

Board Meeting Agenda

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

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT
1055 Ventura Ave.
Oak View, CA 93022
Board Room
January 25, 2017
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. Public Comments (items not on the agenda – three minute limit).
2. General Manager comments.
3. Board of Director comments.
4. Board of Director Verbal Reports on Meetings Attended.
5. Election of Board Officers.

RECOMMENDED ACTION: Motion approving election of officers

6. Selection of Board Committees and Ad Hoc Committees.
 - a. Board Member Assignments.
 - b. Schedule of Committee Meetings.
 - c. Review of Committee Purposes.

RECOMMENDED ACTION: Motion approving selections

7. Assignments to Outside Associations and Approval of Authorized Meetings for the Board.

RECOMMENDED ACTION: Motion approving assignments and meetings.

8. Review of District Accounts Payable Report for the Period of 1/09/17 – 1/20/17.

RECOMMENDED ACTION: Motion approving report

9. Presentation of the 2016 Casitas Water Adventure End of Season Report.

10. Recommend approval of \$10,000 contribution to the Upper Ventura River Groundwater Agency.

RECOMMENDED ACTION: Motion approving recommendation

11. Information Items:

- a. Finance Committee Minutes.
- b. Letter from the City of Ojai regarding the tie-in with the State Water Project.
- c. Water Consumption Report.
- d. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- e. Investment Report.

12. 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 2017:

PRESIDENT _____
VICE PRESIDENT _____
SECRETARY _____
ASST. SECRETARY _____

Officers assume their new positions at the January 25, 2017 Board Meeting

COMMITTEE ASSIGNMENTS:

Members

Executive _____
Finance _____
Personnel _____
Recreation _____
Water Resources _____

COMMITTEE DATES AND TIME:

Date

Time

Executive _____
Finance _____
Personnel _____
Recreation _____
Water Resources _____

MEMORANDUM

TO: Board of Directors
From: Steven E. Wickstrum, General Manager
RE: Committees
Date: January 20, 2017

RECOMMENDATION:

It is recommended that the Board of Directors make the assignment of committee members to each committee and set date and time for the committee meetings. It is further recommended that the Board and legal counsel provide direction to the General Manager for any revisions to Resolution No. 06-54 that are deemed necessary.

BACKGROUND:

In November, 2006, the Board adopted Resolution No. 06-54 that described the policy for Committees of the District. A copy of Resolution No. 06-54 is attached to this memorandum for reference and further discussion. By Resolution No. 06-54, the Board may assign committee members and establish the date and time for each committee meeting. A copy of the committee assignment form is attached for reference and consideration by the Board.

The Board and legal counsel may have further discussion on the content of Resolution No. 06-54. The specific issue that may be discussed could include the assignment of alternative committee members.

The Board may decide that additional review is necessary and may provide direction to revise Resolution No. 06-54.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO. 06-54

RESOLUTION SETTING THE POLICY ON COMMITTEE MEETINGS
ACCORDING TO GOVERNMENT CODE SECTION 54954(a)

Whereas; the District is required to set by ordinance or resolution rules that are required for the conduct of business by the Board and for the time and place of holding their meetings; and

Whereas; Government Code 54956 provides that the presiding officer of the legislative body of a local agency, or a majority of the members of the legislative body can call a meeting; and

Whereas; the District has not accomplished this requirement of law and wishes to do so; and

Whereas; this resolution is being developed to comply with this law.

Now Therefore Be It Resolved, by the Board of Directors of the Casitas Municipal Water District as follows:

1. Committee Meetings:

A. There shall be 5 committees of the Board including the Water Resources Committee, the Executive Committee, the Finance Committee, the Recreation Committee, and the Personnel Committee.

B. The Time, and Place of the Committee Meetings shall be set annually at the Board Planning Day by motion of the Board.

C. The Board shall approve by motion two of its members to serve on each committee during Board Planning Day.

D. It shall take a quorum to conduct business at a committee meeting. A quorum is two members of the Board.

E. The Board may assign an alternate for the committee. The alternate may serve in the place of the member of the committee. The alternate shall be a member of the Board. The alternate shall be a member of the committee only if one of the two committee members is absent. If the alternate attends with the two committee members present, that alternate shall comply with Government Code Section 54952.2(c)(6) and shall attend only as an observer which is limited to watching and listening, and is undertaken without pay. It is the intent of the Board that the actual committee members serve, it is only if the committee member cannot serve and is willing for an alternate, that the alternate may serve. The alternate would then serve only for that meeting.

F. All items considered by the committee with an alternate, requiring Board action by code or by direction of the Board, shall be sent to the Board for disposition without

returning it to the same committee, unless the minutes of the committee meeting has been reviewed during an intervening Board meeting, in order to avoid seriatim meetings. (See 63 OAG 820).

G. The Committee shall select the presiding officer and alternate presiding officer of each committee, who shall preside unless changed by the committee.

H. The Time, Date and Place of the Committee Meetings may be changed as follows:

i. By both Members of the Committee.

ii. By the General Manager.

J. The change of the Time, Date and Place of the Committee Meetings shall be done by a public noticed agenda for a regular or special committee meeting depending on available time.

K. The general subject matter jurisdiction of each committee shall be as follows:

The Water Resources Committee: All matters generally related to the District's development, purchase, diversion, pumping, receipt, storage and delivery of water; the District's real and personal property employed in such activities; water conservation; water quality; water rights; provision of water meters, connections, and service agreements to customers; and all other matters reasonably related to the District's function as a public water district.

The Executive Committee: All matters generally related to the District's interaction with, membership in, and participation in or with, other public and private entities; attendance of meetings, seminars and conferences by Directors or employees of the District; and District policies;

The Finance Committee: All matters generally related to the District's budget, income and expenses, and water rates; financial claims against the District; and the District's liability, casualty, workers compensation, and other insurance.

The Recreation Committee: All matters generally related to the District's operation of the Lake Casitas Recreation Area, including, but not limited to, those portions of the District's budget and income and expenses related to the Lake Casitas Recreation Area.

The Personnel Committee: All matters generally related to the hiring, training, retention and termination of District employees (including Directors, part-time or temporary employees, campground hosts, and volunteers), and the wages, salaries and retirement, health, welfare, and other benefits provided to the same.

Furthermore, any matter may be referred to any committee by the Board of Directors, by the President of the District, or by the General Manager if it is deemed that there is a limited time for committee consideration of the matter, and the matter cannot be considered in a timely manner by the committee having subject matter jurisdiction thereof, and the matter has not previously been considered by the committee having subject matter jurisdiction thereof.

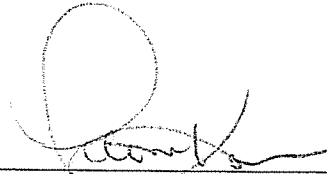
L. Authority of the Committees:

- a. The general authority of the committee is to review items being prepared by management for Board action to ensure that questions are asked that would otherwise go unanswered delaying an item before the board.
- b. An action by the Board is necessary to approve Ordinances, Resolutions, Leak Relief required by policy, approval of attendance and payment at meetings for the Board, legislative support or opposition not covered in the legislative policy, memberships in organizations and funding support of those organizations in excess of \$75, redistricting, changing any ownership in property or enforcing property rights, any rate changes, and Contracts among other things. All such actions will be taken by the Board not the Committee.
- c. The Committee may review any type of information without moving it on to the Board.
- d. The Committee may approve actions consistent with Board policy without re-approval of that policy by the Board, or deny actions inconsistent with Board Policy without approval of the denial by the Board.
- e. The Committee may review and approve newsletters, presentations by the General Manager, or other actions by staff for content and consistency with Board Policy without approval of the Board.
- f. The Committee may review and comment upon management policies without the approval of the Board as such policies are made by management not the Board.
- g. The Committee may review recommendations consistent with legislative policy approved by the Board without further Board action.
- h. Working with management to deal with incidents at the district does not require Board approval.
- i. The Committee may review and suggest solutions to complaints by customers as long as the actions do not exceed the General Managers budget authority or violate any Board Policy.
- j. The Committee may review budget items and support or oppose an expenditure that is within the authority of the General Manager to control.
- k. The Committee may meet with the Auditor of the District and discuss all issues of importance with the Auditors and make suggestions without those suggestions or information requiring Board action.
- l. The Committee may review budgets and do evaluations and discuss and recommend priorities without Board approval as long as the budget is not exceeded or the suggestion of priorities is not inconsistent with Board policy.
- m. The Committee may review risk transfer provided for events and contracts and make suggestions without approval of the Board as long as it is not inconsistent with Board policy.

