



## Board Meeting Agenda

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

Pete Kaiser, Director  
James Word, Director

### CASITAS MUNICIPAL WATER DISTRICT

Meeting to be held at the  
Casitas Board Room  
1055 Ventura Ave.  
Oak View, CA 93022

January 10, 2018 @ 3:00 P.M.

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

1. Roll Call
2. Public comments (Items not on the agenda – three minute limit).
3. General Manager comments.
4. Board of Director comments.
5. Board of Director Verbal Reports on Meetings Attended.
6. Election of Board Officers.
7. Selection of Board Committees and Ad Hoc Committees.
  - a. Board Member Assignments.
  - b. Schedule of Committee Meeting
8. Assignments to Outside Associations and Approval of Authorized Meetings for the Board.
9. Consent Agenda
  - a. Minutes from the December 13, 2017 meeting.

- b. Minutes from the December 20, 2017 meeting.
- c. Resolution authorizing memberships.
- d. Recommend approval of a purchase order to California Woodworking, Inc. in the amount of \$38,750 for the construction of a new dais and storage cabinet.

RECOMMENDED ACTION: Adopt Consent Agenda.

- 10. Review of District Accounts Payable Report for the Period of 12/09/17 - 01/03/18.

RECOMMENDED ACTION: Motion approving report.

- 11. Recommend approval of a budget of \$185,000 for the emergency pipeline replacement of the 10" pipeline located at the Padre Juan crossing location in the Faria Beach area.

RECOMMENDED ACTION: Motion approving recommendation

- 12. Recommend approval of a one year agreement for the use of Lake Casitas Recreation Area's Event Area for the Ojai Wine Festival with Rotary Club of Ojai West Foundation.

RECOMMENDED ACTION: Motion approving recommendation.

- 13. Recommend authorization of an additional five acre feet of water allocation be made available for projects.

RECOMMENDED ACTION: Motion approving recommendation

- 14. Information Items:

- a. Executive Committee Minutes.
- b. Memo regarding Thomas Fire and Water Billing Actions.
- c. Memo regarding Robles Diversion Maintenance Efforts.
- d. California Department of Fish & Wildlife Meeting on Rapid Response Planning.
- e. 2018 State Water Project Initial Allocation – 15%.
- f. Water Consumption Report.
- g. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- h. Investment Report.

- 15. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Subdivision (a) of Section 54956.9  
Name of Case: George Lewis and Cheryl Lewis, Kerry Tormey; Alton Gebhart and Mary Louise Gebhart; Geoffrey Marcus, as Trustee of the

Marcus Family Trust; Katherine Conner; Kevin Vanderwyck and Katy Vanderwyck; on behalf of themselves and all others similarly situated vs. Southern California Edison Company, a California corporation; City of Ventura; Casitas Municipal Water District; and DOES 1 through 50 inclusive.

Case No. 56-2017-00505314-CU-MT-VTA.

- b. Public Employee Performance Evaluation (Government Code Sec. 54957). Title: General Manager
- 16. Discussion and consideration of the General Manager's compensation.
- 17. Adjournment.

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

CASITAS MUNICIPAL WATER DISTRICT

New Board Officers for 2018:

President \_\_\_\_\_  
Vice President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Asst. Secretary \_\_\_\_\_

Officers assume their new positions at the January 10, 2018 Board Meeting

Committee Assignments:

Members

Executive \_\_\_\_\_  
Finance \_\_\_\_\_  
Quagga \_\_\_\_\_  
Personnel \_\_\_\_\_  
Recreation \_\_\_\_\_  
Water Resources \_\_\_\_\_

Committee Dates and Time:

	Date	Time
Executive	_____	_____
Finance	_____	_____
Quagga	_____	_____
Personnel	_____	_____
Recreation	_____	_____
Water Resources	_____	_____

**Outside Affiliations and Board Attendance Approvals for 2018**

These affiliations and meetings are considered approved for the attendance of any Board Member and or staff for any meeting without additional Board Action. These meetings are considered paid meetings for Board attendance:

- American Fisheries
- American Water Works Association
- Agenda Meetings – President
- Association of California Water Agencies
- Association of Water Agencies
- Bureau of Reclamation
- California Park & Recreation Society
- California Special District Association
- CALPELRA
- Greater Ventura Chamber of Commerce \_\_\_\_\_
- Groundwater Sustainability Agency Upper Ventura River \_\_\_\_\_
- LAFCO
- Matilija Dam Removal Meetings
- National Notary Association
- OBGMA \_\_\_\_\_
- Ojai Chamber of Commerce \_\_\_\_\_
- Salmonid Restoration Foundation
- Society of Human Resource Management
- State/Federal Legislative meetings
- State Water Contractors
- Ventura County Special District Association
- Ventura River Watershed Council
- Watershed Coalition of Ventura County

Assigned Ad Hoc Committees:

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Minutes of the Casitas Municipal Water District  
Board Meeting Held  
December 13, 2017

A meeting of the Board of Directors was held December 13, 2017 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 3:00 p.m. President Baggerly led the group in the flag salute.

1. Roll Call

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

2. Public Comments

Anthony Brown addressed the board stating he has a farm on the western boundary of Casitas water district. I purchased my first meter when 15 years old. I have been a customer for five decades. I have always considered that we had a cooperative relationship first with Dick Barnett followed by Steve. I have never had my water meter turned off. Casitas tanks are in the middle of my ranch and after the La Conchita disaster in 2005 I was given a Casitas key, as I am the only person able to get to the main valves. The key is on my key chain. Before noon last Wednesday I noticed a Casitas employee at the 4 inch meter area by my truck. I asked what is going on. He said tanks are going dry. I said my meter isn't spinning he said no. He left for the tanks quickly. The irrigation cycle was finished early that morning. My daughter Christine met the employee at 12:05 at the tank area and was informed he had shut the tanks as they were dry and needed to fill the tanks before that night. My Ex-wife was attempting to get info on when the water would be back on. The water was shut off to four residences. We never received word that water was back on. We knew casitas was back on at 9 am. We fought the fire with shovels. We called emergency numbers twice and received a call from Kevin. He told me just turn your meter on, the line is charged. I found my valves were on. Only your valve was off. Our neighbors 2 inch meter was not turned off. Both 4 inch backflows were melted caused by you. The damage is tremendous, I invite you to come and take a look for yourselves. What are you going to do about it? I would appreciate a response in ten days. Do you have any questions for me?

Christie Brown addressed the board and explained that her brother was also fighting fire with shovels. It was nonstop the last few days. It could have been a different situation if there was water in the lines. The Casitas employee seemed calm when I saw him. I knew it was because the Edison wires were down. I understood and he confirmed infrastructure was intact and then get the pumps going and get water into the tank to make a difference for firefighters and for the people on the property. They were predicting the fire would be there that night. He assured me they were doing everything they could. The initial interaction was that "we" drained the tanks. I responded it wasn't us. Dad said his meter was not spinning. Other than our routine, way under our water allocation, we hardly use the water but we needed it for that day. That is when we really needed it. Keeping an eye for when the flames were racing up the canyon. It was a crazy ordeal. I look forward to any follow-up questions and some answers.

President Baggerly said the best thing we can advise you to do right now is to file a claim. Get the word from you and we can address the issue. Mr. Vieira will provide them with a claim form.

Ralph Steele reviewed his observations close to my home on Santa Ana road. I observed dozens of helicopters with long lines and bright buckets. After 4:00 pm, I watched four helicopters flying low across the lake and start to climb back up along the Ventura riverbed. I called Mr. Wickstrum and reported my observations. In response Mr. Wickstrum told me he had been in contact with authorities. I asked Mr. Wickstrum to ask authorities to stop picking up water from Lake Casitas and I believe he followed through with my request. I am disappointed Mr. Wickstrum had not directed all staff to report any helicopters approaching Lake Casitas. If buckets were also used to pick up water from lakes with quagga mussels the Lake Casitas is placed at severe risk. I ask for identification numbers and ask for each helicopter and names of each water body they had picked up water from since October 1 of this year. If they refuse, ask legal counsel to obtain a court order because an emergency exists for the lake. I have two suggestions for realignment of managerial staff and along with this increase district's ability to defend resources. Create a new position of COO and assign Mr. Wickstrum to this position. The second suggestion is to appoint the Assistant Manager to Acting General Manager. The thoughts I have expressed and are my own and I have not reviewed them with any district staff or the board.

Bob Daddi informed the board that a lot of people are happy with what they are seeing with Golden State no longer the water purveyor. We are not seeing water running in the street all the time. We are not hearing what happened in some areas of Ventura which was we didn't have any water. Let me tell you the positive. We hear the bills are hard to read but they are not reading the key. I didn't know \$113 water bills existed. We are hearing positive things and appreciate your continued support. You are discovering the bones that were

left behind and the wreckage is expensive to handle. I ask you to reach back to flow to remind people on why we are doing this effort.

3. General Manager comments.

Mr. Wickstrum reported that the last week and a half has been a journey for all of us. We have seen people rise to the front and teams start to coordinate. It has been a growing time for people on staff and for me. This was a larger emergency than 1985 or any of the floods and 2005 disaster. We have only just begun with this disaster. I appreciate Bob Daddi's comments. We had concerns the Ojai system would run out of water and we did not have any dry hydrants. Staff was remarkable. Monday night when power was out Joe Evans let me know that he was looking to move people out of recreation area at 1:00 a.m. I feel for Tony Brown. He has been a good friend for a long time. This was a challenge for everyone.

4. Board of Director comments.

Director Hicks mentioned it was a crazy week. His daughter lost the 90 year old home that I had lived in for 37 years. It is like a death in the family. They will rebuild but redwood studs and the charm are hard to replace. It was tough out at the beach. Four of us stayed to fight it and we made it. I got three hours of sleep in 48 hours. The water pressure from Casitas was great. We would have been in trouble if it hadn't been for the pressure we got.

Director Kaiser added no doubt this is something doesn't happen in this degree since 1985. 900 homes lost/destroyed. In time we will remember what happened in 2017. It is a time for rebuilding and looking at what went well and what can we improve upon. Disasters will happen in the future.

Director Bergen added that the next challenge will be water quality. Pray for gentle rains to start some grasses. There are a lot of bare hillsides out there.

Director Word added that when looking at the hillsides you cannot help but be impressed how massive and far reaching and how quick things were. Driving out today I was amazed at the places where it didn't burn. It stopped at the edge of homes, mine stopped at the edge of my garage. A lot of good people were working hard and dedicated and I'm glad they were there.

President Baggerly added the firefighters and first responders did a great job. It is amazing Meiners Oaks and the City of Ojai did not burn down. 90% of the watershed has burned. ET is going to be reduced. More groundwater will flow. Invasive species are eradicated as we speak. Fires can be good. Think about watershed restoration throughout the watershed with partnerships to control the bad water quality and mudslides and the rest. Make an effort with other agencies to combat and restore the entire watershed.



5. Board of Director Verbal Reports on Meetings Attended.

Mr. Wickstrum informed the board that he attended the meeting at Nordhoff to get an update from CalFire. They did not ask anyone from the water departments to be there but there was a question and I explained the drinking water conditions and that the tanks were adequately supplied and provided clarification on the boil water orders. President Baggerly mentioned that Matilija Dam might fill up with silt this year and the water over the top will be uncontrolled.

6. Consent Agenda

ADOPTED

- a. Minutes from the November 22, 2017 meeting.
- b. Recommend approval of a purchase order to HydroScientific West in the amount of \$32,175 for the purchase of a Teledyne RiverPro Acoustic Doppler Current Profiler (ADCP) with AtlasLink GPS.

Director Kaiser asked that item b be pulled for discussion.

Director Word offered item a of the consent agenda, this was seconded by Director Kaiser and adopted by the following roll call vote:

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

Director Kaiser asked about the instrumentation to be in the river for item b and in light of the fire disaster and debris load he felt it is premature to proceed with this at this time. Mr. Wickstrum explained that this is part of our Biologic Opinion to look at velocities in the fish screens. This is needed to complete the BO assessment of the facility. Mr. Cole added it is a portable system. If we delay it NMFS may say we are not doing our part. We need to have this so we can do the assessment the second it is possible to have it done.

On the motion of Director Word, seconded by Director Bergen, item b was approved by the following roll call vote:

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

7. Review of District Accounts Payable Report for the Period of 11/16/17 - 12/08/17.

APPROVED

On the motion of Director Kaiser, seconded by Director Hicks, the Accounts Payable Report was approved by the following roll call vote:

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

8. Verbal update on the Thomas Fire incident.

Mr. Wickstrum provided a verbal report on the Thomas Fire incident.

There was a mandatory evacuation at the treatment plant. When they left, they turned off the chlorine because if the building catches on fire we have a different problem. Chlorine was turned off for three hours. We convinced staff to go back up there to get the chlorine on the operate the plant. We assessed the fire every few minutes to see if they needed to get out. Staff were brave enough to get back up there. We had discussion with staff about being first responders and also being safe with our lives.

We contacted the City of Ventura regarding the boil water order and they were already in a boil water order.

Communications were very interesting. Ron worked to follow behind Facebook rumors, updating our website and media contacts on boil water orders. We did note some difficulties with personnel with AT&T phones – there may have been an issue with the AT&T cell towers.

Security issues regarding Casitas dam access that have been resolved today. CalFire was at the top of dam. There is a lot of tree limb cutting.

Lake Casitas Recreation Area was evacuated and park staff worked diligently to cancel or reschedule reservations and doing other work. Hosts and Snowbirds will be the first to be allowed back. The fire is still burning on the back side of O campground.

Current expenditures include almost \$10,000 for the five generators. Delivery of the generators to pump plant sites occurred within 2-3 hours of Casitas request. We rented air scrubbers for the people working here and at LCRA as the air health is terrible. Other major expenditure is staff overtime. I feel very good about our staff response.

The canal bridge that burned also in 1985 is now bolts and nails in the bottom of the canal. FEMA may provide assistance for it.

Fortress pump plant has severe damage to the electrical control panel. The panel is warped and needs to be replaced. We will also repair the air vac on upper Ojai 3M main in a future shut down.

Staff are engaging with OES and FEMA. Lindsay Cao has been assigned that responsibility to attend meetings and bring back the forms and do what I

used to do to get those things together and be prepared for FEMA. We are not just looking at the fire incident; we are looking at mitigation measures in the case of flood etc. and it is all one continuous emergency. Staff will be performing an emergency break down. Get groups together to talk on how they work together and up and down the ladder and bring the ideas to the table to make emergencies better.

Flood impacts and mitigation measures will be our next challenges. LCRA did not burn, the easterly side of Lake Casitas has not been burned. Issue is that the watershed is hydrophobic; the land will not absorb water. Lake Casitas is sitting at 35%. In 1985 the lake was at 95% capacity. Rainfall is weeks away. In 1985 it was in July and we have four months to put in our remedy. We are in contact with US Forest Service for mitigation in the watershed and Glenn Shepherd VCWPD for grants and work needed. We received an email from a Bureau representative regarding a watershed restoration grant program. We have to pursue flood mitigation with FEMA and OES. We had the flocculation facility in 1985. The old 1985 solution worked well. That is not the solution for us right now. We are looking at other ideas including looking for authorization for around \$75,000 to purchase turbidity curtains to gather debris. The board provided a head non approval of this purchase. It will be brought back to the board for formal approval at a later board meeting.

We will also have to complete information to apply for OES and FEMA funding, a designation of the applicant. John Mathews stated that this requires a resolution. The board can find that it came up after the posting of the agenda and a 2/3 vote of the board is required and the board can find that it need immediate attention.

Director Kaiser moved to place the item on the agenda per govt. code 54954.2 and to authorize a resolution of designation of applicant agent for non state agencies. This was seconded by Director Hicks and passed by the following roll call vote:

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

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

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

Mr. Wickstrum added that staff were engaged and involved in what we did. They had good team work and worked hard to see that no hydrants went dry to

protect life and homes. Staff used their best judgement and expertise and were out there.

President Baggerly thanked staff for their hard work.

9. Consideration of scheduling an additional board meeting on December 20, 2017 and adoption of a resolution to schedule the special meeting.

ADOPTED

On the motion of Director Kaiser, seconded by Director Bergen and adopted by the following roll call vote:

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

10. Information Items:

- a. Lake Casitas Recreation Area Report for October.
- b. Water Resources Committee Minutes
- c. Water Conservation November 2017 Update.
- d. Investment Report.

The information items were offered by Director Kaiser, seconded by Director Hicks and passed by the following roll call vote:

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

Director Hicks asked if there could be consideration for people who go over their allocation, perhaps a consideration to waive penalties etc.? Mr. Wickstrum said we can do that for the month of December. We will charge for the water delivered.

President Baggerly moved the meeting to closed session at 4:34 p.m.

11. Closed Session

- a. Public employee Performance Evaluation (Government Code Sec. 54957). Title: General Manager

President Baggerly moved the meeting back into open session at 4:54 p.m. stating the item in closed session and item number 12 will be handled at the next regular board meeting.

12. Discussion and consideration of the General Manager's compensation.

Tabled to the next regular meeting

13. Adjournment.

President Baggerly adjourned the meeting at 4:56 p.m.

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Mary Bergen, Secretary



Minutes of the Casitas Municipal Water District  
Special Board Meeting Held  
December 20, 2017

A special meeting of the Board of Directors was held December 20, 2017 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 3:00 p.m. President Baggerly led the group in the flag salute.

1. Roll Call

Directors Baggerly, Word, Hicks, Bergen and Kaiser were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were five staff members and one member of the public in attendance.

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

None

3. General Manager comments.

Mr. Wickstrum reported that we are winding down from the fire and preparing for flooding. Personnel put forth an unbelievable effort and team work. I can't say enough about the way staff performed.

We received a request from the City of Ojai for a temporary meter so they could clean their streets. We think they will use under an acre foot of water for health and safety reasons. We are providing that as the service to them and it is the groundwater that is below them that they are using. President Baggerly mentioned that apparently the regional water quality board did not like them doing that and they sent an inspector out.

We have toured the watershed area. A lot of area north of Santa Ana road that has been burned and in the upper Coyote areas. The fire did not burn the Selby house. It is dangerous out there, the gates are open and we will have to look at some of the fence lines. I would not recommend anyone going out there. a number of trees have fallen and others may be ready to fall.

4. Board of Director comments.

Director Hicks commended that leaf blowers have been banned and also mentioned that the city came to the damaged property on Monita and turned off the water meter.

5. Board of Director Verbal Reports on Meetings Attended.

Director Bergen reported attending the Upper Ventura River GSA meeting and asked about the availability of using the board room for future meetings. Ms. Vieira will check on the dates to see if the room is available.

6. Consent Agenda

ADOPTED

- a. Resolution authorizing joint funding agreement with United States Geological Survey in the amount of \$15,300.
- b. Recommend approval of a purchase order to Herzig Engineering in the amount of \$8,545 for an Arc Flash study to be performed on the recent electrical upgrade at the Treatment Plant.
- c. Recommend approval of a purchase order and contract to J & H Engineering Inc. in the not to exceed amount of \$20,000 for raising of valve cans within the city of Ojai for the AC Overlay Project

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

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

7. Recommend approval of a purchase order to Abasco in the not to exceed amount of \$75,000 for the purchase of turbidity curtains. APPROVED

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

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

8. Recommend approval of a budget of \$38,000 for provisioning of the District's new pipeline vehicle including power generator equipment, crane, air compressor and installation. APPROVED

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

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

9. Discussion regarding the use of Lake Casitas Recreation Area for temporary housing requests.

Park Services Manager Carol Belser discussed how they are working with the County of Ventura EOC to provide information that there are sites available at the Lake as a possible source for temporary housing.

10. Staff presentation and discussion regarding Casitas preliminary damage assessment.

District Engineer Lindsay Cao presented the preliminary damage assessment as a result of the Thomas Fire and will be working with OES and FEMA to report the damages.

11. Recommendation to reschedule the Executive Committee meeting to January 5, 2018 at 10:00 a.m. APPROVED

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

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

12. Information Items:

- a. Lake Casitas Status Report for November, 2017.
- b. Finance Committee Minutes.

On the motion of Director Word, seconded by Director Kaiser the information items were approved by the following roll call vote:

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

13. Adjournment.

President Baggerly adjourned the meeting at 3:42 p.m.

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Mary Bergen, Secretary



CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO. 18-01

RESOLUTION APPROVING MEMBERSHIPS FOR THE WATER SYSTEM AND  
LAKE CASITAS RECREATION AREA FOR 2018

Whereas, the Water Code section 71597 provides that the Board may obtain memberships in associations for the purpose of furtherance of subjects relating to the powers and duties of the district by passing a resolution with 4/5<sup>th</sup> vote, and

Whereas, the Board considered memberships at its Board Meeting and approved the following memberships; and

Whereas, it is felt that approving them in one motion will reduce staff work on the individual items.

Now, Therefore Be It Resolved by the Board of Directors of the Casitas Municipal Water District that the following memberships are approved:

1. Membership in the Association of Water Agencies of Ventura County. Approved Membership for \$6000, sponsorship for the Symposium for \$1,000, and \$1,000 for the Regan Library Event.
2. Membership in the National Notary Association in the amount of \$60.
3. Membership in Government Finance Officers Association. The 2017 membership fee was \$160.
4. Membership in the Society for Human Resource Management in the amount of \$190.
5. Membership in the California Association of Public Purchasing Officers costing \$130 in 2017.
6. Membership in the State Water Contractors. Casitas pays only a quarter of these costs. The cost for 2016 was \$30,330.
7. Membership in the California Association of Public Information Officers in the amount of \$225 for 2017.
8. Membership in the Ventura County Special Districts Association in the amount of \$150.
9. Membership in CALPELRA in the amount of \$350.
10. Membership in the American Water Works Association in the amount of \$420.
11. Membership in the Association of California Water Agencies in the amount of \$20,570.
12. Membership in the California Special Districts Association in the amount of \$6,842.
13. Membership in the Ventura Chamber of Commerce in the amount of \$895.
14. Membership in the Ojai Chamber of Commerce in the amount of \$690.

15. Membership in the California Urban Water Conservation Council paid \$1,681.96 in 2016.
16. California Parks & Recreation Society at \$480.
17. S. California Public Pool Operators Association at \$30.
18. United States Water Fitness Association at \$125.
19. World Waterpark Association at \$419.
20. Pesticide Applicators Professional Association at \$90.
21. California Park Rangers Association at \$110.
22. Channel Counties Water Utilities Association administered by AWA at \$150.
23. North American Lake Management Society in the amount of \$110.
24. American Fisheries in the amount of \$180.
25. Membership in California Lake Management Society at \$40.
26. California Association for Recreational Fishing in the amount of \$300.
27. Membership in the Irrigation Association in the amount of \$100.
28. Membership in the American Society of Safety Engineers in the amount of \$195.
29. Membership in the Maintenance Superintendents Associations in the amount of \$75.

ADOPTED this 10<sup>th</sup> day of January, 2018.

Signed:

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Jim Word, President  
Casitas Municipal Water District

Attest:

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Mary Bergen, Secretary  
Casitas Municipal Water District

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**CASITAS MUNICIPAL WATER DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** STEVE WICKSTRUM, GENERAL MANAGER  
**FROM:** NEIL COLE, PRINCIPAL CIVIL ENGINEER  
**SUBJECT:** AWARD CONTRACT TO CONSTRUCT NEW DAIS AND STORAGE CABINET  
**DATE:** DECEMBER 28, 2017

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**RECOMMENDATION:**

It is recommended that the Board of Directors award the Purchase Order Contract to construct a new dais and storage cabinet, in the amount of \$38,750 to California Woodworking, Inc. of Oxnard, California in accordance with the Request for Proposals including Part B issued by Casitas and the proposal submitted by California Woodworking, Inc. It is further recommended that the Board authorize staff to proceed with the administration of the contract.

**BACKGROUND AND DISCUSSION:**

Casitas staff submitted a Request for Proposals to four local cabinet firms. Casitas also has received a prior proposal from Arnold Reception Desks, Inc. of New Jersey for just providing the new dais.

Casitas received one proposal. The proposal includes the new dais, a storage cabinet for folding tables and installation. The dais will be similar to the sketch included in the Request for Proposals which is attached. The dais will seat eight people. There will be 3 electrical outlets and two USB ports for every two seating locations. The finish for the dais will be a real maple wood veneer. The finish for the storage cabinet will match the existing sink cabinet finish. Each seating location will have a pencil tray.

Funding for this project is included in the FY2017-18 Capital Budget under Main Office Remodel. The \$38,750 proposed cost to complete the work is within the amount that was anticipated for this project and is similar to the cost from Arnold Reception Desks, Inc. which did not include installation.

California Woodworking, Inc. has a current and active contractor's license and has current DIR registration.



# CASITAS MUNICIPAL WATER DISTRICT

## REQUEST FOR PROPOSAL

### DAIS AND STORAGE CABINET

#### 1. INTRODUCTION

The Casitas Municipal Water District (Casitas) is requesting proposals to design and build an 8-person dais and a cabinet to store folding tables. It is Casitas' intent to receive proposals and cost statements that include all contractor labor, materials and equipment necessary to construct and deliver the dais and cabinet as described by this request for proposal.

All work shall be proposed to be performed in accordance with State, Federal and local County laws and codes.

#### 2. PROPOSAL SUBMITTAL

The proposal should be submitted in written form to Casitas Municipal Water District, 1055 North Ventura Avenue, Oak View, California 93022, Attention: Neil Cole. Proposals will be accepted until **December 21, 2017 by 3:00 p.m.** No proposals will be accepted after that time and date. The firm shall submit one electronic copy (PDF format or equivalent) of the proposal to [ncole@casitaswater.com](mailto:ncole@casitaswater.com) or one paper copy.

#### 3. BACKGROUND

Casitas' District Office Building has undergone a remodeling and reorganization project. As part of the project, the Board Room has been moved to new location with improved public access. The new Board Room requires a dais for the 5 board members and 3 staff members. The new Board Room will also be used for other functions that will require the use of folding tables. The new Board Room requires a cabinet to store the folding tables.

#### 4. PROJECT AND SCOPE

The goal of the project is to construct and deliver a new eight person dais and a cabinet capable of storing a minimum of 8 six foot long folding tables. Each folding table is about 2" thick by 30" deep by 72" long.

The scope of work is anticipated to include:

(a) Prepare drawings for the dais and cabinet for Casitas' review. Dais shall seat 8 people. At each seating location, there shall be a pre wired duplex plug with USB charge connection and a pencil tray. The dais shall have a birch (or equivalent) veneer finished with a clear satin durable finish. The cabinet shall be finished to match the existing sink cabinet (3/4" thick antique white laminate top with 1-1/2" edge, Wilsonart Blonde echo 7939K-18 exterior cabinet, white melamine interior).

(b) Once Casitas has approved the drawings, construct the dais and cabinet.

