readopt the Conflict of Interest Code. In reviewing the District's Conflict of Interest Code it was determined that the title of Administrative Manager needs to be changed to Chief Financial Officer on Exhibit A and the code be adopted via resolution.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO.

RESOLUTION ADOPTING THE DISTRICT'S CONFLICT OF INTEREST CODE

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

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

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

APPROVED AND ADOPTED this 26th day of August, 2020.

Russ Baggerly, President

Attest:

Angelo Spandrio, Secretary

EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

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

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

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

EXHIBIT B – DISCLOSURE CATEGORIES

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

Category 1 – BROADEST DISCLOSURE

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

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

Category 2 – REAL PROPERTY

See Form 700 Schedule B

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

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

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

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

Category 4 - PROCUREMENT

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

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

Category 5 – REGULATION AND PERMITTING

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

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

Category 6 – FUNDING

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

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

ADDENDUM DESIGNATING OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

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

APPLICABLE DEFINITIONS

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

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

DESIGNATED POSITIONS AND FILING OFFICERS

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

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

CASITAS MUNICIPAL WATER DISTRICT

Resolution No.

Resolution of Appreciation Honoring
Carol Belser
Upon Her Retirement and
Eleven Years of Service to Casitas

WHEREAS, Carol Belser was hired on August 26, 2009 and has served the District for 11 years as the Park Services Manager; and

WHEREAS, Carol Belser was instrumental in various improvements in the recreation area including an improved focus on the customer's experience with additional attention made to facility cleanliness and increased customer service; and

WHEREAS, Carol Belser championed the implementation of the Ranger division completing all training and evaluations needed to achieve Peace Officer Status and worked diligently with the union in the development and ongoing updates of the Park Ranger Policy Manual.

WHEREAS, Carol Belser successfully worked with the Bureau of Reclamation in successful completion of the Amended Casitas Management Agreement to include Open Space lands.

WHEREAS, Carol Belser worked with the California Department of Fish & Wildlife on the approval of the Quagga Mussel Control and Eradication Plan and Rapid Response Plan.

WHEREAS, Carol Belser has chosen to retire effective October 26, 2020; and

WHEREAS, the Board of Directors wishes to take proper notice and express its appreciation for the faithful and dedicated service that Carol Belser has rendered to Casitas.

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

The Board of Directors hereby expresses sincere appreciation to Carol Belser upon her retirement after 11 years of service to Casitas.

ADOPTED this 26th day of August, 2020.

Russ Baggerly, President

Attest:

Angelo Spandrio, Secretary

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: **Approval of a budget of \$100,000.00 for purchase of materials related to the repair of the Rincon Transmission Pipeline at Station 10+45.**
Date: August 20, 2020

RECOMMENDATION:

The Board of Directors approve a budget not-to-exceed \$100,000.00 for the repair of the Rincon Transmission pipeline at Station 10+45.

BACKGROUND:

The Rincon System Transmission Pipeline suffered a failure and severe leak at Station 10+45 during the week of August 17, 2020.

This particular pipeline suffered a complete failure at this location several years ago.

Fiscal Year 2020 Capital Project program produced a design for a permanent repair of this location.

DISCUSSION:

The leak at Station 10+45 necessitated the shutdown of the Rincon system in order to make a repair to the existing pipe and put the system back in operation.

The condition of the existing pipe is poor with obvious signs of both internal and external failure of the pipeline coatings and steel.

The water pressure at this location necessitates high pressure pipeline materials and fittings which could take weeks to obtain.

The repair will involve the complete replacement of several sections of replacement pipeline along with the associated fittings.

Staff is recommending that materials for the repair be purchased by the District ahead of bidding on the project which is expected to take place in early September.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: MICHAEL L. FLOOD, GENERAL MANAGER

SUBJECT: ENGINEERING SERVICES FOR OJAI WATER SYSTEM WELLFIELD
VFD DESIGN

DATE: 8/26/20

RECOMMENDATION:

Approve and authorize the General Manager to issue a Task Order for professional engineering services to Michael K. Nunley & Associates, Inc. (MKN) for the Ojai Water System Wellfield VFD Design in the amount not to exceed \$43,094.

BACKGROUND AND DISCUSSION:

The Mutual Wellfield is in need of upgrades to keep each well producing the maximum volume available while minimizing power consumption due to a drastically fluctuating groundwater table. The District requested a proposal from MKN, one of the District's on-call engineering firms, to assist with the design of variable frequency drives (VFDs) for:

- San Antonio Well #3
- San Antonio Well #4
- Mutual Well #4
- Mutual Well #6

The scope of work for design includes:

- Project management and meetings
- VFD evaluation
- 90% design
- Final design
- Contract bidding documents

MKN submitted a proposal to provide consultant services in the amount not to exceed \$43,094.

BUDGET IMPACT:

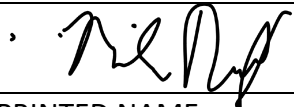
Funding is included in the fiscal year 20-21 budget for this project in the amount of \$375,000.

Attachment: Task Order 2020-04



TASK ORDER FOR ENGINEERING CONSULTANT SERVICES

MICHAEL K. NUNLEY & ASSOCIATES, INC.

DATE: 7/31/2020	TASK ORDER NO.: 2020 - 4
PROJECT: Ojai Water System Wellfield VFD Design	NOT TO EXCEED FEE: \$43,094
<p>THIS TASK ORDER IS ISSUED TO MICHAEL K. NUNLEY & ASSOCIATES, INC. (MKN) TO PERFORM THE SERVICES DESCRIBED BELOW IN ACCORDANCE WITH THE ATTACHED LETTER PROPOSAL:</p> <p>To provide professional engineering services including:</p> <ul style="list-style-type: none"> • Project Management, Meetings, and QA/QC • VFD Evaluation Technical Memorandum • Construction Documents 	
ACCEPTED BY:	
CONSULTANT: MKN	CASITAS MUNICIPAL WATER DISTRICT
	
PRINTED NAME:	ENGINEERING MANAGER DATE
Michael K. Nunley	
	GENERAL MANAGER DATE

ATTACHMENT: LETTER PROPOSAL DATED 7/31/2020



MKN & Associates, Inc.
121 N Fir Street, Ste G
Ventura, CA 93001
805 947 4971

July 31, 2020

Mr. Virgil Clary, P.E.
Casitas Municipal Water District
1055 N. Ventura Avenue
Oak View, CA 93022
(Submitted Electronically)

SUBJECT: Proposal for Wellfield VFDs

Dear Virgil,

Michael K. Nunley & Associates, Inc. (MKN) is pleased to provide the attached Scope of Services for design of variable frequency drives (VFDs) for the San Antonio and Mutual Wellfields. The Casitas Municipal Water District (District) is looking to standardize their Ojai wellfields with VFDs to improve pump efficiency and enable pump speed to be adjusted to accommodate varied groundwater levels. The scope of work for this project will include review of the site conditions, develop construction documents for bidding, and construction phase support.

PROJECT UNDERSTANDING

The District currently owns the San Antonio and Mutual wellfields both located in the County of Ventura, on the northeast limits of the City of Ojai. The two sites are located next to each other split by the San Antonio Creek. VFD design and installation will be completed for San Antonio Well #3, San Antonio Well #4, Mutual Well #4 and Mutual Well #6.

IRJ Engineers, Inc. (IRJ) completed a VFD Feasibility Study in March 2020 for the San Antonio and Mutual Well fields. In this Study IRJ made recommendations for VFDs at both wellfields, including San Antonio Well #3, San Antonio Well #4, Mutual Well #4 and Mutual Well #6. MKN will use these recommendation as well as the recently installed VFD at Gorham Well #1 as guidance for design in order to standardize equipment for the District.

SCOPE OF WORK

Task 1: Project Management, Meeting, QA/QC

MKN will plan and attend a kickoff meeting with District Staff to review project scope, schedule, deliverables, and construction and operational concerns. A site walk will be attended by the project team to identify specific concerns prior to the initiation of work. Meeting notes will be prepared and provided to the District to document issues and action items.

MKN will perform quality control reviews of all deliverables prior to submitting to the District. A Senior Engineer or Principal Engineer who is not involved in the day-to-day effort will perform an independent review of the project.

Task 2: VFD Evaluation Technical Memorandum

MKN will prepare a technical memorandum evaluating the need for a VFD at each well, San Antonio Well #3, San Antonio Well #4, Mutual Well #4 and Mutual Well #6. MKN will review the current pumping rates and well levels and provide a cost benefit analysis to make recommendations for a VFD at each location.

Task 3: Construction Documents

MKN will prepare Construction Documents consisting of VFD designs for Mutual Well #4, Mutual Well #6, San Antonio Well #3 and San Antonio Well #4.

MKN will prepare construction plans and specifications and provide one (1) progress submittal (90% and Final). It is assumed that the District will provide front-end documents to MKN for modification and inclusion into the bid package and that MKN will prepare technical specifications in CSI format. Plans will be prepared in AutoCAD. The District will review the contents of each submittal and provide comments for incorporation into the subsequent submittal. An opinion of probable construction costs will be prepared to accompany each submittal.

ASSUMPTIONS

- It is assumed that panels are to be located at each individual well site. One shade structure and foundation for all the VFDs will be the only required improvements beyond the VFD for each well.
- The existing PLCs do not require upgrade to accommodate the proposed VFDs.
- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through the District and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through the District or determines that additional data or information is needed to perform the services, MKN shall promptly notify the District in writing.
- Boundary and topographic survey are not included as part of this project, but can be added for additional fee; and
- All project meetings will be at District facilities.
- Bidding and construction phase support are not included in this contract but could be added later in the project for an additional fee.

FEE AND SCHEDULE

The anticipated project schedule is summarized in the table below. It assumes a District review period of two weeks between the submittals.

Kickoff Meeting and Site Visit	1 week after Notice to Proceed
VFD Evaluation Technical Memorandum	3 weeks after Kick—off meeting
90% Design	8 weeks after finalized Technical Memorandum
Final Design	2 weeks after review comments received

MKN proposes to complete this project on a time and materials basis, with a total budget that will not be exceeded without written authorization from the District. The budget is summarized below, and a detailed breakdown is provided in the attached spreadsheet.

Project Task	Budget
Task Group 100 – Project Management, Meetings, and QA/QC	\$5,148
Task Group 200 – VFD Evaluation Technical Memorandum	\$4,301
Task Group 300 – Construction Documents	\$33,645
Total Budget	\$43,094

Thank you for providing Michael K. Nunley and Associates with the opportunity to provide professional engineering services for your project. If you have any questions regarding this proposal, please contact us.

Sincerely,



Rebecca Alonge
Branch Manager

Attachments:
Budget Spreadsheet
IRJ Proposal

Castias MWD - Wellfield VFDs



	Principal Engineer	Senior Project Engineer	Assistant Engineer II	Drafter	Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	IRJ	SSG	Non-Labor Costs	Total Fee
Hourly Rates	209	196	152	125							
Task 100 - PM, Meetings, QA/QC											
Project Management		6			6	\$1,176	\$ 35	\$ -	\$ -	\$35	\$ 1,211
Meetings (3)		6			6	\$1,176	\$ 35	\$ -	\$ -	\$35	\$ 1,211
QA/QC	6				6	\$1,254	\$ 38	\$ -	\$ -	\$38	\$ 1,292
Data Collection and Research		4	4		8	\$1,392	\$ 42	\$ -	\$ -	\$42	\$ 1,434
Subtotal	6	16	4	0	26	\$ 4,998	\$ 150	\$ -	\$ -	\$ 150	\$ 5,148
Task 200 - VFD Evaluation Technical Memorandum											
Draft Technical Memorandum		8	8	0	16	\$2,784	\$ 84	\$ -	\$ -	\$84	\$ 2,868
Final Technical Memorandum		4	4	0	8	\$1,392	\$ 42	\$ -	\$ -	\$42	\$ 1,434
Subtotal	0	12	12	0	24	\$ 4,176	\$ 125	\$ -	\$ -	\$ 125	\$ 4,301
Task Group 3: Construction Documents											
Draft Plans & Specifications		4	12	12	28	\$4,108	\$ 123	\$ -	\$ -	\$123	\$ 4,231
Final Plans & Specifications		4	4	8	16	\$2,392	\$ 72	\$ 25,300	\$ 1,650	\$27,022	\$ 29,414
Subtotal	0	8	16	20	44	\$ 6,500	\$ 195	\$ 25,300	\$ 1,650	\$ 27,145	\$ 33,645
TOTAL BUDGET	6	36	32	20	94	\$ 15,674	\$ 470	\$ 25,300	\$ 1,650	\$ 27,420	\$ 43,094



IRJ ENGINEERS INC.

MECHANICAL & ELECTRICAL ENGINEERS

4517 MARKET STREET, SUITE 1B VENTURA, CALIFORNIA 93003-7841
TELE (805) 642-2355

OFFICERS

JACK V. IVERS, P.E.

