



Board of Directors

Brian Brennan, Director
Richard Hajas, Director
Neil Cole, Director

Mary Bergen, Director
Pete Kaiser, Director

CASITAS MUNICIPAL WATER DISTRICT
Meeting to be held at the

District Office
1055 Ventura Ave., Oak View, CA
www.casitaswater.org

Join Zoom Meeting
<https://us06web.zoom.us/j/98414854813?pwd=UXhtWS9zdm83ZU5CazNXenIEVEIRUT09>
Meeting ID: 984 1485 4813 Passcode: 757052

To join by phone, please call (888) 788-0099 or (877) 853-5247
Enter Meeting ID: 984 1485 4813# Passcode: 757052#

January 22, 2025 @ 5:00 PM

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

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

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. AGENDA CONFIRMATION
5. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.

6. CONSENT AGENDA

- 6.a Accounts Payable Report.
[Accounts Payable Report.pdf](#)
- 6.b Minutes of the January 8, 2025 Board Meeting.
[1 08 2025 Min.pdf](#)

7. ACTION ITEMS

- 7.a Approval of the appointment of Director Brennen as Secretary, Director Cole as Assistant Secretary and Director Hajas as At-Large Member.
- 7.b Board Committee Assignments/Discussion.
[board committee dates 2025.pdf](#)
- 7.c Discussion, approval and assignment of representatives, if necessary, of meetings that will be considered authorized meetings for the Board of Directors.
[Outisde Affiliations Approvals for 2025.pdf](#)
- 7.d Approval of Resolution Appointing Representatives to Upper Ventura River Groundwater Agency.
[Reso Director Appointment to UVRGA.pdf](#)
- 7.e Declare Casitas MWD Unit #88 (2005) Freightliner Pump Truck) surplus and direct staff to dispose of the same.
[Board Memo - Declare Unit #88 Surplus and Dispose 012225.pdf](#)
- 7.f Approval of two revised job descriptions and the associate salary ranges.
 - 1. Water Quality Aide
 - 2. Water Quality Lab Technician[Board Memo - Water Quality Positions Reclassifications 012225.pdf](#)
[DRAFT_ WQ Cross Connection Aide 012225 ATT2.pdf](#)
[DRAFT_ WQ Lab Tech Job Description 012225 ATT1.pdf](#)

8. INFORMATION ITEMS

- 8.a Hydrology Report December 2024.
[Hydrology Dec 2024.pdf](#)

9. GENERAL MANAGER COMMENTS

10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

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

12. CLOSED SESSION

12.a CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(d)(1). Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California, County of Los Angeles, Case No. 19STCP01176.

13. ADJOURNMENT

CASITAS MUNICIPAL WATER DISTRICT
General Fund Check Authorization
Checks Dated 01/03/25 - 01/15/25
Presented to the Board of Directors For Approval January 22, 2025

Check	Payee	Description	Amount
001340	Payables Fund Account # 9759651478	Accounts Payable Batch 010825	\$ 922,440.96
001341	Payables Fund Account # 9759651478	Accounts Payable Batch 011525	\$ 507,757.10
			<u>\$ 1,430,198.06</u>
001342	Payroll Fund Account # 9469730919	Estimated Payroll 02/06/25	\$ 275,000.00
			<u>\$ 1,705,198.06</u>

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

The above numbered checks, 001340-001342 have been duly audited is hereby certified as correct.



Janyne Brown, Chief Financial Officer

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.

001340 A/P Checks: 054692-054747
A/P Draft 001027-001037
Voids:

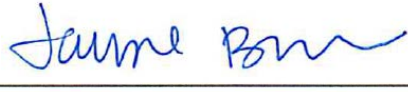
001341 A/P Checks: 054748-054821
A/P Draft 001038-001041
Voids:
054791 - Meiners Oaks Ace Hardware - Continuation of detail of check #054790
054792 - Meiners Oaks Ace Hardware - Continuation of detail of check #054790



Janyne Brown, Chief Financial Officer

CERTIFICATION

Payroll disbursements for the pay period ending 01/04/25
Pay Date 01/09/25
have been duly audited and are
hereby certified as correct.

Signed: 

Janyne Brown

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	1/15/2025			054791		
C-CHECK	VOID CHECK	V	1/15/2025			054792		

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	2			
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01483	CORVEL CORPORATION							
I-010725-CMWD	Corvel Claims 12/31-01/06/25	D	1/08/2025	1,917.14		001027		1,917.14
00131	JCI JONES CHEMICALS, INC							
I-958912	Chlotine - TP, CM958944	D	1/08/2025	5,464.86		001028		5,464.86
05986	Splashtacular							
I-58924	Bollards - WP	D	1/08/2025	3,110.25		001029		3,110.25
06052	Truist Governmental Finance							
I-010725	Debt Service Water Park Replac	D	1/08/2025	163,187.80		001030		163,187.80
00124	ICMA RETIREMENT TRUST - 457							
I-DCI202501062376	DEFERRED COMP FLAT	D	1/08/2025	2,603.85		001031		
I-DI%202501062376	DEFERRED COMP PERCENT	D	1/08/2025	365.22		001031		2,969.07
00128	INTERNAL REVENUE SERVICE							
I-T1 202501062376	Federal Withholding	D	1/08/2025	45,076.88		001032		
I-T3 202501062376	SS Withholding	D	1/08/2025	49,180.42		001032		
I-T4 202501062376	Medicare Withholding	D	1/08/2025	11,501.90		001032		105,759.20
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN202501062376	457 CATCH UP	D	1/08/2025	1,091.69		001033		
I-DCN202501062376	DEFERRED COMP FLAT	D	1/08/2025	10,473.24		001033		
I-DN%202501062376	DEFERRED COMP PERCENT	D	1/08/2025	1,407.95		001033		12,972.88
00187	CALPERS							
I-PBB202501062376	PERS BUY BACK	D	1/08/2025	130.46		001034		
I-PEB202501062376	PEPRA EMPLOYEES PORTION	D	1/08/2025	16,626.58		001034		
I-PEM202501062376	PERS EMPLOYEE PORTION MGMT	D	1/08/2025	2,092.39		001034		
I-PER202501062376	PERS EMPLOYEE PORTION	D	1/08/2025	7,183.53		001034		
I-PRB202501062376	PEBRA EMPLOYER PORTION	D	1/08/2025	16,884.02		001034		
I-PRR202501062376	PERS EMPLOYER PORTION	D	1/08/2025	14,355.50		001034		57,272.48
00180	S.E.I.U. - LOCAL 721							
I-COP202501062376	SEIU 721 COPE	D	1/08/2025	2.50		001035		
I-UND202501062376	UNION DUES	D	1/08/2025	889.25		001035		891.75
00049	STATE OF CALIFORNIA							
I-SDI202501062376	CASDI Withholding	D	1/08/2025	2,872.78		001036		
I-T2 202501062376	STATE WITHHOLDING (CA)	D	1/08/2025	17,847.70		001036		20,720.48
05790	STATE OF OREGON							
I-OST202501062376	OR STATE TRANSIT TAX	D	1/08/2025	7.08		001037		
I-T2 202501062376	STATE WITHHOLDING (OR)	D	1/08/2025	528.63		001037		535.71