- (c) Deliver the dais and cabinet to Casitas' office.
- (d) Provide a minimum of a one year warranty on the dais and cabinet.

The attached sketches show the general dimensions for the dais and cabinet. The dimensions are approximate and may be varied slightly to conform to standard available materials.

## 5. CONTRACT DOCUMENTS

The contract documents shall consist of the (1) Contractor's/Fabricator's Proposal, (2) Casitas' Request for Proposal, (3) Agreement of changes to the Proposal or Request for Proposal, and (4) Casitas' Specification Part B – General Conditions (attached).

## 6. SPECIAL CONDITIONS

Casitas has provided the project scope to assist in clarifying its intent on what the completed project should contain. Although, it should be noted by the Contractor/Fabricator that there may be some elements that are required to provide a completed project but not shown or described, which the Contractor/Fabricator should include in the proposal.

(a) Project Location and Access. The Board Room is located within Casitas' District Office at 1055 Ventura Avenue, Oak View, California. The site can be accessed by requesting an appointment through Neil Cole, 805 649-2251 x107 or [ncole@casitaswater.com](mailto:ncole@casitaswater.com).

(b) Contractor/Fabricator Requirements. The selected Contractor/Fabricator will provide all labor, materials, equipment, administration and other work necessary to complete the project. The selected Contractor/Fabricator will be responsible for the tasks of acquiring and scheduling all materials, labor and equipment, and for all other efforts required to complete the selected alternative project. The following requirements are to be applied to the project:

- (1) **The project is not recognized as a public works project provided all work is completed in the contractor's/fabricator's shop.** Should the contractor/fabricator desire to construct the project on site or to install the components then the project is a public works project and as such, Articles 1 and 2 of Chapter 1, Part 7, Division II of the California Labor Code, including Sections 1720 through 1861 are applicable to this project. Said sections require the use of prevailing wages for each craft or classification necessary to do the work.

**If the Contractor/fabricator desires to construct the items on site or install the items,** the bidders and their subcontractors shall be

registered with the California Department of Industrial Relations (DIR). Failure of the bidder or subcontractors to be registered with the DIR shall render their bid as non-responsive and will be rejected except where State code provides for exceptions to the registration requirements. All contractors/fabricator and their subcontractors completing work at Casitas' office building shall furnish electronic certified payroll records directly to the Labor Commissioner, also known as Division of Labor Standards Enforcement.

- (2) All work shall be performed in conformance with general industry safety orders of the State of California, Title 8 of Chapter 7, and safety standards set forth by the Occupational Safety and Health Agency (OSHA).
- (3) The Contractor/fabricator shall provide coordination and cooperation with Casitas staff, its contractors and representatives.
- (4) Contract conditions as specified in the District's Part B – General Conditions, attached to this Request for Proposal.
- (6) The liquidated damages for failure to complete the work on time, pursuant to Part B – General Conditions, Sections 23 and 24, will be \$50 per calendar day for each day beyond the calendar days provided for this work.

(c) Budget-Casitas has established a budget of up to \$40,000 to construct and deliver the dais and storage cabinet.

## 7. **CONTRACTOR'S PROPOSAL CONTENT**

It is the intent of this Request for Proposal to seek only those proposals that will directly address the particular project of Casitas Municipal Water District. The Contractors/Fabricators submitting proposals need not provide any general information about the firm, but only that particular information that specifically addresses the needs of this proposal. The proposal should not contain any information on personnel other than the proposed superintendent/project manager. The scope provided by the proposal should address not only the details in the request for proposal, but should also address those issues and relative points that may not have been described in the Request For Proposal, which the Contractor/Fabricator believes to be pertinent to this particular project specified. The proposal should contain the following elements:

(a) Experience. The proposal content should begin with the experience the firm has with projects similar to that proposed by Casitas. The Contractor/Fabricator should submit a listing of the references with names and phone numbers of each similar project the Contractor/Fabricator has performed recently. The Contractor/Fabricator shall provide a listing of all subcontractors whose work has a monetary value of 15 percent or more of

the total price bid and shall include their reference experience as required of the primary contractor/fabricator.

(b) Work Plan and Time Frame. The proposal should include a work plan and time frame for the work to be completed. Casitas' preference is for the work to be completed within a 45 days after a purchase order is issued.

(c) Lump Sum Fee. The proposal shall include the lump sum fee to complete the work.

(d) Conflicts. The firm shall identify any conflicts which they believe could affect the project work and the ability to complete on schedule.

## 8. **SELECTION**

The selection of the Contractor/Fabricator to complete the work will be based upon the following criteria:

(a) Qualifications and experience of the Contractor/Fabricator.

(b) The thoroughness and thought put into the proposal and the detail of the scope of work provided by the Contractor/Fabricator.

(c) The maximum fee specified by the Contractor/Fabricator to complete the scope of work.

(d) The proposed time required to complete the project.

Casitas reserves the right to reject any and all proposals that are considered unacceptable by Casitas or to waive any minor irregularities if so deemed by Casitas for any reason. If Casitas is unable to enter into agreement with the selected contractor/fabricator for any reason, it reserves the right to award the contract to the next most qualified contractor/fabricator who submitted a proposal. The same selection process would be used to select the alternate contractor/fabricator. The District reserves the right to retain all bids for a period of forty five (45) days and to reject any and all bids for any reason at the sole discretion of Casitas, with or without cause.

## 9. **PREVAILING WAGE RATE**

Prevailing wages are only applicable on this project if the Contractor/Fabricator desires to construct the project on site or to install the items.

## 10. **CONTRACT**

It is expected that the selected firm will enter into a Purchase Order contract with Casitas to perform the work. The conditions to be included in that contract are as follows:

(a) A "no attorney's fees" clause.



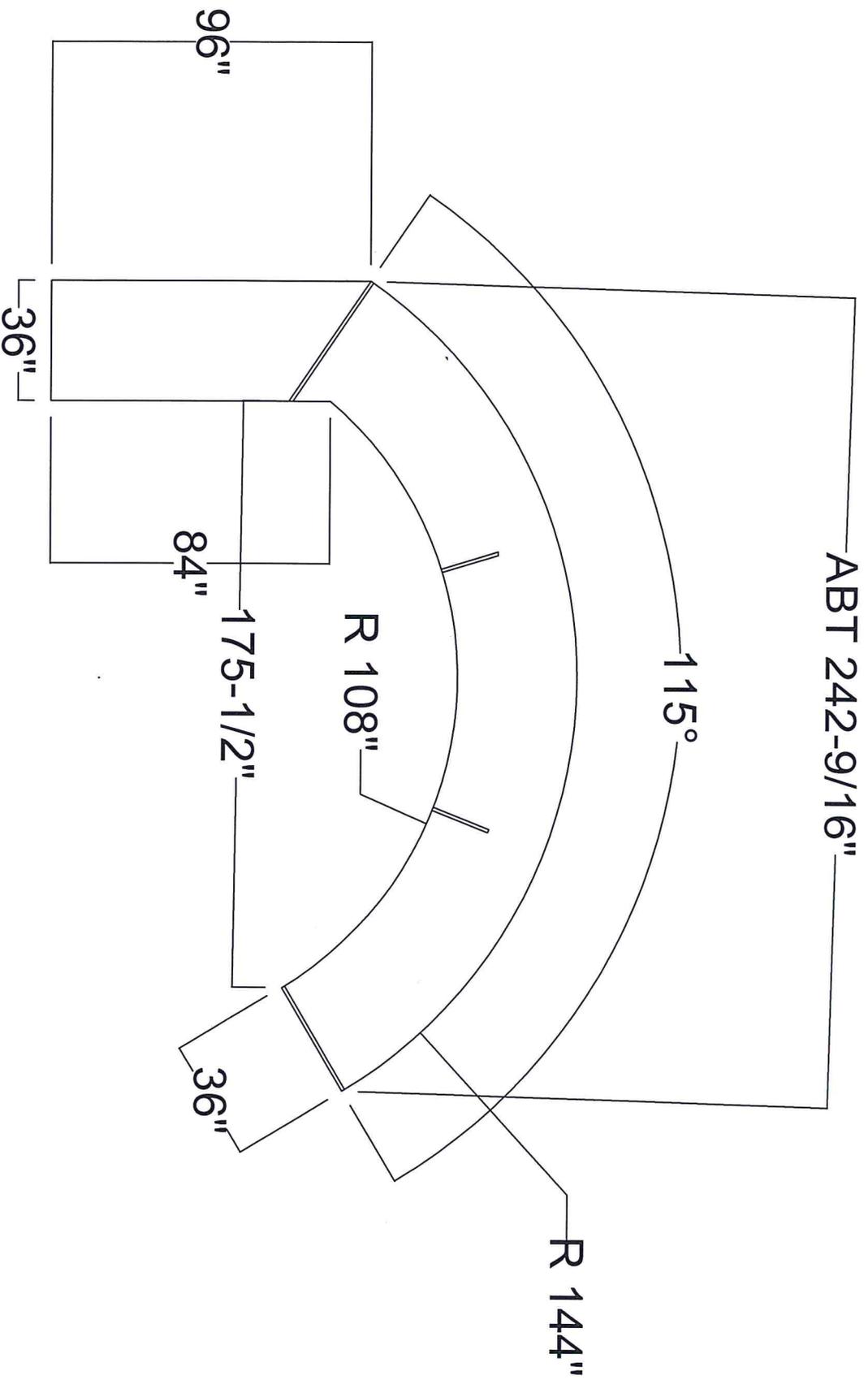
- (b) A "no interest" clause.
- (c) That the Contractor and any Subcontractor shall provide workmen's compensation insurance and liability insurance as required.
- (d) That any review and discussion of the bills shall not be cause for extra cost or billings.
- (e) Any dispute resulting in lawsuits shall be filed and processed in Ventura County in accordance with the laws of the State of California.
- (f) The full and agreed upon project description as contained herein, or as revised, including the District's General Conditions (Part B).

## 11. PAYMENT

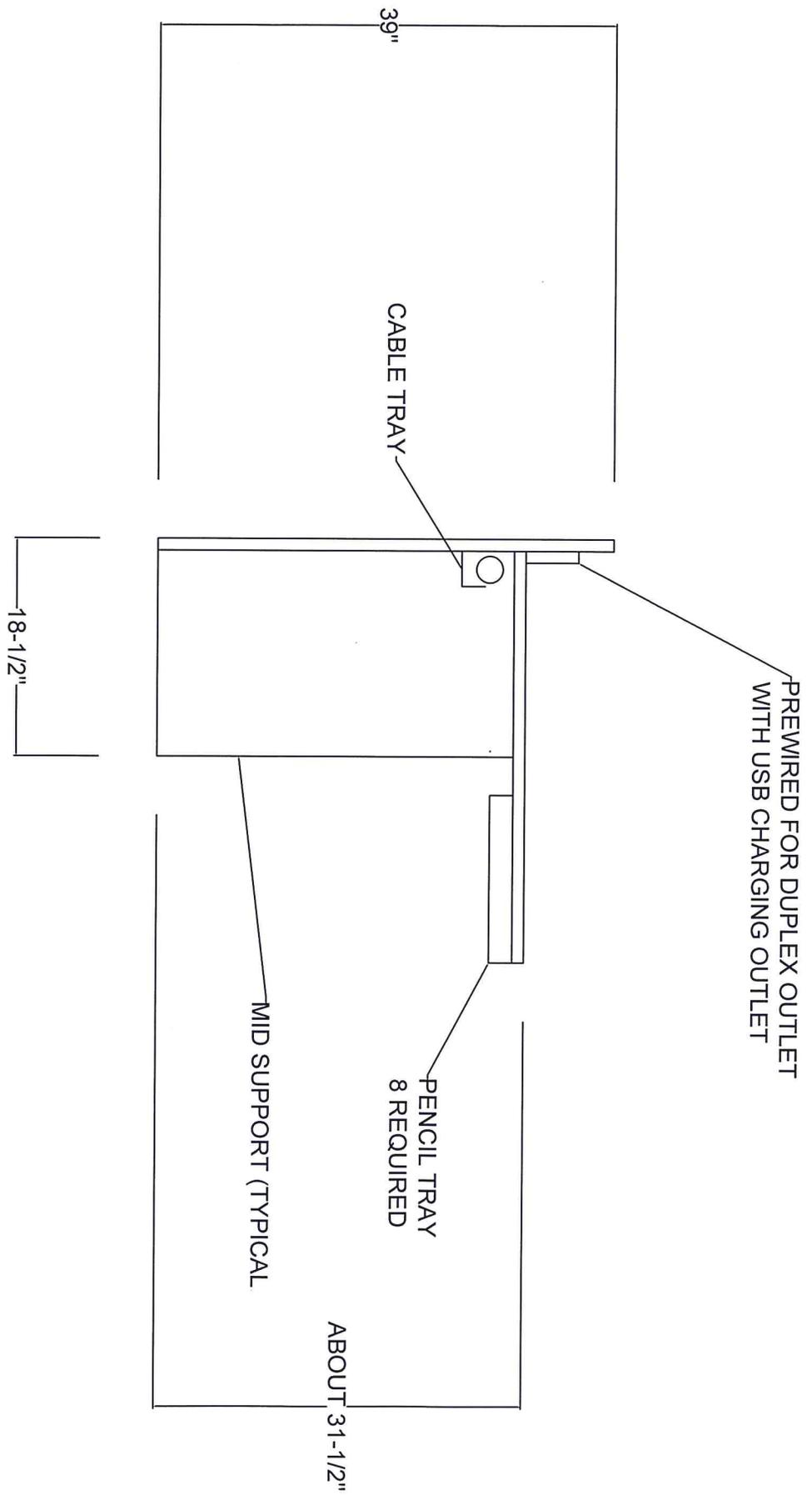
Casitas shall only accept one (1) payment request per month from the selected Contractor/Fabricator. Invoices shall fully define the work component completed, the percentage of the task completed in terms of actual work remaining and costs remaining until completion of the task at the time of billing. **No advance payment or deposit will be paid, unless clearly included in the proposal.** Each bill shall also contain a purchase order number or work order number assigned to each task and the bill shall state the billing period. Casitas reserves the right to require the Contractor/Fabricator to submit a certified payroll for all employees covered by prevailing wage requirements. Casitas reserves the right to withhold payment of any moneys due to the Contractor/Fabricator until a requested certified payroll is submitted to Casitas.

## 12. CASITAS CONTACTS

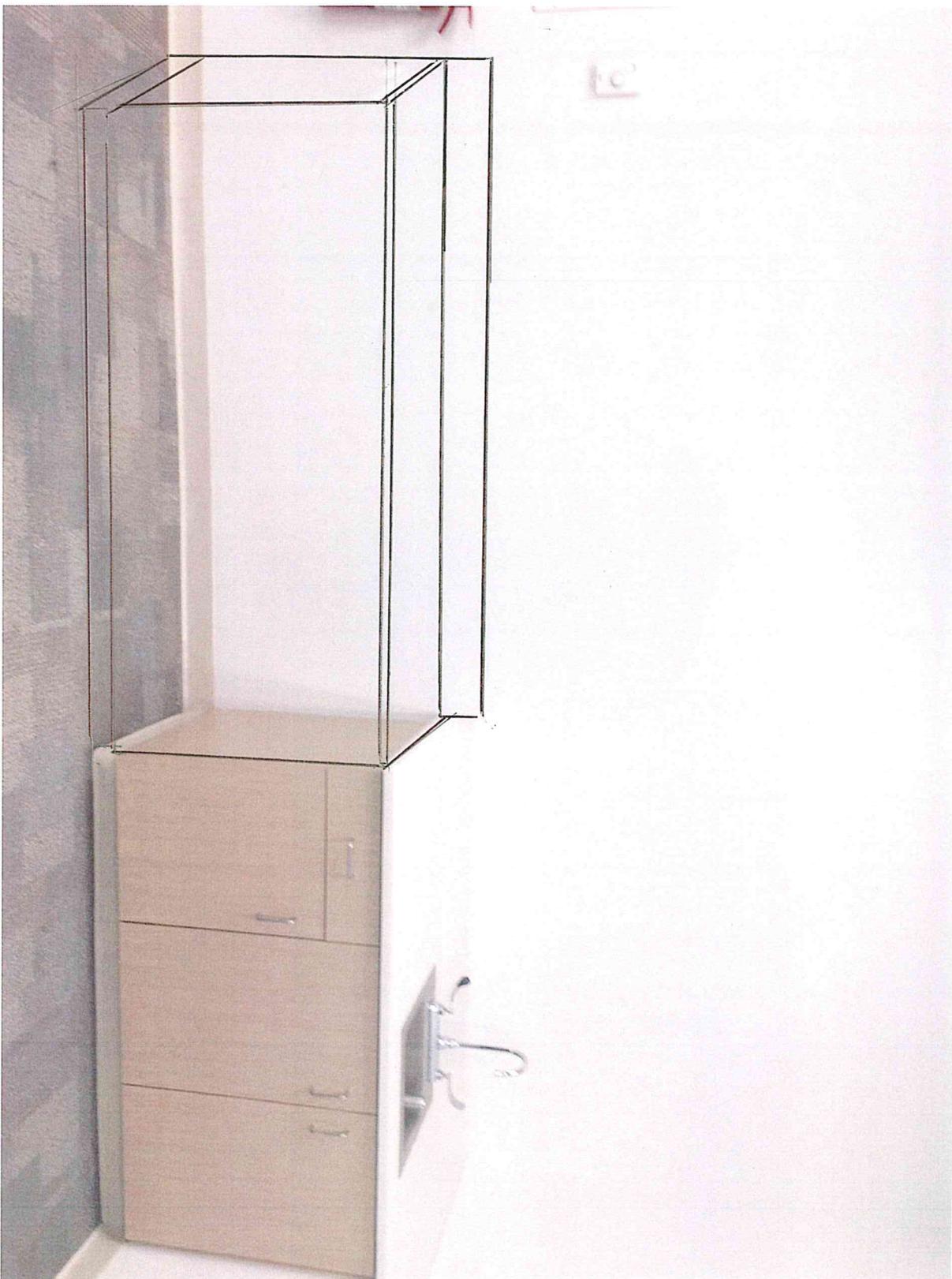
Neil Cole  
Principal Civil Engineer  
1055 N. Ventura Avenue  
Oak View, California 93022  
(805) 649-2251, Ext. 107; FAX # (805) 649-3001  
[ncole@casitaswater.com](mailto:ncole@casitaswater.com)



DAIS-PLAN VIEW

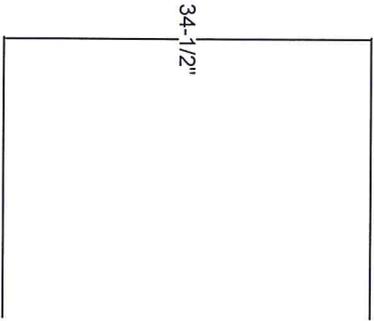


DAIS-SECTION VIEW

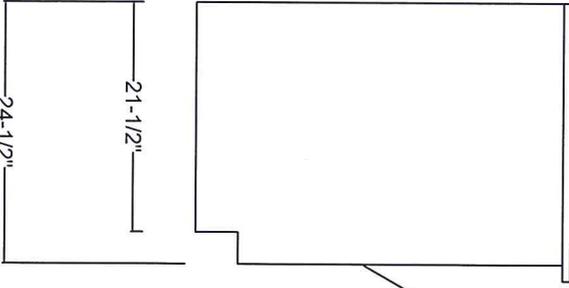


FOLDING TABLE STORAGE CABINET

COUNTERTOP TO MATCH  
EXISTING LAMINATE  
COUNTERTOP

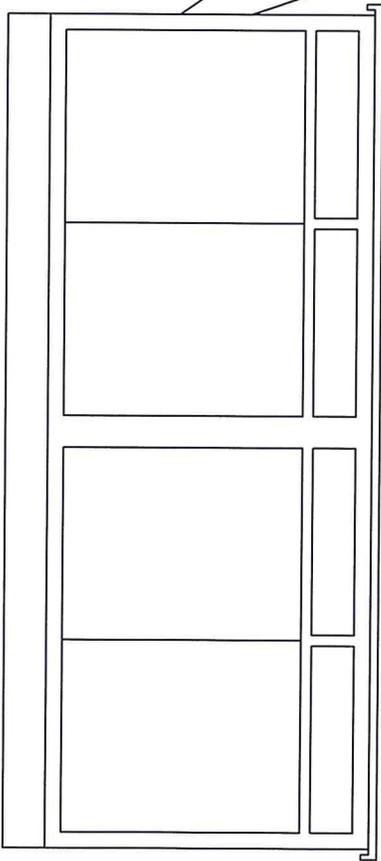


HINGED/REMOVABLE  
END PANEL TO ALLOW  
FOLDING TABLE STORAGE



CABINET TO MATCH  
MATCH EXISTING

FOLDING TABLE STORAGE CABINET  
APPROXIMATE DIMENSIONS



**CASITAS MUNICIPAL WATER DISTRICT**  
**Payable Fund Check Authorization**  
**Checks Dated 12/09/17-01/03/18**  
**Presented to the Board of Directors For Approval January 10, 2018**

<b>Check</b>	<b>Payee</b>			<b>Description</b>	<b>Amount</b>
000772	Payables Fund Account	#	9759651478	Accounts Payable Batch 121317	\$150,216.82
000773	Payables Fund Account	#	9759651478	Accounts Payable Batch 122017	\$369,653.08
000774	Payables Fund Account	#	9759651478	Accounts Payable Batch 122717	\$155,666.50
000775	Payables Fund Account	#	9759651478	Accounts Payable Batch 010318	\$392,846.64
					\$1,068,383.04
000776	Payroll Fund Account	#	9469730919	Estimated Payroll 01/18/18	\$175,000.00
				<b>Total</b>	<b>\$1,243,383.04</b>

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, 000772-000776 have been duly audited is hereby certified as correct.

Denise Collin 1/3/18  
Denise Collin, Accounting Manager/Treasurer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

# A/P Fund

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

000772 A/P Checks: 028698-028703  
A/P Draft to P.E.R.S.  
A/P Draft to State of CA  
A/P Draft to I.R.S.  
Voids:

000773 A/P Checks: 028704-028825  
A/P Draft to P.E.R.S. 000000  
A/P Draft to State of CA 000000  
A/P Draft to I.R.S. 000000  
Voids: 028761-028762

000774 A/P Checks: 028826-028850  
A/P Draft to P.E.R.S.  
A/P Draft to State of CA  
A/P Draft to I.R.S.  
Voids:

000775 A/P Checks: 028851-028936  
A/P Draft to P.E.R.S. 000000  
A/P Draft to State of CA 000000  
A/P Draft to I.R.S. 000000  
Voids: 028901

Denise Collin 1/3/18  
Denise Collin, Accounting Manager/Treasurer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

CERTIFICATION

Payroll disbursements for the pay period ending 12/16/17  
Pay Date of 12/21/17  
have been duly audited and are  
hereby certified as correct.

Signed: Denise Collin 12/18/17  
Denise Collin

Signed: \_\_\_\_\_  
Signature

Signed: \_\_\_\_\_  
Signature

Signed: \_\_\_\_\_  
Signature



CERTIFICATION

Payroll disbursements for the pay period ending 12/30/17  
Pay Date of 01/04/18  
have been duly audited and are  
hereby certified as correct.