STEVEN ROMOFSKY, P.E.

JILL E. JOHNSON, P.E.

July 20, 2020

Ms. Becca Alonge
Michael K. Nunley & Associates, Inc.
530 Paulding Circle B
Ventura, California 93001

Re: Casitas Municipal Water District (CMWD)
Mutual/San Antonio VFD Equipping
Proposal

Dear Ms Alonge:

We propose to render professional Electrical Consulting Engineering services in connection with the CMWD/Mutual/San Antonio VFD Equipping. You are expected to furnish us with full information as to your requirements for this project and also to make available all pertinent existing data. If the project continues for more than one year because of reasons beyond our control, our compensation will be subject to an equitable adjustment.

This proposal remains open for acceptance until August 20, 2020

Our Basic Services will consist of preparing Construction Documents for this project. This project is described in your March 24, 2020 and is further described in this proposal. Our scope of work is as set forth below:

- I. The existing record drawings, furnished by CMWD, will serve as our reference for existing conditions. We will perform two site visits to verify the existing conditions match the record drawings.
- II. We will assist you in analyzing the benefit of using a VFD to control each of the four wells for this project.
- III. We will prepare Construction Documents consisting of drawings and specifications that reflect the following work:
 - A. Replacement of the existing reduced-voltage solid-state starters with new VFD control for Mutual Wells #4 and #6 and San Antonio Wells #3 and #4.
 - B. The VFDs that we specify will be as manufactured by Rockwell Automation and similar to the VFD that was recently purchased by CMWD for installation on Gorham #1 Well at San Antonio.
- IV. We will assist you in consultations with appropriate authorities and provide technical criteria, written descriptions, and design data for your use in filing applications for

permits with or obtaining approvals of such governmental authorities having jurisdiction to review or approve the final design of this project.

This proposal is based on the following assumptions and requirements:

- I. CMWD has kept accurate and up-to-date record documents, which include additions and deletions for the existing electrical systems. If the record documents are inaccurate or incomplete, and additional work is required to make measured drawings of or to investigate existing conditions that do not match the record documents, we will inform you and request a modification to this agreement. Where concealed conditions prevent determining the accuracy of the record documents we will rely on the record documents. The construction documents we prepare involving concealed conditions will require the Contractor to verify the routing and arrangement of the existing systems and to include all costs for modifications and additions to these existing systems to allow for the installation of the new work.
- II. The existing electrical installations are code compliant based on the codes in effect at the time the equipment was installed.
- III. Preparation of the general conditions portion of the specifications, coordination of the bidding, contractor selection, and reproduction of the construction documents will be performed by others.
- IV. Structural design of equipment foundations, supports, and attachments will be performed by others and coordinated through your office. We will provide you with the pertinent information on the equipment we specify to accomplish this task.
- V. We will require a complete set of record drawings for the Mutual Wellfield and San Antonio Plant for our use and retention. We will also require AutoCAD site plans for each location.

It is necessary that you advise us in writing at an early date if there are budgetary limitations for Total Project Costs or Construction Cost. Such limitations must be acceptable to us. We will endeavor to work within those accepted limitations. We do not guarantee that our opinions regarding construction cost will not differ from negotiated prices or bids. We recommend that an independent cost estimator be employed if you require greater assurance as to probable Construction Cost or if CMWD requires detailed material and labor estimates.

You will pay us for our Basic Services on an hourly basis per the enclosed rate schedule with a not-to-exceed fee of \$23,000.00. We will invoice you monthly. If the scope of work is modified from that stated herein, we reserve the right to renegotiate this agreement.

Services beyond this scope of work are Additional Services and will be charged on an hourly basis per the enclosed rate schedule. Invoices for Additional Services will include number of hours spent and employee classification. Any Additional Services will be agreed to in writing between the parties prior to the commencement of the additional work. We will submit a

Ms. Alonge
July 20, 2020
Page 3

Casitas Municipal Water District
Mutual/San Antonio VFD Equipping

proposal to you for Bidding and Construction Support after approval of the design by the Authority Having Jurisdiction.

We would expect to start our services promptly after receipt of an executed agreement. We expect to have documents ready for agency review submittal within eight weeks after receiving written authorization to proceed, record drawings, and AutoCAD site plans. If this proposal is acceptable, please provide an agreement for our review.

Thank you for the opportunity to submit this proposal. We look forward to working with you. Please call if you have questions.

Sincerely,



Jill E. Johnson, E15149

Encl: Rate Schedule 1906C

IRJ Engineers, Inc.
Rate Schedule 1906C

Casitas Municipal Water District
Mutual/San Antonio VFD Equipping
July 20, 2020

The hourly rate schedule is listed below.

Principals	\$165.00 per hour
Professional Engineers	\$140.00 per hour
Senior Engineering Designers	\$105.00 per hour
Engineering Designers/CAD Drafters	\$ 88.00 per hour
Clerical Staff	\$ 62.00 per hour

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: AWARD CONTRACT FOR SAN ANTONIO WELL #3 REHABILITATION, IFB152
DATE: 08/26/20

RECOMMENDATION:

Board of Directors award contract for the San Antonio Well #3 Rehabilitation project, IFB152, to Legend Pump and Well Service, Inc. in an amount not to exceed \$45,944.80.

BACKGROUND:

The District acquired San Antonio Well #3 in July 2017 from Golden State Water Company as part of the Ojai Water System. The well was previously rehabilitated in October 2018 which included a new 40 horsepower submersible pump and motor. The submersible motor failed on June 26, 2020 (past the warranty period). The well assembly was pulled and requests for pricing were sent out. The District’s wellfield is a critical facility and production recovery is extremely important to reduce demand from Lake Casitas.

The scope of work includes procurement and installation of a 40 horsepower motor, a 9 stage vertical turbine pump, 440 feet of column piping, and related appurtenances

Four quotes were received as shown in Table 1.

Table 1 – Base Bids Summary

Bakersfield Well and Pump	Best Drilling and Pump	General Pump	Legend Pump
\$49,550.00	\$58,185.00	\$59,850.00	45,944.80

FINANCIAL IMPACT:

A budget authorization of \$50,000 is requested as shown in Table 2. Funding will come from CFD2013-1. A contingency is included in the event additional work is deemed necessary during construction.

Table 2 – Budget Request Summary

Item	Budget
Contract Award	\$45,944.80
Contingency	\$ 4,055.20
Total	\$50,000.00

Attachments: Bid Results

CASITAS MUNICIPAL WATER DISTRICT
 1055 VENTURA AVENUE
 Oak View, CA 93022
 (805) 649-2251
 IFB 152
 Project: San Antonio Well #3 Rehabilitation
 Bid: N/A

Legend Pump and Well Service Inc. 1324 W. Rialto Ave San Bernadino, CA 92410	Best Drilling and Pump, Inc 1640 Pellisier Road Colton, CA 92324	General Pump Company 1255 Battery St, #450 San Fransisco, CA 94111	Bakersfield Well & Pump Company 7212 Fruitvale Ave Bakersfield, CA 93308
--	--	--	---

ITEM#	DESCRIPTION	APROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
1	MOBILIZATION/DEMobilIZATION	1	LS	\$ 2,869.00	\$ 2,869.00	\$ 15,500.00	\$ 15,500.00	\$ 20,000.00	\$ 20,000.00	\$ 9,500.00	\$ 9,500.00
2	VERTICAL TURBINE PUMP	1	LS	\$ 10,113.00	\$ 10,113.00	\$ 9,000.00	\$ 9,000.00	\$ 7,651.00	\$ 7,651.00	\$ 11,500.00	\$ 11,500.00
3	NEW OIL LUBE 40 HP MOTOR	1	LS	\$ 5,176.00	\$ 5,176.00	\$ 8,000.00	\$ 8,000.00	\$ 3,976.00	\$ 3,976.00	\$ 11,000.00	\$ 11,000.00
4	NEW DISCHARGE HEAD	1	LS	\$ 4,465.00	\$ 4,465.00	\$ 2,500.00	\$ 2,500.00	\$ 3,022.00	\$ 3,022.00	\$ 3,500.00	\$ 3,500.00
5	NEW COLUMN PIPING	440	LF	\$ 45.77	\$ 20,138.80	\$ 47.00	\$ 20,680.00	\$ 47.90	\$ 21,076.00	\$ 25.00	\$ 11,000.00
6	NEW SOUNDING TUBE	2	EA	\$ 822.00	\$ 1,644.00	\$ 975.00	\$ 1,950.00	\$ 1,164.00	\$ 2,328.00	\$ 1,300.00	\$ 2,600.00
7	PUMP TO WASTE	3	HR	\$ 513.00	\$ 1,539.00	\$ 185.00	\$ 555.00	\$ 599.00	\$ 1,797.00	\$ 150.00	\$ 450.00
BASE BID TOTAL AMOUNT FOR BID ITEMS 1 THROUGH 7				\$	45,944.80	\$	58,185.00	\$	59,850.00	\$	49,550.00

MEMORANDUM

TO: Board of Directors

From: Michael L. Flood, General Manager

RE: **Approve a revised Memorandum of Understanding between the Casitas Municipal Water District and the Carpinteria Valley Water District for the Design, California Environmental Quality Act Compliance, Permitting and Construction of the Ventura County-Santa Barbara County Intertie Project.**

Date: August 26, 2020

RECOMMENDATION:

Approve the MOU as presented.

BACKGROUND:

Casitas Municipal Water District (CMWD) and Carpinteria Valley Water District (CVWD) have been jointly working on the design of an upsized intertie between their respective districts since late in 2018.

This intertie will allow potable water to move in sufficient quantity between both districts in the event of drought, facilities outage or other emergency.

Overall, the project consists of a 16" connecting pipeline and two pump stations.

Funding through the Federal Emergency Management Agency (FEMA) was applied for in July 2019 but could not meet FEMA's cost-to-benefit criteria.

The Board of Directors recently approved applying for a loan for the project through the ASADRA loan program.

In order to apply for ASADRA funding, CMWD and CVWD must show that they have an agreement for the design and construction of the project.

An MOU was approved by the Board of Directors in 2019 but needs revision in order to apply for ASADRA funding.

DISCUSSION:

The MOU covers the design and construction of the intertie and can be summarized as follows (these terms have not changed since the 2019 version of the MOU):

Casitas MWD will pay for:

1. 100% of the preliminary design/California Environmental Quality Act (CEQA) environmental-related study and certification costs.
2. 100% of the design and construction costs for the pump stations and water treatment improvements.
3. 100% of the pipeline design and construction costs of the facilities constructed in Ventura County.
4. 50% of the pipeline design and construction costs of the portions constructed in Santa Barbara County.

Carpinteria VWD will pay for:

1. 50% of the pipeline design and construction costs of the portions constructed in Santa Barbara County.

The revised version of the MOU provides language that is more general in nature and will allow the pursuit of funding outside that of FEMA.

MEMORANDUM OF UNDERSTANDING

Between Casitas Municipal Water District

and

Carpinteria Valley Water District

**For the Design, California Environmental Quality Act Compliance,
Permitting and Construction**

of the

Ventura – Santa Barbara Counties Intertie Project

This Memorandum of Understanding (MOU) is made and entered into this _____ day of _____, 2020 by and between the Casitas Municipal Water District (hereafter ‘Casitas MWD’) and the Carpinteria Valley Water District (hereafter ‘Carpinteria VWD’). Collectively, Casitas MWD and Carpinteria VWD shall be referred to as Parties.

RECITALS

WHEREAS, both Casitas MWD and Carpinteria VWD are established and authorized by California statute to acquire, control, distribute, store, spread, sink and transmit any water for the beneficial use or uses of their respective district and inhabitants and;

WHEREAS, both Casitas MWD and Carpinteria VWD have statutory authority to make contracts, agreements or memorandum of understandings with public and private entities and to do all acts necessary for the full exercise of its powers and;

WHEREAS, Casitas MWD and Carpinteria VWD have identified the need to provide their respective customers with access to a water supply of sufficient quantity and reliability to be used in the case of an outage or drought emergency that affects either one or both entities and;

WHEREAS, Casitas MWD and Carpinteria VWD have an existing water intertie that is not of sufficient capacity and characteristics to satisfy this aforementioned need and;

WHEREAS, Casitas MWD and Carpinteria VWD have identified a proposed project that will be of sufficient capacity and characteristics to satisfy the aforementioned need and;

WHEREAS, this proposed project will provide an intertie between the Casitas MWD and Carpinteria VWD in anticipation of future wheeling agreements between Casitas MWD and other agencies in Santa Barbara County to potentially wheel Ventura County State Water allocations.

