

## Board of Directors

Brian Brennan, Director  
Angelo Spandrio, Director  
Pete Kaiser, Director

Neil Cole, Director  
Richard Hajas, Director

### CASITAS MUNICIPAL WATER DISTRICT Meeting to be held at the

The meeting will be held via teleconference.  
To attend the meeting please call (888) 788-0099 or (877) 853-5247  
Enter Meeting ID: 984 1485 4813#  
Passcode: 757052#

February 24, 2021 @ 3:00 PM

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

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

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

- 5.a. Accounts Payable Report.  
[Accounts Payable Report.pdf](#)
- 5.b. Minutes of the February 10, 2021 Board Meeting.  
[2 10 2021 Min.pdf](#)
- 5.c. Minutes of the February 17, 2021 Special Board Meeting.  
[2 17 2021 Min.pdf](#)
- 6. ACTION ITEMS
  - 6.a. Review and approval of revised Casitas MWD Investment Policy.  
[Board Memo on review of Casitas MWD Investment Policy 022421.pdf](#)  
[Proposed CMWD Investment Policy 022421 ATT1.pdf](#)  
[InvestmentPolicy10232013 ATT2.pdf](#)  
[gfoa-sample-investment-policy ATT3.pdf](#)
  - 6.b. Review and possible action on letters from Ventura River Water District and Meiners Oaks Water District regarding a proposal for a Water Agency Partnership.  
[Ventura River WD WATER SUPPLY AGENCY PARTNERSHIP 012720.pdf](#)  
[Letter of support Meiners Oaks WD Water Agency Partnership 012723.pdf](#)
  - 6.c. Appointment of an Ad-Hoc Public Relations Committee.
- 7. INFORMATION ITEMS
  - 7.a. Monthly Engineering Report.  
[Engineering Report.pdf](#)
  - 7.b. Hydrologic Status Report for January 2021.  
[Hydrologic Status Report.pdf](#)
  - 7.c. Letter from Cucamonga Valley Water District regarding nomination of Randall James Reed to the ACWA/JPIA Executive Committee.  
[Cucamonga Valley WD Letter ACWA 022421.pdf](#)
- 8. GENERAL MANAGER COMMENTS
- 9. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED
- 10. BOARD OF DIRECTOR COMMENTS PER GOVERNMENT CODE SECTION 54954.2(a).
- 11. CLOSED SESSION
  - 11.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(a) Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v

Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California,  
County of Los Angeles, Case No. 19STCP01176.

12. ADJOURNMENT

**CASITAS MUNICIPAL WATER DISTRICT**  
**General Fund Check Authorization**  
**Checks Dated 01/28/21 - 02/10/21**  
**Presented to the Board of Directors For Approval February 24, 2021**

<b>Check</b>	<b>Payee</b>		<b>Description</b>	<b>Amount</b>
001021	Payables Fund Account	# 9759651478	Accounts Payable Batch 020321	\$ 653,698.78
001022	Payables Fund Account	# 9759651478	Accounts Payable Batch 021021	\$ 298,497.81
				\$ 952,196.59
001023	Payroll Fund Account	# 9469730919	Estimated Payroll 03/11/21	\$ 234,000.00
			Total	<u>\$ 1,186,196.59</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, 001021-001023 have been duly audited is hereby certified as correct.

**Janyne Brown**

Digitally signed by Janyne Brown  
 DN: cn=Janyne Brown, o=Casitas  
 Municipal Water District, ou,  
 email=jbrown@casitawater.com, c=US  
 Date: 2021.02.17 12:18:29 -08'00'

\_\_\_\_\_  
 Janyne Brown, Chief Financial Officer

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

# A/P Fund

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

001021 A/P Checks: 041932-042009  
 A/P Draft  
 Voids:  
 041952 - FGL Environmental - Continuation of detail of check 041951  
 041968 - Meiners Oaks Ace Hardware - Continuation of detail of check 041967