- n. The Committee may review and give suggestions for negotiations with the Union that are not inconsistent with Board policy or guidance approved by the Board.
- o. The Committee may review and give suggestions for recruitments, personnel policies, and management direction on personnel issues that are not inconsistent with Board policy.
- p. The Committee may review and give suggestions for solving of agreement issues that are not beyond the General Managers budget authority.
- q. The Committee may review and suggest solutions to issues for activities in the park without Board action as long as they do not violate any policy of the Board.
- r. The Committee may give direction to enforce existing contracts without Board action.
- s. The Committee may take other similar action without Board action.
- t. Any ministerial acts by staff.


M. The General Manager shall cause to be prepared for the Board's review the minutes of the committee meeting. The Board may direct that any item on the Committee minutes be brought to the Board if any Board member deems it important and requests that it be brought to the Board.

ADOPTED this 8th day of November, 2006



President,
Casitas Municipal Water District

ATTEST:



Secretary,
Casitas Municipal Water District

Outside Affiliations and Board Attendance Approvals for 2017

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:

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 01/09/17-01/20/17
Presented to the Board of Directors For Approval January 25, 2017

Check	Payee			Description	Amount
000697	Payables Fund Account	#	9759651478	Accounts Payable Batch 011117	\$175,409.71
000698	Payables Fund Account	#	9759651478	Accounts Payable Batch 011817	\$270,940.16
					\$446,349.87
000699	Payroll Fund Account	#	9469730919	Estimated Payroll 2/2/17	\$130,000.00
				Total	\$576,349.87

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, 000697-000699 have been duly audited is hereby certified as correct.

Denise Collin *1/19/17*

Denise Collin, Accounting Manager/Treasurer

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 01/14/17
Pay Date of 01/19/17
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 1/17/17
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

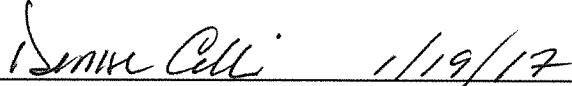
Signed: _____
Signature

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.

000697	A/P Checks:	025425-025438
	A/P Draft to P.E.R.S.	000000
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Voids:	
000698	A/P Checks:	025439-025555
	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:	025502, 025503, 025504

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

 1/19/17

Denise Collin, Accounting Manager/Treasurer

Signature

Signature

Signature

1/18/2017 2:19 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE: 1/09/2017 THRU 1/20/2017

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	C-CHECK	VOID CHECK	V 1/18/2017			025502		
	C-CHECK	VOID CHECK	V 1/18/2017			025503		
	C-CHECK	VOID CHECK	V 1/18/2017			025504		

* * 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			
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	I-T2 201701171172							
	STATE OF CALIFORNIA State Withholding	D	1/18/2017	8,691.33		000000		8,691.33
00128	I-T1 201701171172							
	INTERNAL REVENUE SERVICE Federal Withholding	D	1/18/2017	26,324.79		000000		
	I-T3 201701171172							
	FICA Withholding	D	1/18/2017	25,690.50		000000		
	I-T4 201701171172							
	Medicare Withholding	D	1/18/2017	6,008.22		000000		58,023.51
00187	I-PBB201701171172							
	CALPERS PERS BUY BACK	D	1/18/2017	66.87		000000		
	I-PBP201701171172							
	PERS BUY BACK	D	1/18/2017	161.96		000000		
	I-PEB201701171172							
	PEPRA EMPLOYEES PORTION	D	1/18/2017	2,867.28		000000		
	I-PEM201701171172							
	PERS EMPLOYEE PORTION MGMT	D	1/18/2017	2,788.27		000000		
	I-PER201701171172							
	PERS EMPLOYEE PORTION	D	1/18/2017	6,318.72		000000		
	I-PRB201701171172							
	PEBRA EMPLOYER PORTION	D	1/18/2017	2,615.05		000000		
	I-PRR201701171172							
	PERS EMPLOYER PORTION	D	1/18/2017	10,065.74		000000		24,883.89
01926	C-G05201701171173							
	Vehicle Registration Collectio Payroll Deduction	N	1/18/2017	157.00CR		000000		
	I-G05201701171172							
	Payroll Deduction	N	1/18/2017	157.00		000000		
09182	I-100000014888411							
	CalPERS Unfunded Accrued Liab. 1/17	D	1/12/2017	18,119.49		000000		
	I-100000014888420							
	Unfunded Accrued Liab. 1/17	D	1/12/2017	30.35		000000		18,149.84
00489	I-Dec 16							
	STEVE WICKSTRUM Reimburse Expenses 12/16	R	1/12/2017	411.54		025425		411.54
00004	I-0451782							
	ACWA JOINT POWERS INSURANCE AU Health Insurance 01/17	R	1/12/2017	140,757.76		025426		140,757.76
00051	I-123116							
	BOARD OF EQUALIZATION Underground Storage Tank Fee	R	1/12/2017	272.00		025427		272.00
00051	I-123116a							
	BOARD OF EQUALIZATION Underground Storage Tank Fee	R	1/12/2017	225.62		025428		225.62
00126	I-Dec 16							
	CAROLE ILES Reimburse Mileage 12/16	R	1/12/2017	35.91		025429		35.91
00498	I-010617							
	BRIAN TAYLOR DMV Physical Fee	R	1/12/2017	90.00		025430		
	I-010617a							
	Grade 2 Water Trt. Cert.	R	1/12/2017	60.00		025430		150.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00756	BOARD OF EQUALIZATION I-123116 Use Tax Return 15300115	R	1/12/2017	1,135.00		025431		1,135.00
01153	RUSS BAGGERLY I-Dec 16 Reimburse Mileage 12/16	R	1/12/2017	42.12		025432		42.12
01283	Verizon Wireless I-9778090660 Monthly Cell Charges - LCRA	R	1/12/2017	473.20		025433		473.20
01325	Aflac Worldwide Headquarters I-230893 Supplemental Insurace 12/16 I-667219 Supplemental Insurance 1/17	R R	1/12/2017 1/12/2017	3,031.32 3,403.56		025434 025434		6,434.88
02643	Take Care by WageWorks I-5213233 Reimburse Medical I-5232737 Reimburse Medical	R R	1/12/2017 1/12/2017	170.00 2,500.00		025435 025435		2,670.00
02703	Sunbelt Rentals I-64654849-002 Excavator&Bucket Rental	R	1/12/2017	2,971.84		025436		2,971.84
02935	Crowd Control DIRECT, Inc C-61191b Accrue Use Tax D-61191a Accrue Use Tax I-61191 Polished Steel - LCRA	R R R	1/12/2017 1/12/2017 1/12/2017	126.00CR 126.00 1,680.00		025437 025437 025437		1,680.00
02275	H2O Solutions, LLC I-011516 Tank Inspection Cleaning	R	1/12/2017	26,200.00		025438		26,200.00
02587	A&M LAWNMOWER SHOP I-43688 Watering Pump - Utilities	R	1/18/2017	483.11		025439		483.11
00010	AIRGAS USA LLC I-9058585093 Argon & Electric Tip - P1 I-9058585094 Oxygen, Connector, Acetylene-PL	R R	1/18/2017 1/18/2017	120.34 517.02		025440 025440		637.36
00011	ALERT COMMUNICATIONS I-161200847101 Call Center 1/16	R	1/18/2017	243.34		025441		243.34
09569	ALLCABLE I-2195420-00 Ethernet Cable - EM	R	1/18/2017	210.61		025442		210.61
02963	Richard Allen I-122816 Camping Fee Refund I-122816a Camping Fee Refund I-122816b Campinf Fee Refund	R R R	1/18/2017 1/18/2017 1/18/2017	57.50 57.50 127.00		025443 025443 025443		242.00

1/18/2017 2:19 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 1/09/2017 THRU 1/20/2017