WHEREAS the proposed project has been named the Ventura – Santa Barbara Counties Intertie Project (hereafter ‘the Project’) and;

WHEREAS, both Casitas MWD and Carpinteria VWD consider this Project to be a beneficial use of water and for the best interests of their respective jurisdictions; and

WHEREAS, in order to connect to both the Casitas MWD water system and also the Carpinteria VWD water system, the proposed Project will need to be constructed in locations in both Ventura County and Santa Barbara County and;

WHEREAS Casitas MWD (as lead agency) is seeking to obtain grant and/or loan funding through various state, federal, and local agencies for the proposed Project; and

WHEREAS, In the event that the Project is sufficiently funded through grants and/or loans, Casitas MWD and Carpinteria VWD wish, through this MOU, to identify and specify their respective financial responsibilities for the completion of this Project.

TERMS AND CONDITIONS

NOW THEREFORE, based on the preceding recitals and the valuable considerations set forth below, Casitas MWD and Carpinteria VWD hereby agree shall abide by the following terms and conditions:

1. Casitas MWD acknowledges and agrees to take responsibility and pay for:

- A. 100% of the preliminary design costs of the Project.
- B. 100% of the costs related to compliance with the California Environmental Quality Act (CEQA) for this Project.
- C. 100% of the costs related to the applicable federal, state and local permitting and licensing for this Project.
- D. 100% of the design and construction costs for any pump stations and water treatment improvements within Ventura County for the Project.
- E. 100% of the pipeline design and construction costs of the Project facilities to be constructed in Ventura County.
- F. 50% of the pipeline design and construction costs of any Project facilities to be constructed in Santa Barbara County.

2. Carpinteria VWD acknowledges and agrees to:

- A. Pay for 50% of the pipeline design and construction costs of any Project facilities to be constructed in Santa Barbara County.
- B. Cooperate fully with Casitas MWD as Casitas MWD takes the lead agency role for the Project from a CEQA compliance and permitting perspective.
- C. Assist Casitas MWD in obtaining grant and/or loan funding for the Project.

D. Provide support, as feasible, to Casitas MWD for the design, construction and completion of the Project.

3. Miscellaneous

- A. This memorandum does not constitute a contractual agreement between the parties nor a binding development agreement, pursuant to Gov. Code, §§ 65864-65869.5
- B. This memorandum contains the entire understanding between the parties with respect to its subject matter.
- C. The Parties hereto shall execute, acknowledge and deliver any and all documents and instruments as may be necessary, expedient or proper to carry out the intent and purpose of this MOU.
- D. The terms of this MOU have been negotiated by the Parties hereto and the language used in this MOU shall be the language chosen by the Parties hereto to express their mutual intent.
- E. This MOU shall be construed without regard to any presumption or rule requiring construction against the party causing such instruments, or any portion thereof, to be drafted or in favor of the party receiving a particular benefit under the MOU. No rule of strict construction will be applied against any person.
- F. This MOU may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

Dated: Casitas Municipal Water District
By: _____
Russ Baggerly, President of the Board of Directors

Dated: By: _____
Angelo Spandrio, Secretary of the Board of Directors

Dated: Carpinteria Valley Water District
By: _____
Matt Roberts, President of the Board

Dated: By: _____
Bob McDonald, Secretary of the Board of Directors

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: **Approval of a staff recommendation to forward FY 2021 dues to the Association of Water Agencies Ventura County (AWAVC) not to exceed the budgeted amount of \$12,000.00.**
Date: August 20, 2020

RECOMMENDATION:

The Board of Directors approve forwarding of FY 2021 dues to the Association of Water Agencies Ventura County

BACKGROUND:

AWA is currently in arrears approximately \$25,000.00 in the current-year budget.

Casitas MWD is a current member of AWAVC and is part of their Executive Officer team and Board of Directors

Casitas MWD approved budget for FY 2021 AWAVC is \$12,000.00

Casitas MWD dues and sponsorships paid in FY 2020 was \$11,000.00

DISCUSSION:

Casitas MWD has been a member of the AWAVC for several decades and it has served as a vital tool for outreach and education for the District during that time

It has come to the attention of Casitas staff that the Association of Water Agencies Ventura County is currently running a deficit of \$25,000.00 (see attached under 'Financial Strength').

Staff recommends that the FY 2021 dues and sponsorships that would be paid in January of 2021 be forwarded to the AWAVC now.

August 18, 2020



UPDATE TO THE AWA BOARD OF DIRECTORS

Our Board of Directors and Executive Committee continue to meet on a regular basis to closely review our budget and operations. AWA staff continues to work tirelessly and collaboratively with our membership (currently full-time from home offices), to transition our educational programming and communication events into meaningful “virtual” gatherings. This includes our WaterWise Educational Series, Water Issues Committee meetings, emergency response coordination, and Channel Counties Water Utilities operator workshops and contact-hour educational sessions.

RECAP...Due to Covid-19 restrictions, we cancelled our March, April, and May programming. This translated into a significant revenue loss from our largest fundraisers of the year (Water Symposium and Operator Technology Workshop), as well as the loss of 14 eligible contact hours for our local water operators (needed for State certification renewals).

CATCH-UP... With the encouragement, leadership and support of our Member: **Las Virgenes Municipal Water District** we launched our first ever “virtual” WaterWise in June. **Calleguas MWD** recruited a dynamic speaker, Jeff Kightlinger, and it was a great success! Positive comments from our membership literally poured in with accolades and thanks. That set the gears in motion to resume all of our regularly scheduled meetings “virtually”. Throughout the months of May, June, July and August – we have presented numerous virtual sessions and issued nearly 200 individual continuing education certifications.

SUPPORT...We continue to receive unwavering generosity from our members, through means of participation, encouragement, brainpower, volunteering, and funding. Some examples:

AWA Board of Directors and Executive Committee continues to meet virtually on a regular basis, with full quorums, to review and strategize operations.

AWA Channel Counties Water Utilities Committee (CCWUC) continues to meet weekly to coordinate the monthly educational sessions (virtually). They are providing extra training opportunities to help offset the lost contact hours. (The State of California has not extended the certification renewal deadline, for which these contact hours are essential).

AWA WaterWise Educational Breakfast Series under Chair **Sheldon Berger** has resumed each month with timely topics and solid attendee participation.

AWA Emergency Preparedness/Response Committee, with AWA Board reps **Ann DeMartini and Ryan Adams**, is working continuously on COVID-19 needs, emergency events, and input on the Ventura County Emergency Operations Plan update. Increasing communication methods to **assist with earthquakes and fires is of high priority.**

AWA Water Issues Committee, with the help of **Stacy Roscoe and Joe Deakin**, meetings are hosted via Zoom where members can “virtually” communicate and stay updated on local water concerns and reports. We are **receiving record numbers of attendees** for the virtual meetings.

Member California American Water recently submitted a check to AWA in the amount \$7500 (their annual budgeted amount) to **continue partnership in 2020** as in past years, despite Covid-19. They reconfirmed their confidence and praise in AWA for our communication/educational efforts.

Member Calleguas MWD is providing staff assistance in AWA committees, and hosting our “virtual” events. We continuously receive their support, encouragement and **acknowledgement of AWA’s relevance** to the water community.

Member Cities of Thousand Oaks and Simi Valley are also engaged in **hosting AWA virtual committee meetings** and keeping the communication flowing for all members. **AWA Executive Officers Steve Villegas and Scott Meckstroth** have been instrumental in leading the way for our committees to meet virtually.

Many AWA Members contributed 2020 sponsorships of programs (paid prior to Covid-19) and have not (yet) requested reimbursement, indicating their support of AWA during these difficult times. All the while, membership dues continue to come in on track.

FUTURE PROGRAMS...We are **currently brainstorming** ideas to hold a “virtual” Member/Elected Officials event in September; possibly the annual water bus tour in fall; and have high hopes that by this year-end we can assemble, in some fashion, for the 26th Annual Corporate Night (Holiday) gathering.

FINANCIAL STRENGTH...Although AWA is continuing to explore virtual strategies, to date **we are failing to reach our annual fundraising goals** due to the cancellation of the April events, which accordingly puts our annual budget at a now \$25,000 deficit. We are looking at ideas to offset the 2020 shortfall, which is no easy task given the uncertainty of the whole situation. The Executive Committee with Treasurer Berger will closely review 3rd Quarter financial reports (October 1 meeting) for future outlook and recommendations.

IN SUMMARY...AWA receives regular messages from our members with their encouragement to continue the essential work of the Association to bring people together and share information on the state of affairs of our water resources. As stated in the letter to the membership ...we have every confidence that this experience is driving us to become an **even stronger** and more resilient organization.

THE NEXT SCHEDULED BOARD OF DIRECTORS MEETING will take place **Thursday, November 5 at 3:00 PM.** We will email you meeting information and instructions in advance. In the meantime, please contact me with any thoughts, ideas, suggestions, etc.

Thank you,
Kelle

Kelle L. Pistone
Managing Director
Association of Water Agencies of Ventura County (AWA)
Celebrating 44 Years of Collaboration
5156 McGrath Street, Suite 104
Ventura, California 93003
Cell/Text: 805.338.1755
Email: awa@awavc.org
Website: www.awavc.org

AWA's Mission: "To develop and encourage cooperation among the entities for the development, protection, conservation and improvement of the total water resources for Ventura County."

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: TWO-YEAR MEMORANDUM OF UNDERSTANDING BETWEEN CASITAS AND MANAGEMENT EMPLOYEES FOR FISCAL YEARS 2020-2021 AND 2021-2022
DATE: AUGUST 26, 2020

RECOMMENDATION:

Adopt the two-year Memorandum of Understanding (MOU) with the Management Group.

BACKGROUND AND DISCUSSION:

The Board of Directors and representatives from the Management Group met in closed session on March 11, 2020, May 27, 2020, June 10, 2020, July 8, 2020 and August 12, 2020 to discuss terms of a new two-year MOU. The current MOU expired June 30, 2020. The revised MOU includes the following changes to salaries and benefits which were tentatively agreed upon with the Board.

Salary Plan. Salaries for the management employees will be increased by the April to April Consumer Price Index for Urban Wage Earners and Clerical Workers for Los Angeles-Riverside-Orange County, CA (CPI-U) with a base of 2% and a maximum of 4% effective July 1, 2020 and each subsequent July 1 during the term of the agreement. Effective July 1, 2020 this rate shall be 2.0%. (The change in CPI-U from April 2019 to April 2020 was 0.7% as published by the US Bureau of Labor Statistics). The adopted Fiscal Year 2020-21 budget includes this increase.

Bereavement Leave. Three (3) working days leave of absence with pay shall be granted for death of immediate family member. Immediate family shall be the father, mother, mother-in-law, father-in-law, stepfather, stepmother, spouse or registered domestic partner, children, brother, sister, step sibling, grandparent or grandchild of the employee. An employee may take an additional two (2) days chargeable to accumulated sick or vacation leave. This provision is consistent with the other bargaining units at the District.

Vacation accrual. Management shall be allowed to use accrued vacation time during their first month of employment and no longer wait until the end of the six-month probation period. This provision is consistent with the other bargaining units at the District.

Additional considerations:

- All other conditions of employment, compensation, and benefits remain the same
- Effective date for these benefits is July 1, 2020. If Board action is taken after July 1, 2020, they will be retroactive to that date

Attachment: Resolution Adopting a Memorandum of Understanding between Casitas and Management Employees for Fiscal Years 2020-2021 and 2021-2022

CASITAS MUNICIPAL WATER DISTRICT
RESOLUTION ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN CASITAS AND
MANAGEMENT EMPLOYEES FOR FISCAL YEARS 2020-2021 AND 2021-2022

WHEREAS, the Casitas Municipal Water District and management employees have bargained for 2020-2021 and 2021-2022; and

WHEREAS, management employees include the Assistant General Manager, Chief Financial Officer, Engineering Manager, Operations & Maintenance Manager, Executive Administrator/Clerk of the Board, Division Officer, Fisheries Biologist, Park Services Manager, Public Affairs/Resource Manager, Human Resources Manager, and Safety Officer; and

WHEREAS, Casitas and management employees have agreed to terms and conditions of employment; and

WHEREAS, the term of this agreement shall be for two years; and

WHEREAS, the salaries for management employees will be increased by the April to April CPI for Urban Wage Earners and Clerical Workers for Los Angeles-Riverside-Orange County with a base of 2% and a maximum of 4% effective July 1, 2020 and each subsequent July 1 during the term of the agreement. Effective July 1, 2020 this rate shall be 2.0%; and

WHEREAS, effective July 1, 2020, three (3) working days leave of absence with pay for death of immediate family member shall be provided to management employees. Immediate family shall be the father, mother, mother-in-law, father-in-law, stepfather, stepmother, spouse or registered domestic partner, children, brother, sister, step sibling, grandparent or grandchild of the employee. A management employee may take an additional two (2) days chargeable to accumulated sick or vacation leave; and

WHEREAS, effective July 1, 2020, management employees shall be allowed to use accrued vacation time during their first month of employment and no longer wait until the end of the 6-month probation period; and

WHEREAS, all other conditions of employment, compensation, and benefits for management employees shall remain the same; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Casitas Municipal Water District that the Memorandum of Understanding between Casitas and management employees for fiscal years 2020-2021 and 2021-2022 is approved and the President of the Board is authorized and directed to execute the MOU on behalf of the District.