001022 A/P Checks: 042010-042116  
 A/P Draft 000115 - 000118  
 Voids:  
 042027 - CareIQ - Continuation of detail of check 042026  
 042036 - Corvel Corporation - Continuation of detail of check 042035  
 042037 - Corvel Corporation - Continuation of detail of check 042035  
 042056 - J.W. Enterprises - Continuation of detail of check 042055  
 042065 - Meiners Oaks Ace Hardware - Continuation of detail of check 042064

Janyne Brown

Digitally signed by Janyne Brown  
 DN: cn=Janyne Brown, o=Castro Municipal Water  
 District, ou=email@brownmcastrowater.com, c=US  
 Date: 2021.02.17 12:19:23 -0800'

Janyne Brown , Chief Financial Officer

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 02/06/21  
Pay Date 02/11/21  
have been duly audited and are  
hereby certified as correct.

Janyne Brown

Digitally signed by Janyne Brown  
DN: cn=Janyne Brown, o=Casitas  
Municipal Water District, ou,  
email=jbrown@casitawater.com, c=US  
Date: 2021.02.17 12:19:44 -08'00'

Signed: \_\_\_\_\_  
Janyne Brown

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

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

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

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A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D  
BANK: \* ALL BANKS  
DATE RANGE: 1/28/2021 THRU 2/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	2/03/2021			041952		
C-CHECK	VOID CHECK	V	2/03/2021			041968		
C-CHECK	VOID CHECK	V	2/10/2021			042027		
C-CHECK	VOID CHECK	V	2/10/2021			042036		
C-CHECK	VOID CHECK	V	2/10/2021			042037		
C-CHECK	VOID CHECK	V	2/10/2021			042056		
C-CHECK	VOID CHECK	V	2/10/2021			042065		

\* \* 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:	7	0.00	0.00	0.00
VOID DEBITS		0.00		
VOID CREDITS		0.00		

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			7	0.00	0.00	0.00
BANK:	TOTALS:		7	0.00	0.00	0.00

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A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D  
BANK: AP ACCOUNTS PAYABLE  
DATE RANGE: 1/28/2021 THRU 2/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE Federal Withholding	D	2/10/2021	39,657.41		000114		39,657.41
00187	CALPERS							
	I-PBB202102081847 PERS BUY BACK	D	2/10/2021	130.46		000115		
	I-PBP202102081847 PERS BUY BACK	D	2/10/2021	161.96		000115		
	I-PEB202102081847 PEPRA EMPLOYEES PORTION	D	2/10/2021	11,418.63		000115		
	I-PEM202102081847 PERS EMPLOYEE PORTION MGMT	D	2/10/2021	1,687.71		000115		
	I-PER202102081847 PERS EMPLOYEE PORTION	D	2/10/2021	6,715.21		000115		
	I-PRB202102081847 PEBRA EMPLOYER PORTION	D	2/10/2021	13,079.89		000115		
	I-PRR202102081847 PERS EMPLOYER PORTION	D	2/10/2021	11,288.28		000115		44,482.14
00180	S.E.I.U. - LOCAL 721							
	I-COP202102081847 SEIU 721 COPE	D	2/10/2021	27.50		000116		
	I-UND202102081847 UNION DUES	D	2/10/2021	740.50		000116		768.00
00049	STATE OF CALIFORNIA							
	I-T2 202102081847 STATE WITHHOLDING (CA)	D	2/10/2021	15,180.90		000117		15,180.90
05790	STATE OF OREGON							
	I-T2 202102081847 STATE WITHHOLDING (OR)	D	2/10/2021	393.81		000118		393.81
00004	ACWA JOINT POWERS INSURANCE AU							
	I-0660232 Health Insurance 02/21	R	2/03/2021	180,582.74		041932		180,582.74
03044	Amazon Capital Services							
	C-1XHH-GLLH-CM3V Weather Station Return - FISH	R	2/03/2021	312.54CR		041933		
	I-11CC-LWD36JCH Mouse & Earbuds - EM	R	2/03/2021	35.37		041933		
	I-13XY-7L97-1CQY Lens Cleaning Tissues - IT	R	2/03/2021	37.92		041933		
	I-17V7-VNHQ-FT4J Grinding Wheels - LCRA	R	2/03/2021	40.74		041933		
	I-1NN9-1L4L-1JGH Stamp Pads - WH	R	2/03/2021	23.72		041933		
	I-1PYR-LYNY-6YNT Saw Blades - LCRA	R	2/03/2021	37.44		041933		
	I-1R71-NGHW-GTY3 Touchscreen Display - FISH	R	2/03/2021	214.06		041933		
	I-1R71-NGHW-LFHC Seat Rail Device - UT	R	2/03/2021	64.34		041933		
	I-1XW7-R3MN-C4Y6 Office Supplies - LCRA	R	2/03/2021	31.20		041933		
	I-1YGC-PMGP-PDMT Head Phones - MGMT	R	2/03/2021	244.53		041933		416.78
00014	AQUA-FLO SUPPLY							
	I-SI1669930 2" Ball Valve - PL	R	2/03/2021	119.61		041934		
	I-SI1669937 Fittings & Ball Valve - LCRA	R	2/03/2021	18.99		041934		
	I-SI1672446 Juper Regulators - UT	R	2/03/2021	758.23		041934		896.83
01323	ARGO CHEMICAL INC							
	I-2101151 Amonia Solution - TP	R	2/03/2021	2,624.37		041935		2,624.37