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00859	AMERICAN FISHERIES SOCIETY I-121516 2017 Dues Renewal	R	1/18/2017	90.00		025444		90.00
01602	ANGELUS BLOCK CO., INC. I-VT00178035 Pallet Deposit, Concrete Block	R	1/18/2017	574.09		025445		574.09
00014	AQUA-FLO SUPPLY I-026771 Connectors, Couplings - PL I-033460 PVC Caps - TP I-033603 PVC Cap - TP	R R R	1/18/2017 1/18/2017 1/18/2017	285.24 8.52 4.01		025446 025446 025446		297.77
00840	AQUA-METRIC SALES COMPANY I-0063620-IN Meter Programmer Repair I-0063675-IN Meter Parts - Utilities	R R	1/18/2017 1/18/2017	815.50 3,755.73		025447 025447		4,571.23
01323	ARGO CHEMICAL INC I-1701060 Ammonia Solution - TP	R	1/18/2017	3,344.42		025448		3,344.42
02970	ASSE I-011717 2017 Membership Dues	R	1/18/2017	235.00		025449		235.00
00434	ASSOCIATION OF CALIFORNIA I-102316 2017 Annua Agency Dues	R	1/18/2017	20,527.17		025450		20,527.17
00018	AT & T MOBILITY I-829434088X01142017 PT Wildlife Biol Monthly Cell	R	1/18/2017	11.65		025451		11.65
00021	AWA OF VENTURA COUNTY I-069459 2017 Annual Membership	R	1/18/2017	6,000.00		025452		6,000.00
00030	B&R TOOL AND SUPPLY CO I-1900891399 Shovel,Tape Measures,Gasket-PL	R	1/18/2017	186.86		025453		186.86
01062	BP Medical Supplies C-E218643b Accrue Use Tax D-E218643a Accrue Use Tax I-E218643 Adult & Child AED - LCRA	R R R	1/18/2017 1/18/2017 1/18/2017	18.85CR 18.85 260.00		025454 025454 025454		260.00
01979	CAL 2000, Inc. dba The Rain Dr I-7366 Gutter Install I-7367 Gutter Install	R R	1/18/2017 1/18/2017	706.00 335.00		025455 025455		1,041.00
00067	CALIFORNIA SPECIAL DISTRICTS A I-010117 2017 Membership Dues	R	1/18/2017	6,485.00		025456		6,485.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02869	I-1069725							
	Center for Collaborative Polic Casitas/Ventura Mediation	R	1/18/2017	2,934.29		025457		2,934.29
01843	I-706990							
	COASTAL COPY Copier Usage - Whs	R	1/18/2017	32.46		025458		
	I-708244 Copier Usage - DO	R	1/18/2017	256.64		025458		289.10
00061	I-SB02085516							
	COMPUWAVE Black Toner - Admin	R	1/18/2017	132.91		025459		132.91
00062	I-9009-744367							
	CONSOLIDATED ELECTRICAL Splice Connector - Utilities	R	1/18/2017	120.08		025460		
	I-9009-744619 Conduit Spilce, Base - EM	R	1/18/2017	141.73		025460		
	I-9009-745079 Galvanized Steel Channel	R	1/18/2017	67.00		025460		
	I-9009-745268 Bell End - TP	R	1/18/2017	10.25		025460		339.06
00719	I-81762185							
	CORELOGIC INFORMATION SOLUTION Realquest Subscription	R	1/18/2017	137.50		025461		137.50
00064	I-25522							
	CROWDER BACKFLOW SERVICES, INC Backflow Testing & Cert.	R	1/18/2017	46.00		025462		46.00
02953	C-8155b							
	Crust Busters Accrue Use Tax	R	1/18/2017	107.63CR		025463		
	D-8155a Accrue Use Tax	R	1/18/2017	107.63		025463		
	I-8155 Crust Buster for Sewage Pits	R	1/18/2017	1,435.00		025463		1,435.00
02969	I-102016							
	D.W. Ranch Service Line Damage Claim	R	1/18/2017	58.59		025464		58.59
01764	I-DP1603718							
	DataProse, LLC UB Mailing Nov/Dec 2016	R	1/18/2017	3,699.15		025465		3,699.15
02962	I-121616							
	Diana DeNoyelles Irrigation Controller Rebate	R	1/18/2017	249.99		025466		249.99
02954	I-122716							
	Scott Dice Camping Fee Refund	R	1/18/2017	104.50		025467		104.50
00085	I-359833							
	DON'S INDUSTRIAL SUPPLY, LLC Brass Socket - Maint.	R	1/18/2017	5.67		025468		5.67
02511	I-16-194							
	Draper Construction Pull Boxes & Elbows - EM	R	1/18/2017	329.56		025469		329.56

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE: 1/09/2017 THRU 1/20/2017

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00086	E.J. Harrison & Sons Inc							
I-1115	Acct#500546088	R	1/18/2017	560.00		025470		
I-1350	Acct#500546088	R	1/18/2017	280.00		025470		
I-557	Acct#500139629	R	1/18/2017	2,851.64		025470		3,691.64
00488	ELECTRONIC SYSTEMS TECHNOLOGY							
C-31690b	Accrue Use Tax	R	1/18/2017	729.29CR		025471		
D-31690a	Accrue Use Tax	R	1/18/2017	729.29		025471		
I-31690	Modems - EM	R	1/18/2017	10,087.97		025471		10,087.97
00095	FAMCON PIPE & SUPPLY							
I-187964	PVC Fittings - PL	R	1/18/2017	35.48		025472		35.48
00093	FEDERAL EXPRESS							
I-566069165	Shipping - Admin	R	1/18/2017	15.54		025473		15.54
00099	FGL ENVIRONMENTAL							
I-614926A	Nitrate Monitoring 12/14/16	R	1/18/2017	43.00		025474		
I-615242A	Nitrate Monitoring 12/20/16	R	1/18/2017	43.00		025474		
I-615243A	Zinc Analysis - 12/20/16	R	1/18/2017	22.10		025474		
I-615524A	Nitrate Monitoring 12/28/16	R	1/18/2017	43.00		025474		151.10
00545	William Fields							
I-010617	Camping Fee Refund	R	1/18/2017	110.00		025475		110.00
02955	Cholanta Finley							
I-123016	Camping Fee Refund	R	1/18/2017	71.00		025476		71.00
10088	FRED PRYOR SEMINARS							
I-165838	Training Rewards Membership	R	1/18/2017	9,261.00		025477		
I-165839	Training Rewards Memberships	R	1/18/2017	189.00		025477		9,450.00
00104	FRED'S TIRE MAN							
I-96299	Mount & Balance Tires-Unit 4	R	1/18/2017	365.84		025478		
I-96519	Oil Change & Filter - Unit 52	R	1/18/2017	44.67		025478		
I-96869	Flat Repair - Unit 113	R	1/18/2017	30.00		025478		440.51
01280	FRY'S ELECTRONICS, INC.							
I-6583570	AC Adapter - IT	R	1/18/2017	14.03		025479		
I-6583570a	iPad Air 2	R	1/18/2017	433.92		025479		447.95
02720	Garda CL West, Inc.							
I-10269924	Armored Truck Service	R	1/18/2017	633.38		025480		633.38