Signed: Denise Collin 1/2/18  
Denise Collin

Signed: \_\_\_\_\_  
Signature

Signed: \_\_\_\_\_  
Signature

Signed: \_\_\_\_\_  
Signature

VENDOR SET: 01 Casitas Municipal Water D  
BANK: \* ALL BANKS  
DATE RANGE:12/09/2017 THRU 1/03/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	12/20/2017			028761		
C-CHECK	VOID CHECK	V	12/20/2017			028762		
C-CHECK	VOID CHECK	V	1/03/2018			028901		

\* \* 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	0.00	0.00
VOID DEBITS		0.00		
VOID CREDITS		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: 12/09/2017 THRU 1/03/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	STATE OF CALIFORNIA I-T2 201801031296 State Withholding	D	1/03/2018	11,537.30		000000		11,537.30
00049	STATE OF CALIFORNIA I-T2 201712181292 State Withholding	D	12/20/2017	15,156.05		000000		15,156.05
00128	INTERNAL REVENUE SERVICE I-T1 201801031296 Federal Withholding	D	1/03/2018	34,123.17		000000		
	I-T3 201801031296 FICA Withholding	D	1/03/2018	32,113.34		000000		
	I-T4 201801031296 Medicare Withholding	D	1/03/2018	7,510.32		000000		73,746.83
00128	INTERNAL REVENUE SERVICE I-T1 201712181292 Federal Withholding	D	12/20/2017	43,183.42		000000		
	I-T3 201712181292 FICA Withholding	D	12/20/2017	24,365.84		000000		
	I-T4 201712181292 Medicare Withholding	D	12/20/2017	8,490.01		000000		76,039.27
00187	CALPERS I-PBB201801031296 PERS BUY BACK	D	1/03/2018	216.95		000000		
	I-PBP201801031296 PERS BUY BACK	D	1/03/2018	161.96		000000		
	I-PEB201801031296 PEPRA EMPLOYEES PORTION	D	1/03/2018	3,266.62		000000		
	I-PEM201801031296 PERS EMPLOYEE PORTION MGMT	D	1/03/2018	3,500.79		000000		
	I-PER201801031296 PERS EMPLOYEE PORTION	D	1/03/2018	6,511.87		000000		
	I-PRB201801031296 PEBRA EMPLOYER PORTION	D	1/03/2018	3,414.51		000000		
	I-PRR201801031296 PERS EMPLOYER PORTION	D	1/03/2018	10,895.66		000000		27,968.36
00187	CALPERS I-PBB201712181292 PERS BUY BACK	D	12/20/2017	216.95		000000		
	I-PBP201712181292 PERS BUY BACK	D	12/20/2017	161.96		000000		
	I-PEB201712181292 PEPRA EMPLOYEES PORTION	D	12/20/2017	3,103.09		000000		
	I-PEM201712181292 PERS EMPLOYEE PORTION MGMT	D	12/20/2017	3,100.00		000000		
	I-PER201712181292 PERS EMPLOYEE PORTION	D	12/20/2017	6,784.88		000000		
	I-PRB201712181292 PEBRA EMPLOYER PORTION	D	12/20/2017	3,243.57		000000		
	I-PRR201712181292 PERS EMPLOYER PORTION	D	12/20/2017	10,975.12		000000		27,585.57
03491	Ilene Scandlyn C-613059a Refund Reversal - LCRA	N	1/03/2018	76.00CR		000000		
	I-613059 Reducing Stay - LCRA	N	1/03/2018	76.00		000000		
01666	AT & T I-000010566028 Acct#9391062398	R	12/13/2017	107.73		028698		107.73
03429	AT&T I-6418289301 Acct#8310006908483	R	12/13/2017	1,136.11		028699		1,136.11

VENDOR SET: 01 Casitas Municipal Water D  
BANK: AP ACCOUNTS PAYABLE  
DATE RANGE:12/09/2017 THRU 1/03/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02787	Lindsay Cao							
I-Dec 17	CWEA Lab Analyst Grade 2 Renew	R	12/13/2017	90.00		028700		90.00
00625	OfficeTeam							
I-49706939	Temp - DO	R	12/13/2017	149.17		028701		149.17
02947	Nicole Parson							
I-Dec 17	Reimburse Expenses 12/17	R	12/13/2017	1,500.00		028702		1,500.00
00215	SOUTHERN CALIFORNIA EDISON							
I-113017	Acct#2210503702	R	12/13/2017	7,946.32		028703		
I-120217	Acct#2269631768	R	12/13/2017	23.07		028703		
I-120217a	Acct#2237789169	R	12/13/2017	30.21		028703		
I-120217b	Acct#2210505426	R	12/13/2017	1,838.69		028703		
I-120217c	Acct#2210502480	R	12/13/2017	120,654.29		028703		
I-121217	Acct#2397969643	R	12/13/2017	16,741.23		028703		147,233.81
00010	AIRGAS USA LLC							
I-9069924290	Acetylene - UT	R	12/20/2017	99.97		028704		
I-9069924291	Acetylene & Oxygen - LCRA	R	12/20/2017	220.08		028704		
I-9949138585	Argon,Acetylene,Oxygen - PL	R	12/20/2017	127.90		028704		447.95
09569	ALLCABLE							
I-2205915-01	Scada Cable - EM	R	12/20/2017	188.57		028705		188.57
03044	Amazon Capital Services							
I-1GC3-X3YP-RWCN	UPS Battery - EM	R	12/20/2017	34.33		028706		
I-1QKX-QQKL-M173	UPS Battery - EM	R	12/20/2017	34.33		028706		
I-1QKX-QQKL-M1WM	UPS Battery - EM	R	12/20/2017	34.33		028706		
I-1QKX-QQKL-RWK6	UPS Battery - EM	R	12/20/2017	34.33		028706		
I-1W4V-QNMG-VHVN	Test TV for RV Sites - LCRA	R	12/20/2017	92.81		028706		230.13
00029	AMERICAN TOWER CORP							
I-2577118	Tower Rent-Red Mtn.Rincon Peak	R	12/20/2017	1,927.53		028707		1,927.53
00014	AQUA-FLO SUPPLY							
I-SI1130499	PVC Fittings - LCRA	R	12/20/2017	71.88		028708		
I-SI1130505	Pipe Insulation - EM	R	12/20/2017	92.26		028708		
I-SI1132167	PVC Fittings & Gloves - LCRA	R	12/20/2017	126.18		028708		
I-SI1133972	PVC Fittings - LCRA	R	12/20/2017	153.72		028708		
I-SI1136666	PVC Fittings - LCRA	R	12/20/2017	162.66		028708		
I-SI1137460	Fittings - UT	R	12/20/2017	2.34		028708		
I-SI1138004	Pipe Repair Clamp - UT	R	12/20/2017	18.29		028708		
I-SI1139839	PVC Fittings - LCRA	R	12/20/2017	57.27		028708		684.60

VENDOR SET: 01 Casitas Municipal Water D  
BANK: AP ACCOUNTS PAYABLE  
DATE RANGE:12/09/2017 THRU 1/03/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01666	AT & T I-000010627416 Acct#9391051740	R	12/20/2017	1,907.66		028709		1,907.66
01666	AT & T I-000010627426 Acct#9391051750	R	12/20/2017	686.25		028710		686.25
01666	AT & T I-000010632290 Local,Regional,Long Distance	R	12/20/2017	1,151.08		028711		1,151.08
00018	AT & T MOBILITY I-829434088X12142017 PT Wildlife Biol Monthly Cell	R	12/20/2017	11.69		028712		11.69
00021	AWA OF VENTURA COUNTY I-06-10420 CCWUC Luncheon 11/29	R	12/20/2017	105.00		028713		105.00
00030	B&R TOOL AND SUPPLY CO I-1900904981 Pliers,Wrenches,Glasses - PL I-1900905769 1000W Bulbs - PL I-1900906544 Wheel Cutter - PL I-1900906545 Oring, Seal, Impeller - PL I-1900907004 Socket Impact - EM I-1900907005 Torque Wrench - EM	R	12/20/2017	657.62		028714		1,779.42
01295	B.S.N. CONSTRUCTION I-112817 Patchwork - PL	R	12/20/2017	38,350.25		028715		38,350.25
03123	Baltic Networks USA C-100133971b Accrue Use Tax D-100133971a Accrue Use Tax I-100133971 Scada Antenna - EM	R	12/20/2017	21.79CR		028716		318.96
00032	BIOVIR LABORATORIES, INC I-171912 Giardia/Crypto Test 9/27/17 I-172262 Giardia/Crypto Test 11/15/17	R	12/20/2017	365.00		028717		730.00
03207	BMI PacWest iNC. I-010387 AC Unit Removal - EM	R	12/20/2017	4,199.00		028718		4,199.00
03059	Brenntag Pacific Inc. I-BPI790435 Chlorine for Ojai Sys. - TP I-BPI795069 Chlorine for Ojai Sys. - TP	R	12/20/2017	1,104.31		028719		2,380.01
00055	CASITAS BOAT RENTALS I-Nov 17 Gas for Boats - LCRA	R	12/20/2017	1,070.93		028720		1,070.93

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE:12/09/2017 THRU 1/03/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT	
02945	I-614125	Stacey Clark Camping Reduction (Fire)- LCRA	R	12/20/2017	76.00	028721		76.00	
01843	I-763684	COASTAL COPY Copier Usage - DO	R	12/20/2017	136.05	028722		136.05	
00059	I-S1982772.002	COASTAL PIPCO PVC & Glue - TP	R	12/20/2017	116.25	028723		116.25	
02952	I-621806	Kathryn Coker Reduction in Stay - LCRA	R	12/20/2017	38.00	028724		38.00	
00061	I-SB02088077 I-SB02088400	COMPUWAVE Printer USB - LCRA Toners - DO	R R	12/20/2017 12/20/2017	230.59 220.69	028725 028725		451.28	
00062	I-9009-762766	CONSOLIDATED ELECTRICAL Contact Block - TP	R	12/20/2017	76.50	028726		76.50	
00719	I-81852932	CORELOGIC INFORMATION SOLUTION Realquest Subscription	R	12/20/2017	137.50	028727		137.50	
00079	I-250088197	DANIELS TIRE SERVICE Tires - Unit 116	R	12/20/2017	1,993.70	028728		1,993.70	
01764	I-DP1703567	DataProse, LLC UB Mailing	R	12/20/2017	3,618.91	028729		3,618.91	
00086	I-2337	E.J. Harrison & Sons Inc Acct#1C00053370	R	12/20/2017	146.94	028730		146.94	
00086	I-2359	E.J. Harrison & Sons Inc Acct#1C00054240	R	12/20/2017	155.23	028731		155.23	
00095	I-197980 I-197981 I-198030 I-198224 I-198229 I-198440 I-198545 I-199171 I-199602 I-199629 I-200026 I-72965	FAMCON PIPE & SUPPLY Brass Fittings - PL Brass Couplings - PL Wharf Head - PL Ball Valves - PL Repair Clamps - PL Brass Fittings - PL Gaskets - PL Coupler - PL Repair Kits - PL Adapters - PL Brass Valve - UT Reducer - EM	R R R R R R R R R R R R	12/20/2017 12/20/2017 12/20/2017 12/20/2017 12/20/2017 12/20/2017 12/20/2017 12/20/2017 12/20/2017 12/20/2017 12/20/2017 12/20/2017	237.02 214.50 520.16 1,747.10 600.60 1,978.23 416.13 707.85 440.80 2,305.88 42.90 5.36		028732 028732 028732 028732 028732 028732 028732 028732 028732 028732 028732 028732		9,216.53

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00099	FGL ENVIRONMENTAL							
I-711547A	Ojai Valley PP-Illegal Dumping	R	12/20/2017	767.00		028733		
I-713112A	Lake Nutrient Monitoring 10/20	R	12/20/2017	1,288.00		028733		
I-713114A	Manganese Monitoring 10/20/17	R	12/20/2017	130.00		028733		
I-713574A	THM/HAA5 Monitoring 11/1/17	R	12/20/2017	817.00		028733		
I-713698A	Nitrate Monitoring 11/7/17	R	12/20/2017	61.00		028733		
I-714083A	Nitrate Monitoring 11/14/17	R	12/20/2017	43.00		028733		
I-714464A	Lake Nutrient Monitoring 11/16	R	12/20/2017	1,288.00		028733		
I-714466A	Nitrate Monitoring 11/21/17	R	12/20/2017	43.00		028733		
I-714670A	Nitrate Monitoring 11/28/17	R	12/20/2017	43.00		028733		4,480.00
00101	FISHER SCIENTIFIC							
I-1446673	Petri Dishes, Agar - Lab	R	12/20/2017	174.19		028734		
I-1751855	Bile Broth - Lab	R	12/20/2017	77.18		028734		
I-1751857	Electrode - Lab	R	12/20/2017	381.07		028734		
I-3458412	Thermometer, Gloves - Lab	R	12/20/2017	126.45		028734		
I-3839058	Slant Rack - Lab	R	12/20/2017	38.67		028734		797.56
01290	FORTNET SECURITY							
I-1895	Malwarebytes Protection - IT	R	12/20/2017	778.00		028735		778.00
00103	FRANK'S ROOTER & PUMPING							
I-91951	Septic Vault Pumping - LCRA	R	12/20/2017	427.50		028736		
I-91955	Septic Vault Pumping - LCRA	R	12/20/2017	427.50		028736		
I-91965	Septic Tank Pump 12/1/17	R	12/20/2017	380.00		028736		
I-92086	Inspection of Drain Lines - TP	R	12/20/2017	275.00		028736		1,510.00
00104	FRED'S TIRE MAN							
I-104399	Oil Change, Balance - Unit 18	R	12/20/2017	753.90		028737		
I-104513	Balance & Align - Unit 35	R	12/20/2017	412.42		028737		1,166.32
00106	FRONTIER PAINT							
I-F0230829	Urethane Base - WP	R	12/20/2017	85.37		028738		85.37
01280	FRY'S ELECTRONICS, INC.							
I-6952208	Mouse & USB drives - IT/LCRA	R	12/20/2017	86.17		028739		
I-6960368a	Cyberpower USB - IT	R	12/20/2017	32.31		028739		
I-6960368b	Computer Monitor - Lab	R	12/20/2017	134.21		028739		
I-6967429	Surge Protectors, Cables - IT	R	12/20/2017	39.58		028739		292.27
02720	Garda CL West, Inc.							
I-10356423	Armored Truck Service	R	12/20/2017	681.52		028740		681.52

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02835	Global Equipment Co., Inc.							
I-111908523	Backwash Valve Platform - TP	R	12/20/2017	349.61		028741		
I-111938928	Backwash Valve Platform - TP	R	12/20/2017	9,056.80		028741		9,406.41
02158	Google, Inc.							
I-3397877288	Google Apps 11/17	R	12/20/2017	880.00		028742		880.00
00115	GRAINGER, INC							
I-9618616131	Test Strips&Battery Pack - EM	R	12/20/2017	126.58		028743		
I-9622599125	Shelf Bins - Whs	R	12/20/2017	53.03		028743		
I-9629122376	Bumper & Coat Hook - LCRA	R	12/20/2017	16.63		028743		
I-9645812851	Batteries - Whs	R	12/20/2017	56.18		028743		252.42
02217	Greg Rents							
I-47136	Cement Slurry & Cart - PL	R	12/20/2017	102.95		028744		
I-47378	Cement Slurry & Cart - PL	R	12/20/2017	102.95		028744		
I-47401	Cement Slurry & Cart - PL	R	12/20/2017	102.95		028744		308.85
00121	HACH COMPANY							
I-10742872	Free Chlorine Analyzer - TP	R	12/20/2017	4,387.65		028745		
I-10752340	Free Chlorine Reagent - Lab	R	12/20/2017	92.98		028745		
I-10754560	Portable Turbidimeter - Lab	R	12/20/2017	1,172.78		028745		5,653.41
00596	HOME DEPOT							
I-4641865	Sawzall - Maint	R	12/20/2017	106.18		028746		
I-5402874	Pressure Washer - Fish	R	12/20/2017	352.85		028746		459.03
00894	HOSE-MAN, INC.							
I-5243389-0001-05	Washer,Coupler,Fire Hose - PL	R	12/20/2017	789.73		028747		789.73
03469	IC Realtime							
I-INV46663	Hoist House Camera - EM	R	12/20/2017	2,955.93		028748		2,955.93
00125	IDEXX DISTRIBUTION CORP							
I-3023994384	Colilert Test Kit - Lab	R	12/20/2017	891.66		028749		891.66
00127	INDUSTRIAL BOLT & SUPPLY							
I-183584-1	Hex Nuts, Hex Caps - EM	R	12/20/2017	20.26		028750		20.26
00872	Irrisoft, Inc.							
I-6239	Weather Station Signal	R	12/20/2017	79.00		028751		79.00
02344	Janitek Cleaning Solutions							
I-29293A	Janitorial Services - DO	R	12/20/2017	1,550.00		028752		1,550.00



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00131	JCI JONES CHEMICALS, INC							
I-742333	Chlorine - TP, CM 742367	R	12/20/2017	1,650.00		028753		
I-742941	Chlorine - TP, CM 743079	R	12/20/2017	1,650.00		028753		3,300.00
01022	KELLY CLEANING & SUPPLIES, INC							
I-4528179	Janitorial Services - LCRA	R	12/20/2017	300.00		028754		300.00
01272	LISA KOLAR							
I-121617	CEU's Pesticide Regulation Fee	R	12/20/2017	195.00		028755		195.00
02658	Liebert Cassidy Whitmore							
I-1450684	Matter # CA182-00007	R	12/20/2017	210.00		028756		210.00
00328	LIGHTNING RIDGE							
I-11141706	Uniform Polos - IT	R	12/20/2017	88.79		028757		
I-11171707	Junior Lifeguard Uniforms - WP	R	12/20/2017	1,583.78		028757		1,672.57
03473	Jenny Lorenzo							
I-626288	Camping Cancellation (Fire)-LC	R	12/20/2017	297.00		028758		297.00
03474	Angela McNall							
I-617584	Camping Cancellation (Fire)-LC	R	12/20/2017	849.00		028759		849.00
00151	MEINERS OAKS ACE HARDWARE							
I-799834	Plugs,Gloves,Bolts - LCRA	R	12/20/2017	86.06		028760		
I-799954	Trash Cans, Tub - Maint	R	12/20/2017	131.56		028760		
I-800703	Faucet, Lock Rekey - LCRA	R	12/20/2017	214.98		028760		
I-800771	Pail,Bucket,Safety Cones -LCRA	R	12/20/2017	163.59		028760		
I-800889	Push Broom - TP	R	12/20/2017	28.68		028760		
I-801048	LED lights, Chain - LCRA	R	12/20/2017	177.31		028760		
I-801445	Roller Cover,Tray Liners -LCRA	R	12/20/2017	174.43		028760		
I-801936	Couple,Gloves,Glasses - WP	R	12/20/2017	88.23		028760		
I-801989	Socket - WP	R	12/20/2017	12.68		028760		
I-803058	Caulk,Tape,Paint brushes -LCRA	R	12/20/2017	133.45		028760		
I-803073	PVC Fittings, Shovel - LCRA	R	12/20/2017	89.79		028760		
I-803239	Copper Tube & Adapter - LCRA	R	12/20/2017	21.16		028760		
I-803337	Nylon Rope - Fish	R	12/20/2017	20.50		028760		
I-803355	Wheel Cutoff - LCRA	R	12/20/2017	55.56		028760		
I-803362	Elbow, Couple - LCRA	R	12/20/2017	44.18		028760		
I-803510	Brake Fluid - Unit 82	R	12/20/2017	8.56		028760		
I-803825	Tubing, Fittings - LCRA	R	12/20/2017	65.47		028760		
I-803838	Gas Cylinder - UT	R	12/20/2017	8.77		028760		
I-803859	Single Key, Mats - Maint	R	12/20/2017	34.27		028760		
I-803905	Poly Tubing - LCRA	R	12/20/2017	2.13		028760		
I-804014	Bolts & Screws - LCRA	R	12/20/2017	10.38		028760		
I-804098	Gas Cans - Maint	R	12/20/2017	51.45		028760		
I-804483	Fittings - Fish	R	12/20/2017	12.57		028760		
I-804491	PVC Primer - EM	R	12/20/2017	19.70		028760		

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I-804809	Sanitizer, Paint Brush - LCRA	R	12/20/2017	22.14		028760		
I-804874	File, Socket - UT	R	12/20/2017	10.71		028760		
I-804931	Panel Bolts - EM	R	12/20/2017	35.69		028760		
I-804966	Shovel - LCRA	R	12/20/2017	64.38		028760		
I-805145	Clorox, Simple Green - LCRA	R	12/20/2017	24.05		028760		
I-805194	Sandpaper, Caulk, Bolts - LCRA	R	12/20/2017	20.87		028760		
I-805218	Batteries - Eng	R	12/20/2017	13.35		028760		
I-805559	Conduit - UT	R	12/20/2017	9.62		028760		
I-K03446	Cutoff Wheel - LCRA	R	12/20/2017	17.55		028760		
I-K03551	Trash Bags - TP	R	12/20/2017	13.93		028760		1,887.75
03475	Gordon Mustoe							
I-632249	Camping Cancellation (Fire)-LC	R	12/20/2017	788.00		028763		788.00
03461	Neteon Technologies, Inc.							
I-IN844879	Serial Communication - Lab	R	12/20/2017	769.17		028764		769.17
02185	Oasis Technology Inc.							
I-110817-1	Antenna&Toughbook Repair-OM	R	12/20/2017	1,000.00		028765		1,000.00
00625	OfficeTeam							
I-49842916	Temp - DO	R	12/20/2017	117.21		028766		117.21
00160	OILFIELD ELECTRIC CO, INC							
I-2024451	Connect Furniture to Power-Eng	R	12/20/2017	877.50		028767		877.50
01570	Ojai Auto Supply LLC							
I-418295	Master Cylinder - Unit 82	R	12/20/2017	107.20		028768		
I-419047	Battery - Unit 114	R	12/20/2017	119.49		028768		
I-419428	Wheel Seal,Brake Pads-Unit 20	R	12/20/2017	170.12		028768		
I-419623	Battery - Unit 16	R	12/20/2017	107.76		028768		504.57
00607	OJAI ELECTRIC							
I-07-3084	Air Conditioner Repair - WP	R	12/20/2017	406.00		028769		406.00
00165	OJAI LUMBER CO, INC							
I-1712-853367	Entance Sign - LCRA	R	12/20/2017	452.23		028770		
I-1712-853373	Hex Bolts - LCRA	R	12/20/2017	4.55		028770		
I-1712-854314	2x8 Fir - LCRA	R	12/20/2017	27.21		028770		483.99
00347	Ojai Recreation Department							
I-102317	WP Winter Ad	R	12/20/2017	495.00		028771		495.00

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00473	OJAI VALLEY GLASS							
I-37724	Back Window Glass - Unit 11	R	12/20/2017	371.37		028772		371.37
00168	OJAI VALLEY NEWS							
I-300018759	Conservation Ad 8/18-12/22	R	12/20/2017	55.00		028773		
I-300019218	Conservation Ad 12/1517	R	12/20/2017	55.00		028773		110.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-19800	Cust # 20594	R	12/20/2017	168.84		028774		
I-19874	Cust # 52921	R	12/20/2017	56.28		028774		225.12
03471	Original Watermen							
I-40959	Suits & Shorts - WP	R	12/20/2017	37.63		028775		37.63
00188	PETTY CASH							
I-121917	Replenish Petty Cash - DO	R	12/20/2017	432.99		028776		432.99
02187	Pitney Bowes Inc							
I-1005998785	Quarterly Postage Maintenance	R	12/20/2017	112.61		028777		112.61
03287	Porta-Stor							
I-264934	Storage Container Rental - Eng	R	12/20/2017	110.00		028778		110.00
02833	Praxair, Inc							
I-80271024	Liquid Oxygen - TP	R	12/20/2017	1,906.65		028779		
I-80346615	Liquid Oxygen - TP	R	12/20/2017	1,941.75		028779		3,848.40
03392	Pres Tech Equipment Company							
I-9251	Filters for Valve Exerciser-UT	R	12/20/2017	611.93		028780		611.93
02936	Priority Safety Services, LLC							
I-2017-949	Respirator Fit Testing - WP	R	12/20/2017	120.00		028781		120.00
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-8454	Gas Tank Inspection - DO	R	12/20/2017	220.00		028782		
I-8455a	Fuel Filters	R	12/20/2017	11.09		028782		
I-8455b	Gas Tank Inspection - LCRA	R	12/20/2017	220.00		028782		451.09
00857	PT HUENEME MARINE							
I-014174/1	Insulated Jacket - UT	R	12/20/2017	94.81		028783		94.81
03481	Gene Putnam							
I-640943	Camping Cancellation(Fire)-LCR	R	12/20/2017	300.00		028784		300.00

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00732	QUINN RENTAL SERVICES							
I-03516701	Backhoe Rental - PL	R	12/20/2017	3,295.78		028785		
I-03900501	Dozer Rental - PL	R	12/20/2017	4,154.43		028785		7,450.21
00313	ROCK LONG'S AUTOMOTIVE							
I-22164	Smog Inspection - Unit 34	R	12/20/2017	44.75		028786		
I-22246	Oil Change - Unit 14	R	12/20/2017	139.71		028786		
I-22259	Renew Speed Sensor - Unit 8	R	12/20/2017	163.41		028786		
I-22295	Steering Wheel Replace-Unit 42	R	12/20/2017	597.23		028786		
I-22309	Smog Inspect,Oil Change-Unit38	R	12/20/2017	121.54		028786		
I-22322	Diagnose,Oil Change-Unit 39	R	12/20/2017	195.02		028786		
I-22330	Smog Inspection Retest-Unit 34	R	12/20/2017	20.00		028786		1,281.66
01109	SALVADOR LOERA TRANSPORTATION							
I-15521	Fill Sand - PL	R	12/20/2017	412.45		028787		
I-15663	Road Base - LCRA	R	12/20/2017	582.42		028787		
I-15665	Fill Sand - PL	R	12/20/2017	413.22		028787		
I-15666	Plaster Sand - TP	R	12/20/2017	575.52		028787		1,983.61
02756	SC Fuels							
I-1023753-IN	Gas & Diesel - DO	R	12/20/2017	3,795.40		028788		
I-1030830-IN	Gas & Diesel - LCRA	R	12/20/2017	3,028.94		028788		6,824.34
03161	Nancy Schram							
I-551630a	Camping Cancellation - LCRA	R	12/20/2017	200.00		028789		200.00
00725	SMART & FINAL							
I-060883	Coffee & Creamer - Mgmt	R	12/20/2017	12.19		028790		
I-060884	Coffee, Vinegar - TP	R	12/20/2017	71.15		028790		83.34
01944	Luke Scholt							
I-Nov 17	Water Dist.Sys.Operator Course	R	12/20/2017	118.55		028791		118.55
02770	Stoner's One Off Customs							
I-1243	Tune Up & Repair - EZ Cart 6	R	12/20/2017	263.02		028792		263.02
03472	Kelly Steiner							
I-593394	Camping Cancellation - LCRA	R	12/20/2017	223.00		028793		223.00
02703	Sunbelt Rentals							
I-73992998-0001	Generator Rental - EM	R	12/20/2017	1,236.94		028794		1,236.94
02643	Take Care by WageWorks							
I-6628580	Reimburse Med/Dep Care	R	12/20/2017	43.09		028795		43.09

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01959	The Wharf							
I-110117	Safety Boots/Uniforms - OM	R	12/20/2017	565.33		028796		
I-120117	Safety Boots - EM	R	12/20/2017	134.80		028796		
I-120117a	Safety Boot Inserts - EM	R	12/20/2017	32.27		028796		732.40
01173	TOICO INDUSTRIES, INC.							
I-0168299-IN	Bathroom Scent - Maint	R	12/20/2017	105.09		028797		105.09
02773	Total Compensation Systems, In							
I-5793	OPEB Actuarial Valuation	R	12/20/2017	1,710.00		028798		1,710.00
03476	Rick Towe							
I-627503	Camping Cancellation (Fire)-LC	R	12/20/2017	129.00		028799		129.00
02527	Traffic Technologies LLC							
I-26291	Signs for Steel Plates - Eng	R	12/20/2017	261.36		028800		
I-26376	Exit Barricade Signs - LCRA	R	12/20/2017	1,474.02		028800		1,735.38
03478	Jim Tuck							
I-651126	Camping Cancellation(Fire)-LCR	R	12/20/2017	320.00		028801		320.00
01662	TYLER TECHNOLOGIES, INC.							
I-025-207285	2018 Incode Software Maint.	R	12/20/2017	27,669.85		028802		27,669.85
00225	UNDERGROUND SERVICE ALERT							
I-1120170094	147 New Ticket Charges	R	12/20/2017	252.55		028803		252.55
02784	United Rentals							
I-152480090-001	Steel Road Plates - Eng	R	12/20/2017	4,064.78		028804		4,064.78
03479	Alvin Van Hulzen							
I-654713	Camping Cancellation(Fire)-LCR	R	12/20/2017	300.00		028805		300.00
00247	County of Ventura							
I-251445/487/252158	Encroachment Permits	R	12/20/2017	900.00		028806		900.00
00246	VENTURA COUNTY AIR POLLUTION							
I-1038330	Gas Tank Permit - LCRA	R	12/20/2017	590.00		028807		590.00
03306	City of Ventura							
I-112717	State Water Interconnect Study	R	12/20/2017	14,569.93		028808		14,569.93
01283	Verizon Wireless							
I-9797437386a	Monthly Cell Charges - DO	R	12/20/2017	1,919.71		028809		
I-9797437386b	Monthly Cell Charges - DO	R	12/20/2017	819.11		028809		
I-9797437920	Monthly Cell Charges - LCRA	R	12/20/2017	540.22		028809		3,279.04