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01483	CORVEL CORPORATION Corvel Claims 01/07-01/13/25	D	1/15/2025	326.25		001038		326.25
03910	DoiT International USA, INC Goggle Apps 12/24	D	1/15/2025	2,652.00		001039		2,652.00
05937	Enterprise FM Trust Vehicle Maintenance	D	1/15/2025	27,677.19		001040		27,677.19
05973	Mechanics Bank Credit Card							
	C-122724cb Accrue Use Tax	D	1/15/2025	82.65CR		001041		
	C-122724g AB 2561 Training - HR	D	1/15/2025	75.00CR		001041		
	D-122724ca Accrue Use Tax	D	1/15/2025	82.65		001041		
	I-122724a Lunch for Staff Lead & Copper	D	1/15/2025	286.25		001041		
	I-122724b Remote Log In Access SCADA	D	1/15/2025	227.48		001041		
	I-122724c Encoder CB03-122 - EM	D	1/15/2025	1,140.00		001041		
	I-122724d Training AWWA - SAFE	D	1/15/2025	120.00		001041		
	I-122724e Lunch CPR Training	D	1/15/2025	171.25		001041		
	I-122724f Lunch CPR Training	D	1/15/2025	181.93		001041		
	I-122724h Twilio.com - ENG	D	1/15/2025	100.00		001041		
	I-122724i AB 2561 Training - HR	D	1/15/2025	150.00		001041		
	I-122724j Microsoft Livences - ENG	D	1/15/2025	60.00		001041		
	I-122724k Microsoft Licences - IT	D	1/15/2025	643.50		001041		
	I-122724m Drinks for Holliday Lunch	D	1/15/2025	74.97		001041		3,080.38
00004	ACWA JOINT POWERS INSURANCE AU Health Insurance 02/25	R	1/08/2025	179,419.91		054692		179,419.91
00010	AIRGAS USA LLC Electric Stock - UT	R	1/08/2025	154.72		054693		154.72
03044	Amazon Capital Services							
	I-11P1-16HT-GJJR Brake Cleaners & Carburetor Cl	R	1/08/2025	108.01		054694		
	I-13J3-CWML-9VT1 Marking Paint - ENG	R	1/08/2025	151.18		054694		
	I-14VR-WDTR-T3VN Reflective Road Markers - MAIN	R	1/08/2025	281.55		054694		
	I-1C6Y-K9C3-3CRW Wall Calendar - MAINT	R	1/08/2025	55.55		054694		
	I-1GQF-PQQP-1JVJ Wallo Calendar - ADM	R	1/08/2025	13.93		054694		
	I-1GQF-PQQP-1VV4 Safety Hoodie - MAINT	R	1/08/2025	42.89		054694		
	I-1PJX-RRJL-FNDW Spray Paint - ENG	R	1/08/2025	148.62		054694		
	I-1W7F-TG9W-WW1K Tenis Ball Tote - PL	R	1/08/2025	49.02		054694		
	I-1XFK-3LDP-V7K6 Air Compressor Bag - MAINT	R	1/08/2025	115.80		054694		966.55
00014	AQUA-FLO SUPPLY Shovels - UT	R	1/08/2025	117.88		054695		117.88

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00840	AQUA-METRIC SALES COMPANY							
I-INV0105746	6" OMNI Meters - UT	R	1/08/2025	12,366.49		054696		12,366.49
01666	AT & T							
I-000022834361	Acct#9391080431	R	1/08/2025	928.10		054697		928.10
03429	AT&T							
I-7102496905	Acct#8310013074846	R	1/08/2025	2.40		054698		2.40
00030	B&R TOOL AND SUPPLY CO							
I-1901008796	Pail Chevron GST Oil - TP	R	1/08/2025	197.18		054699		
I-1901008971	Walk Behind Saw - PL	R	1/08/2025	5,931.39		054699		6,128.57
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S31888849.001	Teflon Tape & PVC Cement - LAB	R	1/08/2025	101.70		054700		101.70
05797	Baron Industries							
I-01 710481	Maxi Fuses, Led Lights & Gladh	R	1/08/2025	356.11		054701		356.11
09182	CalPERS							
I-100000017782577	Unfunded Accrue Liab 01/25	R	1/08/2025	81,479.25		054702		81,479.25
03702	Cannon Corporation							
I-90470-R	V-SB Intertie Design Service	R	1/08/2025	71,457.65		054703		71,457.65
06004	Catalina Paints							
I-OJ028294	Painting Supplies - PL	R	1/08/2025	406.70		054704		406.70
00117	CERTEX USA, INC							
I-10824857-01	Sgl- Leg G70 Chain - MAINT	R	1/08/2025	148.41		054705		148.41
01843	COASTAL COPY							
I-1135037	Copier Usage - DO	R	1/08/2025	207.04		054706		207.04
01483	CORVEL CORPORATION							
I-1706103	Annual Administration Fee	R	1/08/2025	10,712.25		054707		10,712.25
00079	DANIELS TIRE SERVICE							
I-250140156	Tires - Unit 122	R	1/08/2025	371.49		054708		371.49
01764	DataProse, LLC							
I-DP2406244	UB Mailing 12/24	R	1/08/2025	58.26		054709		58.26

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
06127	Dion & Sons, Inc							
I-SP26961	Gas - LCRA	R	1/08/2025	1,631.46		054710		
I-SP26962	Diesel - LCRA	R	1/08/2025	1,947.03		054710		3,578.49
00095	FAMCON PIPE & SUPPLY							
I-S100136536.001	Wedding Ring - PL	R	1/08/2025	80.44		054711		
I-S100140890.001	3/4' & 1" Ford Quick Join - PL	R	1/08/2025	233.27		054711		
I-S100144458.001	6" Top Bolt Coupling - PL	R	1/08/2025	911.63		054711		
I-S100144526.001	Meter Lid & Probe Stainless St	R	1/08/2025	128.70		054711		
I-S100144877.001	1" & 3/4" Ball Valve - UT	R	1/08/2025	1,842.56		054711		3,196.60
00099	FGL ENVIRONMENTAL							
I-419032A	Annual Lab Water Quality 11/19	R	1/08/2025	632.00		054712		
I-420258A	Nitrate Monitoring 12/10/24	R	1/08/2025	67.00		054712		699.00
00104	FRED'S TIRE MAN							
I-1611101	Flat Repair - Unit 53	R	1/08/2025	25.00		054713		25.00
00115	GRAINGER, INC							
I-9347539893	Adj Steel Motor Base - TP	R	1/08/2025	51.78		054714		
I-9358633858	Analog Thermometer - ENG	R	1/08/2025	38.09		054714		89.87
02217	Greg Rents							
I-68803-1	Skid Steer Rental - PL	R	1/08/2025	820.75		054715		820.75
01186	GERARDO M HERRERA							
I-010725	Reimburse Expenses 12/24	R	1/08/2025	272.99		054716		272.99
00596	HOME DEPOT							
I-2152086	M18 Vehicle Charger - MAINT	R	1/08/2025	138.35		054717		
I-2900095	Fast Set Accelerator - MAINT	R	1/08/2025	111.70		054717		250.05
00125	IDEXX DISTRIBUTION CORP							
I-3166566223	Bacti Bottles & Colilert - LAB	R	1/08/2025	1,858.25		054718		1,858.25
00493	J & H ENGINEERING GENERAL							
I-4151	Concrete Panel Replacement	R	1/08/2025	3,878.84		054719		3,878.84
09910	J.W. ENTERPRISES							
I-387619	CT Pumping - 4M PP	R	1/08/2025	80.50		054720		
I-387620	CT Pumping - GRAND AVE.	R	1/08/2025	80.50		054720		
I-387621	CT Pumping - SA PLANT	R	1/08/2025	161.00		054720		
I-387622	CT Pumping - 3M PUMP	R	1/08/2025	80.50		054720		
I-387623	CT Pumping - FAIRVIEW RES.	R	1/08/2025	80.50		054720		
I-387624	CT Pumping - CASITAS DAM	R	1/08/2025	80.50		054720		
I-387625	CT Pumping - BATES RES.	R	1/08/2025	80.50		054720		
I-387626	CT Pumping - GRAND AVE	R	1/08/2025	82.75		054720		726.75