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 VENDOR SET: 01 Casitas Municipal Water D
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A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02966	Marilyn Germann							
I-010416	Camping Fee Refund	R	1/18/2017	167.50		025481		167.50
02158	Google, Inc.							
I-3363132775	Google Apps 12/16	R	1/18/2017	810.00		025482		810.00
00115	GRAINGER, INC							
I-9314432247	Wadrobe Cabinets - EM	R	1/18/2017	866.75		025483		
I-9314881591	Pressure Washer Wand	R	1/18/2017	64.23		025483		
I-9317298876	Caution Tape - TP	R	1/18/2017	68.26		025483		
I-9326946168	Boot Brush, Thermometer-O&M	R	1/18/2017	127.23		025483		1,126.47
02928	Great Western Installations In							
I-1612005	Campground G Playground Surfac	R	1/18/2017	31,848.00		025484		31,848.00
00746	GREEN THUMB INTERNATIONAL							
I-485879	Pots & Plants - WP	R	1/18/2017	148.93		025485		148.93
02275	H2O Solutions, LLC							
I-011517	Filter Bags - Eng.	R	1/18/2017	4,000.00		025486		4,000.00
00121	HACH COMPANY							
I-10243045	Reagents, Probe - TP	R	1/18/2017	992.51		025487		992.51
02956	Frank Hahn							
I-122616	Camping Fee Refund	R	1/18/2017	104.50		025488		104.50
02940	Holliday Rock Co, Inc.							
I-856271	Concrete for Camp F - LCRA	R	1/18/2017	580.50		025489		
I-857968	Concrete for Camp F - LCRA	R	1/18/2017	753.84		025489		1,334.34
00596	HOME DEPOT							
I-7900750	Landscaping Bricks - WP	R	1/18/2017	127.33		025490		
I-9743505	Water Heater - LCRA	R	1/18/2017	769.06		025490		896.39
00127	INDUSTRIAL BOLT & SUPPLY							
I-175066-1	Hex Caps, Lockwash - TP	R	1/18/2017	20.16		025491		20.16
02699	Industrial Electric Machinery							
I-18415	Test 480v Breaker	R	1/18/2017	500.00		025492		500.00
01022	KELLY CLEANING & SUPPLIES, INC							
I-13697275	Janitorial Services - LCRA	R	1/18/2017	280.00		025493		280.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01272	LISA KOLAR							
I-010917	PAPA Membership Renewal	R	1/18/2017	45.00		025494		45.00
02397	L-Com Global Connectivity							
I-2821095	SCADA System Antennas	R	1/18/2017	1,136.75		025495		1,136.75
01270	SCOTT LEWIS							
I-Dec 16	Reimburse Expenses 12/16	R	1/18/2017	313.47		025496		313.47
00527	LINCOLN AQUATICS							
I-SI306062	Paint for Lazy River - WP	R	1/18/2017	10,583.38		025497		10,583.38
02967	Luana Lindsey							
I-011017	Camping Voucher Fee Refund	R	1/18/2017	270.00		025498		270.00
00145	MAGNUM FENCE & SECURITY, INC.							
I-5012	Gate Hinges - Maint.	R	1/18/2017	102.71		025499		102.71
02957	Amy McMullen							
I-122016	Camping Fee Refund	R	1/18/2017	335.00		025500		335.00
00151	MEINERS OAKS ACE HARDWARE							
C-752156a	Stop Nuts,Hinge Strap,Gate Ret	R	1/18/2017	5.99CR		025501		
I-751291	Rebar, Cap, Tie Wire - LCRA	R	1/18/2017	62.89		025501		
I-751670	Bolts, Screws, Gloves - WP	R	1/18/2017	148.76		025501		
I-751671	Mini Mats - LCRA	R	1/18/2017	92.75		025501		
I-752051	PPE, Bolts, Screws - WP	R	1/18/2017	20.76		025501		
I-752089	Sander Drum, Bolts, Screws -WP	R	1/18/2017	126.06		025501		
I-752125	Screwdriver, Washer - WP	R	1/18/2017	7.07		025501		
I-752221	Spraypaint, Bolts, Screws - WP	R	1/18/2017	81.05		025501		
I-752760	Wire, PVC, Adapter - LCRA	R	1/18/2017	517.44		025501		
I-753500	Bolts, Washers, Nuts - TP	R	1/18/2017	31.25		025501		
I-753553	Couple&Stop, Adapter,Pipe-LCRA	R	1/18/2017	34.17		025501		
I-753576	Fittings, Thermocouple -Maint.	R	1/18/2017	19.62		025501		
I-753660	Drill Bitt, Rod Thread - EM	R	1/18/2017	23.75		025501		
I-753756	Fittings,Valves,Bushings-Utli	R	1/18/2017	50.45		025501		
I-753787	Cables - Maint.	R	1/18/2017	57.92		025501		
I-753793	Wire Ropes, Stops - Maint.	R	1/18/2017	6.35		025501		
I-753809	Outlet boxes,Covers,Connectors	R	1/18/2017	67.79		025501		
I-753814	Conduit - LCRA	R	1/18/2017	5.98		025501		
I-753818	Garden Hoe,Spraypaint-Utilitie	R	1/18/2017	17.85		025501		
I-753862	Tape, Blades - PL	R	1/18/2017	50.21		025501		
I-753868	Cement Trowel - Maint.	R	1/18/2017	11.70		025501		
I-753869	Glue, Sandbelt, Pine - LCRA	R	1/18/2017	19.94		025501		
I-753885	Anchoring Epoxy - LCRA	R	1/18/2017	42.92		025501		
I-753889	Knee Pads, Trowel - PL	R	1/18/2017	45.44		025501		
I-753899	Concrete Anchoring Epoxy -LCRA	R	1/18/2017	64.38		025501		
I-753900	Lysol, Bolts, Screws - PL	R	1/18/2017	12.96		025501		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-753910	Tape, Elbow, Putty, Chaulk-PL	R	1/18/2017	51.92		025501		
I-753913	Strap Ties, Nails - LCRA	R	1/18/2017	22.39		025501		
I-753915	Drywall, Plug Adapter - PL	R	1/18/2017	5.82		025501		
I-753947	HD Box - LCRA	R	1/18/2017	3.85		025501		
I-754058	Pipe Fittings - Maint.	R	1/18/2017	4.99		025501		
I-754061	Pipe Cutter - Maint.	R	1/18/2017	14.05		025501		
I-754123	Lysol Wipes, Gasket Seal - TP	R	1/18/2017	51.69		025501		
I-754284	Saw Hole - Maint.	R	1/18/2017	19.50		025501		
I-754345	Bolts & Screws - Maint.	R	1/18/2017	11.77		025501		
I-754385	Copper Fittings - PL	R	1/18/2017	17.27		025501		
I-754427	Pipe Fittings - LCRA	R	1/18/2017	57.84		025501		1,874.56
00163	OFFICE DEPOT							
I-889584684001	Binders - Utilities	R	1/18/2017	85.11		025505		
I-889650363001	Pens, Calendars, Folders - WP	R	1/18/2017	403.18		025505		488.29
01570	Ojai Auto Supply LLC							
I-390898	Alternator & Core - Unit 4	R	1/18/2017	125.44		025506		
I-392142	Gasket - LCRA	R	1/18/2017	1.05		025506		
I-392744	Window Crank Handle - Unit 38	R	1/18/2017	24.12		025506		
I-393129	Core Hammer	R	1/18/2017	74.96		025506		
I-393217	Squeegee - Maint.	R	1/18/2017	5.35		025506		
I-393329	Shell Rotella	R	1/18/2017	15.00		025506		245.92
00165	OJAI LUMBER CO, INC							
I-1612-805838	Caution Tape, Fence Posts-LCRA	R	1/18/2017	200.15		025507		
I-1701-807386	Pegboard - WP	R	1/18/2017	25.41		025507		
I-1701-808121	Stakes - Maint.	R	1/18/2017	43.74		025507		269.30
00161	OJAI VALLEY CHAMBER OF							
I-111843	2017 Membership Dues	R	1/18/2017	690.00		025508		690.00
00168	OJAI VALLEY NEWS							
I-300010271	Visitors Guide Winter Ad	R	1/18/2017	350.00		025509		350.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-18923	Cust#20594	R	1/18/2017	169.29		025510		
I-18997	Cust # 52921	R	1/18/2017	56.43		025510		225.72
02268	Curtis Orozco							
I-Dec 16	DMV Med. Exam	R	1/18/2017	90.00		025511		90.00
02495	Pacific Marine Repair Inc.							
I-734540	Diagnostics - Unit 135	R	1/18/2017	210.00		025512		
I-734630	Diagnostics - Unit 135	R	1/18/2017	312.50		025512		
I-734632	Repair Engine Light - Unit 219	R	1/18/2017	312.50		025512		
I-734633	Repair Propeller - Unit 289	R	1/18/2017	62.50		025512		897.50