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02941	VWM Analytics							
I-Q-62123	File # 20165 11/17	R	12/20/2017	3,868.00		028810		3,868.00
00536	Water Resource Engr Associates							
I-3052-6	Phase 3:Permitting Hobo	R	12/20/2017	3,929.00		028811		
I-3052-7	Phase 3:Permitting Hobo	R	12/20/2017	3,198.80		028811		7,127.80
03203	Water Systems Consulting, Inc.							
I-2847	Ojai System Master Plan - Eng	R	12/20/2017	24,003.28		028812		24,003.28
00663	WAXIE SANITARY SUPPLY							
I-77114129	Janitorial Supplies - DO	R	12/20/2017	507.21		028813		507.21
00271	WEST COAST AIR CONDITIONING							
I-S85955	INCU Room & Lab AC - DO	R	12/20/2017	2,569.10		028814		
I-S87490	AC Service Call - LCRA	R	12/20/2017	450.21		028814		3,019.31
00102	FRANCHISE TAX BOARD							
I-G03201712181292	Payroll Deduction	R	12/20/2017	100.00		028815		100.00
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201712181292	457 CATCH UP	R	12/20/2017	461.50		028816		
I-DCI201712181292	DEFERRED COMP FLAT	R	12/20/2017	2,109.50		028816		
I-DI%201712181292	DEFERRED COMP PERCENT	R	12/20/2017	94.30		028816		2,665.30
01960	Moringa Community							
I-MOR201712181292	PAYROLL CONTRIBUTIONS	R	12/20/2017	16.75		028817		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN201712181292	457 CATCH UP	R	12/20/2017	230.77		028818		
I-DCN201712181292	DEFERRED COMP FLAT	R	12/20/2017	5,108.85		028818		
I-DN%201712181292	DEFERRED COMP PERCENT	R	12/20/2017	342.14		028818		5,681.76
00180	S.E.I.U. - LOCAL 721							
I-COP201712181292	SEIU 721 COPE	R	12/20/2017	42.00		028819		
I-UND201712181292	UNION DUES	R	12/20/2017	758.25		028819		800.25
00230	UNITED WAY							
I-UWY201712181292	PAYROLL CONTRIBUTIONS	R	12/20/2017	60.00		028820		60.00
1	HENRY, CLARA							
I-000201711301287	US REFUND	R	12/20/2017	7.42		028821		7.42

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1	I-000201711301288 HUGHES, RICHARD US REFUND	R	12/20/2017	2.07		028822		2.07
1	I-000201711301286 ROBERT W. GRIFFITH F US REFUND	R	12/20/2017	444.25		028823		444.25
1	I-000201711301289 GEORGI A ROBINSON TR US REFUND	R	12/20/2017	60.00		028824		60.00
1	I-000201711301290 TORO ENTERPRISES US REFUND	R	12/20/2017	94.64		028825		94.64
02129	I-122117 Tracy Medeiros Reimburse Workers Comp	R	12/21/2017	608.41		028826		608.41
00004	I-0516663 ACWA JOINT POWERS INSURANCE AU Health Insurance 12/17	R	12/27/2017	141,800.96		028827		141,800.96
02836	I-121517 Gonzalo Carbajal-Ramirez Meal Reimbursement 12/5/17	R	12/27/2017	10.00		028828		
	I-121517a Meal Reimbursement 12/6/17	R	12/27/2017	10.00		028828		20.00
10010	I-121117 KEVIN R. CHAMPLIN Meal Reimbursement 12/3/17	R	12/27/2017	10.00		028829		
	I-121517 Meal Reimbursement 12/5/17	R	12/27/2017	10.00		028829		
	I-121517a Meal Reimbursement 12/6/17	R	12/27/2017	10.00		028829		
	I-121517b Meal Reimbursement 12/8/17	R	12/27/2017	10.00		028829		40.00
02755	I-121117 Vincent Godinez Meal Reimbursement 12/1/17	R	12/27/2017	10.00		028830		
	I-121117a Meal Reimbursement 12/3/17	R	12/27/2017	10.00		028830		
	I-121317 Meal Reimbursement 12/5/17	R	12/27/2017	20.00		028830		
	I-121317a Meal Reimbursement 12/6/17	R	12/27/2017	20.00		028830		60.00
01838	I-122117 WILLIS HAND Meal Reimbursement 12/4&12/6	R	12/27/2017	40.00		028831		40.00
01186	I-121117 GERARDO M HERRERA Meal Reimbursement 12/3/17	R	12/27/2017	10.00		028832		
	I-121117a Meal Reimbursement 12/1/17	R	12/27/2017	10.00		028832		
	I-121517 Meal Reimbursement 12/5/17	R	12/27/2017	10.00		028832		
	I-121517a Meal Reimbursement 12/8/17	R	12/27/2017	10.00		028832		
	I-122017 Reimburse Class Expenses 12/17	R	12/27/2017	266.73		028832		306.73

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02820	Henry Islas							
I-121517	Meal Reimbursement 12/5/17	R	12/27/2017	20.00		028833		
I-121517a	Meal Reimbursement 12/6/17	R	12/27/2017	10.00		028833		
I-121517b	Meal Reimbursement 12/8/17	R	12/27/2017	10.00		028833		
I-121517c	Meal Reimbursement 12/9/17	R	12/27/2017	10.00		028833		50.00
02215	Scott MacDonald							
I-121417	Meal Reimbursement 12/5&12/6	R	12/27/2017	40.00		028834		
I-121417a	Meal Reimbursement 12/7&12/8	R	12/27/2017	40.00		028834		
I-121417b	Meal Reimbursement 12/9&12/10	R	12/27/2017	40.00		028834		
I-121417c	Meal Reimbursement 12/12/17	R	12/27/2017	20.00		028834		140.00
03484	Mario Mariscal							
I-121517	Meal Reimbursement 12/6/17	R	12/27/2017	20.00		028835		
I-121517a	Meal Reimbursement 12/7/17	R	12/27/2017	10.00		028835		30.00
03485	Levi Maxwell							
I-121817	Boot Reimbursement	R	12/27/2017	156.24		028836		156.24
02900	Greg Romey							
I-Dec 17	Reimburse Expense 12/17	R	12/27/2017	98.30		028837		98.30
02976	Jesse B. Sandoval							
I-Dec 17	Reimburse Mileage 12/17	R	12/27/2017	101.65		028838		101.65
02993	Steven Sharp							
I-121317	Meal Reimbursement 12/7/17	R	12/27/2017	10.00		028839		
I-121317a	Meal Reimbursement 12/5/17	R	12/27/2017	30.00		028839		40.00
01944	Luke Soholt							
I-120917	Meal Reimbursement 12/9/17	R	12/27/2017	50.00		028840		
I-121417	Meal Reimbursement 12/5/17	R	12/27/2017	30.00		028840		
I-121417a	Meal Reimbursement 12/6/17	R	12/27/2017	10.00		028840		
I-121417b	Meal Reimbursement 12/7/17	R	12/27/2017	20.00		028840		
I-121417c	Meal Reimbursement 12/8/17	R	12/27/2017	20.00		028840		
I-121417d	Meal Reimbursement 12/10/17	R	12/27/2017	10.00		028840		
I-121417e	Meal Reimbursement 12/11/17	R	12/27/2017	10.00		028840		
I-121417f	Meal Reimbursement 12/12/17	R	12/27/2017	10.00		028840		
I-121417g	Meal Reimbursement 12/13/17	R	12/27/2017	30.00		028840		190.00
00215	SOUTHERN CALIFORNIA EDISON							
I-122117a	Acct#2266156405	R	12/27/2017	81.44		028841		
I-122117b	Acct#2237011044	R	12/27/2017	28.96		028841		
I-122117c	Acct#2157697889	R	12/27/2017	672.41		028841		782.81



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00216	Southern California Gas Co.							
I-122617	Acct#18231433006	R	12/27/2017	167.59		028842		
I-122617a	Acct#00801443003	R	12/27/2017	575.01		028842		742.60
02643	Take Care by WageWorks							
I-6655443	Reimburse Med/Dep Care	R	12/27/2017	4,314.60		028843		4,314.60
00498	BRIAN TAYLOR							
I-121117	Meal Reimbursement 12/1/17	R	12/27/2017	20.00		028844		
I-121117a	Meal Reimbursement 12/3/17	R	12/27/2017	10.00		028844		
I-121517	Meal Reimbursement 12/5/17	R	12/27/2017	30.00		028844		
I-121517a	Meal Reimbursement 12/6/17	R	12/27/2017	20.00		028844		
I-121517b	Meal Reimbursement 12/7/17	R	12/27/2017	20.00		028844		
I-121517c	Meal Reimbursement 12/8/17	R	12/27/2017	10.00		028844		
I-121917	Jackets for staff - PL	R	12/27/2017	632.49		028844		742.49
03180	Cameron Tindle							
I-121517	Meal Reimbursement 12/5/17	R	12/27/2017	10.00		028845		
I-121517a	Meal Reimbursement 12/6/17	R	12/27/2017	10.00		028845		
I-121517c	Meal Reimbursement 12/7/17	R	12/27/2017	10.00		028845		30.00
01967	Robert Vasquez							
I-121117	Meal Reimbursement 12/1/17	R	12/27/2017	10.00		028846		
I-121417	Meal Reimbursement 12/6/17	R	12/27/2017	20.00		028846		
I-121417a	Meal Reimbursement 12/7/17	R	12/27/2017	20.00		028846		50.00
00270	Wells Fargo Bank							
I-120817	Toner - Mgmt	R	12/27/2017	109.89		028847		109.89
00270	Wells Fargo Bank							
I-120817a	Employee Luncheon - MGMT	R	12/27/2017	88.68		028848		
I-120817b	Employee Luncheon - MGMT	R	12/27/2017	27.96		028848		
I-120817c	Employee Luncheon - MGMT	R	12/27/2017	2,190.56		028848		
I-120817d	Employment Ad - MGMT	R	12/27/2017	500.67		028848		
I-120817e	Employment Ad - MGMT	R	12/27/2017	54.87		028848		
I-120817f	Masks - SAF	R	12/27/2017	46.86		028848		2,909.60
01101	REBEKAH VIEIRA							
I-Dec 17	Reimburse Expenses 12/17	R	12/27/2017	240.22		028849		240.22
00767	STATE WATER RESOURCES CONTROL							
I-WD-0126086	Aquatic Pesticide Permit - LAB	R	12/27/2017	2,062.00		028850		2,062.00

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01325	Aflac Worldwide Headquarters							
I-386511	Supplemental Insurance 12/17	R	1/03/2018	3,403.56		028851		3,403.56
00010	AIRGAS USA LLC							
I-9071139169	Oxygen Rental - UT	R	1/03/2018	54.81		028852		
I-9949838337	Acetylene, Argon, Oxygen Rentals	R	1/03/2018	124.20		028852		179.01
01817	ALLIED ELECTRONICS, INC.							
I-9008742793	Scada Panel Cooling Fans - EM	R	1/03/2018	837.96		028853		837.96
03044	Amazon Capital Services							
I-1QN6-P737-6L39	Drinking Fountain Filter-Maint	R	1/03/2018	89.19		028854		89.19
00014	AQUA-FLO SUPPLY							
I-SI1133960	Repair Clamp - PL	R	1/03/2018	33.12		028855		
I-SI1142000	Galvanized Fittings - LCRA	R	1/03/2018	29.30		028855		62.42
01323	ARGO CHEMICAL INC							
I-1712167	Ammonia Solution - TP	R	1/03/2018	2,321.08		028856		2,321.08
01703	ARNOLD LAROCHELLE MATTHEWS							
I-51953	Matter #5088-001 11/17	R	1/03/2018	5,487.13		028857		
I-51954	Matter # 5088-017 11/17	R	1/03/2018	1,887.86		028857		7,374.99
02179	Art Street Interactive							
I-1304	Res. Sys. Web Hosting/Maint	R	1/03/2018	542.15		028858		542.15
01666	AT & T							
I-000010685105	T1 Lines 9391035541	R	1/03/2018	492.70		028859		492.70
01666	AT & T							
I-000010704596	Acct#9391062398	R	1/03/2018	107.62		028860		107.62
03429	AT&T							
I-0739140408	Acct#8310006908483	R	1/03/2018	1,136.11		028861		1,136.11
00030	B&R TOOL AND SUPPLY CO							
I-1900906637	Neoprene Sheet - PL	R	1/03/2018	116.15		028862		
I-1900907431	Reduced Shank - PL	R	1/03/2018	24.76		028862		
I-1900907432	Wrench & Pliers - UT	R	1/03/2018	71.34		028862		
I-1900907433	Combo Wrench - UT	R	1/03/2018	72.82		028862		285.07
01153	RUSS BAGGERLY							
I-Dec 17	Reimburse Mileage 12/17	R	1/03/2018	12.84		028863		
I-Nov 17	Reimburse Mileage 11/17	R	1/03/2018	39.59		028863		52.43

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03123	Baltic Networks USA							
C-100135275b	Accure Use Tax	R	1/03/2018	11.83CR		028864		
D-100135275a	Accrue Use Tax	R	1/03/2018	11.83		028864		
I-100135275	Network Antenna - LCRA	R	1/03/2018	163.12		028864		163.12
03057	Bay Alarm							
I-2247352171215M	Alarm System Grand Ave	R	1/03/2018	240.00		028865		240.00
03059	Brenntag Pacific Inc.							
I-BPI798250	Chlorine for Ojai Sys. - TP	R	1/03/2018	905.20		028866		905.20
03470	Carbonite, Inc.							
I-INV10035956	Cloud Backup - IT	R	1/03/2018	539.99		028867		539.99
01023	CARQUEST AUTO PARTS							
I-7294-559375	Funnel - PL	R	1/03/2018	2.36		028868		2.36
00055	CASITAS BOAT RENTALS							
I-001534	Pontoon Usage - LAB	R	1/03/2018	480.00		028869		480.00
01843	COASTAL COPY							
I-766701	Copier Usage - Whs	R	1/03/2018	38.69		028870		38.69
00061	COMPUWAVE							
I-SB02088634	Battery Cartridge - DO	R	1/03/2018	72.92		028871		72.92
02861	Confidential Data Destruction							
I-30619	Shredding Service	R	1/03/2018	100.00		028872		100.00
00296	CUMMINS PACIFIC, LLC							
I-006-4342	Troubleshoot Generator - EM	R	1/03/2018	767.00		028873		767.00
01001	CUSTOM PRINTING							
I-146337	Business Cards - TP	R	1/03/2018	171.12		028874		171.12
02480	David Taussig & Associates, In							
I-1711118	D17-00115 CFD Tax Admin	R	1/03/2018	4,814.22		028875		4,814.22
00740	DELL MARKETING L.P.							
I-10215248980	Dell Computer - Eng	R	1/03/2018	2,938.10		028876		2,938.10
02544	Department of Justice							
I-274167	Fingerprinting - LCRA	R	1/03/2018	32.00		028877		32.00

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00086 I-2358	E.J. Harrison & Sons Inc Acct#1C00054230	R	1/03/2018	1,208.30		028878		1,208.30
03486 I-122117	Robert Eisler Irrigation Controller Rebate	R	1/03/2018	250.00		028879		250.00
00095 I-200333 I-200335	FAMCON PIPE & SUPPLY Pipe Parts - PL Check Valve - PL	R R	1/03/2018 1/03/2018	1,355.64 670.31		028880 028880		2,025.95
00099 I-712951A I-714465A I-715310A	FGL ENVIRONMENTAL Lead&Copper Monitoring 10/19/17 Manganese Monitoring 11/16/17 Manganese Monitoring 12/13/17	R R R	1/03/2018 1/03/2018 1/03/2018	120.00 105.00 55.00		028881 028881 028881		280.00
00101 I-5408142	FISHER SCIENTIFIC Pipets & Gloves - Lab	R	1/03/2018	319.78		028882		319.78
01614 I-11387	FORBESS CONSULTING GROUP, INC Asbestos Testing - ENG	R	1/03/2018	387.50		028883		387.50
00104 I-104870	FRED'S TIRE MAN Flat Repair - Unit 18	R	1/03/2018	20.00		028884		20.00
03489 I-661476	Gregory Gamboa Camping Cancellation(Fire)-LCR	R	1/03/2018	123.00		028885		123.00
02158 I-3408141187	Google, Inc. Google Apps 12/17	R	1/03/2018	899.66		028886		899.66
00115 I-9644554769 I-9648913276 I-9652107468	GRAINGER, INC Entry Transmitter Button - TP Drum Bung Wrench - PL Keypad Entry Lock - CONS	R R R	1/03/2018 1/03/2018 1/03/2018	332.05 34.96 298.66		028887 028887 028887		665.67
02488 I-9301683772	Graybar Electric Remote Buoy System - Lab	R	1/03/2018	2,565.42		028888		2,565.42
02217 I-48005 I-48074	Greg Rents Cement and Cart - PL Cement and Cart - PL	R R	1/03/2018 1/03/2018	62.74 62.74		028889 028889		125.48
03493 C-122817a I-122817	Kyle Grix Correct Invoice for UB Refund Temp Meter Deposit Refund	R R	1/03/2018 1/03/2018	100.00CR 150.00		028890 028890		50.00

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00121	HACH COMPANY							
I-10770920	Reagents - TP	R	1/03/2018	559.58		028891		
I-10771482	Ammonia Reagent - TP	R	1/03/2018	108.75		028891		668.33
00596	HOME DEPOT							
I-4343529	Washer Hose - FISH	R	1/03/2018	32.14		028892		32.14
00894	HOSE-MAN, INC.							
I-5244228-0001-05	Pump Hose - PL	R	1/03/2018	157.52		028893		157.52
00125	IDEXX DISTRIBUTION CORP							
I-3024918386	Disposable Vessels - LAB	R	1/03/2018	160.63		028894		160.63
03490	Amy Jacobs							
I-642613	Camping Cancellation(Fire)-LCR	R	1/03/2018	161.00		028895		161.00
00131	JCI JONES CHEMICALS, INC							
I-744017	Hypochlorite - TP, CM 744035	R	1/03/2018	899.94		028896		
I-744018	Chlorine - TP, CM 744034	R	1/03/2018	1,650.00		028896		2,549.94
03487	Pat Joyce							
I-622327	Camping Cancellation - LCRA	R	1/03/2018	249.00		028897		249.00
01270	SCOTT LEWIS							
I-Nov 17	Reimburse Expenses 11/17	R	1/03/2018	2,055.95		028898		2,055.95
02129	Tracy Medeiros							
I-122917	Meal Reimbursement 12/4	R	1/03/2018	20.00		028899		
I-122917a	Meal Reimbursement 12/5	R	1/03/2018	20.00		028899		
I-122917b	Meal Reimbursement 12/6	R	1/03/2018	20.00		028899		
I-122917c	Meal Reimbursement 12/7	R	1/03/2018	20.00		028899		
I-122917d	Meal Reimbursement 12/8	R	1/03/2018	20.00		028899		
I-122917e	Meal Reimbursement 12/9	R	1/03/2018	20.00		028899		120.00
00151	MEINERS OAKS ACE HARDWARE							
C-806146	Copper Tube Return - PL	R	1/03/2018	19.29CR		028900		
I-804081	Respirators - PL	R	1/03/2018	2.16		028900		
I-805513	Bolts, Screws, Cord - FISH	R	1/03/2018	31.75		028900		
I-805544	Respirators - LCRA	R	1/03/2018	8.77		028900		
I-805549	Batteries - EM	R	1/03/2018	2.45		028900		
I-805625	Lubricant, Adapter, Bolts - PL	R	1/03/2018	50.27		028900		
I-805685	Hammer, Wrench, Screwdriver-FISH	R	1/03/2018	25.34		028900		
I-805859	Light Kit, Cable Clamp - LCRA	R	1/03/2018	27.75		028900		
I-805862	Fuel Stabilizer, Gas Can- FISH	R	1/03/2018	28.29		028900		
I-805968	Hammer, Tape, Pipe Thread - UT	R	1/03/2018	21.02		028900		
I-806043	Masks, Caulk, Primer - LCRA	R	1/03/2018	62.37		028900		
I-806141	Flare Nuts - PL	R	1/03/2018	66.48		028900		
I-806153	Brass Union, Adapter - EM	R	1/03/2018	20.08		028900		

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I-806184	Brass Fitting - EM	R	1/03/2018	9.74		028900		
I-806525	Cable,Outlet Box,Fittings-LCRA	R	1/03/2018	52.67		028900		
I-806716	Cable Ties - LCRA	R	1/03/2018	11.69		028900		
I-807026	Tape, Safety Glasses - LCRA	R	1/03/2018	47.73		028900		449.27
03444	Mission Linen Supply							
I-506295760	Uniform Pants - TP	R	1/03/2018	28.05		028902		
I-506342286	Uniform - TP	R	1/03/2018	28.05		028902		
I-506389706	Uniform Pants - TP	R	1/03/2018	28.05		028902		84.15
02185	Oasis Technology Inc.							
I-120417-2	SCADa & GS Customer Support	R	1/03/2018	250.00		028903		250.00
00163	OFFICE DEPOT							
I-989740502001	Toner - LCRA	R	1/03/2018	81.50		028904		81.50
00165	OJAI LUMBER CO, INC							
I-1712-854967	Sand Bags - PL	R	1/03/2018	1,700.56		028905		
I-1712-855082	2x8 Fir, Shear Hanger - LCRA	R	1/03/2018	22.28		028905		1,722.84
00602	OJAI TRUE VALUE							
I-51653	Batteries - Lab	R	1/03/2018	30.86		028906		30.86
00627	PORT SUPPLY							
I-2006	LED Bulbs - LCRA	R	1/03/2018	43.06		028907		43.06
02833	Praxair, Inc							
I-80461998	Liquid Oxygen - TP	R	1/03/2018	2,161.80		028908		2,161.80
02759	The Pun Group							
I-111420	Audit Testwork - ADM	R	1/03/2018	9,680.00		028909		9,680.00
01114	Quality Equipment & Spray							
C-442713b	Accrue Use Tax	R	1/03/2018	40.29CR		028910		
D-442713a	Accrue Use Tax	R	1/03/2018	40.29		028910		
I-442713	Steel Bands for Spray Rig-MAIN	R	1/03/2018	555.74		028910		555.74
00732	QUINN RENTAL SERVICES							
I-03516702	Backhoe Rental - PL	R	1/03/2018	2,615.42		028911		2,615.42
00313	ROCK LONG'S AUTOMOTIVE							
I-22534	Air Filter - Unit 52	R	1/03/2018	74.59		028912		74.59

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 12/09/2017 THRU 1/03/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01037	SAF-T-FLO INDUSTRIES CORP. Solution Tube - TP	R	1/03/2018	550.98		028913		550.98
02756	SC Fuels							
	C-040591C-CM Gas - LCRA	R	1/03/2018	3,125.50CR		028914		
	I-1040591-IN Gas - DO	R	1/03/2018	3,125.50		028914		
	I-1040678-IN Gas - LCRA	R	1/03/2018	1,579.45		028914		
	I-1040681-IN Diesel - TP	R	1/03/2018	963.41		028914		
	I-1041606-IN Diesel - DO	R	1/03/2018	990.69		028914		
	I-1041644-IN Diesel - DO	R	1/03/2018	1,229.23		028914		
	I-1041866-IN Diesel - LCRA	R	1/03/2018	1,679.49		028914		
	I-1041871-IN Diesel - DO	R	1/03/2018	209.11		028914		
	I-1043303-IN Diesel - DO	R	1/03/2018	1,068.99		028914		7,720.37
00725	SMART & FINAL Breakroom Supplies - LCRA	R	1/03/2018	45.33		028915		45.33
00215	SOUTHERN CALIFORNIA EDISON							
	I-010318a Acct#2269631768	R	1/03/2018	23.07		028916		
	I-010318b Acct#2237789169	R	1/03/2018	27.07		028916		
	I-010318c Acct#2210505426	R	1/03/2018	1,592.68		028916		
	I-010318d Acct#2210502480	R	1/03/2018	86,004.20		028916		
	I-122817 Acct# 2210507034	R	1/03/2018	8,834.11		028916		
	I-122917 Acct#2210503702	R	1/03/2018	4,349.30		028916		100,830.43
03224	Spiniello Companies Meter Replacement Ojai Sys.	R	1/03/2018	45,457.24		028917		45,457.24
03252	Spinitar Audio/Visual For Board Room	R	1/03/2018	47,162.79		028918		47,162.79
02202	Stanley Pest Control Monthly Pest Control - WP	R	1/03/2018	170.00		028919		170.00
03494	Gary Sutton Reducing Stay (Fire) - LCRA	R	1/03/2018	300.00		028920		300.00
00364	TRI-COUNTY OFFICE FURNITURE Cubicle & End Base - CONS	R	1/03/2018	319.69		028921		319.69
01662	TYLER TECHNOLOGIES, INC. Monthly UB Online Fees	R	1/03/2018	153.00		028922		153.00

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 12/09/2017 THRU 1/03/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00250	COUNTY OF VENTURA I-IN0170396 Fuel Tank Permits - LCRA	R	1/03/2018	3,353.63		028923		3,353.63
09955	VENTURA WHOLESALE ELECTRIC							
	I-223335 PP Electrical Panel - EM	R	1/03/2018	298.25		028924		
	I-223429 PP Electrical Panel - EM	R	1/03/2018	289.20		028924		
	I-223632 Panel Fan for Transformer - EM	R	1/03/2018	654.18		028924		
	I-223685 Lights for Camp G - LCRA	R	1/03/2018	40.95		028924		1,282.58
03492	Karen Walton I-609704 Reducing Stay - LCRA	R	1/03/2018	170.00		028925		170.00
02676	West Coast Power Solutions							
	C-S6658a Invoice Correction	R	1/03/2018	139.00CR		028926		
	I-S6651 Fix HVAC Programming - ENG	R	1/03/2018	917.75		028926		
	I-S6658 HVAC Repair - ENG	R	1/03/2018	139.00		028926		
	I-S6739 Change HVAC due to Fire - ENG	R	1/03/2018	139.50		028926		1,057.25
00403	WESTERN WATER WORKS SUPPLY CO. I-466505-01 Elbows & Flanges - WHS	R	1/03/2018	317.62		028927		317.62
00274	JAMES WORD							
	I-Dec 17 Reimburse Mileage 12/17	R	1/03/2018	25.68		028928		
	I-Nov 17 Reimburse Mileage 11/17	R	1/03/2018	67.41		028928		93.09
00102	FRANCHISE TAX BOARD I-G03201801031296 Payroll Deduction	R	1/03/2018	100.00		028929		100.00
00124	ICMA RETIREMENT TRUST - 457							
	I-CUI201801031296 457 CATCH UP	R	1/03/2018	461.54		028930		
	I-DCI201801031296 DEFERRED COMP FLAT	R	1/03/2018	2,109.62		028930		
	I-DI%201801031296 DEFERRED COMP PERCENT	R	1/03/2018	47.15		028930		2,618.31
01960	Moringa Community I-MOR201801031296 PAYROLL CONTRIBUTIONS	R	1/03/2018	16.75		028931		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
	I-CUN201801031296 457 CATCH UP	R	1/03/2018	230.77		028932		
	I-DCN201801031296 DEFERRED COMP FLAT	R	1/03/2018	5,090.39		028932		
	I-DN%201801031296 DEFERRED COMP PERCENT	R	1/03/2018	585.92		028932		5,907.08
00180	S.E.I.U. - LOCAL 721							
	I-COP201801031296 SEIU 721 COPE	R	1/03/2018	42.00		028933		
	I-UND201801031296 UNION DUES	R	1/03/2018	741.50		028933		783.50