ADOPTED this 26th day of August 2020.

Russ Baggerly, President
Casitas Municipal Water District

ATTEST:

Angelo Spandrio, Secretary
Casitas Municipal Water District

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: Resolution establishing a new bank account with Mechanics Bank for Adjudication Impact Charges
Date: August 26, 2020

RECOMMENDATION:

Adopt the Resolution establishing a new bank account with Mechanics Bank for the Adjudication Impact Charge.

BACKGROUND:

On June 24, 2020 the Casitas Board of Directors approved and adopted the City of Ventura Adjudication Impact Charge. In anticipation of the approval of the Adjudication Impact Charge the Board of Directors passed an implementation policy on June 8, 2020. Per the implementation policy revenue collected shall be saved in a separate, independent trust or escrow account which only may be used, appropriated or expended for the Casitas' actual adjudication and litigation costs.

The District has bank accounts for Accounts Payables, Payroll and General Fund with Mechanics Bank and would like to add an additional account for the Adjudication Impact Charges. In maintaining continuity with the current banking and finance structure the below representatives will be authorized signers on the account.

Michael Flood, General Manager
Kelley Dyer, Assistant General Manager
Janyne Brown, CFO
Rebekah Vieira, Executive Administrator

Attachment: Resolution Establishing Adjudication Impact Charge Account with Mechanics Bank.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO.

RESOLUTION AUTHORIZING THE CREATION OF A BANK ACCOUNT WITH MECHANICS BANK FOR ADJUDICATION IMPACT CHARGES.

WHEREAS, on June 24, 2020 the Board of Directors approved and adopted the City of Ventura Adjudication Impact Charge; and

WHEREAS, per the implementation policy passed on June 8, 2020, revenue collected shall be saved in a separate, independent trust of escrow account which only may be used, appropriated or expended for the Casitas' actual adjudication and litigation costs; and

WHEREAS, the district has bank accounts with Mechanics Bank; and

WHEREAS, to maintain continuity with current banking and finance structured the authorized signers on the account will be Michael Flood, General Manager, Kelley Dyer, Assistant General Manager, Janyne Brown, CFO, Rebekah Vieira, Executive Administrator.

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

Establishment of a new bank account with Mechanics Bank for the purpose of Adjudication Impact Charges and approval of the above listed authorized signers to the account is approved.

ADOPTED this 26th day of August, 2020.

Russ Baggerly, President

Attest:

Angelo Spandrio, Secretary

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: MICHAEL FLOOD, GENERAL MANAGER

SUBJECT: WATER QUALITY JOB DESCRIPTIONS UPDATE

DATE: AUGUST 26, 2020

RECOMMENDATION:

Approve the Water Quality Technician, Water Quality Specialist and Water Quality Supervisor updated job descriptions.

BACKGROUND AND DISCUSSION:

Operations and Maintenance Supervisor Michael Shields worked together with his Operations and Maintenance Specialist and Water Quality team to update the current job descriptions. I have reviewed the descriptions and agree with the changes suggested.

The Service Employees International Union (SEIU) Local 721 business representatives and District stewards have reviewed and approved the suggested changes. On August 11, 2020, the Personnel Committee reviewed and recommends the job description changes for approval.

BUDGET IMPACT:

No fiscal impact.

Attachments: Water Quality Technician Job Description with Mark Ups
Water Quality Technician Job Description Accepted Changes
Water Quality Specialist Job Description with Mark Ups
Water Quality Specialist Job Description Accepted Changes
Water Quality Supervisor Job Description with Mark Ups
Water Quality Supervisor Job Description Accepted Changes

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality ~~Laboratory~~ Technician
REPORTS TO: Water Quality Supervisor
SALARY LEVEL Range: ~~38.5~~ E-18
DATE: ~~July 13, 2007~~ August 2020

*E-18 is currently listed step for
"lab tech" in general unit
salary scale.*

Definition

Under the ~~general~~ direction and supervision ~~of~~ from the Water Quality Supervisor, ~~acts as~~ Principal Analyst of the water quality laboratory, performs a wide variety of technical laboratory and field analysis ~~tests, performs analyses relative to water quality,~~ collects samples in the lake, watershed, treatment plant and distribution system, implements the District's distribution system flushing program, assists with regulatory compliance and reporting ~~collection and disposal of hazardous materials,~~ and performs other related work as required and assigned.

Examples of Duties: Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Acts as Principal Analyst for California Environmental Accreditation Program (CA ELAP) certified laboratory; assists with annual performance evaluation sample analyses and maintaining compliance with ~~Environmental Laboratory Accreditation Program~~(CA ELAP) for laboratory certification.
- Performs quality assurance analyses as outlined in Casitas' quality assurance program for the Water Quality Laboratory, and assists with preparation and maintenance of SOP and QA documentation to maintain laboratory certification. ~~which is required by the Department of Health Services;~~
- ~~Assists in obtaining and maintaining the State of California Department of Health Services certification for the Water Quality Laboratory;~~
- Maintains records and documentation required for lab certification including daily, monthly, quarterly, and annual logbooks (and more as required).
- Collects and analyzes raw and finished drinking water system samples in accordance with standard procedures to identify and enumerate microbiological parameters such as total coliform, e. coli, and HPC, plus chemical and physical characteristics such as temperature, pH conductivity, phosphate, chlorine, turbidity, and other chemical parameters as needed. ~~Performs laboratory and field analyses relative to determining~~

- ~~the physical and chemical parameters, bacteriological and biological content, and other related characteristics of quality of the water in the distribution system, lake, watershed and groundwater;~~
- Responsible for collection ~~Collects~~ and analysis ~~analyzes water~~ of watershed and lake samples in accordance with standard procedures ~~to identify phytoplankton, zooplankton~~ for the analysis of algae, coliform, ~~fecal coliform~~ E. coli, and related microbiological populations ~~and species~~, H₂S, manganese, filtration profiles, ~~a variety of~~ chemical parameters such as dissolved oxygen, and physical characteristics such as ~~odor, color~~, temperature and turbidity to help water treatment plant section to maximize influent water quality in order to maintain compliance with State and Federal regulators.
 - Operates and maintains sophisticated laboratory and field analytical instruments, ~~and~~ equipment and computers.
 - Records and reports results of tests and analyses.
 - Maintains records of sampling and analysis procedures in accordance with regulatory ~~State and Federal~~ requirements.
 - Reports results of analyses to ~~the Water Quality Supervisor or other~~ appropriate personnel, as necessary, and assists in carrying out re-sampling and planning corrective actions when water quality problems are noted.
 - Responsible for performing plankton tows and assists with cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
 - Maintains water quality in the distribution system through monitoring and flushing; including programming and maintenance of automatic flushing devices. ~~Operates and maintains district fire hydrants and distribution lines as part of the water quality flushing program.~~
 - Responsible for maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
 - Maintains files and records; enters information into computerized databases and spreadsheets, generates graphs and charts.
 - Assists with monitoring to maintain compliance with State and Federal regulations.
 - Assists in maintenance of equipment, chemical and supply inventories and preparation of requisitions for materials.
 - Assists with planning and coordinating outsourced laboratory analysis.
 - Assists with data analysis, public notification during water quality emergencies, identification of water quality problems; respond to emerging public health issues.
 - Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to taste and odor events.
 - ~~Coordinates~~ Assists with and carries out Laboratory Safety Program.
 - ~~Assists with Hazardous Materials and Hazardous waste product disposals for the overall district.~~

- Assists with environmental program monitoring related to water quality mandated by SWRCB and ensures compliance with program requirements.
- Assists with the ~~preparation of~~ compilation of data requisite for special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, Consumer Confidence Report and the Watershed Sanitary Survey.
- Assist treatment plant section in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems.
- Assists with implementation of the District's Cross Connection Control Program including coordination with County of Ventura staff, field verification of backflow devices, and database management.
- Assist with evaluation of resources and preparation of water quality laboratory budget to undertake the above in the most economical, cost-effective manner to maximize the cost benefit to District customers.

Employment Standards: **Knowledge, Skills, and Abilities**

~~Knowledge and ability: Knowledge of: The principles of water quality laboratory chemical, physical, biological and microbiological techniques. Knowledge of related safety procedures of the District. Knowledge of computers and programs such as Microsoft Word and Excel.~~

Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological techniques; QA/QC procedures, sample holding times, preservation and chain of custody. Thorough knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles, methods and practices. Principles and practices of standardized water quality tests; reservoir limnology and watershed management; state and federal regulations pertinent to the environment and water treatment.

Skilled with modern computer applications such as e-mail applications, word processing, spreadsheets, calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS)
Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; communicate effectively verbally and in writing; operate a boat and work in remote conditions; prepare clear and concise reports; compile, evaluate and analyze complex data and information and

recommend actions; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

A Bachelor's degree from an accredited college or university is **preferred desirable** with major course work in science such as environmental science, chemistry, biology, microbiology, sanitary, or public health plus two years laboratory or field experience. Training and experience substantially equivalent to a four-year degree can be substituted.

Licenses: Certificates, Licenses, and Registrations

Possession of **the following**:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate or ability to obtain same within ~~six months~~ **one year** after date of **employment** assuming position.
- ~~Possession of a valid water treatment operator's certificate issued by the State Department of Health in at least a Grade II~~ **Grade I Water Treatment Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.**
- **Grade I Water Distribution Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.**
- **California Class C driver's license.**
- **CPR/First Aid certificate or ability to obtain within six months after assuming position.**

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Activities: Physical Requirements:

~~Communicates orally with District Management, co-workers, and the public in face-to-face, one-to-one, and group settings, regularly uses a telephone for communications, uses office equipment such as computer terminals, copiers and FAX machines, uses chemical laboratory equipment perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals, may work outside during adverse weather conditions, may lift equipment weighing up to 50 pounds, stands and sits for extended time period, may walk on uneven terrain, may work on water quality~~

~~boat on lake with unsteady footing, operates District vehicles, hearing and vision within normal ranges, use of both hands essential.~~

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, ability to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Hearing within normal range. Ability to communicate in person and over the telephone or radio. Uses chemical laboratory equipment to perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. Involves fieldwork requiring frequent walking in operational areas, stands and sits for extended periods of time. May walk on uneven terrain, may work on water quality boat on lake with unsteady footing and operates District vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date

Signed _____ Date _____

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Technician
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: E-18
DATE: August 2020

Definition

Under the general direction and supervision from the Water Quality Supervisor, acts as Principal Analyst of the water quality laboratory, performs a wide variety of technical laboratory and field analysis, collects samples in the lake, watershed, treatment plant and distribution system, implements the District's distribution system flushing program, assists with regulatory compliance and reporting and performs other related work as required and assigned.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Acts as Principal Analyst for California Environmental Accreditation Program (CA ELAP) certified laboratory; assists with annual performance evaluation sample analyses and maintaining compliance with CA ELAP for laboratory certification.
- Performs quality assurance analyses as outlined in Casitas' quality assurance program for the Water Quality Laboratory, and assists with preparation and maintenance of SOP and QA documentation to maintain laboratory certification.
- Maintains records and documentation required for lab certification including daily, monthly, quarterly, and annual logbooks (and more as required).
- Collects and analyzes raw and finished drinking water system samples in accordance with standard procedures to identify and enumerate microbiological parameters such as total coliform, e. coli, and HPC, plus chemical and physical characteristics such as temperature, pH conductivity, phosphate, chlorine, turbidity, and other chemical parameters as needed.
- Responsible for collection and analysis of watershed and lake samples in accordance with standard procedures for the analysis of algae, coliform, E. coli, and related microbiological populations, H₂S, manganese, filtration profiles, chemical parameters such as dissolved oxygen, and physical characteristics such as temperature and turbidity to help water treatment

plant section to maximize influent water quality in order to maintain compliance with State and Federal regulators.

- Operates and maintains sophisticated laboratory and field analytical instruments, equipment and computers.
- Records and reports results of tests and analyses.
- Maintains records of sampling and analysis procedures in accordance with regulatory requirements.
- Reports results of analyses to appropriate personnel, as necessary, and assists in carrying out re-sampling and planning corrective actions when water quality problems are noted.
- Responsible for performing plankton tows and assists with cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
- Maintains water quality in the distribution system through monitoring and flushing; including programming and maintenance of automatic flushing devices.
- Responsible for maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
- Maintains files and records; enters information into computerized databases and spreadsheets, generates graphs and charts.
- Assists with monitoring to maintain compliance with State and Federal regulations.
- Assists in maintenance of equipment, chemical and supply inventories and preparation of requisitions for materials.
- Assists with planning and coordinating outsourced laboratory analysis.
- Assists with data analysis, public notification during water quality emergencies, identification of water quality problems; respond to emerging public health issues.
- Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to taste and odor events.
- Assists with and carries out Laboratory Safety Program.
- Assists with environmental program monitoring related to water quality mandated by SWRCB and ensures compliance with program requirements.
- Assists with the compilation of data requisite for special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, the Consumer Confidence Report, and the Watershed Sanitary Survey.
- Assist treatment plant section in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems.
- Assists with implementation of the District's Cross Connection Control Program including coordination with County of Ventura staff, field verification of backflow devices, and database management.