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00667	Kennedy/Jenks Consultants, Inc							
I-176958	DBP Reduction Fat Pipe - ENG	R	1/08/2025	1,240.00		054721		
I-176975	MWWTP CT Study - ENG	R	1/08/2025	4,740.00		054721		5,980.00
02866	Lexipol, LLC							
I-INVPR11247391	PoliceOne Annual Rate - LCRA	R	1/08/2025	992.97		054722		992.97
00329	MCMaster-CARR SUPPLY CO.							
I-38186569	302 SS Torsion Spring - PL	R	1/08/2025	168.03		054723		168.03
00151	MEINERS OAKS ACE HARDWARE							
I-101056	Spring Snap Links, Bolts & Scr	R	1/08/2025	20.90		054724		
I-101135	Wire Steel - PL	R	1/08/2025	22.61		054724		
I-102508	Sump Pump Vert - UT	R	1/08/2025	177.58		054724		
I-102521	Hose & Cord Extention - UT	R	1/08/2025	113.50		054724		
I-102980	Handle Mgnet, Bolts & Screws	R	1/08/2025	46.16		054724		
I-103252	Marking Paint - MAINT	R	1/08/2025	56.54		054724		
I-103303	Dish Saop & Duck Tape - UT	R	1/08/2025	30.67		054724		
I-103377	Wire Wheel - FISH	R	1/08/2025	18.52		054724		
I-103418	Paint Brush, Bolts & Screws-TP	R	1/08/2025	115.65		054724		602.13
03508	NTT Industrial Supply, Inc.							
I-25989	LockNLube Grease Copler - PL	R	1/08/2025	136.61		054725		136.61
01570	Ojai Auto Supply							
I-607346	Truepower Booster Cables - PL	R	1/08/2025	48.90		054726		
I-609034	Test Ins - PL	R	1/08/2025	16.19		054726		65.09
01882	OJAI BASIN GROUNDWATER							
I-123124	Quarterly Pumping Fee	R	1/08/2025	53,960.00		054727		53,960.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-26715	Cust#20594	R	1/08/2025	339.18		054728		339.18
00169	OJAI VALLEY SANITARY DISTRICT							
I-26793	Cust#52921	R	1/08/2025	61.67		054729		61.67
06325	PAVEWEST							
I-010225	Paving Main Road - LCRA	R	1/08/2025	7,922.00		054730		7,922.00
04531	Peace Officers Research Associ							
I-465419	PORAC Insurance for Rangers	R	1/08/2025	229.00		054731		229.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00788	QUINN COMPANY							
I-G3573501	Bucket - Unit 139	R	1/08/2025	1,438.44		054732		1,438.44
00215	SOUTHERN CALIFORNIA EDISON							
I-010325	Acct#700029026585	R	1/08/2025	2,380.79		054733		
I-010625a	Acct#700028735181	R	1/08/2025	11,256.66		054733		
I-010625b	Acct#700030209177	R	1/08/2025	20,529.85		054733		
I-010625c	Acct#700598317666	R	1/08/2025	40.83		054733		34,208.13
00767	STATE WATER RESOURCES CONTROL							
I-WD-0276312	Rincon Main Emergency Relocati	R	1/08/2025	563.00		054734		563.00
00641	SWRCB-ELAP Fees							
I-WD-0276168	Annual Permit Fee Robles Facil	R	1/08/2025	3,540.00		054735		3,540.00
00993	TRI-COUNTY RHINO							
I-14781	N-Fab Std Cab Step - Unit E05	R	1/08/2025	750.00		054736		
I-14783	Airlift Bags - Unit 59	R	1/08/2025	2,429.98		054736		3,179.98
00225	UNDERGROUND SERVICE ALERT							
I-1020240107	CAS01 New Ticket Charges	R	1/08/2025	600.15		054737		
I-1220240111	CAS01 New Ticket Charges	R	1/08/2025	411.45		054737		
I-24-251239	Regulatory Cost - ENG	R	1/08/2025	95.12		054737		
I-24-251978	Regulatory Cost - ENG	R	1/08/2025	95.12		054737		1,201.84
05959	Union Materials Testing, Inc.							
I-743	Material Testing LCRA Pave	R	1/08/2025	6,220.50		054738		6,220.50
00825	USA BLUEBOOK							
I-INV00568189	Total Chlorine DPD & Gloves	R	1/08/2025	376.60		054739		
I-INV00584853	Monochlor F Powder & PhosVer P	R	1/08/2025	520.95		054739		897.55
00257	VENTURA RIVER WATER DISTRICT							
I-123124	Acct#5-37500A	R	1/08/2025	255.82		054740		255.82
00247	County of Ventura							
I-386158	Encroachment Permit PA-0007	R	1/08/2025	1,840.00		054741		
I-386359	Encroachment Permit PE23-0556	R	1/08/2025	245.00		054741		
I-386902	Encroachment Permit PE24-0807-	R	1/08/2025	245.00		054741		
I-387000	Encroachment Permit PE23-0736-	R	1/08/2025	245.00		054741		2,575.00
01283	Verizon Wireless							
I-6102733331	Monthly Cell Charges - DO	R	1/08/2025	3,468.44		054742		
I-6102733650	Monthly Cell Charges - LCRA	R	1/08/2025	602.16		054742		4,070.60

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-50029716437	Multiquip Wacker - PL	R	1/08/2025	3,134.22		054743		3,134.22
05869	Wingate Earthworks Inc.							
I-05869	Asphalt Patching - ENG	R	1/08/2025	26,149.70		054744		26,149.70
04582	Yeh and Associates, Inc							
I-223-476-2R	Material Testing Robles Canal	R	1/08/2025	7,286.10		054745		7,286.10
06056	Ameriflex							
I-DPC202501062376	Dependant Care	R	1/08/2025	846.16		054746		
I-FSA202501062376	FSA Deduction	R	1/08/2025	1,280.82		054746		2,126.98
00102	FRANCHISE TAX BOARD							
I-G09202501062376	Payroll Deduction	R	1/08/2025	250.00		054747		250.00
02587	A&M LAWNMOWER SHOP							
I-54911	Sthil H194 Hedge Trimmer - MAI	R	1/15/2025	681.96		054748		681.96
00010	AIRGAS USA LLC							
I-5513512059	Gas Cylinder Rental - PL	R	1/15/2025	487.33		054749		
I-5513512152	Gas Cylinder Rental - PL	R	1/15/2025	120.96		054749		
I-9156991453	Ear Plugs & Cutting Wheel - UT	R	1/15/2025	285.68		054749		
I-9156991462	Welder Supplies - PL	R	1/15/2025	145.18		054749		1,039.15
03044	Amazon Capital Services							
C-1TJW-3PG3-9LDF	CR for Gloves - EM	R	1/15/2025	386.08CR		054750		
I-13MC-NTH1-3LFD	Chainsaw Chain - LCRA	R	1/15/2025	57.85		054750		
I-1CWW-1F7D-DJ7R	Digital Thermometer - ENG	R	1/15/2025	22.10		054750		
I-1FCT-WM1R-7K3F	Gear Oil - LCRA	R	1/15/2025	187.68		054750		
I-1FYW-HTRJ-19DH	White River Rock - LCRA	R	1/15/2025	23.20		054750		
I-1GHN-LP3J-4M7R	Floor Cleaners - MAINT	R	1/15/2025	30.86		054750		
I-1KY1-Y1T7-1TPN	USB to Ethenet Adapter - EM	R	1/15/2025	19.29		054750		
I-1LPV-WNQP-KDQX	Safety Sunglasses & Gloves -EM	R	1/15/2025	445.62		054750		
I-1MCM-HLFN-4NG6	Shower Bathtub - WP	R	1/15/2025	81.35		054750		
I-1PDF-M7JX-91RC	Toilet Bowl Cleaner - MAINT	R	1/15/2025	50.55		054750		532.42
00417	APPLIED INDUSTRIAL TECHNOLOGY							
I-7031257397	6H & 8H Quadra-Flex Sleeves	R	1/15/2025	619.24		054751		619.24
00014	AQUA-FLO SUPPLY							
I-SI2449651	Fittings & PVC Cement - WP	R	1/15/2025	288.18		054752		
I-SI2457247	Ball Valve & PVC Cement - WP	R	1/15/2025	144.42		054752		
I-SI2457907	Threaded Brass Bushing - LAB	R	1/15/2025	9.96		054752		
I-SI2457909	Fittings & PVC Cement - UT	R	1/15/2025	179.74		054752		
I-SI2459034	Hydrant Wrench & Brass Nipple	R	1/15/2025	109.82		054752		732.12