VENDOR SET: 01 Casitas Municipal Water D  
BANK: AP ACCOUNTS PAYABLE  
DATE RANGE: 12/09/2017 THRU 1/03/2018

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00230	I-UWY201801031296							
	UNITED WAY PAYROLL CONTRIBUTIONS	R	1/03/2018	60.00		028934		60.00
1	I-000201712221293							
	BIEBER, CARRIE L Ref AR REFUND	R	1/03/2018	51.00		028935		51.00
1	I-000201801031297							
	GRIX, KYLE US REFUND	R	1/03/2018	100.00		028936		100.00

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	236	836,349.66	0.00	836,349.66
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	232,033.38	0.00	232,033.38
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
VOID DEBITS		0.00		
VOID CREDITS		0.00		
		0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			243	1,068,383.04	0.00	1,068,383.04
BANK: AP		TOTALS:	243	1,068,383.04	0.00	1,068,383.04
REPORT TOTALS:			243	1,068,383.04	0.00	1,068,383.04

**Casitas Municipal Water District  
Reimbursement Disclosure Report (1)  
Fiscal Year 2017/18  
July 1, 2017-June 30, 2018**

<u>Date paid</u>	<u>Board of Director/Employee</u>	<u>Description</u>	<u>Amount Paid</u>
7/5/2017	Scott MacDonald	Safety Boot Purchase	145.46
7/5/2017	Michael Moler	Reimburse Mileage	136.43
7/12/2017	Gerardo Herrera	Safety Boot Purchase	170.00
7/12/2017	Scott Lewis	Lodging 6/24/17-6/27/17	320.94
7/12/2017	Scott Lewis	Mileage Reimbursement	292.11
7/19/2017	Vincent Godinez	Safety Boot Purchase	156.23
7/27/2017	Greg Romey	Airfare for ASSE Safety Management Training	302.95
7/27/2017	Robert Vasquez	Meal Reimbursement for O&M Staff-Mutual Well Leak	143.07
8/2/2017	Bill Hicks	Mileage Reimbursement	144.45
8/2/2017	Cameron Tindle	Safety Boot Purchase	117.45
8/9/2017	Lindsay Cao	CWEA Membership Renewal	180.00
8/30/2017	Henry Islas	Safety Boot Purchase	170.00
8/30/2017	Luke Soholt	Reimburse County Possessory Taxes	383.71
9/6/2017	Willis Hand	Safety Boot Purchase	160.88
9/13/2017	Mitch Tull	WIT III Convergence Advance	745.43
9/20/2017	Tim Lawson	Safety Boot Purchase	160.53
9/27/2017	Neil Cole	Furniture Storage	220.00
9/27/2017	Brian Taylor	Safety Boot Purchase	170.00
10/4/2017	Kevin Champlin	Sensus Conference Advance	1,056.40
10/18/2017	Scott Lewis	Airfare to CMWD 9/5-9/11	484.10
10/18/2017	Scott Lewis	Airfare to CMWD 10/15-10/18	349.10
10/18/2017	Scott Lewis	Lodging 9/5-9/10	419.64
10/18/2017	Greg Romey	Mileage Reimbursement	119.31
10/23/2017	Jessica Collins	Mileage Reimbursement	150.33
11/1/2017	Robert Vasquez	Safety Boot Purchase	170.00
11/1/2017	James Word	Mileage Reimbursement	104.86
11/1/2017	Steve Wickstrum	Mileage Reimbursement	103.26
11/1/2017	Steve Wickstrum	Mileage Reimbursement	273.22
11/8/2017	Vincent Godinez	D3-D4 Class Mileage	145.52
11/8/2017	Vincent Godinez	D3-D4 Class Hotel	284.30
11/8/2017	Eric Grabowski	PAPA Seminar Airfare	459.60
11/8/2017	Eric Grabowski	PAPA Seminar Lodging	277.20
11/8/2017	Luke Soholt	D4 Certification Renewal	155.00
11/8/2017	Luke Soholt	T4 Certification Renewal	105.00
11/20/2017	Joe Martinez III	ALICE Seminar Mileage	190.25
11/20/2017	Joe Martinez III	ALICE Seminar Registration	595.00
11/29/2017	Scott Lewis	Lodging 10/15-10/17	283.98
11/29/2017	Scott Lewis	Lodging 11/1-11/3	270.45
11/29/2017	Scott Lewis	Airfare to CMWD 10/30-11/4	440.10
12/8/2017	Rebekah Vieira	Mileage Reimbursement	112.89
12/8/2017	Steve Wickstrum	Mileage Reimbursement	132.68
12/13/2017	Nicole Parson	Tuition Reimbursement	1,500.00
12/20/2017	Lisa Kolar	Pesticide Regulation Fee	195.00
12/20/2017	Luke Soholt	Water Distribution Operators Course	118.55
12/27/2017	Gerardo Herrera	General Ed Course Reimbursement	266.73
12/27/2017	Levi Maxwell	Safety Boot Purchase	156.24
12/27/2017	Bryan Sandoval	Mileage Reimbursement	101.65
12/27/2017	Brian Taylor	Uniform Jackets for Pipeline Staff	632.49
12/27/2017	Rebekah Vieira	Food for Staff	210.79
1/3/2018	Scott Lewis	Tuition Reimbursement	1,903.91

Note:

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

# MEMORANDUM

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TO: Board of Directors  
From: Michael Flood – Assistant General Manager  
RE: Emergency Pipeline Replacement @ Padre Juan Crossing in the Faria Beach Area  
Date: January 5, 2018

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## RECOMMENDATION:

- Recommend the Board approve a budget of \$185,000.00 for replacement of the 10” pipeline located at the Padre Juan crossing location in the Faria Beach area.

## BACKGROUND:

On December 27, 2017, District pipeline staff responded to notification of a pipeline leak in the Faria Beach area. Upon arrival, a leak of approximately 150 gallons per minute was observed that originated where the District’s 10” pipeline crosses the Padre Juan drainage channel.

Excavation of nearly 18 feet of soil on top of the pipeline revealed a heavily corroded steel crossing main that took several attempts over a period of 24 hours to patch. Though patches were applied and the pipeline reburied, this steel line continues to leak at about 1-2 gallons per minute.

Staff has considered and sought a few different construction techniques and pricing proposals for the emergency replacement of this portion of the line of which the lowest cost is roughly \$185,000.00. Work would commence as soon as practicable, most likely during the week of January 15, 2018 and completed on a time and materials basis with the contractor.

Included in this proposal would be installation of a small bypass line that would allow the District to maintain a minimum level of water service to both the Faria Beach and Solimar Beach service areas as well as provide work crews the ability to deal with any unexpected circumstances during the construction. The expected length of replacement pipeline is approximately 400’.

This project will provide a permanent repair to a critical piece of District infrastructure.

**CASITAS MUNICIPAL WATER DISTRICT  
Interdepartmental Memorandum**

**DATE:** January 4, 2018

**TO:** Steve Wickstrum, General Manager

**FROM:** Carol Belser, Park Services Manager

**SUBJECT:** Agreement for the 2018 Ojai Wine Festival from Rotary Club of Ojai West Foundation

**RECOMMENDATION:**

Approve the attached one year agreement for year 2018 for use of the Lake Casitas Recreation Area's Event Area on June 10, the second Sunday of June 2018.

Consider approving a two year agreement instead of one year including June 9, 2019.

**BACKGROUND AND OVERVIEW:**

The Ojai Wine Festival is a model event that has been held in the Lake Casitas Recreation Area for 26 years. The request before you is for a 27<sup>th</sup> annual event. The event is in its 32<sup>nd</sup> year of operation in the Ojai Valley. The Lake Casitas Recreation Area's five year agreement has now expired. The new agreement has been changed significantly from past agreements with the addition of Recitals and reorganization of the paragraphs as recommended by District Counsel.

Prior to District Counsel's changes, the agreement went before the Recreation Committee on October 2 and November 6, 2017. Rebekah Vieira, the District's Risk Manager, provided an update of requirements from Alliant, our insurance broker, and additionally, the Bureau of Reclamation's Chief of Lands Management, Michael Inthavong reviewed the agreement requirements and deemed them appropriate and in-line with their other managing partners.

The five year agreement was presented to the Board for approval on November 8, 2017. At that meeting individual Board members expressed significant concern over the event and the following items:

- 1) The time allowance for the event provided in the agreement.
- 2) The term "trained" in reference to crossing guards at the Santa Ana Road crosswalk.
- 3) The agreement did not provide for free entry for Board members for quality assurance.
- 4) The insurance requirements were not considered enough to protect the District sufficiently and should also include consideration of terrorism coverage.

- 5) Each vendor/participant would need to provide a certificate of liability insurance covering the District and USBR.
- 6) The storage accommodation in the agreement was vague and not compatible for a public agency.
- 7) The sponsor should provide stand-by Uber to provide transportation for attendees leaving the event.
- 8) The Board, not staff, are to approve all changes to the agreement.

The agreement was then forwarded to District Counsel Robert Kwong, with a request for comments on the Board's concerns. Mr. Kwong provided comments and rearranged the agreement. The Board President had requested a legislative format showing changes to the previous five-year agreement. That format is now provided as attached. Formatting spaces due to the edits and mark-up, will be corrected with the final contract.

The agreement with District Counsel's comments were reviewed by the Recreation Committee at their December 4<sup>th</sup>, 2017 meeting. Discussion continued over the Board comments from the November 8<sup>th</sup> meeting, and new concerns were presented by the Committee. The following comments are intended to address the Board and the Recreation Committee concern's expressed at the December 4, 2017 and the November 8, 2017 meetings.

- 1) Time of event – the time of each year's event has been clarified in the new draft contract.
- 2) The Recreation Committee recommended a single year agreement. The agreement with Casitas has traditionally been for five years. With the new concerns expressed by individual Board members, and the Recreation Committee, the presented agreement is one year, however, it is recommended at least a two year agreement for LCRA Event Area scheduling and Ojai Wine Festival promotional purposes.
- 3) The term "trained" in reference to crossing guards remains and has been clarified. It is not recommended to remove the term as stated by District Counsel at the November 8, 2017 Board meeting due to the requirements in the County of Ventura's encroachment permit. Staff have added the requirement to provide proof of that training in the agreement.
- 4) The agreement now references free event entry to Board members for quality assurance.
- 5) Insurance requirements as District's counsel stated in his discussions with several risk management professionals (including the head of insurance services at the County of Ventura) are standard for this type of coverage. District Counsel stated that if the Board desires more insurance coverage then Counsel suggests the best path might be to require the Sponsor to purchase Excess Liability Insurance of \$1 million per occurrence. Options for consideration and other changes recommended by Alliant are included in the agreement (including automobile). Additional options to consider are:

- a. Approve the requirements as indicated in the updated contract.
  - b. Increase insurance requirements of Sponsor.
  - c. Consider having the District purchase special event insurance as Counsel referenced, or require Sponsor to purchase additional special event insurance, or both.
  - d. Note: Requiring each vendor/participant to obtain event insurance is an option for the Board per District Counsel's notation. This added cost to the Sponsor is estimated at \$9,500 - \$13,500 which could be mitigated by Casitas eliminating all requirements receive a percent of the gross receipts in addition to the flat fee, and instead receive only a flat user fee for the Event Area. A flat daily use fee is industry standard for public recreation entities.
- 6) The storage unit language has been clarified, and recommended to remain.
  - 7) The Ojai Wine Festival already has a comprehensive ride program including Uber for transportation of attendees to and from the event. This is now included in the agreement.
  - 8) Language in the agreement now states the Board will approve any/all changes.

## **SUMMARY**

The Ojai Wine Festival is an excellently organized, welcomed event at the Lake Casitas Recreation Area. The reputation of the Ojai Wine Festival event brings in new and returning customers to the Recreation Area. Therefore, it is recommended that the Board set the insurance requirements and approve the agreement in anticipation of entering into a new agreement for the continuation of the Ojai Wine Festival's chosen venue at Lake Casitas Recreation Area.

# CASITAS MUNICIPAL WATER DISTRICT

## LAKE CASITAS RECREATION AREA AGREEMENT FOR 2018 SPECIAL EVENT CALLED OJAI WINE FESTIVAL

**THIS AGREEMENT** is made and entered into by and between **CASITAS MUNICIPAL WATER DISTRICT**, a Municipal Water District authorized by California Water Code section 1110 et seq., ("Casitas"), and **ROTARY CLUB OF OJAI WEST FOUNDATION, INC.** a 501(c)(3) non-profit corporation called herein "Sponsor". Together, Casitas and Sponsor shall be referred to herein as Parties.

### RECITALS

WHEREAS, Casitas operates the Lake Casitas Recreation Area ("LCRA") facilities pursuant to a Management Agreement between The United States of America and Casitas Municipal Water District for the Administration, Operation, Maintenance and Development of Recreation Uses and Facilities at Lake Casitas dated October 7, 2011; and

WHEREAS, LCRA is a family oriented facility which caters to families; and

WHEREAS, Casitas seeks to make the LCRA available for special events from time to time that are consistent with the LCRA's family oriented nature; and

WHEREAS, Sponsor has organized and managed the Ojai Wine Festival for several years in order to raise funds for Rotary Community Service Projects; and

WHEREAS, Sponsor seeks to continue to organize and manage the Ojai Wine Festival and to do so at the LCRA; and

WHEREAS, the Parties recognize a mutual benefit of holding the Ojai Wine Festival at the LCRA for the next several years and have agreed to enter into this Agreement to facilitate such mutual goals/benefits.

**NOW, THEREFORE**, the Parties, for the recitals set forth above and for the valuable consideration set forth below, mutually agree to abide and be bound by the following terms and conditions:

#### 1. **General Terms of the General Terms of the Event.**

(a) Sponsor may plan, conduct, manage and oversee the Ojai Wine Festival (hereinafter referred to as "Event") on June 10, 2018 in accordance with the terms and conditions below.

(b) **Location or Site of Event.** The Events will be staged at the Wadliegh Arm Event Area at Casitas' LCRA. Sponsor will have exclusive use of the area east from the shoreline gate at trailer storage to the closed area fence line at the beginning of the East Shoreline Trail.

(c) **Time and Description of Event.** Event activities may begin at 11:00 a.m. and must end at 5:00 p.m. on the day of the Event. Alcohol will be served from 11:00 a.m. to 4:00 p.m. and in compliance with the Department of Alcoholic Beverage Control Daily License. Attendance to the Event shall be limited by Sponsor to no more than 4,000 people. The Event may include wine and beer tasting booths, live music, vendors, food and drink as well as a children's play area.

2. **Sponsor Obligations.** Sponsor agrees to provide the following to Casitas in exchange for the use of Casitas property and related Casitas services as set forth in Section 3.

**Payment to Casitas.** Sponsor shall pay Casitas the following amounts for the privilege of holding the Event on Casitas property:

- (a) A minimum payment of two thousand five hundred dollars (\$2,500.00), or the greater of:
- (b) Ten percent (10%) of total gross receipts up to and including \$100,000.00 as defined in (2) below.
- (c) Twelve percent (12%) of total gross receipts from \$100,000.01 up to and including \$150,000.00 as defined in (2) below.
- (d) Fifteen percent (15%) of total gross receipts over \$150,000.00 as defined in (2) below.

(1) The payment schedule outlined in 2(a) through (d) above shall remain in full force and effect even if Casitas' power service provider is unable to supply electrical power during the event. Casitas shall have no liability in the event this occurs. The payment schedule in 2(a) through (d) above shall continue as long as tickets are sold for the event. Casitas will meet with Sponsor within thirty (30) days after the Event to account for tickets used and receive payment therefor.

(2) "Gross Receipts" as used in this Agreement shall mean the following:

a. Except as specifically provided by policy statement issued by the Casitas General Manager, the term "gross receipts" as used in this Agreement, is defined to be all money or charges received from ticket sales, sales of any merchandise by Sponsor, food vendor application fees, art/craft vendor application fees, and revenue received from parking and camping.

b. Except as specifically provided below or by policy statement issued by the General Manager, there shall be no deduction from gross receipts for any overhead or cost or expense of operations, such as, but without limitation to salaries, wages, costs of goods, interest, debt amortization, credit, collection costs, discount from credit card operations, insurance and taxes. Bona fide bad debts actually incurred by Sponsor or its subcontractors, assignees, licensees, concessionaires and permittees may be deducted from gross receipts. There shall, however, be no deduction for bad debts based on past experience or transfers to a bad debt reserve. Subsequent collection of bad debts previously not reported as gross receipts shall be included in gross receipts at the time they are collected.

c. Except as specifically provided below or by policy statement, gross receipts reported by Sponsor must include the full usual charges for any charges for any services, goods, rentals or facilities. Gross receipts shall not include direct taxes imposed upon the consumer and collected there from by the Sponsor such as, but not limited to, retail sales taxes, excise taxes, or related direct taxes, which are direct taxes paid periodically by Sponsor to a governmental agency accompanied by a tax return statement.

d. The Casitas General Manager, by policy statement, consistent with recognized and accepted business and accounting practices, and with the approval of Casitas Legal Counsel, may further interpret the term "gross receipts" as used in this Agreement.

e. "Gross sales price": the total consideration resulting from the transfer or granting control of this Agreement determined by the total of cash payments and the market value of all non-cash consideration, including, but not limited to, stocks, bonds, deferred payments, secured and unsecured notes, and



forbearances regarding claims and judgments.

f. Sponsor shall be required to maintain a method of accounting which, to the satisfaction of the Casitas General Manager, shall correctly and accurately reflect the gross receipts and disbursements of Sponsor in connection with Event. The method of accounting, including bank accounts, established for said Event shall be separate from the accounting system used for any other business operated by Sponsor. Such method shall include the keeping of the following documents:

- (i) Regular books of accounting such as general ledgers.
- (ii) Sequentially numbered tickets and/or armbands (to include tickets sold, given used or unaccounted for). All entrance to the event shall, for the purpose of accounting, count as tickets used.
- (iii) Journals including any supporting and underlying documents such as vouchers, checks, tickets, bank statements, etc.
- (iv) State and Federal income tax returns and sales tax returns and checks and other documents providing payment of sums shown.
- (v) Cash register tapes appropriately identified as to type of gross receipt (daily tapes may be separated but shall be retained so that from day to day the sales can be identified).
- (vi) Any other accounting records that the Casitas General Manager deems necessary for proper reporting of receipts.

g. All sales and fee collections shall be recorded. The means of recording such sales and fee collections may include electronic data processing and record keeping equipment. The electronic data processing and record keeping equipment shall contain such features as the Casitas General Manager may reasonably require for the purpose of assuring that an accurate record of the transaction is created and retained by the equipment to be used.

h. All documents, books and accounting records shall be open for inspection and re-inspection at any reasonable time during the term of this Agreement. In addition, the Casitas General Manager may from time to time conduct an audit and re-audit of the books and business conducted by Sponsor and observe the operation of the business so that accuracy of the above records can be confirmed. All information obtained in connection with the Casitas General Manager's inspections of records or audit shall be treated as confidential information and exempt from public disclosure thereof to the extent permitted by law.

i. Sponsor shall not be required to maintain those documents, books and accounting records, required by this section, that pertain to the period for which an audit has been completed and a report of the finding has been issued by the Casitas General Manager and accepted by the Sponsor. If there is a dispute as a result of said audit, the documents, books and accounting records shall be maintained until all audit disputes have either been settled by agreement of the parties, or adjudicated by the final judgment of a court of competent jurisdiction.

j. Notwithstanding paragraphs 4(h) and (i), Sponsor shall comply with all State and Federal retention of records requirements.

k. Sponsor shall furnish the Casitas General Manager with a gross receipts report showing the amount payable therefrom to Casitas. In addition thereto, Sponsor shall furnish a financial statement and a balance sheet prepared in a form acceptable to Casitas. The financial statement shall be submitted within

thirty (30) days after the Event.

l. In the event that an audit or review conducted by the Casitas General Manager finds that due to Sponsor's non-compliance with its obligation to report gross receipts received in connection with this event, an actual loss and/or a projected loss of revenue to Casitas can be determined, the Casitas General Manager shall bill Sponsor for said losses and said amount is to be paid to Casitas within thirty (30) days following billing therefor unless otherwise extended by the Casitas General Manager.

m. Should the Casitas General Manager find that the additional payment due to Casitas exceeds two percent (2%) of the total amount which should have been paid as determined by such review or audit and observation, and there is no reasonable basis for the failure to report and pay thereon, Sponsor shall also pay the cost of the audit as determined by Casitas.

n. Sponsor shall cause any and all of its subcontractors to comply with these requirements except that a subcontractor shall only be required to establish and maintain those accounting records that the Casitas General Manager deems necessary to examine the reported gross receipts in accordance with generally accepted auditing standards.

(e) All expenses and invoices owed to Casitas shall be paid in full within thirty (30) days after the event unless otherwise noted.

(f) Seven hundred fifty dollars (\$750.00) refundable security deposit due to Casitas thirty (30) days prior to the Event. The security deposit shall be fully refundable to Sponsor within thirty (30) days after the Event provided that Sponsor shall have returned the area to a clean pre-use condition including trash pick up and removal, and sign removal, to Casitas' satisfaction and that sponsor shall have paid in full, all expenses and invoices owed to Casitas which may include, but shall not be limited to:

- (1) Any charges, billed at the rate of fifty dollars (\$50.00) per hour, for removal of signs. Any signs remaining posted after one (1) day after the event will be removed by Casitas Staff and the Sponsor billed therefor.
- (2) Any costs for clean-up in excess of the security deposit incurred by Casitas and billed to Sponsor.

(g) Seven hundred fifty dollars (\$750.00) non-refundable fee due to Casitas at the time of execution of contract, and 30 (thirty) days prior to each event each year, to secure the date(s) stated in paragraph 1(a) above with Casitas. This amount will be applied towards fees due referenced in Section 2(a) through 2(d).

(h) Space for the placement of a banner publicizing and announcing the Event is not guaranteed, but if available, Sponsor may display a banner at the corner of Highway 150 and Santa Ana Road with the prior approval of Casitas as to context and size. Sponsor shall provide the banner proof for approval to Casitas a minimum of ten (10) days prior to banner display date. Casitas will display said banner starting on the Monday immediately prior to the Event through the completion of the Event. Sponsor shall pay one hundred fifty dollars (\$150.00) for a seven day duration after service has been provided. Fees for this service shall be paid in accordance with Section 2(e).

(i) Sponsor shall be responsible for ensuring the safety and security of persons attending this Event, including, but not limited to, the Event and parking areas and shall remain responsible for securing the Event and parking areas by 7:00 p.m. the day of the Event.

(j) Sponsor will ensure that all parked vehicles vacate the watershed parking area prior to 7:00 p.m. at which time the area will be locked. All vehicles remaining must be removed no later than noon the day following the Event.

(k) Sponsor will provide a transportation program for attendees to and from the Event clearly outlined and promoted on the Event website and with signage on the day of the Event.

(l) Failure of Sponsor to carry out each and every obligation pursuant to this Agreement, including, but not limited to providing permits and insurance within ten (10) days of the Event, shall be grounds for immediate termination by Casitas. Notice shall be given by mail or e-mail to the Casitas Representative listed in Item 29 below. Casitas shall have no liability to Sponsor for such termination.

(m) Sponsor will make all necessary notifications and arrangements with the Ventura County Sheriff's Office and California Highway Patrol. Sponsor shall be responsible for the cost incurred for security. The Sponsor shall remain in the area until it is cleared of people attending the Event.

(n) Sponsor shall provide a written security plan to be submitted to Casitas ten (10) days prior to the Event which shall include the names of individuals assigned security duties, how they are to be identified as security personnel and what instructions they have been provided. The security plan shall identify the person in charge and how said person will communicate with local law enforcement in an emergency. Sponsor shall provide certified medical personnel for this Event and a designated first aid area.

(o) Sponsor shall provide a minimum of thirty (30) chemical toilets, including at least one (1) that complies with ADA requirements for the handicapped. The required number of chemical toilets may increase or decrease year to year at Casitas' sole option based on attendance trends. Sponsor agrees to provide Casitas with a copy of the contract at least ten (10) days prior to the Event.

(p) Sponsor will email each Board member a non-drinking general admission pass to be used for entry into the Event for the purpose of quality assurance.

(q) Sponsor shall make arrangements with a local disposal service for supply and removal of dumpsters. Sponsor agrees to provide Casitas with a copy of the contract at least ten (10) days prior to the Event. Two 30 yard dumpsters shall be included in Sponsor's arrangements.

(r) In order to comply with AB 2176 (Solid Waste Reduction & Recycling) which has been enacted in an attempt to reduce the amount of waste going to landfills, Sponsor shall:

- (1) Submit a written plan to Casitas for Casitas' approval, ten (10) days prior to the Event, outlining a method to reduce and recycle solid waste generated as a result of the Event. The plan may include arrangements with a local waste hauler to pick up and dispose of waste and recyclable material which is to be sorted into separate containers. As part of this program Sponsor may use available recycle containers and bags provided by Casitas. Sponsor will be charged for any bags used.
- (2) If attendance is over 2,000 people per day, Sponsor is responsible for reporting the amount of recyclable material collected and removed to the County of Ventura within thirty (30) days after the Event,. A copy of such report shall also be filed with Casitas within the same time frame. Information should be sent to:

Ventura County PWA, W&S, IWMD  
800 South Victoria Avenue, #1650  
Ventura, CA 93009-1650

At the time of execution of this contract the contact person is:

David Goldstein (805) 658-4312 or by email at [david.goldstein@ventura.org](mailto:david.goldstein@ventura.org).

(s) Sponsor shall provide adult crossing guards for the crosswalks at all times during which cars are parked on the watershed parking area, or Sponsor shall pay for Casitas to provide such guards. Crossing guards with hand held, two sided, signs and safety vests provided by Sponsor shall be trained and comply with the safety requirements of any Federal, State, County and local agencies which may be applicable. Sponsor must provide proof of training including the individual name(s) of the crossing guards at least ten (10) days prior to the Event day.

(t) Sponsor shall provide adequate lighting for the Event, including the parking area. Based on the hours listed on Page 1, Item 3, a lighting plan will not be applicable for this Event.

(u) Sponsor shall have non-exclusive use to set up two (2) days immediately prior to the Event and non-exclusive use for take-down one (1) day immediately following the Event.

(v) Sponsor shall notify and make all necessary arrangements, as applicable, with state and local public agencies, including, but not limited to, the Ventura County Sheriff's Office, California Highway Patrol, Ventura County Health Department, Department of Alcoholic Beverage Control and the County Fire Department. If applicable, fire permits shall include those necessary for public use of a large tent. Sponsor agrees to comply with the license issued by the Department of Alcoholic Beverage Control issued for the Event, including, but not limited to, hours, method of dispensing, and the cessation of alcoholic beverage sales upon the order of any peace officer or Casitas staff.