- Assist with evaluation of resources and preparation of water quality laboratory budget to undertake the above in the most economical, cost-effective manner to maximize the cost benefit to District customers.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological techniques; QA/QC procedures, sample holding times, preservation and chain of custody. Thorough knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles, methods and practices. Principles and practices of standardized water quality tests; reservoir limnology and watershed management; state and federal regulations pertinent to the environment and water treatment.

Skilled with modern computer applications such as e-mail applications, word processing, spreadsheets, calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; communicate effectively verbally and in writing; operate a boat and work in remote conditions; prepare clear and concise reports; compile, evaluate and analyze complex data and information and recommend actions; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

Bachelor's degree from an accredited college or university is desirable with major course work in science such as environmental science, chemistry, biology, microbiology, sanitary, or public health plus two years laboratory or field experience. Training and experience substantially equivalent to a four-year degree can be substituted.

Certificates, Licenses, and Registrations

Possession of the following:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate or ability to obtain same within one year after date of assuming position.
- Grade I Water Treatment Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.

- Grade I Water Distribution Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.
- California Class C driver's license.
- CPR/First Aid certificate or ability to obtain within six months after assuming position.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, ability to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Hearing within normal range. Ability to communicate in person and over the telephone or radio. Uses chemical laboratory equipment to perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. Involves fieldwork requiring frequent walking in operational areas, stands and sits for extended periods of time. May walk on uneven terrain, may work on water quality boat on lake with unsteady footing and operates District vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Specialist
CLASSIFICATION: Non Exempt
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: E-30
DATE: ~~12/15/2017~~ August 2020

Definition

Under general direction from the Water Quality Supervisor, plans and coordinates the ~~responsible~~ technical activities ~~as~~ related to water quality operations, designing and implementsing water quality monitoring and reporting strategies, ~~for being knowledgeable about the~~ ensures effectiveness of laboratory operations and ~~able to~~ interprets the data into meaningful, pro-active plans to assist the District with its water quality strategies, ~~and to do~~ and performs related work as required. Coordinates assigned activities with other departments, ~~divisions~~, outside agencies and the general public; ~~and to~~ Provides highly responsible and complex staff assistance to the Water Quality section; ~~Supervisor~~. serves as the Water Quality Supervisor in their absence.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

~~Primary duties include but are not limited to the following:~~

- Coordinate activities with ~~others~~ District staff and outside agencies, ~~and~~ provide technical support to the Water Quality Supervisor, assist other Operations and Maintenance sections as necessary.
- ~~Monitor and analyze source water including the~~ Responsible for collection and analysis of lake, watershed and groundwater samples in accordance with standard procedures for the analysis of algae, coliform, E. coli, and related microbiological populations, H₂S, manganese, filtration profiles, chemical parameters such as dissolved oxygen, and physical characteristics such as temperature and turbidity to help water treatment plant staff to maximize influent water quality in order to maintain compliance with State and Federal regulations.
- Assist Water Quality Supervisor with all aspects of monitoring, analysis and control planning including supervision of contractors in relation to invasive species. ~~(i.e. Quagga mussels, algae, etc.)~~
- Responsible for performing plankton tows and assists with cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.

- Assesses water quality regulatory changes, analyze data and provide notification and recommendations regarding compliance or identification of water quality problems; respond to emerging public health issues.
- Assist the Water Quality Supervisor with the CA Environmental Laboratory Accreditation Program (CA-ELAP) and help maintain compliance with ELAP ~~for~~ ~~continued~~ laboratory certification. Conduct annual performance evaluation sample analyses as required, for the purpose of maintaining certification of the laboratory with the ELAP program.
- Assist in the preparation of routine and special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, and the Watershed Sanitary Survey.
- Track development and implementation of regulations at the local, state and federal levels. ~~may participate with regulatory and legislative bodies in regard to developing regulations.~~
- ~~Responsible for providing assistance to~~ Assist the Water Quality Supervisor in development of the annual Consumer Confidence Report.
- Assist with management of environmental programs related to water quality and related lake treatment mandated by SWRCB and compliance with program requirements including permitting; prepare applicable NPDES and MS4 ~~other~~ ~~applicable~~ reports as assigned.
- Assist with the assessment of the impact of human activity, weather, and other factors on the current and future health of the source water supplies.
- ~~Assist water treatment staff in maintaining compliance with State and Federal regulations.~~
- Assist with the maintenance of the lake monitoring program and data analysis program that maximizes influent water quality and results optimal water quality in the distribution system.
- Assist treatment plant ~~staff section~~ in the efficient and effective operation of the lake hypolimnetic oxygenation ~~and bubbler~~ systems.
- As assigned, provide technical review or evaluation on projects for the Operations ~~and Maintenance~~, Engineering and Recreation departments that ~~may potentially~~ influence water quality.
- ~~When As~~ assigned, supervise ~~laboratory~~ ~~Water Quality~~ Technician including sampling and analytical procedures, scheduling and assignment of work, calibration and maintenance of equipment, chemical and supply inventories; reviews work for completeness, compliance and accuracy and compliance.
- ~~Maintain SWRCB potable water hauler certification.~~ Responsible for maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
- ~~Provide~~ Assists with customer service ~~and the investigation of water quality complaints or inquiries, such as by~~ responding to ~~customer complaints~~ and investigating ~~the situation; respond to~~ taste and odor events.
- Respond to emergency events, as assigned, which may include the disbursement

- of public notifications and additional flushing and sampling.
- Plan and coordinate out-sourced laboratory analysis.
- ~~Work with other retail agencies to advance the interests of the agency.~~
- Implementation of Laboratory Safety Program and provision of safety training as directed by the Water Quality Supervisor.
- ~~Providing as-needed assistance with the hazardous materials programs.~~
- Working with outside consultants or other parties as assigned.

~~Secondary duties to assist with include but are not limited to the following, as assigned:~~

- Attend and participate in professional group meetings: stay abreast of new trends and innovations in the field of potable water treatment.
- Assists with the preparation of special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, the Consumer Confidence Report, and the Watershed Sanitary Survey.
- May resolve complex technical problems related to plant operations; evaluate work process, techniques, and operational data to develop recommendation to improve water quality standards, plant effectiveness and efficiencies, ~~and energy management.~~
- Assists with implementation of the District's Cross Connection Control Program including coordination with County of Ventura staff, field verification of backflow devices, and database management.
- Evaluate resources and assist the preparation of the water quality laboratory budget. ~~To~~ Undertake the above in the most economical, cost-effective manner to maximize the cost benefit to our customers.
- Maintain files and records; enter information into computerized databases and spreadsheets, formulate reports, generate graphs, charts, and statistics to arrive at and present conclusions.
- Perform special projects and assignments as requested. Supervise the maintenance of time, material and equipment use records; requisition supplies and materials; receives and stores routine materials, supplies, and equipment.
- ~~Perform the inspection of water treatment and dam facilities and equipment for needed maintenance and repairs.~~
- Perform essential functions and duties of the Water Quality Technician position as required.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological techniques; QA/QC procedures, sample holding times, preservation and chain of custody. ~~Thorough~~ Knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles and methods and practices. Principles and practices of standardized water quality tests; reservoir limnology and watershed management; state and federal

regulations pertinent to the environment and water treatment; development of written reports, budgeting procedures and techniques; principles and techniques of effective supervision including work scheduling; advanced technological developments in water treatment and water quality. ~~Modern office procedures, methods and computer equipment, including software applications such as word processing, spreadsheets, and MMS.~~

Skilled with ~~science-related~~ modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) ~~and maintenance of data in an extensive computer database; maintaining a safe & reliable water supply for customers;~~ Skilled with using hand tools; reading equipment specifications and instructions.

Ability to ~~effectively analyze data and interpret results; deal tactfully and effectively with the public;~~ establish and maintain ~~effective collaborative~~ working relationships with others; communicate effectively verbally and in writing; ~~interpret and apply departmental policies and procedures;~~ prepare clear and concise reports, budgets, ~~and contract documents;~~ ~~accurately read, interpret and record data from gauges and meters;~~ ~~read and interpret technical manuals, drawings, schematics and diagrams;~~ compile, evaluate and analyze complex data and information and recommend actions; ~~drive operate~~ a boat and work in remote locations; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

A bachelor's degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science is required along with three years of increasingly responsible experience working for a potable water agency in an applicable job position.

Certificates, Licenses, Registrations

Possession and continued maintenance of the following:

- Grade I AWWA Water Quality Analyst Certificate or the ability to obtain same within ~~six (6)~~ ~~twelve (12)~~ months ~~after date~~ of employment.
- Grade II Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board; or the ability to obtain such within a two-year period of time.
- Grade ~~II~~ I Water Distribution Operator Certificate issued by the California State Water Resources Control Board; or the ability to obtain such within a two-year period of time.
- Valid Class C California driver's license.
- CPR/First Aid certificate (or ability to obtain within six months of employment).

Work Environment or Environmental Elements

Employees work indoors and outdoors, in a vehicle or boat and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous ~~physical~~ chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, ~~ability to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures.~~ Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. ~~Hearing within normal range.~~ Ability to communicate in person and over the telephone or radio. ~~Uses chemical laboratory equipment to perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. The job~~ Involves fieldwork requiring frequent walking in operational areas, ~~stands and sits for extended periods of time. May walk on uneven terrain, may work on water quality boat on lake with unsteady footing, operates District vehicles. The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. and various laboratory equipment. Positions in this classification bend, stoop, kneel, reach, climb or balance and taste or smell to perform work. The employee must occasionally climb ladders or stairs to the top of reservoirs or other high structures.~~ Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.

- Participation in job training or professional development programs.

Working Conditions

~~Ability to work weekends, holidays, on-call, etc.~~

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions. ~~Management reserves the right to add, modify, change or rescind the tasks and/or duties and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.~~

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Specialist
CLASSIFICATION: Non Exempt
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: E-30
DATE: August 2020

Definition

Under general direction from the Water Quality Supervisor, plans and coordinates the technical activities related to water quality operations, design and implement water quality monitoring and reporting strategies, ensures effectiveness of laboratory operations and interprets data into meaningful, pro-active plans to assist the District with its water quality strategies, and performs related work as required. Coordinates assigned activities with other departments, outside agencies and the general public. Provides highly responsible and complex staff assistance to the Water Quality section; serves as the Water Quality Supervisor in their absence.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Coordinate activities with District staff and outside agencies, provide technical support to the Water Quality Supervisor, assist other Operations and Maintenance sections as necessary.
- Responsible for collection and analysis of lake, watershed and groundwater samples in accordance with standard procedures for the analysis of algae, coliform, E. coli, and related microbiological populations, H₂S, manganese, filtration profiles, chemical parameters such as dissolved oxygen, and physical characteristics such as temperature and turbidity to help water treatment plant staff to maximize influent water quality in order to maintain compliance with State and Federal regulations.
- Assist Water Quality Supervisor with all aspects of monitoring, analysis and control planning including supervision of contractors in relation to invasive species.
- Responsible for performing plankton tows and assists with cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
- Assess water quality regulatory changes, analyze data and provide notification and recommendations regarding compliance or identification of water quality problems; respond to emerging public health issues.

- Assist the Water Quality Supervisor with the CA Environmental Laboratory Accreditation Program (CA-ELAP) and help maintain compliance with laboratory certification. Conduct annual performance evaluation sample analyses as required, for the purpose of maintaining certification of the laboratory with the ELAP program.
- Assist in the preparation of routine and special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, and the Watershed Sanitary Survey.
- Track development and implementation of regulations at the local, state and federal levels.
- Assist the Water Quality Supervisor in development of the annual Consumer Confidence Report.
- Assist with management of environmental programs related to water quality and related lake treatment mandated by SWRCB and compliance with program requirements including permitting; prepare applicable NPDES and other applicable reports as assigned.
- Assist with the assessment of the impact of human activity, weather, and other factors on the current and future health of the source water supplies.
- Assist with the maintenance of the lake monitoring program and data analysis program that maximizes influent water quality and results optimal water quality in the distribution system.
- Assist treatment plant section in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems.
- As assigned, provide technical review or evaluation on projects for the Operations and Maintenance, Engineering and Recreation departments that potentially influence water quality.
- As assigned, supervise Water Quality Technician including sampling and analytical procedures, scheduling and assignment of work, calibration and maintenance of equipment, chemical and supply inventories; reviews work for completeness, compliance and accuracy and compliance.
- Responsible for maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
- Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to and investigating taste and odor events.
- Respond to emergency events, as assigned, which may include the disbursement of public notifications and additional flushing and sampling.
- Plan and coordinate out-sourced laboratory analysis.
- Implementation of Laboratory Safety Program and provision of safety training as directed by the Water Quality Supervisor.
- Work with outside consultants or other parties as assigned.