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01703	ARNOLD LAROCHELLE MATTHEWS							
I-11614	Metter #5088-001	R	1/15/2025	1,152.00		054753		
I-11615	Metter - Skyhigh	R	1/15/2025	560.00		054753		1,712.00
00434	ASSOCIATION OF CALIFORNIA							
I-011525	2025 Annual Agency Dues	R	1/15/2025	28,285.00		054754		28,285.00
01666	AT & T							
I-000022866519	Local, Regional, Long Distance	R	1/15/2025	672.51		054755		672.51
00018	AT & T MOBILITY							
I-287290467941X0125	Acct#287290467941	R	1/15/2025	250.98		054756		
I-287294256431X0125	Acct#287294256431	R	1/15/2025	1,093.29		054756		1,344.27
00021	AWA OF VENTURA COUNTY							
I-06-16061	2025 Annual Membership	R	1/15/2025	6,600.00		054757		6,600.00
00030	B&R TOOL AND SUPPLY CO							
I-1901009097	Pads Locks & Key Lock Cylinder	R	1/15/2025	2,270.25		054758		
I-1901009098	Cutting Blades - PL	R	1/15/2025	898.29		054758		3,168.54
00860	Big Red Crane Company, Inc.							
I-18205	Lift and Set Manlift-Robles	R	1/15/2025	4,835.00		054759		
I-18250	Pull Ave#1 PP Unit#6 Motor -EM	R	1/15/2025	1,365.00		054759		6,200.00
00051	BOARD OF EQUALIZATION							
I-011025a	Underground Storage Tank Fee	R	1/15/2025	355.00		054760		355.00
00051	BOARD OF EQUALIZATION							
I-011025b	Underground Storage Tank Fee	R	1/15/2025	477.00		054761		477.00
00756	BOARD OF EQUALIZATION							
I-011025	Use Tax Return 15300115	R	1/15/2025	302.00		054762		302.00
09983	California Water Efficiency Pa							
I-MD-2025-37	CalWEPP/AWE Member Dues	R	1/15/2025	2,805.03		054763		2,805.03
06332	Ginger Casillas							
I-96139	Camping Cancellation - LCRA	R	1/15/2025	73.00		054764		73.00
00055	CASITAS BOAT RENTALS							
I-001669	Boat Rental - LAB/FISH	R	1/15/2025	355.00		054765		
I-Dec 24	Gas for Boat - LCRA	R	1/15/2025	467.37		054765		822.37

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03021	Central Communications Call Center 12/24	R	1/15/2025	189.06		054766		189.06
01843	COASTAL COPY COpier Usage - LCRA	R	1/15/2025	177.25		054767		177.25
00719	CORELOGIC INFORMATION SOLUTION Realquest Subscription	R	1/15/2025	137.50		054768		137.50
00081	DELTA LIQUID ENERGY Propane - LCRA	R	1/15/2025	499.36		054769		
	I-24660 Propane - LCRA	R	1/15/2025	448.40		054769		
	I-24661 Propane - LCRA	R	1/15/2025	514.06		054769		1,461.82
02765	Demaria Electric Motor Service New Bearings/Repair Ave#1 #6	R	1/15/2025	27,995.64		054770		27,995.64
06008	Docu Products Copier Usage - DO	R	1/15/2025	204.14		054771		204.14
00086	E.J. Harrison & Sons Inc Acct#500766090	R	1/15/2025	62.00		054772		62.00
00086	E.J. Harrison & Sons Inc Acct#500679996	R	1/15/2025	977.44		054773		977.44
00086	E.J. Harrison & Sons Inc Acct#1C00054230	R	1/15/2025	3,502.67		054774		3,502.67
06335	James Escareno Event Deposit Refund - LCRA	R	1/15/2025	500.00		054775		500.00
00415	F.H. PUMPS INC. Pump 50957LC - WP	R	1/15/2025	16,487.91		054776		16,487.91
00095	FAMCON PIPE & SUPPLY 4" Butterfly Valve, Flg Valve	R	1/15/2025	10,966.31		054777		
	I-S100145122.001 Flg X Flg Valve & Flg Spool	R	1/15/2025	2,111.97		054777		13,078.28
00093	FEDERAL EXPRESS Shipping - LAB	R	1/15/2025	25.86		054778		25.86
00099	FGL ENVIRONMENTAL San Antonio Filter Eff 12/02/24	R	1/15/2025	24.00		054779		
	I-419808A OWS-San Antonio TP 12/02/24	R	1/15/2025	43.00		054779		
	I-420683A Nitrate Monitoring 12/17/24	R	1/15/2025	67.00		054779		
	I-421056A Lab Water Quality 12/23/24	R	1/15/2025	68.00		054779		202.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02217	Greg Rents							
I-69232-1	Mixer, Concrete Mix - WP	R	1/15/2025	749.54		054780		
I-69503-1	Jumping Jack Rental - PL	R	1/15/2025	319.70		054780		
I-69544-1	Top Soil - PL	R	1/15/2025	214.50		054780		1,283.74
00121	HACH COMPANY							
I-14315535	Nitrate Chem Key & PO4 Powder	R	1/15/2025	336.93		054781		336.93
00369	HARRINGTON INDUSTRIAL PLASTICS							
I-013D5706	Elbow Tube & Union Tube - TP	R	1/15/2025	119.49		054782		119.49
05746	Hasa Inc.							
I-1012226	Sodium Hypochlorite - TP	R	1/15/2025	1,595.22		054783		1,595.22
00437	HERC RENTALS INC							
I-34515380-009	Skiploader Rental 12/07-01/06	R	1/15/2025	2,323.18		054784		2,323.18
00596	HOME DEPOT							
I-6263620	Vertical Tile - LCRA	R	1/15/2025	969.31		054785		969.31
00127	INDUSTRIAL BOLT & SUPPLY							
I-259727-1	Hex nut & Bolt Hex - PL	R	1/15/2025	441.65		054786		
I-259727-2	3/4-10X3 Bolt Hex - PL	R	1/15/2025	367.21		054786		
I-259773-1	Hex Nut & Bolt Hex - PL	R	1/15/2025	289.85		054786		1,098.71
06333	Karen Templeman							
I-92268	Camping Cancellation - LCRA	R	1/15/2025	231.00		054787		231.00
05744	Kear Groundwater							
I-3532	Pro Hydro Well Design Matilija	R	1/15/2025	6,105.00		054788		6,105.00
06066	Loomis							
I-13639118	Armored Truck Service - LCRA	R	1/15/2025	347.61		054789		347.61
00151	MEINERS OAKS ACE HARDWARE							
C-103156	Conduit Return - LCRA	R	1/15/2025	45.27CR		054790		
I-102358	Roller Cont & Frame - LCRA	R	1/15/2025	24.75		054790		
I-102373	Varnish Floor & Roller Frame	R	1/15/2025	77.38		054790		
I-102388	Ring Wax - WP	R	1/15/2025	7.96		054790		
I-102461	Toilet Seat & Supplies - WP	R	1/15/2025	46.80		054790		
I-102476	Safety Glasses - WP	R	1/15/2025	17.07		054790		
I-102546	Plywood - WP	R	1/15/2025	161.42		054790		
I-102551	Paint - LCRA	R	1/15/2025	94.89		054790		
I-102586	JigSaw Blade Set - LCRA	R	1/15/2025	10.93		054790		
I-102594	Cement, Bolt & Screws - WP	R	1/15/2025	39.31		054790		
I-102677	Spray Paint - LCRA	R	1/15/2025	107.73		054790		
I-102706	Sparypaint - LCRA	R	1/15/2025	30.20		054790		
I-102974	Main Lug Load Center - LCRA	R	1/15/2025	50.31		054790		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-102976	Circuit Breakers - LCRA	R	1/15/2025	33.16		054790		
I-103044	Paint - LCRA	R	1/15/2025	147.66		054790		
I-103120	Switch Box & Couplings - LCRA	R	1/15/2025	94.11		054790		
I-103121	Steel Electrical Conduit - LCR	R	1/15/2025	112.58		054790		
I-103244	Bolts & Screws - WP	R	1/15/2025	15.44		054790		
I-103395	Cap PVC - LCRA	R	1/15/2025	2.34		054790		
I-103460	Dryconcrete Mix - WP	R	1/15/2025	119.13		054790		
I-103478	Drill Bit - LCRA	R	1/15/2025	125.38		054790		
I-103485	Dryconcrete & Bar & Chain Oil	R	1/15/2025	74.33		054790		
I-103521	Ball Valve & Deck Screws - UT	R	1/15/2025	175.57		054790		
I-103522	Conduit Flex Alumin, & Pipe AB	R	1/15/2025	176.52		054790		
I-103618	1" Set Screws - LCRA	R	1/15/2025	15.50		054790		
I-103787	Ls Coverall - LCRA	R	1/15/2025	55.46		054790		
I-103893	Shovel, Electrical Tape & LED	R	1/15/2025	107.55		054790		
I-103951	4" Single Cup Diamond Milw - L	R	1/15/2025	47.70		054790		
I-103973	Clamp, Blade & Spraypaint - UT	R	1/15/2025	65.79		054790		
I-104059	Led Rechrq Flashlights - UT	R	1/15/2025	283.83		054790		2,275.53
03444	Mission Linen Supply							
I-523070377	Uniform Pants - PL	R	1/15/2025	51.30		054793		
I-523070378	Uniform Pants - MAINT	R	1/15/2025	28.57		054793		
I-523070381	Uniform Pants - TP	R	1/15/2025	58.81		054793		138.68
06314	NDT Tanknicians L.L.C.							
I-889730	Pressure Vassel Inspect - EM	R	1/15/2025	12,858.00		054794		12,858.00
05994	NV5, Inc							
I-422170	DBP Testing Service - ENG	R	1/15/2025	3,622.50		054795		3,622.50
01570	Ojai Auto Supply							
C-609339	Core Deposit - Unit 13	R	1/15/2025	27.50CR		054796		
C-609835	Core Deposit - LCRA	R	1/15/2025	116.96CR		054796		
I-608864	Alternator - Unit 13	R	1/15/2025	170.14		054796		
I-609388	Rear Braker Rotor - Unit 55	R	1/15/2025	194.50		054796		
I-609423	Adaptive one Rear Brake - Unit	R	1/15/2025	286.46		054796		
I-609509	Gloves - LCRA	R	1/15/2025	13.52		054796		
I-609842	Battery - LAB	R	1/15/2025	145.40		054796		
I-610485	Tire Valve & Dielectric Grease	R	1/15/2025	134.76		054796		800.32
00165	OJAI LUMBER CO, INC							
C-2501-822144	Plywood Return - LCRA	R	1/15/2025	94.31CR		054797		
I-2501-822140	Plywood - LCRA	R	1/15/2025	1,407.62		054797		
I-2501-822458	Treated Fence Post - WP	R	1/15/2025	223.91		054797		1,537.22