(w) In the event any federal, state or local public agency, including the Bureau of Reclamation, does not require specific permits to be issued for the activities covered by this Agreement, Sponsor shall follow all rules and regulations governing the activities as if permits had been issued by these agencies.

(x) Prior to commencement of any construction at the Event site, Sponsor shall obtain from Casitas written approval of all plans, specifications and construction cost estimates for any improvements to Casitas' premises. Casitas' General Manager may waive these procedures for minor construction, if in the General Manager's opinion, these steps are not necessary.

3. **Casitas Obligations.** Casitas agrees to provide the following for the Event in exchange for the valuable consideration set forth above from Sponsor:

(a) Forty (40) trash cans, and twelve (12) recycle containers as provided in Section 2(q)(1) above .

(b) Fifty (50) tables already located in the area.

(c) Parking for the Event in a designated area on the north side of Santa Ana Road opposite the Event Area. Casitas shall provide all signs for cross walks and parking, and Sponsor shall pay Casitas for any signs not returned after the Event.

(d) Encroachment permit from the County of Ventura for temporary traffic control for use of parking.

(e) Labor and materials for the event that are available and agreed upon in writing prior to the Event at Sponsor's cost.

(f) Sponsor may use the water faucets in the Event Area.

(g) Sponsor may use the existing electrical outlets in the Event Area, which are supplied by Casitas. Under no circumstances shall the electricity panels be altered or tampered with by any person. Breaker panels are

to remain locked for safety purposes and only Casitas personnel shall have access to the panels.

(h) Sponsor understands that no refunds, credits or adjustments will be made in the event Casitas' power service provider is unable to supply electrical power during the event. Casitas shall have no liability in the event this occurs.

(i) Space for one large 8' wide x 40' long x 8 ½' high self-contained storage unit in the LCRA Maintenance Yard. Sponsor hereby acknowledges that Casitas has no responsibility or liability to ensure theft prevention of contents. Authorized Sponsor representatives may access the storage unit upon request and by appointment by contacting the Maintenance Foreperson or designated Casitas staff.

(j) Because of the family oriented nature of the LCRA facilities, Casitas reserves the right to disapprove any music, acts, entertainment, performances or attractions at any time which it considers, in its sole discretion, to be inconsistent with its current philosophy.

(k) While Casitas will make every effort to provide its facilities for Sponsor's Event, Casitas shall have no liability to Sponsor if Casitas' facilities become restricted or closed for reasons including, but not limited to, acts of God, terrorism, war or the inability to provide facilities if permitting agencies, including the Bureau of Reclamation, revoke permits or authorization to use facilities. This includes the Event Area itself as well as parking areas. In the event Casitas loses the ability to allow vehicles to be parked on the Watershed lands, Casitas will make every effort to make space available for vehicles to be parked within the Recreation Area, however, any costs such as busing or obtaining satellite parking shall be Sponsor's sole responsibility with no liability to Casitas whatsoever.

(l) Casitas will not assume responsibility or be liable for items or equipment left on the premises by Sponsor or others associated with this event. Items remaining after the take down period may be removed by Casitas, at its sole option, and Sponsor will be charged therefor.

4. **Access.** Sponsor ingress and egress to the Event Area shall only be through the auxiliary gate(s) off Santa Ana Road. The auxiliary gate(s) must be staffed at all times by responsible representatives of Sponsor while they are open and will be locked shut when not guarded. Event participants identified with valid vehicle entry hang tags will be allowed to access the Event parking and the LCRA during normal Lake hours without incurring additional parking fees. After normal LCRA hours, Event participants may enter and exit through the auxiliary gate(s). At no time shall Sponsor allow any type of watercraft whatsoever to enter the Recreation Area through any gate under Sponsor's control or oversight. All watercraft seeking entrance through the auxiliary gate(s) off Santa Ana Road must be directed to the Main Gate for proper invasive species inspection before entry is allowed onto Casitas property.

5. **Sale of Alcohol.** If Sponsor provides or allows for the sale of alcoholic beverages at the Event, such sale of alcoholic beverages must be in compliance with the terms set forth in Sections 2 and 6.

6. **Commercial General Liability, Auto & Liquor Liability for the Event.**

(a) Coverage. Coverage for commercial general liability shall be at least as broad as the following:

- (1) Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001).
- (2) Insurance Services Office Liquor Liability Coverage (Occurrence Form CG 0033).

(b) Limits. Sponsor shall, during the course of this event, maintain limits no less than the following:

- (1) General Liability. TWO MILLION DOLLARS (\$2,000,000) per occurrence for bodily injury property damage and personal injury. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurers equivalent endorsement provided to Casitas Municipal Water District) or the general aggregate limit shall be twice the required occurrence limit.
- (2) Liquor Liability. If alcoholic beverages are served, TWO MILLION DOLLARS (\$2,000,000) per occurrence for bodily injury and property damage. If a form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the Casitas Municipal Water District) or the general aggregate limit shall be twice the required occurrence limit.
- (3) Automobile Liability. ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury and property damage combined single limit shall be provided by either of the following:
  - a. Each individual participant in the Event, including, but not limited to, directors, officers, employees and authorized volunteers of Sponsor, vendors, wineries and breweries.
  - b. Sponsor by means of a blanket policy covering all parties in a. above.
- (4) In addition to (b)(1) above, general liability coverage shall be provided by each individual participant in the Event, including, but not limited to, vendors, wineries and breweries. Alternatively, Sponsor may provide coverage by means of a blanket policy covering all parties.
- (5) If Sponsor and/or individual participants in the Event, including, but not limited to directors, officers, employees and authorized volunteers of Sponsor, vendors, wineries and breweries maintain broader coverage and/or higher limits than the minimums shown above, then Casitas requires and shall be entitled to the broader coverage and/or higher limits maintained by the parties referenced in this paragraph.

(c) Required Provisions. The general liability, auto and liquor liability (if any) policies are to contain, or be endorsed to contain the following provisions:

- (1) The United States of America (Bureau of Reclamation), Casitas Municipal Water District, their directors, officers, employees, or authorized volunteers shall be named as additional insured (via ISO endorsement CG 2026 or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Sponsor; products and completed operations of the Sponsor; premises occupied or used by the Sponsor. The coverage shall contain no special limitations on the scope of protection afforded to Casitas Municipal Water District, their directors, officers, employees, or authorized volunteers.
- (2) For any claims related to this event, the Sponsor's insurance shall state that coverage is primary as respects the United States of America (Bureau of Reclamation), Casitas Municipal Water District, its directors, officers, employees, or authorized volunteers, and any insurance, self-insurance, or other coverage obtained or maintained by the United States of America (Bureau of Reclamation), Casitas Municipal Water District, their directors, officers, employees, or authorized volunteers shall be in excess of said primary

coverage and not contributing.

- (3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the United States of America (Bureau of Reclamation), Casitas Municipal Water District, their directors, officers, employees, or authorized volunteers.
- (4) The Sponsor's insurance shall apply separately to the insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (5) Sponsor shall provide written notice by U.S. Mail to Casitas within five (5) days of Sponsor's receipt of any notice informing Sponsor that coverage will be cancelled or non-renewed. Sponsor understands and agrees that the Event can not occur unless the insurance specified in this Agreement is in full force and effect.
- (6) Such liability insurance shall indemnify the Sponsor against loss from liability imposed by law upon, or assumed under contract by, the Sponsor for damages on account of such bodily injury (including death), property damage, and personal injury.
- (7) The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, and blanket contractual liability.

(d) Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by Casitas. At the option of Casitas, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

(e) Acceptability of Insurers. All of the insurance shall be provided on policy forms and through companies satisfactory to Casitas. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or equivalent or as otherwise approved by Casitas.

(f) Workers' Compensation & Employer's Liability Insurance. By his/her signature hereunder, Sponsor certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the event. The Sponsor shall cover or insure under the applicable laws relating to workers' compensation insurance, all of the employees working on or about the event, in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The Sponsor shall provide employer's liability insurance in the amount of at least ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury and disease. In the event Workers' Compensation & Employer's Liability Insurance does not apply to Sponsor, Sponsor shall execute a California Workers' Compensation Law Certificate of Exemption.

(g) Evidences of Insurance. No later than thirty (30) days prior to the Event, Sponsor, vendors, wineries and breweries shall file with Casitas a Certificate of Insurance (Accord Form 25-S or equivalent) signed by the insurer's representative. Such evidence shall include an original copy of the additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include (c) Required Provisions (1) through (7) above.

(h) The Sponsor shall, upon demand of Casitas, deliver to Casitas such policy or policies of insurance and the receipts for payment of premiums thereon. In the event evidence of such insurance coverage is not provided to Casitas within thirty (30) days prior to the event, Casitas shall, at its sole option, obtain such insurance coverage and charge Sponsor the cost thereof plus any administrative costs involved in obtaining said insurance. Failure to provide the required insurance coverage may result in the loss of the use of the facility. Sponsor shall

provide increased limits of insurance if required of Casitas by Casitas' insurer at no cost or liability to Casitas.

7. **Indemnification for the Event.** To the fullest extent permitted by law, Sponsor shall defend, indemnify and hold harmless the United States of America (Bureau of Reclamation), Casitas and its directors, officers, employees or authorized volunteers from and against:

(a) All claims, damages, losses and expenses, including, but not limited to reasonable attorney's fees arising out of or resulting from any act, conduct, omission, negligence, misconduct or unlawful act (or act contrary to any applicable governmental order or regulation) of Sponsor, its officers, directors, employees, contractors, subcontractors, agents or volunteers.

(b) Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Sponsor.

(c) Any and all losses, expenses, damages (including damages to the work itself), and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of Sponsor to faithfully perform all of its obligations under the contract. Such costs, expenses, and damages shall include all costs incurred by the indemnified parties in any lawsuits to which they are a party.

(d) Sponsor shall defend, at Sponsor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against Casitas or its directors, officers, employees, or authorized volunteers.

(e) Sponsor shall pay and satisfy any judgment, award or decree that may be rendered against Casitas or its directors, officers, employees, or authorized volunteers, in any such suit, action or other legal proceeding.

(f) Sponsor shall reimburse Casitas and its directors, officers, employees, or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

(g) Sponsor agrees to carry insurance for this purpose as set out in the specifications. Sponsor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the United States of America (Bureau of Reclamation), Casitas, or its directors, officers, employees, or authorized volunteers.

8. **Overnight Camping in the Event Area.** Sponsor may have up to two self-contained recreational vehicles camp from Friday through Sunday nights of the Event weekend in the Event Area at no charge to provide security for Sponsor's equipment.

(a) Sponsor shall be responsible for staffing the auxiliary gate(s) when the gate(s) are open.

(b) Campers are not permitted to camp within two hundred feet (200') of the shoreline.

(c) No waste water shall be discharged onto the ground. All waste water shall be contained and disposed of properly at a local dump station.

(d) Sufficient restrooms and trash receptacles shall be provided by Sponsor for campers and be conveniently placed for ease of use.

(e) Sponsor shall ensure that staff, vendors and participants camping at the event site shall comply with paragraph 13 hereinafter.

9. **Use of Equines or Other Animals at the Event.** This Agreement does not permit the use of equines or



other animals such as, for example, the type that might be included in a petting zoo.

10. **Use of Explosives at the Event.** This Agreement does not permit the use of explosives, fireworks, or any other incendiary device(s), materials, displays or projectiles.

11. **Taxes and Assessments.** A taxable possessory interest may be created by this Agreement and Sponsor may be subject to the payment of property taxes levied on such interest. Sponsor shall pay before delinquent any and all taxes and assessments levied against Sponsor by reason of Sponsor's use and occupancy of the Recreation Area.

12. **Publicity.** Sponsor hereby agrees that Casitas may utilize any publicity generated for, or because of, the Event for the mutual and/or separate benefit of Sponsor and/or Casitas at no cost to Casitas. Sponsor agrees that any printed material used by Sponsor shall include the words "Lake Casitas Recreation Area".

13. **Compliance with Rules and Regulations.** The Sponsor hereby certifies that he/she has read and will comply with the Park rules, regulations, laws, etc. governing the Lake Casitas Recreation Area including, but not limited to, quiet hours after 10:00 p.m., and will be responsible for the activities and conduct of all people whose activities and conduct are a result of the event or arise out of the Event. Sponsor shall enforce the applicable park rules and regulations in the Event Area. Failure to do so may result in forfeiture of the security deposit. Any person or persons violating any Park rules or laws may be subject to citation and/or eviction from the Park at Casitas' sole discretion. Sponsor must comply with Casitas' decision and, if necessary, assist Park Staff in the removal of any such person or persons.

14. **Raffles and Games of Chance.** Sponsor hereby agrees that no-one will be allowed to participate in games of chance, raffles, or any such activities, which contravene state and local lottery laws.

15. **Discrimination.** The Sponsor agrees that during the use of Casitas Municipal Water District's Recreation Area facilities, no qualified person shall be prevented from participating or denied the benefits of, or otherwise be subjected to discrimination because of the person's race, color, national origin, age or handicap.

16. **Title VI Compliance.** Sponsor hereby acknowledges that as a sub-recipient of federal funds, Casitas Municipal Water District's Recreation Area cannot discriminate against anyone on the basis of race, color, natural origin, age or handicap in the provision of its services to the public. Anyone who believes that he/she has been subjected to discrimination can file a complaint either with the Casitas Municipal Water District's Recreation Area, 1055 Ventura Avenue, Oak View, CA 93022, or the Office for Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

17. **Law & Jurisdiction Governing.** This Agreement is being delivered and shall be deemed entered into in the State of California and shall be governed by and construed according to the laws of such state. Any dispute, claim or controversy between the parties shall be arbitrated and/or litigated in Ventura County, California. If any provision of this Agreement is determined to be illegal, invalid or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall not be affected thereby and shall remain in full force and effect.

18. **Entire Agreement.**

(a) This document constitutes the entire Agreement between Casitas and Sponsor for the use granted at the Lake Casitas Recreation Area for the Event.

(b) This document may be modified only by further written agreement between the parties hereto. Any such modification shall not be effective unless and until executed by Sponsor and in the case of Casitas, except as otherwise specifically authorized herein, until approved and executed by Casitas' Park Services Manager and/or the Casitas General Manager and Board of Directors.

19. **Time is of the Essence.** Time is of the essence for all the time frames of this Agreement.
20. **Term.** The term of this Agreement shall commence upon execution of this Agreement and terminate on August 31, 2022 unless sooner terminated pursuant to subsection 2(1) hereof.
21. **Inquiries.** Please direct all inquiries regarding this Agreement to:

CMWD: Carol Belser, Park Services Manager  
11311 Santa Ana Road  
Ventura, CA 93001  
Tel: (805) 649-2233, ext. 111  
Cell: (805) 797-1517  
Email: cbelser@casitaswater.com

22. **Representatives.** The representatives of the parties to this Agreement are those set forth below:

**Rotary Club of Ojai West Foundation Inc.:**  
Angela May  
P.O. Box 1501  
Ojai, CA 93024  
Tel: (805) 907-2378

**Casitas:**  
Carol Belser, Park Services Manager  
11311 Santa Ana Road  
Ventura, CA 93001  
Tel: (805) 649-2233, ext. 111  
Cell: (805) 797-1517  
Email: cbelser@casitaswater.com

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**SPONSOR:**  
**ROTARY CLUB OF OJAI WEST FOUNDATION, INC.**

By: \_\_\_\_\_  
President

**CASITAS:**  
**CASITAS MUNICIPAL WATER DISTRICT**

By: \_\_\_\_\_  
President, Russ Baggerly

## CASITAS CASITAS MUNICIPAL WATER DISTRICT

### LAKE CASITAS CASITAS RECREATION AREA FIVE YEAR AGREEMENT 2013—2017 (2018-2022) FOR 2018 SPECIAL EVENT CALLED THE OJAI WINE FESTIVAL

#### OJAI WINE FESTIVAL MULTI-YEAR CONTRACT 2018-2022

**THIS AGREEMENT** is made and entered into by and between **CASITAS CASITAS MUNICIPAL WATER DISTRICT**, a Municipal Water District authorized by California Water Code section 1110 et seq., called herein ("CASITAS Casitas CASITAS"), and **ROTARY CLUB OF OJAI WEST FOUNDATION, INC.**, a 501(c)(3) non-profit corporation located at [insert address] called herein "Sponsor". Together, Casitas-CASITAS and Sponsor shall be referred to herein as Parties.

#### RECITALS

WHEREAS, Casitas CASITAS owns and operates the Lake Casitas Recreation Area ("LCRA") facilities pursuant to a Management Agreement between The United States of America and Casitas Municipal Water District for the Administration, Operation, Maintenance and Development of Recreation Uses and Facilities at Lake Casitas dated October 7, 2011 within the borders of Lake Casitas; and

WHEREAS, LCRA is a family oriented facility which caters to families; and

WHEREAS, Casitas CASITAS seeks to make the LCRA available for special events from time to time that are consistent with the LCRA's family oriented nature; and

WHEREAS, Sponsor has organized and managed the Ojai Wine Festival for several years in order to raise funds for Rotary Community Service Projects provide exposure to the local wine industry and to provide a day of family oriented activities and entertainment; and

WHEREAS, Sponsor seeks to continue to organize and manage put on the Ojai Wine Festival and to do so at the LCRA; and

WHEREAS, the Parties recognize a mutual benefit of holding the Ojai Wine Festival at the LCRA LRCA for the next several years and have agreed to enter into this Agreement to facilitate such mutual goals/benefits.

**NOW, THEREFORE, IT IS MUTUALLY AGREED** the Parties, for the recitals set forth above and for the valuable consideration set forth below, mutually agree to abide and be bound by the following terms and conditions as follows:

#### 1. General Terms of the General Terms of the Event.

(a) Sponsor will may plan, conduct, manage and oversee the Ojai Wine Festival (hereinafter referred to as "eventEvent") on the second Sunday in June for years 2013—2017 2018-2022, specifically, June 9, 2013 10, 2018, June 8, 2014 9, 2019, June 14, 2015 14, 2020 and June 12, 2016 13, 2021 and June 11, 2017 12, 2022 in accordance with the terms and conditions below.

Because of the family oriented nature of the Lake Casitas Recreation Area (hereinafter referred to as "LCRA") facilities, Casitas reserves the right to disapprove any music, acts, entertainment, performances or attractions at any time which it considers, in its sole discretion, to be inconsistent with its current philosophy.

~~(b) While Casitas will make every effort to provide its facilities for Sponsor's events, Casitas shall have no liability to Sponsor if Casitas' facilities become restricted or closed for reasons including, but not limited to, acts of God, terrorism, war or the inability to provide facilities if permitting agencies, including the Bureau of Reclamation, revoke permits or authorization to use facilities. This includes the Event Area itself as well as parking areas. In the event Casitas loses the ability to allow vehicles to be parked on the Watershed lands, Casitas will make every effort to make space available for vehicles to be parked within the Recreation Area, however, any costs such as busing or obtaining satellite parking shall be Sponsor's sole responsibility with no liability to Casitas whatsoever.~~ [RNK1]

~~2. (b) Location or Site of Event.~~ The ~~E~~vents will be staged at the Wadliegh Arm Event Area ~~at Casitas' CASITAS's LCRA LRCA~~. Sponsor will have exclusive use of the area east from the shoreline gate at trailer storage to the closed area fence line at the beginning of the East Shoreline Trail.

~~3. (c) Time and Description of ActivitiesEvent.~~ ~~Event a~~Activities ~~will may~~ begin at ~~11:30 11:0010:00~~ a.m. and ~~must~~ end at ~~approximately~~ 5:00 p.m. on ~~each specified the~~ day of the ~~eventEvent~~. ~~Alcohol will be served from 11:00 a.m. to 4:00 p.m. and in compliance with the each year's Department of Alcoholic Beverage Control Daily License. Attendance to the Event shall be limited by , as reported by Sponsor to no more than , is expected to be approximately 3,000— 4,000 people per day. The eventEvent will may include a wine and beer tasting booths, live music, vendors, food and drink as well as a children's play area.~~

~~42. Sponsor Obligations Sponsor Obligations.~~ Sponsor agrees to provide the following to Casitas ~~CASITAS~~ in exchange for the use of Casitas ~~CASITAS~~ property and related Casitas ~~CASITAS~~ services as set forth in Section 3.

~~Payment to Casitas Casitas CASITAS.~~ Sponsor shall pay ~~Casitas Casitas CASITAS~~ the following amounts ~~for the privilege of holding the Event on Casitas CASITAS property:~~

(a) A minimum payment of two thousand five hundred dollars (\$2,500.00) ~~per event day for each year of the Agreement,~~  
or the greater of:

(b) Ten percent (10%) of total gross receipts up to and including \$100,000.00 as defined in (32) below.

(c) Twelve percent (12%) of total ~~gross-gGross rR~~ receipts from \$100,000.01 up to and including \$150,000.00 as defined in (32) below.

(d) Fifteen percent (15%) of total ~~gross-gGross rR~~ receipts over \$150,000.00 as defined in (32) below.

(1) The payment schedule outlined ~~above in 2(a) above~~ shall remain in full force and effect even if ~~Casitas CasitasCASITAS~~' power service provider is unable to supply electrical power during the event. ~~Casitas Casitas CASITAS~~ shall have no liability in the event this occurs. ~~And tThe payment schedule in 2(a), (b), (c) and (d) above shall continue as long as tickets are sold for the event. CasitasCASITAS will meet with Sponsor within thirty (30) days after the event to account for tickets used and receive payment therefor.~~

~~(2) The above payment shall continue as long as tickets are sold for the event. Casitas will meet with Sponsor within thirty (30) days after the event to account for tickets used and receive payment therefor.~~

~~(2)(3e)~~ "Gross Receipts" ~~as used in this Agreement shall mean the following:~~

a. Except as specifically provided by policy statement issued by the

~~Casitas~~CASITAS General Manager, the term "~~gross g~~Gross receipts~~Receipts~~" as used in this Agreement, is defined to be all money or charges received from ticket sales, sales of any merchandise by Sponsor, food vendor application fees, art/craft vendor application fees, and revenue received from parking and camping.

b. Except as specifically provided below or by policy statement issued by the General Manager, there shall be no deduction from gross receipts for any overhead or cost or expense of operations, such as, but without limitation to salaries, wages, costs of goods, interest, debt amortization, credit, collection costs, discount from credit card operations, insurance and taxes. Bona fide bad debts actually incurred by Sponsor or its subcontractors, assignees, licensees, concessionaires and permittees may be deducted from gross receipts. There shall, however, be no deduction for bad debts based on past experience or transfers to a bad debt reserve. Subsequent collection of bad debts previously not reported as gross receipts shall be included in gross receipts at the time they are collected.

c. Except as specifically provided below or by policy statement, gross receipts reported by Sponsor must include the full usual charges for any charges for any services, goods, rentals or facilities. Gross receipts shall not include direct taxes imposed upon the consumer and collected there from by the Sponsor such as, but not limited to, retail sales taxes, excise taxes, or related direct taxes, which are direct taxes paid periodically by Sponsor to a governmental agency accompanied by a tax return statement.

d. The ~~Casitas~~Casitas ~~CASITAS~~ General Manager, by policy statement, consistent with recognized and accepted business and accounting practices, and with the approval of ~~Casitas~~ Casitas ~~CASITAS~~ Legal Counsel, may further interpret the term "gross receipts" as used in this Agreement.

e. "Gross sales price": the total consideration resulting from the transfer or granting control of this Agreement determined by the total of cash payments and the market value of all non-cash consideration, including, but not limited to, stocks, bonds, deferred payments, secured and unsecured notes, and forbearances regarding claims and judgments.

f. Sponsor shall be required to maintain a method of accounting which, to the satisfaction of the ~~Casitas~~ Casitas ~~CASITAS~~ General Manager, shall correctly and accurately reflect the gross receipts and disbursements of Concessionaire in connection with event. The method of accounting, including bank accounts, established for said event shall be separate from the accounting system used for any other business operated by Sponsor. Such method shall include the keeping of the following documents:

- (i) Regular books of accounting such as general ledgers.
- (ii) Sequentially numbered tickets and/or armbands (to include tickets sold, given used or unaccounted for). All entrance to the event shall, for the purpose of accounting, count as tickets used.
- (iii) Journals including any supporting and underlying documents such as vouchers, checks, tickets, bank statements, etc.
- (iv) State and Federal income tax returns and sales tax returns and checks and other documents providing payment of sums shown.
- (v) Cash register tapes appropriately identified as to type of gross receipt (daily tapes may be separated but shall be retained so that from day to day the sales can be identified).
- (vi) Any other accounting records that the ~~Casitas~~ Casitas ~~CASITAS~~ General Manager deems necessary for proper reporting of receipts.

g. All sales and fee collections shall be recorded. The means of recording such sales and fee collections may include electronic data processing and record keeping equipment. The electronic data processing and record keeping equipment shall contain such features as the ~~Casitas~~~~Casitas~~ CASITAS General Manager may reasonably require for the purpose of assuring that an accurate record of the transaction is created and retained by the equipment to be used.

h. All documents, books and accounting records shall be open for inspection and re-inspection at any reasonable time during the term of this Agreement. In addition, the ~~Casitas~~~~Casitas~~ CASITAS General Manager may from time to time conduct an audit and re-audit of the books and business conducted by Sponsor and observe the operation of the business so that accuracy of the above records can be confirmed. All information obtained in connection with the ~~Casitas~~ ~~Casitas~~ CASITAS General Manager's inspections of records or audit shall be treated as confidential information and exempt from public disclosure thereof to the extent permitted by law.

i. Sponsor shall not be required to maintain those documents, books and accounting records, required by this section, that pertain to the period for which an audit has been completed and a report of the finding has been issued by the ~~Casitas~~~~Casitas~~ CASITAS General Manager and accepted by the Sponsor. If there is a dispute as a result of said audit, the documents, books and accounting records shall be maintained until all audit disputes have either been settled by agreement of the parties, or adjudicated by the final judgment of a court of competent jurisdiction.

j. Notwithstanding paragraphs 4(h) and (i), Sponsor shall comply with all State and Federal retention of records requirements.

k. Sponsor shall furnish the ~~Casitas~~~~Casitas~~ CASITAS General Manager with a gross receipts report showing the amount payable therefrom to ~~Casitas~~~~Casitas~~ CASITAS. In addition thereto, Sponsor shall furnish a financial statement and a balance sheet prepared in a form acceptable to ~~Casitas~~~~Casitas~~ CASITAS. The financial statement shall be submitted within thirty (30) days after the event.

l. In the event that an audit or review conducted by the ~~Casitas~~~~Casitas~~ CASITAS General Manager finds that due to Sponsor's non-compliance with its obligation to report gross receipts received in connection with this event, an actual loss and/or a projected loss of revenue to ~~Casitas~~~~Casitas~~ CASITAS can be determined, the ~~Casitas~~~~Casitas~~ CASITAS General Manager shall bill Sponsor for said losses and said amount is to be paid to ~~Casitas~~~~Casitas~~ CASITAS within thirty (30) days following billing therefor unless otherwise extended by the ~~Casitas~~~~Casitas~~ CASITAS General Manager.

m. Should the ~~Casitas~~~~Casitas~~ CASITAS General Manager find that the additional payment due to ~~Casitas~~~~Casitas~~ CASITAS exceeds two percent (2%) of the total amount which should have been paid as determined by such review or audit and observation, and there is no reasonable basis for the failure to report and pay thereon, Sponsor shall also pay the cost of the audit as determined by ~~Casitas~~~~Casitas~~ CASITAS.

n. Sponsor shall cause any and all of its subcontractors to comply with these requirements except that a subcontractor shall only be required to establish and maintain those accounting records that the ~~Casitas~~~~CASITAS~~ General Manager deems necessary to examine the reported gross receipts in accordance with generally accepted auditing standards.