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00627	PORT SUPPLY							
I-223	Weather Watch Jacket-Utilities	R	1/18/2017	62.47		025513		62.47
02833	Praxair, Inc							
I-75736763	Liquid Oxygen - PL	R	1/18/2017	2,017.68		025514		2,017.68
01439	PRECISION POWER EQUIPMENT							
I-2605	Chain for Chain Saw - Maint.	R	1/18/2017	72.91		025515		72.91
00732	QUINN RENTAL SERVICES							
I-V9584102	Excavator Rental - PL	R	1/18/2017	7,335.63		025516		
I-V9593002	Loader Rental - PL	R	1/18/2017	6,392.09		025516		13,727.72
02958	Danny Rada							
I-122716	Camping Fee Refund	R	1/18/2017	313.50		025517		313.50
02959	Susan Rieder							
I-122816	Camping Fee Refund	R	1/18/2017	68.00		025518		68.00
00313	ROCK LONG'S AUTOMOTIVE							
I-19520	Intake Manifold Repair-Unit 37	R	1/18/2017	1,228.93		025519		1,228.93
02960	Arthur Rodriguez							
I-010217	Camping Fee Refund	R	1/18/2017	110.00		025520		110.00
02901	ROTORK CONTROLS INC.							
I-CI13375	Butterfly Valve Actuator	R	1/18/2017	1,381.56		025521		1,381.56
02756	SC Fuels							
I-0766231-IN	Gasoline - Main Yard	R	1/18/2017	3,072.85		025522		
I-0768853-IN	Gas & Diesel - LCRA	R	1/18/2017	2,740.69		025522		5,813.54
02964	Mechelle Simons							
I-010416	Camping Fee Refund	R	1/18/2017	167.50		025523		167.50
02968	Cathy Smith							
I-010917	Camping Fee Refund	R	1/18/2017	68.00		025524		68.00
02961	Roni Snow							
I-122716	Camping Fee Refund	R	1/18/2017	167.50		025525		167.50
01944	Luke Scholt							
I-011317	Treatment 4 Cert. Fee	R	1/18/2017	130.00		025526		130.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02202	Stanley Pest Control							
I-898045	Monthly Pest Control - WP	R	1/18/2017	170.00		025527		170.00
00057	SUPPLYWORKS							
I-387510423	T Cell Air Freshners - DO	R	1/18/2017	123.84		025528		123.84
02643	Take Care by WageWorks							
I-5245987	Reimburse Medical	R	1/18/2017	1,430.00		025529		1,430.00
01954	Talley, Inc.							
I-10266193	Yagi Antenna - EM	R	1/18/2017	389.72		025530		389.72
02527	Traffic Technologies LLC							
I-23248	Waterpark Signs	R	1/18/2017	211.68		025531		
I-24930	Front Gate Signage - TP	R	1/18/2017	40.21		025531		251.89
00364	TRI-COUNTY OFFICE FURNITURE							
I-97157	Aeron Office Chair	R	1/18/2017	834.03		025532		834.03
01662	TYLER TECHNOLOGIES, INC.							
I-025-176757	Monthly UB Online Fees	R	1/18/2017	153.00		025533		153.00
00225	UNDERGROUND SERVICE ALERT							
I-1220160092	75 New Ticket Charges	R	1/18/2017	112.50		025534		112.50
00258	VENTURA STEEL, INC							
I-189581	Strainer for Small Pump Truck	R	1/18/2017	18.87		025535		18.87
09955	VENTURA WHOLESALE ELECTRIC							
I-213101	Galvanize Pipe Fittings - EM	R	1/18/2017	67.51		025536		
I-213350	PVC Fittings - TP	R	1/18/2017	12.90		025536		80.41
01283	Verizon Wireless							
I-9778090132	Monthly Cell Charges - DO	R	1/18/2017	1,015.77		025537		1,015.77
01396	VULCAN CONSTRUCTION MATERIALS							
I-71324592	Temp Asphalt - PL	R	1/18/2017	306.40		025538		306.40
00270	Wells Fargo Bank							
C-010917d	Finance Charge Fee Adj.	R	1/18/2017	123.96CR		025539		
I-010917a	Filters - Unit 82	R	1/18/2017	96.54		025539		
I-010917b	Coffee Supplies - DO	R	1/18/2017	67.46		025539		
I-010917c	End of Year Employee Lunch	R	1/18/2017	1,339.05		025539		1,379.09

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00630	WESCO							
I-139196	Conduit & Fittings - TP	R	1/18/2017	167.62		025540		167.62
00271	WEST COAST AIR CONDITIONING							
I-S79756	Quarterly AC Inspection - LCRA	R	1/18/2017	130.00		025541		130.00
00403	WESTERN WATER WORKS SUPPLY CO.							
I-437964-00	Apollo Ball Valves	R	1/18/2017	913.75		025542		913.75
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-10006351393	Vests, Duct Tape - Utilities	R	1/18/2017	58.56		025543		
I-10006352466	Zipper Front Vest - Utilities	R	1/18/2017	51.58		025543		110.14
00433	WIENHOFF DRUG TESTING							
I-66708	Annual Consortium Fee	R	1/18/2017	420.00		025544		420.00
00274	JAMES WORD							
I-Dec 16	Reimburse Mileage 12/16	R	1/18/2017	35.64		025545		
I-Nov 16	Reimburse Mileage 11/16	R	1/18/2017	71.82		025545		
I-Oct 16	Reimburse Mileage 10/16	R	1/18/2017	69.12		025545		
I-Sept 16	Reimburse Mileage 9/16	R	1/18/2017	101.52		025545		278.10
1	CYR, SHANNON							
I-000201612301167	UB REFUND	R	1/18/2017	13.84		025546		13.84
1	HAWTHORNE, DEREK & M							
I-000201612301168	UB REFUND	R	1/18/2017	23.81		025547		23.81
1	BASSIS, ANDREW							
I-000201612301169	UB REFUND	R	1/18/2017	55.30		025548		55.30
00102	FRANCHISE TAX BOARD							
I-G03201701171172	Payroll Deduction	R	1/18/2017	387.61		025549		387.61
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201701171172	457 CATCH UP	R	1/18/2017	461.54		025550		
I-DCI201701171172	DEFERRED COMP FLAT	R	1/18/2017	2,079.62		025550		2,541.16
01960	Moringa Community							
I-MOR201701171172	PAYROLL CONTRIBUTIONS	R	1/18/2017	16.75		025551		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-DCN201701171172	DEFERRED COMP FLAT	R	1/18/2017	3,655.00		025552		
I-DN%201701171172	DEFERRED COMP PERCENT	R	1/18/2017	335.43		025552		3,990.43

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00180	S.E.I.U. - LOCAL 721							
I-COP201701171172	SEIU 721 COPE	R	1/18/2017	19.50		025553		
I-UND201701171172	UNION DUES	R	1/18/2017	691.25		025553		710.75
01400	STATE DISBURSEMENT UNIT							
I-CS4201701171172	Payroll Deduction 10-D000121	R	1/18/2017	576.08		025554		576.08
00230	UNITED WAY							
I-UWY201701171172	PAYROLL CONTRIBUTIONS	R	1/18/2017	60.00		025555		60.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	128	365,932.94	0.00	365,932.94
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	4	109,748.57	0.00	109,748.57
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	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
			133	475,681.51	0.00	475,681.51
BANK: AP	TOTALS:		133	475,681.51	0.00	475,681.51
REPORT TOTALS:			133	475,681.51	0.00	475,681.51

CASITAS MUNICIPAL WATER DISTRICT

Inter-Office Memorandum

DATE: December 30, 2016
TO: Steve Wickstrum, General Manager
FROM: Aaron Wall, Park Services Officer III
Copy: Carol Belser, Park Services Manager
Re: **2016 Casitas Water Adventure End of Season Report**

RECOMMENDATION:

Receive and file the 2016 Casitas Water Adventure End of Season Report.

BACKGROUND AND OVERVIEW:

The attached report summarizes the operational and financial information for the Casitas Water Adventure 2016 season which spans the 2015/16 and 2016/17 Casitas fiscal years.

On December 6, 2016 the Recreation Committee reviewed the draft report to be forwarded to the Board of Directors.

CASITAS WATER ADVENTURE 2016



END OF SEASON REPORT



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A management summary of the 2016 season.	
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Operational highlights of the 2016 season.	
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Reflection on the 2016 season and future goals for Casitas Water Adventure.	