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00884	OJAI TERMITE & PEST CONTROL, I							
I-263770	Squirrel Boxes - WP	R	1/15/2025	1,535.00		054798		
I-265291	Rodent Control 2035 Grand Ave	R	1/15/2025	75.00		054798		
I-265327	Monthly Squirrel - WP	R	1/15/2025	185.00		054798		1,795.00
00168	OJAI VALLEY NEWS							
I-11905	Ad 01/09/25	R	1/15/2025	183.00		054799		183.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-26798	Cust#99991	R	1/15/2025	2,101.40		054800		2,101.40
00947	CITY OF OJAI							
I-10028	Bi-Annual Permit AP-24-03	R	1/15/2025	4,148.00		054801		4,148.00
00383	ON DUTY UNIFORMS INC.							
I-2413	Line Heat Transfer - LCRA	R	1/15/2025	378.20		054802		378.20
00381	PADRE ASSOCIATES, INC.							
I-2025-125	Matilija Groundwater Supply	R	1/15/2025	3,360.00		054803		3,360.00
00941	PARK RANGERS ASSOCIATION							
I-011525	PRAC Membership - LCRA	R	1/15/2025	110.00		054804		110.00
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-19995	Gas Tank Inspection - DO	R	1/15/2025	250.00		054805		
I-19996	Gas Tank Inspection - LCRA	R	1/15/2025	250.00		054805		500.00
00788	QUINN COMPANY							
I-WON10023787	Annual Service Gene Signal	R	1/15/2025	819.70		054806		
I-WON10023788	Annual Service Gen Foothill	R	1/15/2025	935.29		054806		
I-WON10023789	Annual Service Gen Robles	R	1/15/2025	863.95		054806		
I-WON10023790	Annual Service SA Plant	R	1/15/2025	1,371.02		054806		
I-WON10023809	Annual Service Gen Treatment P	R	1/15/2025	1,119.67		054806		
I-WON10023810	Annual Service Gen Portable	R	1/15/2025	916.19		054806		6,025.82
10246	RYDIN DECAL							
I-PS-INV125459	Boat Permits Bumper - LCRA	R	1/15/2025	2,282.18		054807		2,282.18
00048	STATE OF CALIFORNIA							
I-011525a	State Water Plan Payment CV-CM	R	1/15/2025	141,824.25		054808		141,824.25
00048	STATE OF CALIFORNIA							
I-011525b	State Water Plan Payment UWCD	R	1/15/2025	134,990.75		054809		134,990.75

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
06091	RedNova Labs, Inc. I-1231951							
	StoreEDGE FMS/Website Pro	R	1/15/2025	170.10		054810		170.10
02703	Sunbelt Rentals I-163230391-0001							
	Manlift Rental-Robles - PL	R	1/15/2025	5,318.92		054811		
	I-164076044-0001							
	Clay Spade - PL	R	1/15/2025	26.94		054811		5,345.86
01959	The Wharf I-327126							
	Safety Boot - LCRA	R	1/15/2025	100.00		054812		100.00
00825	USA BLUEBOOK I-INV00585195							
	Ammonia Reagent Solution - TP	R	1/15/2025	253.40		054813		
	I-INV00587687							
	SI1000pH Probe & Ammonia Salic	R	1/15/2025	1,441.63		054813		1,695.03
00239	VENTURA CHAMBER OF COMMERCE I-61495098557							
	2025 Membership Dues	R	1/15/2025	1,027.00		054814		1,027.00
00246	VENTURA COUNTY AIR POLLUTION I-1051946							
	VCAPCD Permit - LCRA	R	1/15/2025	733.00		054815		733.00
09955	VENTURA WHOLESALE ELECTRIC I-320835							
	Wire & Dottie Red Bushing - LA	R	1/15/2025	101.65		054816		
	I-321320							
	Clamp - LAB	R	1/15/2025	8.89		054816		
	I-321465							
	Wire Flexible Conduit & Coupli	R	1/15/2025	135.32		054816		245.86
00250	COUNTY OF VENTURA I-IN0259812							
	CUPA Fees LCRA	R	1/15/2025	3,981.78		054817		3,981.78
00663	WAXIE SANITARY SUPPLY I-82968210							
	Janitorial Supplies - LCRA	R	1/15/2025	4,054.07		054818		4,054.07
05028	Weck Analytical Environmental I-W5A0354							
	PFAS for UCMR5 11/14/24	R	1/15/2025	575.00		054819		
	I-W5A0355							
	Quarterly Stage 2 DBP - LAB	R	1/15/2025	826.00		054819		1,401.00
06334	Larry Wise I-1009116							
	Trailer Storage Remove - LCRA	R	1/15/2025	4.36		054820		4.36
10048	WORLD WATERPARK ASSOCIATION I-070124							
	Membership Dues - WP	R	1/15/2025	499.00		054821		499.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		128	1,022,355.89	0.00	1,022,355.89
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		15	408,537.44	0.00	408,537.44
EFT:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS		0.00		
	VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			143	1,430,893.33	0.00	1,430,893.33
BANK: AP	TOTALS:		143	1,430,893.33	0.00	1,430,893.33
REPORT TOTALS:			143	1,430,893.33	0.00	1,430,893.33

Void Check #54297
(\$695.27)
\$1,430,198.06

Adjudication Charge Fund Account

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.

Adj. Checks: 000122-000123

Adj. Draft 001042

Voids:



Janyne Brown, Chief Financial Officer

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05963 I-1101239	California State University, S Facilitate/mediate Colla VRWA	R	1/08/2025	51,584.40		000122		51,584.40
06320 I-10173	Marzulla Law, LLC SB Channelkeeper Adjudication	R	1/08/2025	2,577.50		000123		2,577.50
05973 I-1227241	Mechanics Bank Credit Card Lunch Adjudication Meeting	D	1/15/2025	54.74		001042		54.74

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	54,161.90	0.00	54,161.90
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	54.74	0.00	54.74
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00 VOID CREDITS 0.00		

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: ADJ TOTALS:	3	54,216.64	0.00	54,216.64
BANK: ADJ TOTALS:	3	54,216.64	0.00	54,216.64
REPORT TOTALS:	3	54,216.64	0.00	54,216.64

Minutes of the Casitas Municipal Water District
January 8, 2025 Board Meeting

1. CALL TO ORDER

President Hajas called the meeting to order at 5:00 p.m.