(e) All expenses and invoices owed to ~~Casitas~~~~CASITAS~~ shall be paid in full within thirty (30) days after the event unless otherwise noted.

(f) Seven hundred fifty dollars (\$750.00) refundable security deposit due to ~~Casitas~~~~CASITAS~~ thirty (30) days prior to ~~eachthe e~~Event ~~each year~~. The security deposit shall be fully refundable to Sponsor within thirty (30) days after ~~theeach e~~Event provided that Sponsor shall have returned the area to a clean pre-use condition including trash pick up and removal, and sign removal, to ~~Casitas~~~~CASITAS~~' satisfaction and that sponsor shall

have paid in full, all expenses and invoices owed to ~~Casitas~~CASITAS which may include, but shall not be limited to:

- (1) Any charges, billed at the rate of fifty dollars (\$50.00) per hour, for removal of signs. Any signs remaining posted after one (1) day after the event will be removed by ~~Casitas~~CASITAS Staff and the Sponsor billed therefor.
- (2) Any costs for clean up in excess of the security deposit incurred by ~~Casitas~~CASITAS and billed to Sponsor.

(g) Seven hundred fifty dollars (\$750.00) non-refundable fee due to ~~Casitas~~CASITAS at the time of execution of contract, and 30 (thirty) days prior to each event each year, to secure the date(s) stated in paragraph 1(a) above with ~~Casitas~~CASITAS. This amount will be applied towards fees due referenced in Section 42(a) thru 42(d).

5. ~~(h).~~ ~~Banner Fee.~~ ~~Banner Fee.~~ —Space for the placement of a banner publicizing and announcing the Event is not guaranteed, but if available, Sponsor may display a banner at the corner of Highway 150 and Santa Ana Road with the prior approval of ~~Casitas~~CASITAS as to context and size. Sponsor shall provide the banner proof for approval to ~~Casitas~~CASITAS a minimum of ten (10) days prior to banner display date. ~~Casitas~~CASITAS will display said banner starting on the Monday immediately prior to the ~~e~~Event through the completion of the event. Sponsor shall pay one hundred fifty dollars (\$150.00) for a seven day duration ~~per each annual event~~ after service has been provided ~~each year~~. Fees for this service shall be paid in accordance with Section 42(e).

(i) Sponsor shall be responsible for ensuring the safety and security of persons attending this Event, including, but not limited to, the Event and parking areas and shall remain responsible for securing the Event and parking areas by 7:00 p.m. the day of the Event.

(j) Sponsor will ensure that all parked vehicles vacate the watershed parking area prior to 7:00 p.m. at which time the area will be locked. All vehicles remaining must be removed no later than noon the day following the Event.

~~(k) Sponsor will make all necessary notifications and arrangements with the Ventura County Sheriff's and California Highway Patrol. Sponsor shall be responsible for the cost incurred for security. The Sponsor shall remain in the area until it is cleared of people attending the event.~~

(k) (1) Sponsor will provide a transportation program for attendees to and from the eEvent and back clearly outlined and promoted on the Event website and with signage on the day of the each eEvent with signage. Web site: <https://ojaiwinefestival.com/about-the-festival/transportation/>

(l) Failure of Sponsor to carry out each and every obligation pursuant to this Agreement, including, but not limited to providing permits and insurance within ten (10) days of the Event, shall be grounds for immediate termination by CasitasCASITAS. Notice shall be given by mail or fax e-mail to the CasitasCASITAS Representative listed in Item 298 below. CasitasCASITAS shall have no liability to Sponsor for such termination.

(m) Sponsor will make all necessary notifications and arrangements with the Ventura County Sheriff's Office and California Highway Patrol. Sponsor shall be responsible for the cost incurred for security. The Sponsor shall remain in the area until it is cleared of people attending the Event.

(mn) Security for the Event.—Sponsor shall provide a written security plan to be submitted to CasitasCASITAS ten (10) days prior to the Event which shall include the names of individuals assigned security duties, how they are to be identified as security personnel and what instructions they have been provided. The security plan shall identify the person in charge and how said person will communicate with local law enforcement in an emergency. Sponsor shall provide certified medical personnel for this Event and a designated first aid area.

(no) ~~A~~Sponsor shall provide a minimum of thirty (30) chemical toilets, including at least one (1) that complies with ADA requirements for the handicapped. The required number of chemical toilets may increase or decrease year to year at CasitasCASITAS' sole option based on attendance trends. Sponsor agrees to provide CasitasCASITAS with a copy of the contract at least ten (10) days prior to the Eevent.

(op) Sponsor will email each Board member a non-drinking general admission pass to be used for entry into the Eevent for the purpose of quality assurance. ~~s~~Sponsor shall allow LCRA staff to, and LCRA staff may, enter the Event at any time to monitor the Event for quality control, at no charge, and without presenting a ticket.

(pq) ~~Trash Dumpsters for the Event.~~ Sponsor shall make arrangements with a local disposal service for supply and removal of dumpsters. Sponsor agrees to provide CASITAS with a copy of the contract at least ten (10) days prior to the Eevent. Two 30 yard dumpsters shall be included in Sponsor's arrangements.

(qr) ~~Solid Waste Reduction & Recycling.~~ In order to comply with AB 2176 (Solid Waste Reduction & Recycling) which has been enacted in an attempt to reduce the amount of waste going to landfills, Sponsor shall:

- (1) Submit a written plan to CasitasCASITAS for CasitasCASITAS' approval, ten (10) days prior to the event, outlining a method to reduce and recycle solid waste generated as a result of the event. The plan may include arrangements with a local waste hauler to pick up and dispose of waste and recyclable material which is to be sorted into separate containers. As part of this program Sponsor may use available recycle containers and bags provided by CasitasCASITAS. Sponsor will be charged for any bags used.
- (2) If attendance is over 2,000 people per day, Sponsor is responsible for reporting the amount of recyclable material collected and removed to the County of Ventura within thirty (30) days after the event,. A copy of such report shall also be filed with CASITAS within the same time frame. Information should be sent to:

Ventura County PWA, W&S, IWMD  
800 South Victoria Avenue, #1650  
Ventura, CA 93009-1650

At the time of execution of this contract the contact person is:

David Goldstein (805) 658-4312 or by email at david.goldstein@ventura.org.

(rs) Sponsor shall provide Aadult crossing guards for the crosswalks at all times during which cars are parked on the watershed parking area, or Sponsor shall pay for CasitasCASITAS to provide such guards. Crossing guards with hand held, two sided, signs and safety vests provided by Sponsor shall be trained and comply with the safety requirements of any Federal, State, County and local agencies which may be applicable. Sponsor must provide proof of training including the individual name(s) of the crossing guards at least ten (10) days prior to the Event day.

(st) Sponsor shall provide Adequate lighting for the eEvent, including the parking area. Based on the hours listed on Page 1, Item 3, a lighting plan will not be applicable for this Eevent.

(tu) Sponsor shall have non-exclusive use to set up two (2) days immediately prior to the Event and non-exclusive use for take-down one (1) day immediately following the Eevent.

(uv) Sponsor shall notify and make all necessary arrangements, as applicable, with state and local public agencies, including, but not limited to, the Ventura County Sheriff's Office, California Highway Patrol, Ventura County Health Department, Department of Alcoholic Beverage Control and the County Fire Department. If



applicable, fire permits shall include those necessary for public use of a large tent ~~and use of explosives and blank ammunition~~. Sponsor agrees to comply with the license issued by the Department of Alcoholic Beverage Control issued for the Event, including, but not limited to, hours, method of dispensing, and the cessation of alcoholic beverage sales upon the order of any peace officer or ~~Casitas~~CASITAS staff.

(vw) In the event any federal, state or local public agency, including the Bureau of Reclamation, does not require specific permits to be issued for the activities covered by this Agreement, Sponsor shall follow all rules and regulations governing the activities as if permits had been issued by these agencies.

(wx) Prior to commencement of any construction at the Event site, Sponsor shall obtain from CASITAS written approval of all plans, specifications and construction cost estimates for any improvements to CASITAS' premises. CASITAS' General Manager may waive these procedures for minor construction, if in the General Manager's opinion, these steps are not necessary.

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63. CASITAS Obligations. CASITAS agrees to provide the following for the Event in exchange for the valuable consideration set forth above from Sponsor:

~~Services Provided by Casitas. Casitas shall provide the following for the event:~~

- (a) Forty (40) trash cans, and twelve (12) recycle containers as provided in Section 2(q)(1)7 ~~above~~herein below.
- (b) ~~Seventy Five (75)~~ Fifty (50) tables already located in the area.
- (c) Parking for the Eevent in a designated area on the north side of Santa Ana Road opposite the Eevent Area. ~~Casitas~~CasitasCASITAS shall provide all signs for cross walks and parking, and Sponsor shall pay ~~Casitas~~CasitasCASITAS for any signs not returned after the Eevent.
- (d) Encroachment permit from the County of Ventura for temporary traffic control for use of parking.
- (e) Labor and materials for the event that are available and agreed upon in writing prior to the Eevent at Sponsor's cost.
- (f) Sponsor may use the water faucets in the Event Area.
- (g) Sponsor may use the existing electrical outlets in the Event Area, which are supplied by ~~Casitas~~CasitasCASITAS. Under no circumstances shall the electricity panels be altered or tampered with by any person. Breaker panels are to remain locked for safety purposes and only ~~Casitas~~CasitasCASITAS personnel shall have access to the panels.
- (h) Sponsor understands that no refunds, credits or adjustments will be made in the event ~~Casitas~~CasitasCASITAS' power service provider is unable to supply electrical power during the event. ~~Casitas~~CasitasCASITAS shall have no liability in the event this occurs.

(i) ~~The storage provisions in Sponsor's prior Ojai Wine Festival Agreement dated February 14, 2007 expired August 31, 2011. Casitas will respect Sponsor to relocate equipment prior to the end of this current agreement. Space for one large 8' wide x 40' long x 8 1/2' high self-contained storage unit in the LCRA Maintenance Yard. Sponsor hereby acknowledges that Casitas CASITAS Casitas has no responsibility or liability to ensure theft prevention of contents. Authorized Sponsor representatives may access the storage unit Storage unit supplies will be accessible upon request and by appointment by contacting the Maintenance Foreperson or designated Casitas CASITAS Casitas staff.~~

(j) ~~Because of the family oriented nature of the Lake CASITAS Recreation Area (hereinafter referred to as "LCRA") facilities, Casitas CASITAS reserves the right to disapprove any music, acts, entertainment, performances or attractions at any time which it considers, in its sole discretion, to be inconsistent with its current philosophy.~~

(k) ~~While Casitas CASITAS will make every effort to provide its facilities for Sponsor's events, CASITAS shall have no liability to Sponsor if Casitas CASITAS' facilities become restricted or closed for reasons including, but not limited to, acts of God, terrorism, war or the inability to provide facilities if permitting agencies, including the Bureau of Reclamation, revoke permits or authorization to use facilities. This includes the Event Area itself as well as parking areas. In the event Casitas CASITAS loses the ability to allow vehicles to be parked on the Watershed lands, Casitas CASITAS will make every effort to make space available for vehicles to be parked within the Recreation Area, however, any costs such as busing or obtaining satellite parking shall be Sponsor's sole responsibility with no liability to Casitas CASITAS whatsoever.~~

(l) ~~Casitas CASITAS will not assume responsibility or be liable for items or equipment left on the premises by Sponsor or others associated with this event. Items remaining after the take down period may be removed by Casitas CASITAS, at its sole option, and Sponsor will be charged therefor.~~

~~7. Provisions by Sponsor. Sponsor shall provide the following for the event:~~

~~(a) A minimum of thirty (30) chemical toilets, including at least one (1) that complies with ADA requirements for the handicapped. The required number of chemical toilets may increase or decrease year to year at Casitas' sole option based on attendance trends. Sponsor agrees to provide Casitas with a copy of the contract at least ten (10) days prior to the event.~~

~~(b) LCRA staff may enter the event at any time to monitor the event for quality control, at no charge, and without presenting a ticket.~~

~~(c) Trash Dumpsters for the Event. Sponsor shall make arrangements with a local disposal service for supply and removal of dumpsters. Sponsor agrees to provide Casitas with a copy of the contract at least ten (10) days prior to the event. Two 30-yard dumpsters shall be included in Sponsor's arrangements.~~

~~(d) Solid Waste Reduction & Recycling. In order to comply with AB 2176 which has been enacted in an attempt to reduce the amount of waste going to landfills, Sponsor shall:~~

~~(1) Submit a written plan to Casitas for Casitas' approval, ten (10) days prior to the event, outlining a method to reduce and recycle solid waste generated as a result of the event. The plan may include arrangements with a local waste hauler to pick up and dispose of waste and recyclable material which is to be sorted into separate containers. As part of this program Sponsor may use available recycle containers and bags provided by Casitas. Sponsor will be charged for any bags used.~~

~~(2) If attendance is over 2,000 people per day, Sponsor is responsible for reporting the amount of recyclable material collected and removed to the County of Ventura within thirty (30)~~

~~days after the event. A copy of such report shall also be filed with Casitas within the same time frame. Information should be sent to:~~

~~Ventura County PWA, W&S, IWMD  
800 South Victoria Avenue, #1650  
Ventura, CA 93009-1650~~

~~At the time of execution of this contract the contact person is:~~

~~\_\_\_\_\_~~  
~~David Goldstein (805) 658-4312 or by email at [david.goldstein@ventura.org](mailto:david.goldstein@ventura.org).~~

~~(e) Adult crossing guards for the crosswalks at all times during which cars are parked on the watershed parking area, or Sponsor shall pay for Casitas to provide such guards. Crossing guards with hand held, two-sided, signs and safety vests provided by Sponsor shall be trained and comply with the safety requirements of any Federal, State, County and local agencies which may be applicable.~~

~~(f) Adequate lighting for the event, including the parking area. Based on the hours listed on Page 1, Item 3, a lighting plan will not be applicable for this event.~~

~~(g) Security for the Event. A written security plan shall be submitted to Casitas ten (10) days prior to the event which shall include the names of individuals assigned security duties, how they are to be identified as security personnel and what instructions they have been provided. The security plan shall identify the person in charge and how said person will communicate with local law enforcement in an emergency. Sponsor shall provide certified medical personnel for this event and a designated first aid area.~~

~~(h) Sponsor shall be responsible for ensuring the safety and security of persons attending this event, including, but not limited to, the event and parking areas and shall remain responsible for securing the event and parking areas by 7:00 p.m. the day of the event.~~

~~(i) Sponsor will ensure that all parked vehicles vacate the watershed parking area prior to 7:00 p.m. at which time the area will be locked. All vehicles remaining must be removed no later than noon the day following the event.~~

~~(j) Sponsor will make all necessary notifications and arrangements with the Ventura County Sheriff's and California Highway Patrol. Sponsor shall be responsible for the cost incurred for security. The Sponsor shall remain in the area until it is cleared of people attending the event.~~

~~8. **Sponsor's Obligations.** Failure of Sponsor to carry out each and every obligation pursuant to this Agreement, including, but not limited to providing permits and insurance within ten (10) days of the event, shall be grounds for immediate termination by Casitas. Notice shall be given by mail or e-mail to the Casitas Representative listed in Item 28 below. Casitas shall have no liability to Sponsor for such termination.~~

~~94. **Access.** Sponsor ingress and egressAccess to the Event Area will shall only be through the auxiliary gate(s) off Santa Ana Road. The auxiliary gate(s) will must be staffed at all times by responsible representatives of Sponsor while they are open and will be locked shut when not guarded. Event participants[RNK2] identified with valid vehicle entry hang tags will be allowed to access the eventEvent parking and the Recreation AreaLCRALRCA during normal Lake hours[RNK3] without incurring additional parking fees. After normal LakeLCRALRCA hours, Event participants will may enter and exit through the auxiliary gate(s). At no time shall Sponsor allow any type of watercraft whatsoever to enter the Recreation Area through any gate under Sponsor's control or oversight. All watercraft seeking entrance through the auxiliary gate(s) off Santa Ana Roadshall must be directed to the Main Gate for proper invasive species inspection before entry is allowed onto CASITAS property.~~

~~10. **Setting Up and Taking Down Equipment.**~~

~~(a) Sponsor shall have non-exclusive use to set up two (2) days immediately prior to the event and non-exclusive use for take-down one (1) day immediately following the event.~~

~~(b) Casitas will not assume responsibility or be liable for items or equipment left on the premises by Sponsor or others associated with this event. Items remaining after the take-down period may be removed by Casitas, at its sole option, and Sponsor will be charged therefor.~~

~~115. Sale of Alcohol. If Sponsor provides or allows for t~~The sale of alcoholic beverages at the Event, such sale of alcoholic beverages must ~~shall~~ be in compliance with the terms set forth in Sections ~~2 and 14-6~~ 2 and 14-6 hereof.

~~126. Commercial General Liability, Auto & Liquor Liability for the Event. This Section 12 regarding liquor liability shall not apply if alcohol is not sold at the Eevent.~~

(a) Coverage. Coverage for commercial general liability shall be at least as broad as the following:

- (1) Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001).
- (2) Insurance Services Office Liquor Liability Coverage (Occurrence Form CG 0033).

(b) Limits. Sponsor shall, during the course of this event, maintain limits no less than the following:

(1) General Liability. TWO MILLION DOLLARS (\$2,000,000) per occurrence for bodily injury property damage and personal injury. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurers equivalent endorsement provided to ~~Casitas~~ CasitasCASITAS Municipal Water District) or the general aggregate limit shall be twice the required occurrence limit.

(2) Liquor Liability. If alcoholic beverages are served, ~~TWO ONE~~ TWO ONE MILLION DOLLARS (~~\$24,000,000~~) per occurrence for bodily injury and property damage. If a form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the ~~Casitas~~ CasitasCASITAS Municipal Water District) or the general aggregate limit shall be twice the required occurrence limit. ~~[RNK4]~~

(3) Automobile Liability. ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury and property damage combined single limit shall be provided by either of the following:

a. Each individual participant in the Event, including, but not limited to, directors, officers, employees and authorized volunteers of Sponsor, vendors, wineries and breweries.

b. Sponsor by means of a blanket policy covering all parties in a. above.

~~(3) AUTO GOES HERE~~

~~(4) VENDORS AND ALCOHOL SPONSORS HERE~~ In addition to (b)(1) above, general liability coverage shall be provided by each individual participant in the Event, including, but not limited to, vendors, wineries and breweries. Alternatively, Sponsor may provide coverage by means of a blanket policy covering all parties.

(5) If Sponsor and/or individual participants in the Event, including, but not limited to directors, officers, employees and authorized volunteers of Sponsor, vendors, wineries and breweries maintain broader coverage and/or higher limits than the minimums shown above, then Casitas requires and shall be entitled to the broader coverage and/or higher limits maintained by the parties referenced in this paragraph.

(c) Required Provisions. The general liability, auto and liquor liability (if any) policies are to contain, or be endorsed to contain the following provisions:

- (1) The United States of America (Bureau of Reclamation), ~~Casitas~~CasitasCASITAS Municipal Water District, their directors, officers, employees, or authorized volunteers shall be named as additional insured (via ISO endorsement CG 2026 or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Sponsor; products and completed operations of the Sponsor; premises occupied or used by the Sponsor. The coverage shall contain no special limitations on the scope of protection afforded to ~~Casitas~~CasitasCASITAS Municipal Water District, their directors, officers, employees, or authorized volunteers.
- (2) For any claims related to this event, the Sponsor's insurance shall state that coverage is primary as respects the United States of America (Bureau of Reclamation), ~~Casitas~~CasitasCASITAS Municipal Water District, its directors, officers, employees, or authorized volunteers, and any insurance, self insurance, or other coverage obtained or maintained by the United States of America (Bureau of Reclamation), ~~Casitas~~CasitasCASITAS Municipal Water District, their directors, officers, employees, or authorized volunteers shall be in excess of said primary coverage and not contributing.
- (3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the United States of America (Bureau of Reclamation), ~~Casitas~~CasitasCASITAS Municipal Water District, their directors, officers, employees, or authorized volunteers.
- (4) The Sponsor's insurance shall apply separately to the insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (5) Sponsor shall provide written notice by U.S. Mail to ~~Casitas~~CasitasCASITAS within five days of Sponsor's receipt of any notice informing Sponsor that coverage will be cancelled or non-renewed. Sponsor understands and agrees that the ~~Ee~~event can not occur unless the insurance specified in this-the Agreement is in full force and effect.
- (6) Such liability insurance shall indemnify the Sponsor against loss from liability imposed by law upon, or assumed under contract by, the Sponsor for damages on account of such bodily injury (including death), property damage, and personal injury.
- (7) The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, and blanket contractual liability.

(d) Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by ~~Casitas~~CasitasCASITAS. At the option of ~~Casitas~~CasitasCASITAS, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

(e) Acceptability of Insurers. All of the insurance shall be provided on policy forms and through companies satisfactory to ~~CasitasCasitasCASITAS~~. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A-VII or equivalent or as otherwise approved by ~~CasitasCasitasCASITAS~~.

(f) Workers' Compensation & Employer's Liability Insurance. By his/her signature hereunder, Sponsor certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the event. The Sponsor shall cover or insure under the applicable laws relating to workers' compensation insurance, all of the employees working on or about the event, in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The Sponsor shall provide employer's liability insurance in the amount of at least ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury and disease. In the event Workers' Compensation & Employer's Liability Insurance does not apply to Sponsor, Sponsor shall execute a California Workers' Compensation Law Certificate of Exemption.

(g) Evidences of Insurance. ~~Within~~ No later than thirty (30) days prior to the ~~event~~ Event, Sponsor, vendors, wineries and breweries shall file with ~~CasitasCasitasCASITAS~~ a Certificate of Insurance (Accord Form 25-S or equivalent) signed by the insurer's representative. Such evidence shall include an original copy of the additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include (c) Required Provisions (1) through (7) above.

(h) The Sponsor shall, upon demand of ~~CasitasCasitasCASITAS~~, deliver to ~~CasitasCasitasCASITAS~~ such policy or policies of insurance and the receipts for payment of premiums thereon. In the event evidence of such insurance coverage is not provided to ~~CasitasCasitasCASITAS~~ within thirty (30) days prior to the event, ~~CasitasCasitasCASITAS~~ shall, at its sole option, obtain such insurance coverage and charge Sponsor the cost thereof plus any administrative costs involved in obtaining said insurance. Failure to provide the required insurance coverage may result in the loss of the use of the facility. Sponsor shall provide increased limits of insurance if required of ~~CasitasCasitasCASITAS~~ by ~~CasitasCasitasCASITAS~~' insurer at no cost or liability to ~~CasitasCASITAS~~.

Depending upon the type of Event vendors that Sponsor attracts or brings to the Event – this would be the place in the contract to require Sponsor to have each vendor hold Special Event (or Event Liability) Coverage which is insurance coverage for a single day or a few days of the Event. These Special Event Coverage policies are usually purchased by parties involved in one events like weddings and major banquets to cover the unexpected cancellation or catastrophe. These policies can be purchased through a reputable insurance broker like Tolman & Wiker or Aliant. Sponsor should be required to have their vendors (esp. wineries and breweries) to have this type of coverage]

~~137~~. **Indemnification for the Event**. To the fullest extent permitted by law, Sponsor shall defend, indemnify and hold harmless the United States of America (Bureau of Reclamation), ~~CasitasCasitasCASITAS~~ and ~~its~~ directors, officers, employees or authorized volunteers from and against:

(a) All claims, damages, losses and expenses, including, but not limited to reasonable attorney's fees arising out of or resulting from any act, conduct, omission, negligence, misconduct or unlawful act (or act contrary to any applicable governmental order or regulation) of Sponsor, its officers, directors, employees, contractors, subcontractors, agents or volunteers.

(b) Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Sponsor.

(c) Any and all losses, expenses, damages (including damages to the work itself), and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of Sponsor to faithfully perform all of its obligations under the contract. Such costs, expenses, and damages shall include all costs incurred by the indemnified parties in any lawsuits to which they are a party.

(d) Sponsor shall defend, at Sponsor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against ~~Casitas~~CasitasCASITAS or its directors, officers, employees, or authorized volunteers.

(e) Sponsor shall pay and satisfy any judgment, award or decree that may be rendered against ~~Casitas~~CasitasCASITAS or its directors, officers, employees, or authorized volunteers, in any such suit, action or other legal proceeding.

(f) Sponsor shall reimburse ~~Casitas~~CasitasCASITAS and its directors, officers, employees, or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

(g) Sponsor agrees to carry insurance for this purpose as set out in the specifications. Sponsor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the United States of America (Bureau of Reclamation), ~~Casitas~~CasitasCASITAS, or its directors, officers, employees, or authorized volunteers.

#### ~~14. Permits and Notifications for the Event.~~

~~(a) Sponsor shall notify and make all necessary arrangements, as applicable, with state and local public agencies, including, but not limited to, the Ventura County Sheriff's Office, California Highway Patrol, Ventura County Health Department, Department of Alcoholic Beverage Control and the County Fire Department. If applicable, fire permits shall include those necessary for public use of a large tent and use of explosives and blank ammunition. Sponsor agrees to comply with the license issued by the Department of Alcoholic Beverage Control issued for the event, including, but not limited to, hours, method of dispensing, and the cessation of sales upon the order of any peace officer or Casitas staff.~~

~~(b) In the event any federal, state or local public agency, including the Bureau of Reclamation, does not require specific permits to be issued for the activities covered by this Agreement, Sponsor shall follow all rules and regulations governing the activities as if permits had been issued by these agencies.~~

~~(c) Prior to commencement of any construction, Sponsor shall obtain from Casitas written approval of all plans, specifications and construction cost estimates for any improvements to Casitas' premises. Casitas' General Manager may waive these procedures for minor construction, if in the General Manager's opinion, these steps are not necessary.~~

~~15.8. Overnight Camping in the Event Area.~~ Sponsor may have up to two ~~units stay self contained~~ recreational vehicles camp from Friday ~~-through~~ Sunday- nights of the ~~e~~Event weekend in the Event Area at no charge to provide security for Sponsor's equipment.