INTRODUCTION

Introduction

This end of season report summarizes and details the daily operations, goals, financial status and business plan for Casitas Water Adventure (CWA) and updates Casitas Municipal Water District management on how CWA is meeting the set expectations. It also details the many steps and processes required to meet these expectations and produce a successful CWA season.

Executive Summary

In the 2016 season (October 1, 2015 - September 30, 2016) CWA saw a net surplus of \$124,535.34. CWA attendance increased from the 2015 season by 6,267 patrons. The increase in attendance is believed due to the park's attractions remaining open throughout the entire season. This allowed the maximum allowable attendance all season. The CWA received another successful audit and permit to operate as an amusement park ride under the Division of Occupational Health and Safety. CWA extended its season two Saturdays through September 19th.



FINANCIAL SUMMARY

Revenue	2015	2016	Difference From 2015 to 2016
Snack Bar	\$6,053.75	\$7,346.82	\$1,293.07
Donation Voucher	\$0.00	\$0.00	\$0.00
Group Pass	(\$6,000.00)	(\$4,560.00)	\$1,440.00
Guest Pass	\$0.00	\$0.00	\$0.00
Junior Guards	\$7,251.00	\$6,810.00	(\$441.00)
Late Day Pass	\$72,916.50	\$106,739.00	\$33,822.50
Lifeguard Training	\$1,329.00	\$523.00	(\$806.00)
Locker Fee	\$1,236.00	\$1,140.00	(\$96.00)
Misc. Revenue	\$0.00	\$0.00	\$0.00
Next Day Pass	(\$1,626.00)	(\$1,204.00)	\$422.00
Promotion	\$70.00	(\$152.00)	(\$222.00)
Raincheck	(\$552.00)	(\$197.50)	\$354.50
Reservation Fee	\$35,371.52	\$38,802.00	\$3,430.48
Season Pass	\$25,888.00	\$29,714.00	\$3,826.00
Shade Rental Fee	\$7,315.00	\$10,500.00	\$3,185.00
Shower Fee	\$15,436.50	\$17,694.75	\$2,258.25
Single Splash Pass	\$632,919.00	\$677,777.00	\$44,858.00
Special Event Fee	\$0.00	\$192.00	\$192.00
Water Fitness Pass	\$9,463.00	\$10,926.00	\$1,463.00
Over/Short	\$18.00	(\$23.50)	(\$41.50)
Total Revenue	\$807,089.27	\$902,027.57	\$94,938.30
Expenditures			
Salaries and Benefits	\$373,680.82	\$428,270.86	\$54,590.04
Services and supplies	\$183,969.47	\$178,140.99	(\$5,828.48)
Services and supplies W.O.	\$0.00	\$0.00	\$0.00
Total Expenses before Administrative Overhead	\$557,650.29	\$606,411.85	\$48,761.56
Administrative Overhead	\$158,001.31	\$171,080.38	\$13,079.07
Total Expenses	\$715,651.60	\$777,492.23	\$61,840.63
Net Surplus			
Net Surplus	\$91,437.67	\$124,535.34	\$33,097.67

* 2016 report figures are generated with unaudited accounting figures and do not include end of year journal entries such as OPEB.



FINANCIAL SUMMARY

Attendance Totals

	2015	2016	Difference
Full Days of Operation	87	81	(6)
Total Days of Operation	87	81	(6)
Average Daily Attendance	824	962	138
Total Attendance	71,676	77,943	6,267

Attendance Sales Averages*

Sunday	714	789	75
Monday	853	1,131	278
Tuesday	765	1,001	236
Wednesday	868	1,112	244
Thursday	1,004	1,181	177
Friday	1,240	1,218	(22)
Saturday	592	681	89

Attendance Spending

Average Per Capita Revenue	\$11.26	\$11.57	\$0.31
Average Per Capita Expense	\$9.12	\$9.98	\$0.86
Average Per Capita Net Surplus	\$2.14	\$1.60	(\$0.54)
Average Daily Revenue	\$9,276.89	\$11,136.14	\$1,859.25
Average Daily Cost of Operations	\$7,510.68	\$9,598.67	\$2,087.99
Average Daily Net Profit	\$1,766.20	\$1,537.47	(\$228.73)
Average Hourly Revenue	\$1,265.03	\$1,413.84	\$148.81
Average Hourly Cost of Operations	\$1,024.18	\$1,218.64	\$194.46
Average Hourly Net Profit	\$240.85	\$195.20	(\$45.65)

* Attendance generated by date of ticket purchase not park admittance.





OPERATIONS

Staffing

Staffing for the 2016 season included 59 seasonal part-time lifeguards, 5 part-time pool technicians and 5 part-time aquatic coordinators.

respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until emergency medical services (EMS) personnel take over. The California Title 22 course provides over 12 additional hours of state required training to the lifeguards in medical first response. On their first day of work the lifeguards also receive an 8 hour in-service training of facility orientation, customer service and policies and procedures.



Division of Occupational Safety and Health (DOSH)

DOSH preformed its annual Qualified Safety Inspection(QSI) of the Lazy River this season. The QSI is a scheduled walk through to inspect for any structural and/or safety issues throughout our attraction. CWA successfully passed this year's inspection with no reportable issues.

Lifeguard Requirements

This year we modified the CWA Lifeguard Training to include California Title 22 required training. The 59 lifeguards completed a 32 hour American Red Cross Blended Learning course provided in house prior to being hired. The American Red Cross Lifeguarding and California Title 22 course is a training format that combines online and on site learning. The blended learning course allowed the participants to take part in convenient online learning where they could watch video lectures at their own pace in the comfort of their own homes saving our facility time and money by providing twice the course in the same amount of on site time. The lifeguard course provides entry-level lifeguard participants with the knowledge and skills to prevent, recognize and





Programming

The 2016 Junior Lifeguard Program had an average of 15 participants per day with a total of 27 participants over the four week program. The program included a wide variety of activities; lifesaving skills, enrichment opportunities, trips to the beach, and Hurricane Harbor for children ages 9-14. The program welcomed children with varying intellectual and physical abilities and allowed for the participants to learn various techniques for team building. The 2016 program met the objective of serving our customers and the community with delivering knowledge about the aquatic environment while providing a safe environment to learn.



a combined attendance of over 2,185 passes throughout the 13 week program.

The 2016 Water Exercise Program met the objective of providing customers with a safe, clean, and fun environment to increase over all physical well-being.

The 2017 staff will attend additional training to elevate service and safety. Increased marketing to the community will also be a priority.



The 2016 Adult Water Exercise Program participants enjoyed the use of the Lazy River and other amenities in the Water Adventure to increase their health and well-being. Throughout the season there were an average of 19 participants in each of 117 classes and ultimately a total of 211 participants were served with





2016 Improvements

Water Play Structure Water Leak Repair

During the course of operation on August 18, 2015 a plumbing failure occurred under the Water Play Structure, sending water up through the cracks in the surrounding deck. Staff closed the Water Play Structure for the remainder of the season. During the 2016 off-season staff excavated into the pool shell, located the leak and bid out the repair job. Draper Construction was awarded the project and completed the job on time in the amount of \$45,250. Two of the poly slides were removed from the Water Play Structure for this repair and both needed replacement. Due to budget constraints and safety concerns only one of the slides was replaced.

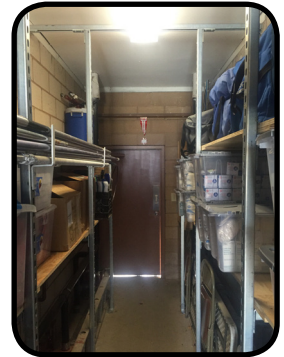


Peninsula Shade Areas

Three shade areas on the peninsula were upgraded with concrete pads to encourage public use. These shade areas are in the most remote section of the park but provide the best views of the facility.