2. ROLL CALL

Directors Cole, Brennan, Bergen, Kaiser and Hajas are present. Also present are GM Flood, AGM Dyer, EA Vieira, and Counsel McNulty.

3. PLEDGE OF ALLEGIANCE

President Hajas led the pledge.

4. OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS.

EA Vieira administered the Oath of Office to Director Cole, Kaiser, and Hajas.

5. AGENDA CONFIRMATION

Agenda was confirmed as submitted.

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

None

7. CONSENT AGENDA

7.a Accounts Payable Report.
[Accounts Payable Report.pdf](#)

7.b Minutes of the November 13, 2024 Board Meeting.
[11 13 2024 Min.pdf](#)

7.c Minutes of the December 11, 2024 Board Meeting.
[12 11 2024 Min.pdf](#)

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

AYES:	Directors:	Cole, Brennan, Bergen, Kaiser, Hajas
NOES:	Directors:	None
ABSENT:	Directors:	None

8. ACTION ITEMS

- 8.a Board Officer Elections.
[CMWD Board Bylaws Revised Jan 2021.pdf](#)

On the motion of Director Brennan, seconded by Director Hajas, Director Kaiser was appointed to the position of President and Director Bergen was appointed to Vice President by the following roll call vote:

AYES:	Directors:	Cole, Brennan, Bergen, Kaiser, Hajas
NOES:	Directors:	None
ABSENT:	Directors:	None

President Kaiser took the gavel and led the remainder of the meeting.

- 8.b Resolution Authorizing Casitas MWD Memberships for Calendar Year 2025.
[Board Memo Calendar Year District Memberships 010825 \(1\).pdf](#)
[Membership_Resolution ATT1.pdf](#)

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

AYES:	Directors:	Cole, Brennan, Bergen, Kaiser, Hajas
NOES:	Directors:	None
ABSENT:	Directors:	None

Resolution is numbered 2025-01.

9. INFORMATION ITEMS

- 9.a Hydrology Report November 2024.
[Hydrology November 2024.pdf](#)
- 9.b Recreation Committee Minutes.
[Rec Minutes 121024.pdf](#)
- 9.c State Water Project Intertie Report.
[SWP Intertie Project Cost 12-31-24.pdf](#)
- 9.d Investment Report.
[Investment Report FY2025 December.pdf](#)
- 9.e Adjudication Charges Report.
[Adjudication Charges YTD 12.31.24.pdf](#)
- 9.f Consumption Report.
[Consumption 2024-2025.pdf](#)

The information items were approved for filing on the motion of Director Bergen, seconded by Director Brennan, and passed unanimously.

10. GENERAL MANAGER COMMENTS

GM Flood reported on the power outage at multiple facilities. Generators are being shuffled around until the power returns. Tanks are at levels to be prepared for fire protection. Staff have done an excellent job overnight to be prepared. Power could be off until Friday for some areas.

The State Water Project allocation was raised from 5% to 15%. We will sell that water to United and that will provide additional revenue. The shutdown went well at Villanova but had a stuck valve that we will have to be replaced.

11. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

None

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

The board expressed appreciation to staff for their efforts in being prepared and taking care of everything that goes on behind the scenes.

President Kaiser added for the board to be thinking about the organizations you want to represent the district at, and he tasked Counsel to ensure that we are consistent with water code. He then thanked the board for their full faith and confidence.

President Kaiser moved the meeting to closed session at 5:17 p.m.

13. CLOSED SESSION

- 13.a CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9(d)(1).
Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California, County of Los Angeles, Case No. 19STCP01176.

President Kaiser moved the meeting back into open session at 6:01pm with Mr. McNulty stating the board met in closed session but took no recordable action.

14. ADJOURNMENT

President Kaiser adjourned the meeting at 6:01 pm.

Secretary

CASITAS MUNICIPAL WATER DISTRICT

NEW BOARD OFFICERS FOR 2025:

PRESIDENT	Pete Kaiser
VICE PRESIDENT	Mary Bergen
SECRETARY	_____
ASST. SECRETARY	_____
At Large	_____

COMMITTEE ASSIGNMENTS:

Members

Finance	_____
Recreation	_____

COMMITTEE DATES AND TIME:

	<u>Date</u>	<u>Time</u>
Finance	3 rd Friday	10:00 a.m.
Recreation	2 nd Tuesday	10:00 a.m.

Ad Hoc Committee Assignments

Members

Adjudication	_____
_____	_____

Outside Affiliations Approvals for 2025 – 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:

Association of Water Agencies – all can attend.

Association of California Water Agencies –all can attend.

Greater Ventura Chamber of Commerce – _____ / _____ as alternate

Ojai Chamber of Commerce – _____ / _____ as alternate

OBGMA – _____ / _____ as alternate

UVRGA - _____ / _____ as alternate

Board Attendance approved when dealing with Casitas Business:

Matilija Dam Removal Meetings –

Bureau of Reclamation –

State/Federal Legislative meetings

Agenda Meetings – President

Watershed Coalition of Ventura County –

Ventura River Watershed Council –

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO. 2025-02

RESOLUTION AUTHORIZING THE APPOINTMENT OF A DIRECTOR AND AN ALTERNATE TO SERVE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY BOARD OF DIRECTORS

WHEREAS, the Casitas Municipal Water District, the City of San Buenaventura, the County of Ventura, the Meiners Oaks Water District, and the Ventura River Water District ("Member Agency" or "Member Agencies") have formed the Upper Ventura River Groundwater Agency ("UVR Groundwater Agency"); and

WHEREAS, the Joint Powers Agreement forming the UVR Groundwater Agency requires the governing board of each Member Agency to appoint a Director to the UVR Groundwater Agency Board of Directors ("UVR Groundwater Agency Board") as well as an Alternate Director to represent the Casitas Municipal Water District's interests; and

WHEREAS, in order to be eligible for appointment as a Director or Alternate Director, an individual shall be either a member of the Casitas Municipal Water District's staff or of the Board of Directors and shall cease to be a Director or Alternate Director when no longer a member of the Casitas Municipal Water District's staff or of the Board of Directors; and

WHEREAS, the Director and Alternate Director shall serve for a period of two years; and

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

1. All the recitals in this resolution are true and correct and the Casitas Municipal Water District so finds, determines and represents.
2. The Board of Directors hereby appoints _____ as the Director and appoints _____ as the Alternate Director to represent the Casitas Municipal Water District on the UVR Groundwater Agency Board.
3. The individuals appointed as the Director and Alternate Director are both members of the Casitas Municipal Water District Board of Directors, as required by the JPA Agreement.
4. The Board of Directors hereby confirms that the Director and Alternate Director appointed pursuant to this resolution are authorized to represent Casitas Municipal Water District's interests with respect to all matters that come before the UVR Groundwater Agency Board.

5. This resolution shall take effect immediately upon passage and adoption.

WE, THE UNDERSIGNED, do hereby certify that the above and foregoing Resolution No. 2025-02 was duly adopted and passed by the Board of Directors of the Casitas Municipal Water District at a regularly scheduled meeting held on the 22nd day of January, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Pete Kaiser, President

Attest:

Brian Brennan, Secretary

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: FLOOD, MICHAEL – GENERAL MANAGER

**SUBJECT: DECLARE CASITAS MWD UNIT #88 (2005 FREIGHTLINER PUMP
TRUCK) SURPLUS AND DIRECT STAFF TO DISPOSE OF THE SAME**

DATE: January 17, 2025

RECOMMENDATION:

Declare Casitas MWD Unit #88 surplus and direct staff to dispose of the same.

BACKGROUND:

The Lake Casitas Recreation Area relies on a pump truck to remove sewage from the park and transport it down to the Ojai Valley Sanitation District wastewater treatment plant in Ventura. Unit #88 has fulfilled that role since 2005 and is no longer compliant with California Air Resources Board (CARB) regulations. It cannot continue to be used without a significant investment in modifications.

With a matching grant from the United States Bureau of Reclamation (USBR), Casitas MWD purchased a replacement pump truck that is compliant with CARB regulations and it arrived earlier this month.