- Attend and participate in professional group meetings: stay abreast of new trends and innovations in the field of potable water treatment.
- Assists with the preparation of special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, the Consumer Confidence Report, and the Watershed Sanitary Survey.
- May resolve complex technical problems related to plant operations; evaluate work process, techniques, and operational data to develop recommendation to improve water quality standards, plant effectiveness and efficiencies.
- Assists with implementation of the District's Cross Connection Control Program including coordination with County of Ventura staff, field verification of backflow devices, and database management.
- Evaluate resources and assist the preparation of the water quality laboratory budget. Undertake the above in the most economical, cost-effective manner to maximize the cost benefit to our customers.
- Maintain files and records; enter information into computerized databases and spreadsheets, formulate reports, generate graphs, charts, and statistics to arrive at and present conclusions.
- Perform special projects and assignments as requested. Supervise the maintenance of time, material and equipment use records; requisition supplies and materials; receives and stores routine materials, supplies, and equipment.
- Perform essential functions and duties of the Water Quality Technician position as required.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological techniques; QA/QC procedures, sample holding times, preservation and chain of custody. Knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles and methods and practices. Principles and practices of standardized water quality tests; reservoir limnology and watershed management; state and federal regulations pertinent to the environment and water treatment; development of written reports, budgeting procedures and techniques; principles and techniques of effective supervision including work scheduling; advanced technological developments in water treatment and water quality.

Skilled with modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; communicate effectively verbally and in writing; prepare clear and concise reports,

budgets; compile, evaluate and analyze complex data and information and recommend actions; operate a boat and work in remote locations; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

A bachelor's degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science is required along with three years of increasingly responsible experience working for a potable water agency in an applicable job position.

Certificates, Licenses, Registrations

Possession and continued maintenance of the following:

- Grade I AWWA Water Quality Analyst Certificate or the ability to obtain same within twelve (12) months of employment.
- Grade II Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board; or the ability to obtain such within a two-year period of time.
- Grade I Water Distribution Operator Certificate issued by the California State Water Resources Control Board; or the ability to obtain such within a two-year period of time.
- Valid Class C California driver's license.
- CPR/First Aid certificate (or ability to obtain within six months of employment).

Work Environment or Environmental Elements

Employees work indoors and outdoors, in a vehicle or boat and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, ability to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance

vision, depth perception and color vision. Hearing within normal range. Ability to communicate in person and over the telephone or radio. Uses chemical laboratory equipment to perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. Involves fieldwork requiring frequent walking in operational areas, stands and sits for extended periods of time. May walk on uneven terrain, may work on water quality boat on lake with unsteady footing, operates District vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Supervisor
CLASSIFICATION: Non-Exempt
REPORTS TO: O&M General Manager
SALARY LEVEL: S 25 32 ←
DATE: ~~October 2005~~ August 2020

Note: The S32 Salary Classification was implemented in May 2019; no concurrent job description revisions were made at this time

Definition

~~Position reports to the General Manager; responsible for supervising and performing responsible technical activities as related to water quality operations, designing and implementing water quality monitoring and reporting strategies, the hazardous materials programs, for being knowledgeable about the laboratory operations and able to interpret the data into meaningful, pre-active plans to assist the District with its water quality strategies, and to do related work as required. This position supervises Part-time Laboratory Workers.~~

Under general direction from the O&M Manager, directs water quality compliance including monitoring, analysis and reporting, coordinates with regulatory agencies to ensure compliance with state and federal regulations; acts as the Laboratory Director; manages the monitoring of source waters including the lake, watershed and groundwater; assesses water quality regulatory changes and provides notification and recommendations regarding compliance; manages and provides reports for applicable environmental permits; coordinates and outsources the district's cross connection control program; provides direct supervision to the Water Quality Specialist, Water Quality Technician, and part time employee(s).

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- ~~Casitas' water quality strategies adopted by the Board of Directors include:~~
- ~~1. To be proactive in identifying water quality problems early and resolving those problems before they become problems of our customers.~~
 - ~~2. To be proactive in providing water quality information to the customers of the District.~~
 - ~~3. To exceed the expectations of customers on the basis of quality.~~

4. ~~To be proactive in the development and implementation of regulations at the local, state and federal levels.~~
5. ~~To be proactive in improving our working relationships with the other District staff, customers, Department of Health Services, the Regional Water Quality Control Board, and Fish and Game over water quality issues related to Lake Casitas and its watershed, water treatment and distribution.~~
6. ~~To undertake the above in the most economical, cost-effective manner to maximize the cost benefit to our customers.~~

Examples of this would be:

- ~~Responsible for maintaining compliance with DOHS Requirements.~~
- ~~Responsible for water quality flushing program and maintenance of water quality throughout system.~~
- ~~Assist water treatment staff in maintaining compliance with State Surface Water Treatment Rule and Domestic Water Permit.~~
- ~~Responsible for lake monitoring.~~

Specific Duties:

- Plan, supervise, ~~s~~ and direct the activities related to water quality operations, ~~including lake and distribution system sampling, analyses and reporting.~~ Coordinate activities with district staff and outside agencies, provide technical support to the Operations & Maintenance department. Assist water treatment staff in maintaining compliance with State and Federal regulations.
- Responsible for the preparation of routine and special reports to regulatory agencies such as the State Water Resources Control Board (SWRCB) Monthly Report, Electronic Annual Report, Watershed Sanitary Survey Report, Annual Consumer Confidence Report, and other reports as required.
- Communicate with regulatory agency representatives and staff regarding district projects and emergency notifications. Coordinate routine inspections, compile and present data and supporting documentation. Promote and implement district goals and objectives to ensure water quality and emergency response needs are fulfilled.
- Supervises quality assurance analyses. ~~as outlined in Casitas' "Quality Assurance Program for Water Quality Laboratory", which is required by the California State Department of Health Services.~~ Serves as the Laboratory Director of the California ~~Responsible for maintaining compliance with~~ Environmental Laboratory Accreditation Program (CA-ELAP) for laboratory certification. Maintain compliance with CA-ELAP regulations for continued laboratory certification.
- Provide technical review or evaluation on District projects which may influence water quality. Work with outside consultants or other parties to manage water quality related projects including review of bids and contracts, and review of proposals and the technical aspects of projects as required.

- Communicate with regulatory agency representatives and staff including notification of district projects and emergency situations. Coordinate routine inspections, compile and present data and supporting documentation. Promote and implement district goals and objectives to ensure water quality and emergency response needs are fulfilled.
- Assess water quality regulatory changes, analyze data and provide notification and recommendations regarding compliance, or identification of water quality problems; respond to emerging public health issues.
- Coordinate with district staff and serve as main point of contact for outsourced Backflow Prevention Program.
- Supervise annual performance evaluation sample analyses, as required, for the purpose of maintaining certification of the laboratory with the Environmental Laboratory Accreditation Program (CA-ELAP) program.
- Track development and implementation of regulations at the local, state and federal levels; may participate with regulatory and legislative bodies in regard to developing regulations.
- Manage environmental permits related to water quality mandated by SWRCB and ensure compliance with program requirements; prepare applicable National Pollution Discharge Elimination System (NPDES) Reports.
- Collaborate with treatment plant section in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems.
- Maintain water quality throughout the distribution system through monitoring including sampling and analysis of compliance and supplemental samples; responsible for routine water quality flushing.
- ~~Assists~~ Directs and carries ~~in-carrying~~ out re-sampling and planning corrective actions when water quality problems are noted.
- ~~Directs staff in carrying out analysis procedure development and adaption as appropriate.~~
- ~~Prepares water quality laboratory budget.~~ Develop and administer the section's budget, forecast funds needed for staffing, equipment, materials, supplies, maintenance and capital improvements; approve and direct the monitoring of expenditures; recommend adjustments as necessary.
- Supervise assigned personnel for tasks including sampling and analytical procedures, scheduling and assignment of work, calibration and maintenance of equipment, chemical and supply inventories; review work for completeness, compliance and accuracy.
- Operates and maintains laboratory ~~and~~ field ~~instruments~~ and monitoring equipment, and trains others in use of such equipment.
- Responsible for specified chemical, physical and microbiological analyses of water samples in accordance with standard procedures. ~~and determination of whether the samples should be analyzed in-house or more cost effectively by an outside laboratory.~~ Plan and coordinate outsourced laboratory analysis accordingly.

- Oversees sample collection and conducts cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
- Assess the impact of human activity, weather, and other factors on the current and future quality of the source water supplies.
- Respond to customer inquiries and provide resolution to water quality complaints; conduct field investigations when necessary.
- Overall responsibility for maintaining records of sampling and analysis procedures in accordance with State and Federal requirements.
- Provide support for invasive species prevention and response policies including sampling and analysis of source waters, and permitting related to environmental compliance. ~~Reports results of analyses to appropriate personnel, State and Federal agencies~~
- Direct ~~sectional~~ staff in maintaining equipment, chemical and supply inventories ~~and preparing requisitions for materials~~. Prepare requisitions and other procurement methods for material, supplies and equipment.
- ~~Directs staff in the instruction and training of other personnel in routine sampling and analysis procedures~~. Interview, select, train, and motivate water quality staff; perform employee evaluations; work with personnel to correct deficiencies; implement disciplinary procedures.
- ~~Supervises periodic tests and analyses, as required, on samples furnished by the California State Department of Health Services for the purpose of obtaining and maintaining proper certification of the water quality laboratory.~~
- ~~Responsible for lake monitoring and achieving a balance between supplying the highest quality source water to the treatment plant and the distribution system.~~ Develop and maintain a lake monitoring program and data analysis program that maximizes influent water quality by managing and monitoring potentially detrimental aquatic organisms. Responsible for the preparation of special reports to regulatory agencies such as the aquatic pesticide application plan and monitoring plan.
- ~~Coordinates and carries out Laboratory Safety Program.~~ Implement Laboratory Safety Program and safety training as directed. Provide instruction to assigned personnel; ensure working conditions are safe and employees are trained and follow safe work practices and procedures.
- ~~Coordinates Hazardous Materials and Hazardous waste product disposals for the overall district.~~
- ~~Responsible for publishing consumer confidence report to State DOHS-ODW and all customers.~~
- ~~Responsible for monthly summary reports to State DOHS-ODW relative to all bacteriological quality in the District, turbidity monitoring of raw water, etc.~~
- Attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Monitor and analyze source water including the lake, watershed and groundwater.
- ~~Responsible for monthly report to the General Manager.~~

- ~~Assisting with the watershed sanitary survey.~~
- ~~Responsible for maintaining system for supplying emergency potable water to customers (water buffaloes).~~ Maintain CA Department of Public Health (CDPH) certification and adequate operating condition of the potable water haulers. Coordinate delivery as needed.
- Maintain files and records; enter information into computerized databases and spreadsheets, formulate reports, generate graphs, charts, and statistics to arrive at and present conclusions.
- Perform special projects and assignments as requested.
- May be required to perform essential functions and duties of the Water Quality Technician and Water Quality Specialist positions as required.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical and microbiological techniques; ~~principles of reservoir limnology and watershed management, microbiological techniques, domestic water quality regulatory requirement, related safety procedures of the District.~~ “Standard Methods for the Examination of Water and Wastewater”; state and federal drinking water regulations and statutes; reporting and public notification requirements; watershed management including limnology (the scientific study of fresh water), watershed management, aquatic ecosystems, phytoplankton identification, aquatic pesticides; water treatment and pressure filtration and how it relates to the work of the laboratory; budgeting procedures and methods; principles and techniques of effective supervision including work scheduling; advanced technological developments in water treatment and water quality.

Skilled in modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; operate a boat and work in remote conditions; communicate both orally and in writing on technical topics with both scientific and non-technical audiences; prepare concise and clear reports; follow oral and written instructions both for job functions and safety requirements of the district; to provide training in all of the essential functions of water quality ~~perform water analysis by standard methods, ability to operate and maintain a variety of laboratory and field equipment and electronic measuring instruments related to water quality tests and analyses, ability to maintain and interpret data in an extensive computer database relative to compliance with various regulatory agencies, knowledge of computer equipment and ability to train others in the use~~

~~and understanding of such equipment. Also must have a working knowledge of or ability to learn the pressure filtration principal and how it relates to the work of the laboratory. Knowledge of principles of reservoir limnology and watershed management.~~ Ability to establish and maintain effective relations with others.