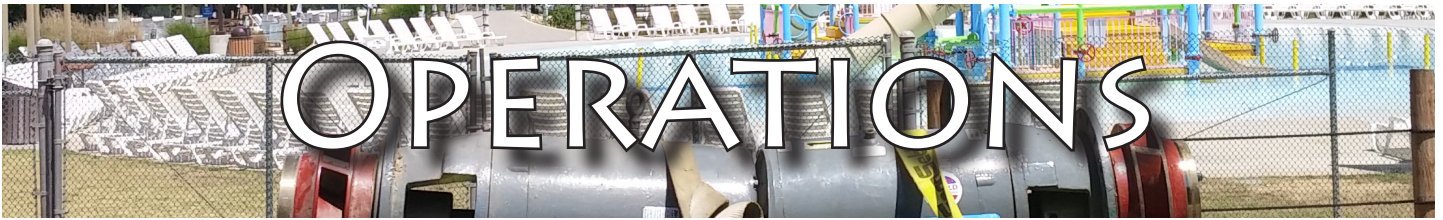
Shower House Galley

To correct the unsafe storage that was occurring in the galley way between the men's and women's shower rooms, new custom shelving and storage bins were installed.



Shower House Men's Room Flooring

The men's room was re-floored this season in house with the help of LCRA maintenance and CWA staff. The men's room also received new stall dividers.



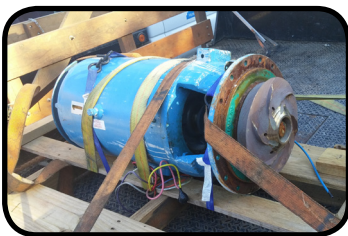
Ultra Violet Disinfection Installation

Staff worked with Engineering this season to install an ultra violet disinfection system on the CWA Lagoon and Spray Pad. The secondary disinfection system was bid out by Engineering. The bid was awarded to Leslies Pool Supply in the amount of \$16,608.75 and the UV systems were installed in house by CWA staff.



Spray Pad Equipment Relocation

In order to make room for the UV equipment in the 10' x 10' below grade vaults, pump equipment was relocated above ground. This was accomplished in house with help from the Casitas O&M Electrical team.



Vault #1 Boost Pump Rebuild

During the 2015 season the Lazy River 15 hp. boost pump motor in vault #1 failed. During the 2016 off-season CWA staff removed the pump motor and sent it to Oilfield Electric to be repaired. Staff worked with Oilfield Electric to reinstall the pump motor prior to the

2016 season start-up and replaced a broken 10" line to the pump. Unfortunately the pump was found to have additional problems after installation.

The Lazy River successfully operated the 2016 season without the pump in Vault #1 by repairing and maintaining the five other pumps throughout the season. Vault #1 boost pump motor has been removed and sent to Oilfield Electric for warranty work. We are hopeful that the pump motor can be repaired.

CWA Water Meter Install

Casitas O&M assisted CWA in the re-plumbing and installation of a new water meter for the Lazy River and Water Play Structure. This meter will help staff gain a clear picture of how water is being used in these features and help identify any potential leaks and problems throughout the season.





This has been a rewarding season. The capital improvements made to CWA improved the facilities appearance and customer comfort. CWA programming participation increased for both the Junior Lifeguard Program and Adult Water Exercise Program. The CWA received another successful safety inspection from the Division of Occupational Health and Safety for the Lazy River. Staff received skills assessments and safety drills throughout the season which resulted in a higher level of safety and customer service at CWA.

Off-Season Goals

Progress was made this season but there is always room for improvement. When the lifeguards are sent home for the year and the CWA is closed to the public, work does not stop. Below are goals for the 2017 Off-Season.

Master Plan

Work with the Park Services Manager and Engineering to bid for the project of creating a master plan for LCRA and Casitas Water Adventure.

Marketing

To ensure a successful 2017 season, increased marketing and community outreach is suggested by providing the community with an updated television commercial that better conveys the benefits of participating in CWA programs.

Additional Programming

We look to expand our programming with one of the following workshops; “Back-Yard Pool Safety”, “Lifesaving Skills for the Back-Yard” or “Pool School for the Back-Yard Pool”.

Automated Chemical Control

Since 2003 staff have been manually adjusting the water chemistry on the CWA Lagoon and Spray Pad. Using the capital budget we plan to install chemical controllers on both bodies of water to better maintain the water chemistry and conform to industry standards.

Walkway and Front Entrance

To ensure the safety of our customers the walk path from the CWA overflow parking lot will be delineated to separate pedestrians and young children from parking traffic. This will also require a minor adjustment to the front entrance to allow for a smooth transition into and out of the CWA.

Shade Canopy Replacement

The 16 shade canopies throughout the CWA are beginning to age. we plan to replace 2 canopies each in the Off-Season for the next eight years.

Drought Tolerant Landscaping & Leak Repair

As part of Casitas Municipal Water District, it is important that we serve as an example to our customers through the continued expansion of drought tolerant landscaping that requires less water. We successfully upgraded several planters with drought tolerant landscaping and plan to continue throughout the CWA.



MEMORANDUM

TO: Board of Directors
From: Steven E. Wickstrum, General Manager
RE: Voluntary Contribution Request by the Upper Ventura River Groundwater Agency
Date: January 17, 2017

RECOMMENDATION:

It is recommended that the Board of Directors consider the request of the Upper Ventura River Groundwater Agency (Agency) for a ten thousand dollar (\$10,000) voluntary contribution, and provide direction to staff.

BACKGROUND:

During the development of the Agency's Joint Exercise of Powers Agreement, it was anticipated that initial funding will be needed by the Agency prior to the ability to generating funds through other methods and sources. A voluntary contribution method was prescribed in the Agreement for this purpose, subject to Sections 14.2 and 14.3 of the Agency's Joint Exercise of Powers Agreement that indicates intent to return the voluntary contributions to the member at a later date as may be determined by the Agency's Board of Directors.

The Agency will incur expenses during the initial phase of the organization that will not be initially funded through pump extraction fees. The Agency, through the Casitas representative Director Mary Bergen, has requested its members to each voluntarily contribute ten thousand dollars (\$10,000) to support the initial budgetary needs of the Agency. It is the Casitas Board's discretion to consider and grant the voluntary contribution. This contribution is not budgeted by Casitas.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES Finance Committee

DATE: January 20, 2017
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Finance Committee Meeting of January 20, 2017, at 0930 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Peter Kaiser and Director Mary Bergen
General Manager, Steve Wickstrum
Accounting Manager/Treasurer, Denise Collin
2. **Public Comments.** None.
3. **Board/Management comments.**
The General Manager informed the Committee that a schedule has been prepared for the 2017 budget and rate setting. Staff are progressing with the 2017-18 budget development.
4. **Review of the Financial Statement for November 2016.**
The Committee reviewed the financial statement and discussed revenue, expenses. All Committee questions were answered.
5. **Review of the Water Consumption for November 2016.**
The Committee reviewed the water consumption numbers for July through November 2016. There are notable reductions of water demands in the Residential and Resale Gravity classifications.
6. **Discussion regarding the designation of Reserves for 2016/2017.**
Denise Collin presented the initial discussion and recommendation for the designation of reserves and an amendment to the designation. The Committee discussed the re-designation of the District's Debt Service Fund, restricted, to the un-restricted-designated funds. This item will move forward to the Board meeting of February 8, 2017.



CITY OF OJAI

JAN 11 2017

401 SOUTH VENTURA STREET
P.O. BOX 1570 / OJAI, CA 93024
TELEPHONE (805) 646-5581
FAX (805) 646-4701

OFFICE OF THE MAYOR

January 11, 2017

Mr. Steve Wickstrum
General Manager
Casitas Municipal Water District
1055 Ventura Ave.
Oak View, CA 93022

Dear Mr. Wickstrum:

In September of last year, the Ojai City Council sent the Casitas Municipal Water District (CMWD) Board of Directors a letter expressing grave concern over the future of water supplies in the Ojai and Ventura River Valleys. The letter also requested that the CMWD take all necessary action to consummate an adequate tie-in with the State Water Project (SWP) that would make an additional source of water available to the CMWD.

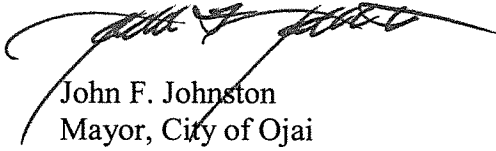
In your letter dated 11/08/2016 to the Ventura Water Department, under the heading "Casitas request for Kennedy/Jenks Scope of Work East-West County Interconnection" (the tie-in to SWP), you asked among other things that consideration be given to Ventura supplying water to Casitas. These items, numbers 3 and 4 in your aforementioned request, are not included as part of the Ventura Scope of Services currently moving forward for approval by the Ventura City Council.