Staff proposes to sell Unit #88 on GovDeals, wherein non-CARB-compliant vehicles can be purchased by out-of-state buyers.

The estimated sales price is in the range of \$30,000 to \$60,000. Retrieval of a vehicles purchased on GovDeals is the responsibility of the buyer.

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: MICHAEL FLOOD; GENERAL MANAGER

SUBJECT: WATER QUALITY AIDE/WATER QUALITY LABORATORY
TECHNICIAN JOB DESCRIPTION CHANGES AND
RECLASSIFICATIONS

DATE: JANUARY 17, 2025

RECOMMENDATION:

Approve the updated Water Quality Laboratory Technician job description and request for reclassification to accurately reflect the progression of the position and the additional volume of duties.

Approve the title change and revised job description of the Water Quality Aide to include the Cross-Connection Control Specialist and request for reclassification to accurately reflect the change of the position.

BACKGROUND AND DISCUSSION:

Water Quality Laboratory Technician

The scope of the Water Quality Laboratory Technician position has significantly expanded since the implementation of The National Environmental Laboratory Accreditation Program (TNI).

1. Increased Documentation: The Quality Systems Binder, which includes the Quality Systems Manual, Standard Operating Procedures, and other QC documents, has nearly doubled in size. Before the TNI changes, it was 109 pages. Now, after the updates, it's 217 pages, requiring more time and effort to manage and ensure compliance with the new standards.
2. Expanded Laboratory Logs: The number of laboratory logs has expanded as well. While it's difficult to get an exact count due to the structure (e.g. Excel files with multiple tabs), there are currently 52 lab log files. The Water Quality Laboratory Technician is responsible for more than 90% of the recordings. These logs vary in frequency – some are daily, others are weekly and many are monthly with a few less frequent – which adds to the complexity of managing them all and ensuring consistency.
3. Increased Equipment Maintenance: The laboratory now has 45 pieces of uniquely identified equipment, each requiring regular maintenance. This adds another layer of complexity, as each piece of equipment must be tracked maintained and documented to meet quality control standards.

4. More Detailed Sample Documentation: The work involved with tracking and documenting samples has grown significantly. The new Sample Trace Log Rev – 241114, provides a detailed record of all quality control processes for each set of samples within a single week. Although a trace from one week to the next might now show dramatic changes, the level of detail required to accurately trace results has increased.
5. Ongoing Compliance and Reporting: On top of the laboratory focused tasks, there are still the ongoing responsibility tied to distribution, lake/watershed, and NPDES monitoring, each with its own set of data sheets, logs, and associated maintenance.

Overall, the job has become more complex and time-consuming due to the increased volume of documentation, additional equipment, and heightened focus on compliance. Managing all the necessary logs, ensuring accuracy across multiple data points, and meeting regulatory requirements requires much more effort than before.

Water Quality Aide

Ventura County Environment Health Division (Division) sent a “Notice of Termination of Contract to Implement Cross-Connection Control Program with Casitas”, effective July 1, 2025.

Casitas will be taking over the full administration of the Cross-Connection Control program. This additional program/task will require changes to the Water Quality Lab department.

The Casitas Water Quality Aide position has worked closely with the Division to coordinate the Cross-Connection Control Program. Some of the current duties performed are well aligned with the duties of taking over the program. Based on the current working relationship and aligned duties the Water Quality Aide position should be reclassified to Water Quality Aide/Cross-Connection Control Specialist with a revised job description.

Classification Study

A classification study of the Water Quality Laboratory Technician and Water Quality Aide/Cross-Connection Specialist positions was performed and it was determined the salaries for both positions should be reclassified to better reflect the changes in required duties and required reporting.

- Water Quality Laboratory Technician: Starting salaries for similar positions in the region range from \$37.71/Hour to \$42.37/Hour and this would align with a Casitas MWD job classification of E27 (\$41.353/Hour).
- Water Quality Aide/Cross-Connection Specialist: Starting salaries for similar positions in the region range from \$36.30/Hour to \$42.16/Hour and this would align with a Casitas MWD job classification of E23 (\$37.652/Hour).

BUDGET IMPACT:

The requested reclassifications will be included in the 25/26 Fiscal Year budget and effective the first day of the first pay period in July 2025. Estimated net impact on the 25/26 budget is expected to be \$3,800.00.

Salary Survey Results

Water Quality Laboratory Technician

Agency	Job Title	Starting Salary (per Hour)
Calleguas MWD	Laboratory Technician	\$ 37.71
Otay Water District	Laboratory Analyst	\$ 42.37
Santa Clarita Valley Water	Water Quality Tech II	\$ 42.70
City of Ventura	Water Quality Specialist	\$ 42.02
<i>Casitas MWD (Proposed)</i>	<i>Water Quality Lab Tech</i>	<i>\$ 41.353</i>

Water Quality Aide/Cross-Connection Control Specilaist

Agency	Job Title	Starting Salary (per Hour)
City of Ventura	Environmental Compliance Specialist	\$ 38.94
City of Santa Barbara	Cross-Connection Specialist	\$ 42.16
Carpinteria Valley Water District	Engineering Analyst, GIS & Backflow	\$ 43.47
City of Brentwood	WQ Cross-Connection Specialist	\$ 42.16
Monte Vista Water District	Cross-Connection Control Coordinator	\$ 39.13
Yorba Linda Water District	WQ Cross-Connection Specialist	\$ 38.36
City of Inglewood	Cross-Connection Control Specialist	\$ 36.30
<i>Casitas MWD (Proposed)</i>	<i>WQ Aide/Cross-Connection Specialist</i>	<i>\$ 37.652</i>
Note: Carpinteria VWD data not considered in the survey		

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Aide/Cross-Connection Control Specialist
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: E-23
DATE: January 2025

Definition

Under the direction and supervision from the Water Quality Supervisor, administers and oversees the District's Cross-Connection Control Program. Performs backflow related inspections, hazard assessments, reporting, and enforces state and federal regulations pertaining to cross-connection control. Performs database management of the District's Cross-Connection Control Program and other source and finished water quality parameters, including data entry, compilation and assessment. Assists in implementation of the District's flushing program and watershed and distribution sampling and monitoring. Performs other related work as assigned or required.

Essential Functions

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

- Serves as the District's designated Cross-Connection Control Program Coordinator
- Assists in the development and implementation of a Cross-Connection Control Plan as required by state regulations and the District's Rates and Regulations
- Assists in the development and implementation of a recordkeeping system to ensure all required backflow prevention assemblies are field tested, inspected and maintained on an annual basis
- Conducts hazard assessments to identify actual or potential cross-connection hazards, degree of hazard, and any backflow protection needed
- Assists in the development and implementation of procedures for investigating suspected or actual backflow incidents and the subsequent response, reporting and notification requirements
- Assists in the development and implementation of public outreach and education, and coordination with local entities as it pertains to the District's Cross-Connection Control Program
- Prepares corrective action notices and performs field verification of repaired, replaced, or newly installed backflow assembly devices
- Communicates and coordinates with customers, backflow prevention assembly testers, and other District personnel in the implementation of the District's Cross-Connection Control Program, including notices to test and enforcement actions for non-compliant backflow prevention assemblies

- Enters data into computerized databases and assists in maintaining records and documentation for a variety of water quality sampling, monitoring and analysis
- Under direction of the Water Quality Supervisor, compiles and organizes data for reports and special projects.
- Assists with maintaining water quality in the distribution system through monitoring and flushing
- Assists with environmental program monitoring related to water quality mandated by SWRCB to ensure compliance with program requirements including dechlorination and monitoring of drinking water system discharges
- Assists with collection and processing of watershed and lake samples in accordance with standard procedures for the analysis of algae, coliform, E. coli, and related microbiological populations, H₂S, manganese, filtration profiles, chemical parameters such as dissolved oxygen, and physical characteristics such as temperature and turbidity to help water treatment plant section to maximize influent water quality in order to maintain compliance with State and Federal regulators
- Assists with performing plankton tows and processing samples for cross-polarized light microscopy analysis for dreissenid mussel veligers
- Assists with collection of raw and finished drinking water system samples in accordance with standard procedures to identify and enumerate microbiological parameters such as total coliform, e. coli, and HPC, plus chemical and physical characteristics such as temperature, pH conductivity, phosphate, chlorine, turbidity, and other chemical parameters as needed.
- Operates and maintains sophisticated laboratory and field analytical instruments, equipment and computers.
- Records and reports results of monitoring to appropriate personnel, as necessary, and assists in carrying out corrective actions when water quality problems are noted.
- Assists with maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
- Assists with monitoring to maintain compliance with State and Federal regulations.
- Assists in maintenance of chemical and supply inventories.
- Assists with data analysis, public notification during water quality emergencies, identification of water quality problems; respond to emerging public health issues.
- Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to taste and odor events.
- Carries out District and Laboratory Safety Programs.