~~Employment Standards:~~

Education and Experience:

~~Consistent with Title 22 guidelines Article 9, section 64817, bachelor's degree in chemistry, biochemistry biology, microbiology, environmental, sanitary, or public health engineering, natural or physical science or consistent with performance of analyses required under Section 4025 of the Health and Safety Code or possession of a Laboratory Analyst/Water Quality Analyst Certificate from the California Nevada Section of the American Water Works Assn., minimum Grade I.~~ A bachelor's degree in biology, chemistry, biochemistry, microbiology, environmental, sanitary, public health engineering, or a natural or physical science is required, along with five years of increasingly responsible experience working for a potable water agency in a related job position

Certificates, Licenses, and Registrations:

~~Possession of a valid water treatment operator's certificate issued by the State Department of Health in at least a Grade III, and Grade I AWWA Water Quality Analyst Certificate or ability to obtain same within six (6) months after date of employment and possession of a valid California drivers' license.~~

Possession of the following:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate or ability to obtain same within one year of assuming position.
- Grade II Water Treatment Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.
- Grade II Water Distribution Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.
- California Class C driver's license
- CPR/First Aid certificate (or ability to obtain within 6 months)

Work Environment or Environmental Elements:

Employees work indoors and outdoors, in a vehicle or boat and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with

upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Activities Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in district buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision, hearing within normal range. Ability to communicate in person and over the telephone or radio. ~~Communicates orally with District Management, co-workers, and the public in face-to-face, one-to-one, and group settings, regularly uses a telephone for communications, uses office equipment such as computer terminals, copiers and FAX machines,~~ Uses chemical laboratory equipment perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. Involves fieldwork requiring frequent walking in operational areas, ~~may work outside during adverse weather conditions,~~ stands and sits for extended ~~time periods of time,~~ may walk on uneven terrain, may work on water quality boat on lake with unsteady footing, operates district vehicles, ~~hearing and vision within normal ranges, use of both hands essential.~~ Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be

required to assume a standby duty schedule on an as needed basis.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Signed _____ Date _____

Employee Signature Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Supervisor
CLASSIFICATION: Non-Exempt
REPORTS TO: O&M Manager
SALARY LEVEL: S 32
DATE: August 2020

Definition

Under general direction from the O&M Manager, directs water quality compliance including monitoring, analysis and reporting, coordinates with regulatory agencies to ensure compliance with state and federal regulations; acts as the Laboratory Director; manages the monitoring of source waters including the lake, watershed and groundwater; assesses water quality regulatory changes and provides notification and recommendations regarding compliance; manages and provides reports for applicable environmental permits; coordinates and outsources the District's cross connection control program; provides direct supervision to the Water Quality Specialist, Water Quality Technician, and part time employee(s).

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plan, supervise and direct the activities related to water quality operations, coordinate activities with District staff and outside agencies, provide technical support to the Operations & Maintenance department. Assist water treatment staff in maintaining compliance with State and Federal regulations.
- Responsible for the preparation of routine and special reports to regulatory agencies such as the State Water Resources Control Board (SWRCB) Monthly Report, Electronic Annual Report, Watershed Sanitary Survey Report, Annual Consumer Confidence Report, and other reports as required.
- Communicate with regulatory agency representatives and staff regarding District projects and emergency notifications. Coordinate routine inspections, compile and present data and supporting documentation. Promote and implement District goals and objectives to ensure water quality and emergency response needs are fulfilled.

- Supervises quality assurance analyses. Serve as the Laboratory Director of the California Environmental Laboratory Accreditation Program (CA-ELAP) Maintain compliance with CA-ELAP regulations for continued laboratory certification.
- Provide technical review or evaluation on District projects which may influence water quality. Work with outside consultants or other parties to manage water quality related projects including review of bids and contracts, and review of proposals and the technical aspects of projects as required.
- Communicate with regulatory agency representatives and staff including notification of District projects and emergency situations. Coordinate routine inspections, compile and present data and supporting documentation. Promote and implement District goals and objectives to ensure water quality and emergency response needs are fulfilled.
- Assess water quality regulatory changes, analyze data and provide notification and recommendations regarding compliance, or identification of water quality problems; respond to emerging public health issues.
- Coordinate with District staff and serve as main point of contact for outsourced Backflow Prevention Program.
- Supervise annual performance evaluation sample analyses, as required, for the purpose of maintaining certification of the laboratory with the Environmental Laboratory Accreditation Program (CA-ELAP) program.
- Track development and implementation of regulations at the local, state and federal levels; may participate with regulatory and legislative bodies in regard to developing regulations.
- Manage environmental permits related to water quality mandated by SWRCB and ensure compliance with program requirements; prepare applicable National Pollution Discharge Elimination System (NPDES) Reports.
- Collaborate with treatment plant section in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems.
- Maintain water quality throughout the distribution system through monitoring including sampling and analysis of compliance and supplemental samples; responsible for routine water quality flushing.
- Directs and carries out re-sampling and planning corrective actions when water quality problems are noted.
- Develop and administer the section's budget, forecast funds needed for staffing, equipment, materials, supplies, maintenance and capital improvements; approve and direct the monitoring of expenditures; recommend adjustments as necessary.
- Supervise assigned personnel for tasks including sampling and analytical procedures, scheduling and assignment of work, calibration and maintenance of equipment, chemical and supply inventories; review work for completeness, compliance and accuracy.

- Operates and maintains laboratory field and monitoring equipment, and trains others in use of such equipment.
- Responsible for specified chemical, physical and microbiological analyses of water samples in accordance with standard procedures. Plan and coordinate outsourced laboratory analysis accordingly.
- Oversees sample collection and conducts cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
- Assess the impact of human activity, weather, and other factors on the current and future quality of the source water supplies.
- Respond to customer inquiries and provide resolution to water quality complaints; conduct field investigations when necessary.
- Overall responsibility for maintaining records of sampling and analysis procedures in accordance with State and Federal requirements.
- Provide support for invasive species prevention and response policies including sampling and analysis of source waters, and permitting related to environmental compliance.
- Direct sectional staff in maintaining equipment, chemical and supply inventories. Prepare requisitions and other procurement methods for material, supplies and equipment.
- Interview, select, train, and motivate water quality staff; perform employee evaluations; work with personnel to correct deficiencies; implement disciplinary procedures.
- Develop and maintain a lake monitoring program and data analysis program that maximizes influent water quality by managing and monitoring potentially detrimental aquatic organisms. Responsible for the preparation of special reports to regulatory agencies such as the aquatic pesticide application plan and monitoring plan.
- Implement Laboratory Safety Program and safety training as directed. Provide instruction to assigned personnel; ensure working conditions are safe and employees are trained and follow safe work practices and procedures.
- Attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Monitor and analyze source water including the lake, watershed and groundwater.
- Maintain CA Department of Public Health (CDPH) certification and adequate operating condition of the potable water haulers. Coordinate delivery as needed.
- Maintain files and records; enter information into computerized databases and spreadsheets, formulate reports, generate graphs, charts, and statistics to arrive at and present conclusions.
- Perform special projects and assignments as requested.
- May be required to perform essential functions and duties of the Water Quality Technician and Water Quality Specialist positions as required.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical and microbiological techniques; “Standard Methods for the Examination of Water and Wastewater”; state and federal drinking water regulations and statutes; reporting and public notification requirements; watershed management including limnology, watershed management, aquatic ecosystems, phytoplankton identification, aquatic pesticides; water treatment and pressure filtration and how it relates to the work of the laboratory; budgeting procedures and methods; principles and techniques of effective supervision including work scheduling; advanced technological developments in water treatment and water quality.

Skilled in modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; operate a boat and work in remote conditions; communicate both orally and in writing on technical topics with both scientific and non-technical audiences; prepare concise and clear reports; follow oral and written instructions both for job functions and safety requirements of the District; to provide training in all of the essential functions of water quality. Ability to establish and maintain effective relations with others.

Education and Experience

A bachelor’s degree in biology, chemistry, biochemistry, microbiology, environmental, sanitary, public health engineering, or a natural or physical science is required, along with five years of increasingly responsible experience working for a potable water agency in a related job position

Certificates, Licenses, and Registrations

Possession of the following:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate or ability to obtain same within one year of assuming position.
- Grade II Water Treatment Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.
- Grade II Water Distribution Operator's certificate issued by the SWRCB; or ability to obtain same within two years of assuming position.
- California Class C driver’s license
- CPR/First Aid certificate (or ability to obtain within 6 months)

Work Environment or Environmental Elements

Employees work indoors and outdoors, in a vehicle or boat and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision, hearing within normal range. Ability to communicate in person and over the telephone or radio. Uses chemical laboratory equipment perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals. Involves fieldwork requiring frequent walking in operational areas, stands and sits for extended periods of time, may walk on uneven terrain, may work on water quality boat on lake with unsteady footing, operates District vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends and holidays; may be required to assume a standby duty schedule on an as needed basis.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: MONTHLY ENGINEERING STATUS REPORT
DATE: 08/26/2020

RECOMMENDATION:

The Board receive and file the Monthly Engineering Project Status Report for August 2020.

DISCUSSION:

The status of Water Security and Infrastructure Improvements projects for August 2020 is provided below and in the attachment.

Project	Anticipated Committee / Date	Anticipated Board Date / Action
WATER SECURITY PROJECTS		
Comprehensive Water Resources Plan	Water Resources 9/15/2020	TBD
<ul style="list-style-type: none"> • Draft CWRP and future public workshops to be discussed at WR Committee and Board meetings • Compiling public comments received by deadline of August 24, 2020 		
Casitas-Ventura State Water Project Interconnection	TBD	TBD
<ul style="list-style-type: none"> • Draft Preliminary Design Report under review 		
Ojai Wellfield Rehabilitation/Replacement	TBD	08/26/2020 Award Contract for SA#3
<ul style="list-style-type: none"> • Mutual Well #6 emergency repairs complete • Mutual Well #7 drilling complete • Mutual Well #7 well equipping and site work design on hold. Electrical and instrumentation design to commence in September. • San Antonio Well #3 well equipping to be awarded • Gorham Well step test performed mid-August 		
Horizontal Bore/Deep Vertical Test Bore	Water Resources 09/15/2020	Board 09/23/2020
<ul style="list-style-type: none"> • WR Committee to review Technical Advisory Committee recommendations and WREA proposal for basis of design • Proposal requested from Kear Groundwater Consulting for further study of the HOBO project 		
Ventura-Santa Barbara Counties Intertie	TBD	TBD
<ul style="list-style-type: none"> • Coordinating ASADRA application with Carpinteria Valley Water District; expect to complete application by 9/23/2020 • Discussions with Santa Barbara County agencies regarding agreements ongoing 		

Project	Anticipated Committee / Date	Anticipated Board Date / Action
Robles Diversion Fish Screen Prototype Testing	TBD	TBD
<ul style="list-style-type: none"> • Coordinating installation of horizontal wedge-wire screens with USBR/NMFS • Existing brush arms moved to east side to accommodate double brush arms on west side; sheave and cable modifications complete • Double brush-arm assembly scheduled for installation when additional parts arrive, tentatively first two weeks in September 		
Robles Forebay Restoration	NA	08/26/2020
<ul style="list-style-type: none"> • APWA Project of the Year – Environmental award to be presented at Board meeting • Project not funded for FY20-21; will remove from future reports 		
INFRASTRUCTURE IMPROVEMENTS		
Ojai Water System Improvements	TBD	08/26/2020 Task Order Amendment
<ul style="list-style-type: none"> • Grand Avenue and Lion Street Pipeline Replacement design 95% complete; expect to bid in September 2020 • West Ojai Pipeline Replacement design re-started, expect to release for bidding in October 2020 • West and East Ojai Avenue Pipeline Replacement 80% comments provided to consultant; additional services identified related to Caltrans permit submittal include preparation of Traffic Control Plan, Traffic Management Plan, Stormwater Pollution Prevention plan (SWPPP), and NPDES Construction Permit for Groundwater Discharge. Soil sampling indicates some soil contamination and possible groundwater contamination; water quality testing to be performed • Running Ridge Zone Improvements 95% design comments provided to consultant • Mutual Wellfield Piping Improvements on hold; consider bidding in November 2020 • Heidelberg Tank Site Slope Stabilization design complete; on hold until budget available • Design for Signal Tank and Pump Station underway; 60% on hold until September • Emily and Cañada Street Pipeline Replacement construction complete by end of August 		
Rincon Pump Plant Electrical Upgrade	TBD	TBD
<ul style="list-style-type: none"> • Switchgear on site, installation pending SCE approval of switchgear • Contractor making revisions based on SCE inspection; SCE will re-inspect when work complete 		
De La Garrigue and Rice Road Bridges	TBD	TBD
<ul style="list-style-type: none"> • DLG Bridge: Complete by end of August • Rice Bridge: Complete mid-August 		
Asphalt Paving	TBD	TBD
<ul style="list-style-type: none"> • Patch list #1 complete • Patch list #2 underway, including large main break on S. Montgomery Avenue 		