The City of Ojai, therefore, respectfully requests that the CMWD immediately ask Kennedy/Jenks for a Scope of Services to complete the infrastructure required to move water from West Ventura to Casitas. Time is of the essence as the current Scope of Services going before the Ventura City Council is deficient in this critical area. It is important to know as soon as possible the cost of these additional services and ultimately the cost to complete the necessary infrastructure to move water, whether allocated or supplemental, to Casitas and the Ojai Valley. Please let us know how soon this request to Kennedy/Jenks can be initiated by CMWD.

Our second equally important concern is the financial commitment that CMWD intends to make toward funding the Scope of Services that will be presented to the Ventura City Council. Our understanding is the current quote for this Scope of Services is as high as \$592,976. Two of the four participating agencies, Calleguas Municipal Water District and United Water Conservation District (UWCD), have each indicated their financial commitment to the Scope of Services. We strongly support your recommendation that the CMWD commit to one-half of the Ventura/CMWD commitment, up to \$200,000, with Calleguas and UWCD participation.

The Ojai City Council believes that access to the State Water Project is an essential part of a diversified water supply and vital to our future survival during times of extreme drought.

Sincerely,

A handwritten signature in black ink, appearing to read "John F. Johnston", with a large, sweeping flourish extending to the left and right.

John F. Johnston
Mayor, City of Ojai



Consumption Report

Water Sales FY 2016-2017 (Acre-Feet)

Classification	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month to Date		
													2016 / 2017	2015 / 2016	
													Total	Total	
AD Ag-Domestic	564	513	570	381	291	0	0	0	0	0	0	0	0	2319	2459
AG Ag	451	386	382	276	213	0	0	0	0	0	0	0	0	1708	1701
C Commercial	75	80	71	33	23	0	0	0	0	0	0	0	0	282	321
DI Interdepartmental	8	7	7	6	5	0	0	0	0	0	0	0	0	33	38
F fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I Industrial	2	1	1	1	1	0	0	0	0	0	0	0	0	5	7
OT Other	28	19	18	16	7	0	0	0	0	0	0	0	0	88	70
R Residential	121	117	122	88	73	0	0	0	0	0	0	0	0	521	561
RS - P Resale Pumped	147	236	248	205	82	0	0	0	0	0	0	0	0	919	584
RS - G Resale Gravity	163	169	165	287	303	0	0	0	0	0	0	0	0	1087	2097
TE Temporary	3	1	2	1	2	0	0	0	0	0	0	0	0	10	9
Total	1,562	1,528	1,586	1,295	1,001	0	0	0	0	0	0	0	0	6,972	7,846
Total 2015 / 2016	1,421	1,689	1,781	1,559	1,396	1,364	373	660	555	1,001	1,142	1,404		N/A	14,345



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

	Services & Suplies	Legal Fees	Labor Expense	Other Services	Total Expenses
2011 / 2012	-289.50	42,560.00	11,098.37	0.00	53,368.87
2012 / 2013	831.82	223,462.77	14,836.68	0.00	239,131.27
2013 / 2014	29.89	91,878.06	3,835.65	0.00	95,743.60
2014 / 2015	0.00	68,457.10	0.00	0.00	68,457.10
2015 / 2016	6.12	152,811.84	2,938.86	0.00	155,756.82
July	0.00	5,624.87	0.00	0.00	5,624.87
August	0.00	21,652.74	221.06	0.00	21,873.80
September	97.98	19,326.07	0.00	0.00	19,424.05
October	0.00	11,486.55	552.67	0.00	12,039.22
November	0.00	15,352.45	0.00	0.00	15,352.45
December	0.00	33,611.03	0.00	0.00	33,611.03
January	0.00	0.00	0.00	0.00	0.00
Feburary	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00
Total YTD Cost	<u>97.98</u>	<u>107,053.71</u>	<u>773.73</u>	<u>0.00</u>	<u>107,925.42</u>
Total Cost	<u>676.31</u>	<u>686,223.48</u>	<u>33,483.29</u>	<u>0.00</u>	<u>720,383.08</u>
Tax Assessment - County of Ventura: 2015 / 2016					<u>-460,342.64</u>
Total CMWD CFD 2013-1 Cost					<u>260,040.44</u>

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
01/18/17**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Farm CR Bank	3133EGZW8	10/25/2024	\$833,918	\$800,035	2.014%	10/25/2016	4.04%	2797
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$925,925	\$874,681	1.901%	5/9/2016	4.42%	3325
*TB	Federal Farm CR Bank	3133EFK71	3/9/2026	\$853,814	\$840,605	2.790%	3/28/2016	4.24%	3291
*TB	Federal Farm CR Bank	3133EFYH4	2/8/2027	\$1,015,062	\$997,430	3.000%	3/24/2016	5.04%	3620
*TB	Federal Farm CR Bank	3133EGWD	9/29/2027	\$694,629	\$665,647	2.354%	11/17/2016	3.36%	3851
*TB	Federal Home Loan Bank	3130A3DL	9/8/2023	\$1,584,002	\$1,508,850	1.486%	10/13/2016	7.62%	2390
*TB	Federal Home Loan Bank	313379EE5	6/14/2019	\$1,365,958	\$1,358,546	1.625%	10/3/2012	6.86%	866
*TB	Federal Home Loan Bank	3130A0EN	12/10/2021	\$541,977	\$520,430	1.107%	5/9/2016	2.63%	1762
*TB	Federal Home Loan Bank	3130A5R35	6/13/2025	\$768,479	\$738,595	2.875%	2/19/2016	3.73%	3025
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$472,325	\$443,548	1.203%	7/14/2016	2.24%	2390
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$935,775	\$868,711	2.875%	8/2/2016	4.39%	2666
*TB	Federal Home Loan Bank	3133XFKF	6/11/2021	\$658,537	\$649,158	5.625%	1/16/2013	3.28%	1583
*TB	Federal Home Loan MTG Corp	3137EABA	11/17/2017	\$1,030,778	\$1,035,900	5.125%	1/3/2012	5.23%	299
*TB	Federal Home Loan MTG Corp	3137EADB	1/13/2022	\$676,525	\$677,406	2.375%	9/8/2014	3.42%	1795
*TB	Federal National Assn	31315P2J7	5/1/2024	\$803,046	\$756,784	1.721%	5/1/2016	3.82%	2623
*TB	Federal National Assn	3135G0ZR	9/6/2024	\$1,481,241	\$1,421,645	2.625%	5/25/2016	7.18%	2748
*TB	Federal National Assn	3135G0K3	4/24/2026	\$2,530,977	\$2,394,575	2.125%	5/25/2016	12.09%	3336
*TB	US Treasury Inflation Index NTS	912828JE1	7/15/2018	\$1,130,165	\$1,164,178	1.375%	7/6/2010	5.88%	537
*TB	US Treasury Inflation Index NTS	912828MF	1/15/2020	\$1,129,260	\$1,179,489	1.375%	11/18/2015	5.96%	1077
*TB	US Treasury Note	912828WE	11/15/2023	\$768,611	\$795,600	2.750%	12/13/2013	4.02%	2457
Accrued Interest					\$111,851				
Total in Gov't Sec. (11-00-1055-00&1065)				\$20,201,004	\$19,803,662			99.98%	
Total Certificates of Deposit: (11.13506)				\$0	\$0			0.00%	
**	LAIF as of: (11-00-1050-00)		N/A	\$450	\$450	0.68%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,859	\$2,859	0.73%	Estimated	0.01%	
TOTAL FUNDS INVESTED				\$20,204,313	\$19,806,971			100.00%	
Total Funds Invested last report				\$20,219,217	\$19,823,065				
Total Funds Invested 1 Yr. Ago				\$19,116,154	\$19,354,717				
****	CASH IN BANK (11-00-1000-00) EST.			\$5,253,799	\$5,253,799				
	CASH IN Western Asset Money Market			\$5	\$5	0.01%			
TOTAL CASH & INVESTMENTS				\$25,458,117	\$25,060,775				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$22,636,307	\$22,874,871				

- *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 (j) Section 53635 of the Government Code.
All investments were made in accordance with the Treasurer's annual statement of investment policy.