Knowledge, Skills, and Abilities

Knowledge of cross-connection control program elements, the principles of backflow hydraulics, backflow prevention, and the installation, testing and maintenance of backflow prevention assemblies. Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological sampling techniques, sample holding times, preservation and chain of custody. General knowledge of water treatment plant and distribution system equipment and facilities; principles and practices of standardized

water quality tests; state and federal regulations pertinent to the environment, water quality and cross-connection control. Skilled with modern computer applications such as e-mail applications, word processing, spreadsheets, calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using field equipment and the ability to understand equipment specifications and instructions. Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; communicate effectively verbally and in writing; operate a boat and work in remote conditions; prepare clear and concise reports; compile, evaluate and interoperate complex data and information; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

Minimum high school education, water science classes desirable, or previous experience working in the water industry. Associate or bachelor's degree from an accredited college or university is desirable but not required, with major course work in science such as environmental science, chemistry, biology, microbiology, sanitation, or public health.

Certificates, Licenses, and Registrations

Possession of the following:

- California Class C driver's license
- CPR/First Aid certificate or ability to obtain within six months after assuming position

As a condition of employment, incumbents must obtain the following within **one year** of hire:

- Backflow Prevention Assembly Tester certification from a certification organization recognized by the State Water Board such as the American Water Works Association (AWWA)
- Cross-Connection Control Specialist certification from a certification organization recognized by the State Water Board such as the American Water Works Association (AWWA)

As a condition of employment, incumbents must obtain the following within **two years** of hire.

- Obtain a valid Grade I Water Treatment Operator Certificate issued by the California State Water Resources Control Board.
- Obtain a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.

Possession of the following is desirable but not required:

- Grade I Water Quality Analyst Certificate issued by the AWWA

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining

workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

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

Other Requirements:

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

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends, holidays, and off-hour shifts. Must be willing to participate in the water quality standby rotation schedule and emergency callback response. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Laboratory Technician
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: E-18-27
DATE: January 2025

Definition

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

Essential Functions

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

- Acts as Principal Analyst for the Casitas Water Quality Laboratory, a microbiology laboratory certified through the California Environmental Accreditation Program (CA ELAP) certified laboratory
- Performs ~~assists with~~ annual performance evaluation sample analyses and participates in laboratory assessments to maintain ~~maintaining~~ compliance with CA ELAP for laboratory certification under the TNI Standard
- Manages laboratory and field inventories by tracking usage and anticipating consumption, procuring and logging in of supplies, performing quality assurance testing, and properly disposing of expired supplies according to standard operating procedures.
- Performs quality assurance ~~procedures~~ ~~quality assurance program~~ analyses as outlined in Casitas' Quality Systems Manual ~~quality assurance program~~ for the Water Quality Laboratory including validating laboratory equipment and media and conducting method performance procedures.
- ~~and assists with preparation and maintenance of SOP and QA documentation to maintain laboratory certification~~
- Maintains records and documentation ~~required for lab certification,~~ including daily, monthly, quarterly, and annual logbooks to ensure traceability of all equipment and supplies. ~~and more as required~~
- Operates and maintains sophisticated laboratory and field analytical instruments, equipment, and computers.

- Prepares and validates media and dilution water used in microbiology analyses.
- Assists with the preparation and maintenance of the laboratory's Quality Systems Manual and associated records including standard operating procedures, bench sheets, logbooks, and worksheets.
- Collects and analyzes raw and finished drinking water system samples in accordance with standard procedures to identify and enumerate microbiological parameters such as total coliform, *E. coli*, and heterotrophic bacteria HPG; plus chemical and physical characteristics such as temperature, pH conductivity, phosphate, chlorine, turbidity, and other chemical parameters as needed
- Responsible for the collection and analysis of watershed and lake samples in accordance with standard procedures for the analysis of algae, coliform, *E. coli*, and related microbiological populations, H₂S, manganese, filtration profiles, chemical parameters such as dissolved oxygen, and physical characteristics such as temperature and turbidity to help water treatment plant section to maximize influent water quality in order to maintain compliance with State and Federal regulators.
- ~~Operates and maintains sophisticated laboratory and field analytical instruments, equipment and computers~~
- ~~Records and reports results of tests and analyses.~~
- Maintains records of sampling and analysis procedures in accordance with regulatory requirements
- **Records and reports** results of analyses to appropriate personnel, as necessary, and assists in carrying out re-sampling and planning corrective actions when water quality problems are noted
- **Performs** ~~Responsible for performing~~ plankton tows and assists with cross-polarized light microscopy analysis for Quagga veligers according to standard procedures.
- Maintains water quality in the distribution system through monitoring and flushing, including programming and maintenance of automatic flushing devices
- ~~Responsible for maintaining~~ **Maintains** California Department of Public Health (CDPH) certification for supplying emergency potable water to customers **by maintaining, disinfecting and testing portable water haulers**
- Maintains files and records; enters information into computerized databases and spreadsheets, **performs data analysis by generating generates** graphs and charts
- Assists with monitoring to maintain compliance with State and Federal regulations
- ~~Assists in maintenance of equipment, chemical and supply inventories and preparation of requisitions for materials.~~
- Assists with planning and coordinating outsourced laboratory analysis

- Assists with ~~data analysis~~, public notification during water quality emergencies, identification of water quality problems, and responds to emerging public health issues.
- Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to taste and odor events
- Assists with and carries out Laboratory Safety Program
- Assists with environmental program monitoring related to water quality mandated by SWRCB and ensures compliance with program requirements
- Assists with the compilation of data requisite for special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, the Consumer Confidence Report, and the Watershed Sanitary Survey
- Assist treatment plant ~~personnel section~~ in the efficient and effective operation of the lake hypolimnetic oxygenation and bubbler systems ~~by analyzing and interpreting data~~
- Assists with implementation of the District's Cross Connection Control Program ~~including database management, field verification of backflow devices, and investigating potential backflow events including coordination with County of Ventura staff, field verification of backflow devices, and database management.~~
- Assist with evaluation of resources and preparation of water quality laboratory budget to undertake the above in the most economical, cost-effective manner to maximize the cost benefit to District customers

Knowledge, Skills, and Abilities

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

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

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

Education and Experience

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

Certificates, Licenses, and Registrations

Possession of the following:

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

Work Environment or Environmental Elements:

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

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities

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

Other Requirements:

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

Working Conditions:

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

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

Employee Signature

Date

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: HYDROLOGIC STATUS REPORT FOR DECEMBER 2024
DATE: JANUARY 22, 2025

RECOMMENDATION:

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

DISCUSSION:

Rainfall Data

	Casitas Dam	Matilija Dam	Thacher School
This Month	0.03"	0.00"	0.00"
Water Year (WY: Oct 01 – Sep 30)	0.41"	0.37"	0.43"
Average station rainfall to date	6.76"	8.09"	5.88"

Ojai Water System Data

Wellfield production	126.40 AF
Surface water supplement	0.00 AF
Static depth to water surface – Mutual #6	67.16 feet
Change in static level from previous month	+12.95 feet

Robles Fish Passage and Diversion Facility Diversion Data

Diversions this month	0.00 AF
Diversion days this month	0
Total Diversions WY to date	0.00 AF
Diversion days this WY	0

Casitas Reservoir Data

Water surface elevation as of end of month	562.57 feet AMSL
Water storage last month	227,123 AF
Water storage as of end of month	226,166 AF
Net change in storage	- 957 AF
Change in storage from same month last year	+ 54,502 AF

AF = Acre-feet

AMSL = Above mean sea level

WY = Water year