Project	Anticipated Committee / Date	Anticipated Board Date / Action
Rincon Main (Ayers Creek Crossing) Pipeline Replacement	TBD	TBD
<ul style="list-style-type: none"> • 90% design comments returned to consultant • Break on Rincon Main occurred 8/16/2020; temporary repair underway • Facilitating acquisition of piping to perform realignment 		
Rincon 2(M) Main Replacement Alternatives Study and Preliminary Design Report	TBD	10/14/2020
<ul style="list-style-type: none"> • Request for Qualifications/Proposal posted 07/29/2020 • Pre-proposal conference held 08/12/2020; site visit held 08/13/2020 • Statements of Qualification/Proposals due 09/10/2020 		
PCCP Pipe Inspection/ Oak View Main and Casitas Gravity Main System Improvements	TBD	TBD
<ul style="list-style-type: none"> • Draft results expected August 2020, final report in December 		
Casitas Dam Drainage and Stability Berm Erosion Repair	TBD	TBD
<ul style="list-style-type: none"> • Design 95% complete; on hold pending funding availability 		
Casitas System Master Plan	TBD	TBD
<ul style="list-style-type: none"> • Project on hold until funding available 		
Casitas Dam Hollow Jet Valve Replacement	TBD	TBD
<ul style="list-style-type: none"> • Kick-off meeting with USBR staff held 8/13/2020 		

Attachment: Monthly Status Report
 FY19-20 Patch List #1



CASITAS MUNICIPAL WATER DISTRICT
PAVING LIST 1 REVISED 7-30-2020
FY20-21

Item #	Address	Nearest Cross Street	Patch List Zone (Exhibit B)	Governing Agency	LATEST PAVEMENT PROJECT	Patch Size	Patch Area (Sq. Feet)	Plate E-10a/County Required 1-Ft (12") Grinding All Around Patch with 1½" (38mm) Thick Asphalt (Sq. Feet)	# of Patches	Thickness (Inches)
1	102 W SUMMER ST	N BLANCHE ST	OJAI	OJAI	2014	4.5FTX3FT	13.50	19.00	1	3
2	1104 FOOTHILL RD	HERMOSA DR	OJAI	OJAI	2014	8FTX2.5FT	20.00	25.00	1	3
3	1203 RAINS CT	ANDREW DR	OJAI	OJAI	?	3FTX3.5FT	10.50	17.00	1	3
4	1135 TICO RD	CRUZERO ST	OJAI	COUNTY	2010	10FTX9FT	90.00	42.00	1	6
5	1109 DALY RD	ANDREW DR	OJAI	OJAI	2014	3FTX3FT	9.00	16.00	1	3
6	816 LIBBY AVE	DEL ORO DR	OJAI	OJAI	?	3FTX2FT	6.00	14.00	1	3
7	1135 TICO RD	CRUZERO ST	OJAI	COUNTY	2010	VALVE CAN				
8	502 ANTONIO ST	W. SANTA ANA ST	OJAI	OJAI	?	4FTX2.5FT	10.00	17.00	1	3
8	616 E OJAI AVE	DROWN AVE	OJAI	OJAI	?	8FTX4FT	32.00	28.00	1	6
9	409 N FULTON ST	E OAK ST	OJAI	OJAI	?	4FTX3FT	12.00	18.00	1	3
10										
11										
12										

Approximate Tonnage 7.6

CASITAS MUNICIPAL WATER DISTRICT

MINUTES

Water Resources Committee

(this meeting was conducted telephonically)

DATE: August 19, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Water Resources Committee Meeting of August 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
Consultant, Jordan Kear
2. **Public Comments.**
None
3. **Board comments.**
None
4. **Manager's Comments.**
GM Flood made comments about a pipeline leak on the Rincon system and the current rolling blackout issue.
5. **Discussion of Casitas MWD's Water Efficiency Allocation Program (WEAP)**
GM Flood provided an overview of the Committee memo and comments regarding next month's Water Resources Committee Meeting.

Director Baggerly made comments in relation to timing of work on the WEAP ahead of completion of the draft Comprehensive Water Resources Plan, Stage 1 criteria, water conservation, allocations and bringing this item back to future Committee meetings.

Director Spandrio made comments regarding errors in the staff memo, changes to and timing of adoption of the WEAP, WEAP stages, adding a Stage to the WEAP, conservation, public communication and outreach, evaporation, actions at lake levels below 20,000 Acre-Feet, and timing of completion of the WEAP in reference Comprehensive Water Resources Projects.

The Committee indicated that this item should remain on future Committee agendas.

6. **Discussion of the Matilija Deep Wells Project**
Director Baggerly made comments regarding the importance of the project, use of Conservation Penalty Funds, test bore aspects, US Forest Service permits, and the 'tracking' status of the project.

Director Spandrio made comments regarding the 'tracking' status of the project, the HoBo versus the VerBo project, and further analysis of the HoBo project.

Consultant Kear made comments regarding various aspects of the project.

The Committee asked Consultant Kear to bring back a proposal for further analysis of the HoBo project.

7. **Discussion of future scope for Stantec Inc. in relation to the Casitas MWD's Comprehensive Water Resources Plan**

GM Flood made comments about this item including possible future tasks for Stantec.

Director Spandrio indicated that Stantec's role should be minimized, possible tasks for Stantec, phasing of projects in the plan, and input from the Committee and staff.

Director Baggerly indicated that this item should remain on future Committee agendas.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES Public Relations Committee

DATE: August 21, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Public Relations Committee Meeting of August 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
Public Affairs and Resource Manager, Tyrone LaFay
Public Relations Consultant, Ian Anderson

2. **Public Comments.**

None

3. **Board/Management comments.**

Director Spandrio indicated he had some items for the end of the meeting.

Director Baggerly indicated he had some items for the end of the meeting.

4. **Update on Strategic Communications Plan**

PARM LaFay gave a verbal report on the plan including project highlights and timing of the draft plan.

Director Spandrio inquired about release of the plan to Directors, conservation, webinars, communications, the PR consultant contract, and the worth of conserved water.

Director Baggerly made comments regarding the need for ongoing outreach.

PRC Anderson made comments regarding effective communication means and plans through the end of the year.

5. **Discussion of proposed articles for the October 2020 Newsletter**

Director Baggerly introduced the item and went through a list of potential articles including the Forest Service permitting process, the groundwater adjudication, interim LCRA manager, the Upper Ventura River Groundwater Agency lawsuit, the Comprehensive Water Resources Plan, and Casitas' website. Design of the newsletter was also mentioned.

The Committee directed that the newsletter needed to be brought back for review by the Committee prior to publishing and distribution.

3. **Board/Management comments.**

Director Spandrio made comments regarding the organization chart, the conservation department, the conservation department website, water conservation plan and directed PARM LaFay to bring back a mission statement for his department.

Director Baggerly indicated that Director information should be included on the newsletter.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES

Executive Committee

(this meeting was held telephonically)

DATE: August 19, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Executive Committee Meeting of August 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
Executive Administrator, Rebekah Vieira

2. **Public Comments.**

None

3. **Board Comments.**

None

4. **General Manager Comments.**

GM Flood made comments about a proposed letter regarding uranium mining in the area

5. **Discussion of LAFCo request for electronic submission of LAFCo election materials**

GM Flood provided information on this item to the Committee.

The Committee indicated that this was an administrative matter and could be signed by the GM without further consideration by the Board of Directors.

6. **2020 Biennial Review of the Conflict of Interest Code**

EA Vieira presented this item to the Committee including the need for its submission by October 1st.

The Committee asked that this item be forwarded to the Board of Directors for consideration.

CASITAS MUNICIPAL WATER DISTRICT
MINUTES
Personnel Committee
(this meeting was conducted telephonically)

DATE: August 20, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Personnel Committee Meeting of August 11, 2020, at 1630 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Pete Kaiser
Director Brian Brennan
General Manager, Michael Flood
Assistant General Manager, Kelley Dyer
Human Resources Manager, Diana Impeartrice
District Employee, Chelbi Kelly
2. **Public Comments.**
None.
3. **Board/Management comments.**
GM Flood mentioned the recent drive-in movie night at the Lake Casitas Recreation Area
4. **Board of Directors Draft Welcome Cover Sheet**
GM Flood went over the draft letter with the Committee

Director Brennan commented that maybe a handout or booklet could be made including history and pictures

Director Kaiser indicated that other historical items could be included such as the 1984 Olympics at Lake Casitas.
5. **New Hire Benefits Package**
HRM Impeartrice went over the information with the Committee.

Director Kaiser asked questions about the Classic PPO page, information updates and provided feedback on wording in the document.

Director Brennan asked some questions about the plan provider's role in providing information.
6. **Park Services Manager Job Description Update**
HRM Impeartrice made comments about the updated memo indicated some edits were needed prior to the promotional posting.

Director Brennan indicated that the changes appeared proper and inquired about the recruitment process going forward. He also indicated that posting to AWA and ACWA job boards would make sense if the recruitment becomes and outside recruitment.

Director Kaiser asked some questions regarding the labelling of the recruitment materials and locations where it will be posted.

7. **Water Quality Job Descriptions Update**

HRM Impeartrice presented the job descriptions and gave raise to O&M Manager Shields about the hard work he put into these.

Director Brennan indicated the job descriptions looked good.

Director Kaiser indicated that if the union only had non-substantive changes, that they wouldn't need to come back to the Committee.

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
07/31/20**

Type of Invest	Institution	CUSIP	Date of Maturity	Original Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Home Loan Bank	3130A0EN6	12/10/2021	\$547,735	\$518,455	2.875%	5/9/2016	4.28%	490
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$941,144	\$927,311	2.875%	8/2/2016	7.66%	1394
*TB	Federal Home Loan Bank	3130A5VW6	7/10/2025	\$1,025,110	\$1,102,860	2.700%	5/10/2017	9.11%	1780
*TB	Federal National Assn	31315P2J7	5/1/2024	\$809,970	\$805,316	3.300%	5/25/2016	6.65%	1351
*TB	Farmer MAC	31315PYF0	5/2/2028	\$512,355	\$580,115	2.925%	11/20/2017	4.79%	2792
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$940,311	\$911,875	5.400%	5/9/2016	7.53%	2053
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$476,582	\$455,400	3.375%	7/14/2016	3.76%	1118
*TB	Farmer MAC	3133EEPH7	2/12/2029	\$480,251	\$555,575	2.710%	11/20/2017	4.59%	3072
*TB	Federal Home Loan Bank	3133XFKF2	6/11/2021	\$591,147	\$586,264	5.625%	9/8/2014	4.84%	311
*TB	Federal National Assn	3135G0K36	4/24/2026	\$2,532,940	\$2,732,125	2.125%	7/6/2010	22.56%	2064
*TB	Federal National Assn	3135G0ZR7	9/6/2024	\$1,488,050	\$1,529,157	2.625%	5/25/2016	12.63%	1476
*TB	Federal Home Loan MTG Corp	3137EADB2	1/13/2022	\$683,584	\$685,321	2.375%	5/1/2016	5.66%	523
*TB	US Treasury Note	912828WE6	11/15/2023	\$723,061	\$721,891	2.750%	12/13/2013	5.96%	1185
Total in Gov't Sec. (11-00-1055-00&1065)				\$11,752,241	\$12,111,665			99.97%	
Total Certificates of Deposit: (11.13506)				\$0	\$0			0.00%	
**	LAIF as of 7/31/2020: (11-00-1050-00)		N/A	\$479	\$479	2.03%	Estimated	0.00%	
***	COVI as of 7/31/2020: (11-00-1060-00)		N/A	\$3,022	\$3,022	2.13%	Estimated	0.02%	
TOTAL FUNDS INVESTED				\$11,755,742	\$12,115,166			100.00%	
Total Funds Invested last report				\$14,315,591	\$14,579,066				
Total Funds Invested 1 Yr. Ago				\$17,883,361	\$17,507,760				
****	CASH IN BANK (11-00-1000-00) EST.			\$3,568,980	\$3,568,980				
	CASH IN Custody Money Market			\$83,058	\$83,058	0.30%			
TOTAL CASH & INVESTMENTS				\$15,407,780	\$15,767,203				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$21,969,425	\$21,028,012				

- *CD CD - Certificate of Deposit
- *TB TB - Federal Treasury Bonds or Bills
- ** Local Agency Investment Fund
- *** County of Ventura Investment Fund
- Estimated interest rate, actual not due at present time.
- **** Cash in bank

No investments were made pursuant to subdivision (i) of Section 53601, Section 53601.1 and subdivision (i) Section 53635 of the Government Code.
All investments were made in accordance with the Treasurer's annual statement of investment policy.