(a) Sponsor shall be responsible for staffing the auxiliary gate(s) when the gate(s) are open.

(b) Campers are not permitted to camp within two hundred feet (200') of the shoreline.

(c) No waste water shall be discharged onto the ground. All waste water shall be contained and disposed of properly at a local dump station.

(d) Sufficient restrooms and trash receptacles shall be provided by Sponsor for campers and be



conveniently placed for ease of use.

(e) Sponsor shall ensure that staff, vendors and participants camping at the event site shall comply with paragraph 2013 hereinafter.

~~169.~~ **Use of Equines or Other Animals** ~~Animals at the Event.~~ This Agreement does not permit the use of equines or other animals such as, for example, the type that might be included in a petting zoo. ~~animals.~~ [RNK5]

~~1710.~~ **Use of Explosives at the Event.** This Agreement does not permit the use of explosives, fireworks, or any other incendiary device(s), materials, displays or projectiles.

~~1811.~~ **Taxes and Assessments.** A taxable possessory interest may be created by this Agreement and Sponsor may be subject to the payment of property taxes levied on such interest. Sponsor shall pay before delinquent any and all taxes and assessments levied against Sponsor by reason of Sponsor's use and occupancy of the Recreation Area.

~~1912.~~ **Publicity.** Sponsor hereby agrees that ~~Casitas~~CasitasCASITAS may utilize any publicity generated for, or because of, any of the events for the mutual and/or separate benefit of Sponsor and/or ~~Casitas~~CasitasCASITAS at no cost to ~~Casitas~~CasitasCASITAS. Sponsor agrees that any printed material used by Sponsor shall include the words "Lake ~~Casitas~~CasitasCASITAS Recreation Area".

~~2013.~~ **Compliance with Rules and Regulations.** The Sponsor hereby certifies that he/she has read and will comply with the Park rules, regulations, laws, etc. governing the Lake ~~Casitas~~CasitasCASITAS Recreation Area including, but not limited to, quiet hours after 10:00 P.M., and will be responsible for the activities and conduct of all people whose activities and conduct are a result of the event or arise out of the event. Sponsor shall enforce the applicable park rules and regulations in the Event Area. Failure to do so may result in forfeiture of the security deposit. Any person or persons violating any Park rules or laws may be subject to citation and/or eviction from the Park at ~~Casitas~~CasitasCASITAS' sole discretion. Sponsor must comply with ~~Casitas~~CasitasCASITAS' decision and, if necessary, assist Park Staff in the removal of any such person or persons.

~~214.~~ **Raffles and Games of Chance.** Sponsor hereby agrees that no-one will be allowed to participate in games of chance, raffles, or any such activities, which contravene state and local lottery laws. [RNK6]

~~2215.~~ **Discrimination.** The Sponsor agrees that during the use of ~~Casitas~~CasitasCASITAS Municipal Water District's Recreation Area facilities, no qualified person shall be prevented from participating or denied the benefits of, or otherwise be subjected to discrimination because of the person's race, color, national origin, age or handicap.

~~2316.~~ **Title VI Compliance.** Sponsor hereby acknowledges that as a subrecipient of federal funds, ~~Casitas~~CasitasCASITAS Municipal Water District's Recreation Area cannot discriminate against anyone on the basis of race, color, natural origin, age or handicap in the provision of its services to the public. Anyone who believes that he/she has been subjected to discrimination can file a complaint either with the ~~Casitas~~CasitasCASITAS Municipal Water District's Recreation Area, 1055 Ventura Avenue, Oak View, CA 93022, or the Office for Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

~~2417.~~ **Law & Jurisdiction Governing.** This Agreement is being delivered and shall be deemed entered into in the State of California and shall be governed by and construed according to the laws of such state. Any dispute, claim or controversy between the parties shall be arbitrated and/or litigated in Ventura County, California. If any provision of this Agreement is determined to be illegal, invalid or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall not be affected thereby and shall remain in full force and effect.

~~2518.~~ **Entire Agreement.**

(a) This document constitutes the entire Agreement between ~~Casitas~~CasitasCASITAS and Sponsor for

the use granted at the Lake ~~Casitas~~CasitasCASITAS Recreation Area for the ~~E~~event.

(b) This document may be modified only by further written agreement between the parties hereto. Any such modification shall not be effective unless and until executed by Sponsor and in the case of ~~Casitas~~CasitasCASITAS, except as otherwise specifically authorized herein, until approved and executed by ~~Casitas~~CasitasCASITAS' Park Services Manager and/or the ~~Casitas~~Casitas General Manager and ~~or~~ ~~Casitas~~Casitas Board of Directors.

2619. **Time is of the Essence.** Time is of the essence for all the time frames of this Agreement.

207. **Term.** The term of this Agreement shall commence upon execution of this Agreement and terminate on August 31, 2022 unless sooner terminated pursuant to subsection 2(1)~~Item 8~~ hereof.

DRAFT

218. **Inquiries.** Please direct all inquiries regarding this Agreement to:

CMWD: ~~Suzi Taylor, Park Services Officer III~~ Carol Belser, Carol Belser Park Services Manager, Park Services Manager  
11311 Santa Ana Road  
Ventura, CA 93001  
Tel: (805) 649-2233, ext. ~~111~~ 101111  
Cell: (805) 797-1517  
Email: ~~staylor~~ cbelser@casitasCASITASwater.com cbelser@casitaswater.com

229. **Representatives.** The representatives of the parties to this Agreement are those set forth below:

**Rotary Club of Ojai West Foundation Inc.:**

~~David &~~ Angela May  
P.O. Box 1501  
Ojai, CA 93024  
Tel: (805) 907-2378

~~Casitas~~ **CASITAS:**

Carol Belser, Park Services Manager  
11311 Santa Ana Road  
Ventura, CA 93001  
Tel: (805) 649-2233, ext. 111  
Cell: (805) 797-1517  
Email: cbelser@~~casitas~~ casitasCASITASwater.com

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement this \_\_\_\_\_ day of December, ~~October, 2017~~, 2018.

**SPONSOR:  
ROTARY CLUB OF OJAI WEST FOUNDATION, INC.**

By: \_\_\_\_\_  
President

~~CASITAS~~ **CASITAS:**  
~~CASITAS~~ **CASITAS MUNICIPAL WATER DISTRICT**

By: \_\_\_\_\_  
President, Russ Baggerly

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** STEVE WICKSTRUM, GENERAL MANAGER  
**FROM:** NEIL COLE, PRINCIPAL CIVIL ENGINEER  
**SUBJECT:** ANNUAL WATER ALLOCATION REPORT  
**DATE:** DECEMBER 19, 2017

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**RECOMMENDATION:**

It is recommended that the Board of Directors authorize an additional 5 acre feet of water allocation be made available for projects.

**BACKGROUND, DISCUSSION AND REPORT:**

On June 8, 2016, the Board adopted a policy for issuing new and enlarged water allocations. A total of ten acre feet of water allocations are allowed in a given fiscal year (FY) under the adopted policy. These allocations could be issued as residential, commercial, industrial or agricultural allocations. On or near July first of each year, staff presents a report on the number and size of the water allocations sold during the previous fiscal year.

At the September 13, 2017 Board meeting, the Board decided to only authorize 5 acre feet of water allocations for projects during the fiscal year 2017-18 with direction that staff return if the 5 acre feet of water was sold before the end of the year. 4.63 acre feet of water have been sold so far this fiscal year. Two projects are awaiting allocations; the "Barn Project" for the Ojai Valley Inn needs an additional 2.36 acre feet and the relocated fire station in the Upper Ojai will need 0.6 acre feet.

4.65 acre feet of water allocations were issued in FY 2016-17. FY 2016-17 did not include the Ojai System.

Staff recommends that the Board authorize an additional 5 acre feet of water allocations be made available for projects during the remaining portion of FY 2017-18. Should the Board decide that a "hold" or "moratorium" in new and expanded water allocations is warranted, it is recommended that the Board direct staff to revise the current policy and to schedule a public hearing.

In summary, the annual requests for new or expanded water allocations has been less than 0.1 percentage of the safe yield of Lake Casitas. The safe yield of Lake Casitas has been exceeded only 8 years of the 56 years of lake operation. The last time the safe yield was exceeded was in 2007. In most years, the water use has been significantly below the safe yield. Casitas staff believes the limited issuance of an additional 5 acre feet this year of water allocation will have a near negligible impact on the Lake Casitas water supply.

CASITAS MUNICIPAL WATER DISTRICT

Minutes  
Executive Committee  
Special Meeting

DATE: January 5, 2018  
TO: Board of Directors  
FROM: General Manager, Steven E. Wickstrum

Re: Special Executive Committee Meeting of January 5, 2018

**RECOMMENDATION:**

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

**MEETING:**

1. **Roll Call.**

Director Russ Baggerly  
Director Jim Word  
Steve Wickstrum, General Manager  
Michael Flood, Assistant General Manager

Public: Angelo Spandrio

2. **Public Comments.**

Mr. Spandrio expressed his appreciation for the information regarding the State Water Project and the reference to the Bulletin 132 for more information. Mr. Spandrio asked in reference to the June 16<sup>th</sup> Board meeting, with Lake Casitas losing head, at what point is pumping out of Lake Casitas not possible, and further reference to the August 17<sup>th</sup> Board meeting, did the Board set a new storage level for the declaration of the Stage 4 condition.

In regard to the Lake Casitas pumping conditions, Mr. Spandrio was asked to provide more definition to assist with providing an answer outside of this Public Comment. The Board did set a new water storage level for Stage 4 based on changes in the storage study.

3. **Board Manager Comments.**

Director Baggerly commented the next Board agenda include the General Manager's evaluation and compensation considerations

Director Word asked that there be a closed session for discussion of pending litigation.

4. **General Manager Comments.**

The General Manager commented that:

- a) The recent leak on the Lower Rincon Main will require a replacement of a section of 10" diameter pipeline at the cost of approximately \$185,000, moving this project for approval by the Board on an emergency basis.
- b) The General Manager is providing staff with direction for temporary relief

from the conservation penalty and to work with properties that were loss in the Thomas Fire, a memorandum is to be provided to the Board as information regarding the direction that staff is implementing.

- c) Casitas has received a proposal to build and install the Board dais and storage cabinet for \$38,750 by a company located in Oxnard, California, and staff will be moving this project for approval by the Board.
- d) The General Manager reviewed the water billing issues in Ojai.
- e) Staff has conversed with the Ventura County Parks over several oak trees that have been planted that are interferences with the continued operation and maintenance of the 39" diameter Oak View Main and that assistance from the Bureau of Reclamation solicitor's office is pending.

5. **Discussion regarding Board Planning.**

The Committee discussed the actions to be taken at the Board meeting of January 10, 2018, and the planning issues for 2018. The direction to the General Manager is to provide a listing of District priorities for review by the Board. There will be special topics that will require in-depth presentations by staff and review by the Board. The Committee did not feel that a Planning Day is necessary.

6. **Discussion regarding guidance on handling appeals to the Board.**

The Committee discussed the manner and process for public appeals to the Board. The Committee discussed having as much information as necessary to assist the Board in their decision-making process.

# MEMORANDUM

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TO: Board of Directors  
From: Steven E. Wickstrum, General Manager  
RE: Thomas Fire – Water Billing Actions  
Date: January 4, 2018

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## RECOMMENDATION:

It is recommended that the Board of Directors concur with the directions to staff.

## BACKGROUND:

The Thomas Fire of December 2017 has had a significant impact on the population of the entire district service area. Some customers of the district have lost their property, structures, and agricultural crop. The District has begun to receive questions from those who have lost their homes and others with requests for assistance or relief from conservation penalties and water billings. The following is to provide Casitas staff the direction to address the requests of our customers.

### Conservation Penalty.

For all direct Casitas customers, the conservation penalty will not be applied to the water consumption that occurred during the month of December 2017.

For the purposes of calculating the Fiscal Year 2017-18 conservation penalty for annual allocation customers, such as agriculture and commercial classifications, the water consumption during the month of December 2017 will be deducted from annual water consumption. This calculation will be performed in July 2018.

### Residence Loss.

Upon a request by the property owner where a residence has been verified as uninhabitable (red-tagged by the County of Ventura or the City of Ojai) due to the Thomas Fire, Casitas will waive the water bill the property owner for water consumption that occurred during December 2017.

Where the property may remain in uninhabitable condition for an undetermined time, the property owner may request that the water meter be locked off and placed in

vacant status. The monthly standby fees are to be waived until the water service is activated by the property owner. The request and status shall be documented for each account.

Customers are responsible for the payment of their November water consumption bills.

Casitas staff will implement the above direction and where other cases not covered by the above occur, staff will consult with the General Manager.



# MEMORANDUM

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TO: Steven E. Wickstrum, General Manager  
From: Michael L. Flood, Assistant General Manager  
RE: Robles Diversion Maintenance Efforts  
Date: November 22, 2017

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DISCUSSION: Maintenance work at the Robles Diversion facility has recently been completed in preparation of winter storm activity. This includes regular maintenance as well as recommendations from the Fisheries department. Examples of certain specific preparations recommended by the Fisheries department is as follows:

1. Vegetation removal in the forebay including the weir wall.
2. Pressure washing of fish screens (cartridges as well as fixed units).
3. Fill in entrance pool area level with the entrance gates.
4. Lubrication of fish crowder hoist.

Pictures of the completed work are attached.

**SAVE THE DATE  
RAPID RESPONSE  
PLANNING  
ARE YOU PREPARED FOR A  
QUAGGA OR ZEBRA MUSSEL  
INFESTATION?**

---

**JANUARY 25, '18 10 – 3 PM**  
BLM OFFICE IN BAKERSFIELD  
3801 PEGASUS DR  
BAKERSFIELD, CA 93308

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Proposed Topics Include:

- ✓ Rapid Response Planning: Transitioning from a Prevention Program to a Control Program
- ✓ Prevention Plans
- ✓ Possession permit for educational displays
- ✓ DBW Grant
- ✓ Quarantine watercraft



FOR MORE INFORMATION, PLEASE CONTACT  
ELOISE TAVARES [ELOISE.TAVARES@WILDLIFE.CA.GOV](mailto:ELOISE.TAVARES@WILDLIFE.CA.GOV) 562-342-7155

## NOTICE TO STATE WATER PROJECT CONTRACTORS



**Date:** NOV 29 2017

**Number:** 17-10

**Subject:** 2018 State Water Project Initial Allocation – 15 Percent

**From:**   
\_\_\_\_\_  
**Joel Ledesma**  
**Deputy Director, State Water Project**  
Department of Water Resources

The Department of Water Resources (DWR) is initially approving 631,115 acre-feet (AF) of Table A water for the long-term State Water Project (SWP) contractors in 2018. SWP supplies are projected to meet 15 percent of most SWP contractors' requests for Table A water, which totals 4,172,786 AF. Attached is the initial 2018 SWP allocation table.

This initial allocation is made consistent with the long-term water supply contracts and public policy. DWR's approval considered several factors including existing storage in SWP conservation reservoirs, SWP operational regulatory constraints, and the 2018 contractor demands. DWR may revise the initial and subsequent allocations if warranted by the year's developing hydrologic and water supply conditions.

DWR will use the current long-term SWP contractors' 15 percent schedules that they submitted in October 2017 as part of their initial request, unless contractors submit updated schedules. DWR will send the approved monthly water delivery schedules to the long-term SWP contractors.

If you have any questions or need additional information, please contact Pedro Villalobos, Chief, State Water Project Analysis Office, at (916) 653-4313.

Attachment

**2018 STATE WATER PROJECT ALLOCATION  
(ACRE-FEET)**

SWP CONTRACTORS	TABLE A (1)	INITIAL REQUEST (2)	APPROVED ALLOCATION (3)	PERCENT INITIAL REQUEST APPROVED (3)/(2) (4)
<b><u>FEATHER RIVER</u></b>				
County of Butte	27,500	27,500	5,000	18%
Plumas County FC&WCD	2,700	2,700	405	15%
City of Yuba City	9,600	9,600	1,920	20%
<b>Subtotal</b>	<b>39,800</b>	<b>39,800</b>	<b>7,325</b>	
<b><u>NORTH BAY</u></b>				
Napa County FC&WCD	29,025	29,025	5,805	20%
Solano County WA	47,756	47,756	9,551	20%
<b>Subtotal</b>	<b>76,781</b>	<b>76,781</b>	<b>15,356</b>	
<b><u>SOUTH BAY</u></b>				
Alameda County FC&WCD, Zone 7	80,619	80,619	12,093	15%
Alameda County WD	42,000	42,000	6,300	15%
Santa Clara Valley WD	100,000	100,000	15,000	15%
<b>Subtotal</b>	<b>222,619</b>	<b>222,619</b>	<b>33,393</b>	
<b><u>SAN JOAQUIN VALLEY</u></b>				
Oak Flat WD	5,700	5,700	855	15%
County of Kings	9,305	9,305	1,396	15%
Dudley Ridge WD	45,350	45,350	6,803	15%
Empire West Side ID	3,000	3,000	450	15%
Kern County WA	982,730	982,730	147,410	15%
Tulare Lake Basin WSD	87,471	87,471	13,121	15%
<b>Subtotal</b>	<b>1,133,556</b>	<b>1,133,556</b>	<b>170,035</b>	
<b><u>CENTRAL COASTAL</u></b>				
San Luis Obispo County FC&WCD	25,000	25,000	3,750	15%
Santa Barbara County FC&WCD	45,486	45,486	6,823	15%
<b>Subtotal</b>	<b>70,486</b>	<b>70,486</b>	<b>10,573</b>	
<b><u>SOUTHERN CALIFORNIA</u></b>				
Antelope Valley-East Kern WA	144,844	144,844	21,727	15%
Castaic Lake WA	95,200	95,200	14,280	15%
Coachella Valley WD	138,350	138,350	20,753	15%
Crestline-Lake Arrowhead WA	5,800	5,800	870	15%
Desert WA	55,750	55,750	8,363	15%
Littlerock Creek ID	2,300	2,300	345	15%
Metropolitan WDSC	1,911,500	1,911,500	286,725	15%
Mojave WA	85,800	85,800	12,870	15%
Palmdale WD	21,300	21,300	3,195	15%
San Bernardino Valley MWD	102,600	102,600	15,390	15%
San Gabriel Valley MWD	28,800	28,800	4,320	15%
San Geronio Pass WA	17,300	17,300	2,595	15%
Ventura County WPD	20,000	20,000	3,000	15%
<b>Subtotal</b>	<b>2,629,544</b>	<b>2,629,544</b>	<b>394,433</b>	
<b>TOTAL</b>	<b>4,172,786</b>	<b>4,172,786</b>	<b>631,115</b>	



**Consumption Report**

**Water Sales FY 2017-2018 (Acre-Feet)**

Classification	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month to Date		
													2017 / 2018	2016 / 2017	
													Total	Total	
AD Ag-Domestic	494	464	477	440	351									2,228	2,319
AG Ag	363	345	318	320	225									1,571	1,708
C Commercial	79	80	173	174	58									564	282
DI Interdepartmental	11	9	9	11	6									47	33
F fire	0	0	0	0	0									0	0
I Industrial	1	1	2	2	1									7	5
OT Other	24	25	39	38	21									146	88
R Residential	124	122	390	353	182									1,171	521
RS - P Resale Pumped	46	46	56	53	50									251	919
RS - G Resale Gravity	213	160	147	167	130									818	1,087
TE Temporary	1	1	3	2	3									10	10
<b>Total</b>	<b>1,356</b>	<b>1,253</b>	<b>1,614</b>	<b>1,561</b>	<b>1,028</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,812</b>	<b>6,972</b>
<b>CMWD</b>	<b>1,356</b>	<b>1,253</b>	<b>1,227</b>	<b>1,184</b>	<b>902</b>										
<b>OJAI</b>	<b>0</b>	<b>0</b>	<b>386</b>	<b>377</b>	<b>126</b>										
<b>Total 2016 / 2017</b>	<b>1,562</b>	<b>1,528</b>	<b>1,586</b>	<b>1,295</b>	<b>1,001</b>	<b>689</b>	<b>355</b>	<b>195</b>	<b>338</b>	<b>970</b>	<b>1,086</b>	<b>1,286</b>		<b>N/A</b>	<b>11,891</b>



CFD No. 2013-1 (Ojai) - Cost Analysis

	Services & Suplies	Legal Fees	Labor Expense	Other Services	Total Expenses
2011 / 2012	0.00	42,560.00	11,098.37	0.00	53,658.37
2012 / 2013	831.82	223,462.77	14,836.68	0.00	239,131.27
2013 / 2014	29.89	91,878.06	3,835.65	0.00	95,743.60
2014 / 2015	0.00	68,457.10	0.00	0.00	68,457.10
2015 / 2016	6.12	152,811.84	2,938.86	0.00	155,756.82
2016 / 2017	110.54	352,965.75	48,725.29	0.00	401,801.58
July	0.00	2,472.00	9,968.94	0.00	12,440.94
August	0.00	609.50	3,184.37	0.00	3,793.87
September	0.00	529.50	0.00	0.00	529.50
October	0.00	210.00	667.43	0.00	877.43
November	0.00	4,919.22	333.71	0.00	5,252.93
December	0.00	0.00	0.00	0.00	0.00
January					
Feburary					
March					
April					
May					
June					
Total YTD Cost	0.00	8,740.22	14,154.45	0.00	22,894.67
Total Cost	978.37	940,875.74	95,589.30	0.00	1,037,443.41
Less: Scanned Document Revenue			2012 / 2013		-289.50
Less: Tax Assessment - County of Ventura:			2015 / 2016		-460,342.64
Less: Tax Assessment - County of Ventura:			2016 / 2017		-464,386.26
Less: Bond Pre-Payments					-92,470.36
Less: Reimbursable District Staff Cost Bond Pre-payment					-36,000.00
<b>Total CMWD CFD 2013-1 Cost</b>					<b>-15,755.85</b>

**CASITAS MUNICIPAL WATER DISTRICT  
TREASURER'S MONTHLY REPORT OF INVESTMENTS  
01/03/18**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Farmer MAC	31315PYF0	5/2/2028	\$512,237	\$500,975	2.925%	11/20/2017	2.43%	3719
*TB	Federal Farm CR Bank	3133EGZW8	10/25/2024	\$833,918	\$803,488	2.014%	10/25/2016	3.90%	2452
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$905,883	\$857,156	1.901%	5/9/2016	4.16%	2980
*TB	Federal Farm CR Bank	3133EFK71	3/9/2026	\$852,524	\$819,109	2.790%	3/28/2016	3.98%	2946
*TB	Federal Farm CR Bank	3133EFYH4	2/8/2027	\$1,013,813	\$990,930	3.000%	3/24/2016	4.81%	3275
*TB	Federal Farm CR Bank	3133EGWD	9/29/2027	\$694,629	\$669,503	2.354%	11/17/2016	3.25%	3506
*TB	Farmer MAC	3133EEPH7	2/12/2029	\$480,232	\$467,192	2.710%	11/20/2017	2.27%	3999
*TB	Federal Home Loan Bank	3130A3DL	9/8/2023	\$1,572,473	\$1,498,095	1.486%	10/13/2016	7.27%	2045
*TB	Federal Home Loan Bank	313379EE5	6/14/2019	\$1,359,700	\$1,343,966	1.625%	10/3/2012	6.52%	521
*TB	Federal Home Loan Bank	3130A0EN	12/10/2021	\$534,001	\$511,950	1.107%	5/9/2016	2.49%	1417
*TB	Federal Home Loan Bank	3130A5R35	6/13/2025	\$762,850	\$730,330	2.875%	2/19/2016	3.55%	2680
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$464,395	\$436,962	1.203%	7/14/2016	2.12%	2045
*TB	Federal Home Loan Bank	3130A5VW6	7/10/2025	\$1,023,312	\$1,006,340	2.360%	5/10/2017	4.89%	2707
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$924,625	\$866,235	2.875%	8/2/2016	4.21%	2321
*TB	Federal Home Loan Bank	3133XFKF	6/11/2021	\$637,772	\$624,092	5.625%	1/16/2013	3.03%	1238
*TB	Federal Home Loan MTG Corp	3137EADB	1/13/2022	\$674,230	\$668,787	2.375%	9/8/2014	3.25%	1450
*TB	Federal National Assn	31315P2J7	5/1/2024	\$793,409	\$754,957	1.721%	5/1/2016	3.66%	2278
*TB	Federal National Assn	3135G0ZR	9/6/2024	\$1,471,119	\$1,408,978	2.625%	5/25/2016	6.84%	2403
*TB	Federal National Assn	3135G0K3	4/24/2026	\$2,528,054	\$2,402,800	2.125%	5/25/2016	11.66%	2991
*TB	US Treasury Inflation Index NTS	912828JE1	7/15/2018	\$1,146,901	\$1,156,281	1.375%	7/6/2010	5.61%	192
*TB	US Treasury Inflation Index NTS	912828MF	1/15/2020	\$1,147,927	\$1,170,157	1.375%	11/18/2015	5.68%	732
*TB	US Treasury Note	912828WE	11/15/2023	\$768,146	\$783,735	2.750%	12/13/2013	3.80%	2112
Accrued Interest					\$127,798				
<b>Total in Gov't Sec. (11-00-1055-00&amp;1065)</b>				<b>\$21,102,150</b>	<b>\$20,599,816</b>			<b>99.98%</b>	
<b>Total Certificates of Deposit: (11.13506)</b>				<b>\$0</b>	<b>\$0</b>			<b>0.00%</b>	
**	<b>LAIF as of: (11-00-1050-00)</b>		N/A	<b>\$452</b>	<b>\$452</b>	1.07%	Estimated	<b>0.00%</b>	
***	<b>COVI as of: (11-00-1060-00)</b>		N/A	<b>\$2,879</b>	<b>\$2,879</b>	0.93%	Estimated	<b>0.01%</b>	
<b>TOTAL FUNDS INVESTED</b>				<b>\$21,105,481</b>	<b>\$20,603,147</b>			<b>100.00%</b>	
Total Funds Invested last report				\$21,115,106	\$20,728,924				
Total Funds Invested 1 Yr. Ago				\$20,204,313	\$19,806,971				
****	<b>CASH IN BANK (11-00-1000-00) EST.</b>			<b>\$3,807,756</b>	<b>\$3,807,756</b>				
	<b>CASH IN Western Asset Money Market</b>			<b>\$56,337</b>	<b>\$56,337</b>	0.19%			
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$24,969,573</b>	<b>\$24,467,239</b>				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$25,458,117	\$25,060,775				
*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.