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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02179 I-2105	Art Street Interactive Reservation Sys. Hosting/Maint	R	2/03/2021	549.70		041936		549.70
01666 I-000015951936	AT & T Acct#9391064013	R	2/03/2021	23.71		041937		23.71
00030 I-1900954414	B&R TOOL AND SUPPLY CO Cordless Impact - PL	R	2/03/2021	520.00		041938		520.00
03207 I-014948	BMI PacWest Inc. AC Maintenance - LCRA	R	2/03/2021	1,149.00		041939		1,149.00
01611 C-72450b D-72450a I-72450	BURLINGTON SAFETY LABORATORY, Accrue Use Tax Accrue Use Tax High Voltage Gloves - EM	R R R	2/03/2021 2/03/2021 2/03/2021	5.08CR 5.08 85.00		041940 041940 041940		85.00
09182 I-100000016317378	CalPERS Unfunded Accrued Liab. 02/21	R	2/03/2021	50,393.14		041941		50,393.14
03702 I-75066	Cannon Corporation Grand & Lion PL Design - ENG	R	2/03/2021	2,401.00		041942		2,401.00
03978 I-Jan 21	Virgil Clary Reimburse Expenses 01/21	R	2/03/2021	125.00		041943		125.00
01843 I-939625 I-941081	COASTAL COPY Copier Usage - LCRA Copier Usage - DO	R R	2/03/2021 2/03/2021	146.84 267.64		041944 041944		414.48
00062 I-9009-1000267 I-9009-1000515	CONSOLIDATED ELECTRICAL Spare PLC - EM PSU for Mutual PLC - EM	R R	2/03/2021 2/03/2021	8,807.37 184.34		041945 041945		8,991.71
01764 I-DP2100362	DataProse, LLC UB Mailing 12/20	R	2/03/2021	3,944.56		041946		3,944.56
00081 I-091059 I-32246	DELTA LIQUID ENERGY Propane - TP Propane - TP	R R	2/03/2021 2/03/2021	394.56 360.29		041947 041947		754.85
03910 I-IN204003053 I-IN214000048	DoiT International USA, INC Google Apps 12/20 Google Apps 02/01/21	R R	2/03/2021 2/03/2021	1,464.00 1,464.00		041948 041948		2,928.00

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00086	E.J. Harrison & Sons Inc I-5861 Acct#1C00054230	R	2/03/2021	1,337.97		041949		1,337.97
00095	FAMCON PIPE & SUPPLY							
	I-S100044635.002 2" Adapter - PL	R	2/03/2021	455.81		041950		
	I-S100045236.003 Romac Coupling - PL	R	2/03/2021	1,287.00		041950		
	I-S100046414.001 PL Stock - PL	R	2/03/2021	255.26		041950		1,998.07
00099	FGL ENVIRONMENTAL							
	I-013702C Stage 2 DBP 10/05/20	R	2/03/2021	344.00		041951		
	I-014460A Manganese Monitoring 10/20/20	R	2/03/2021	120.00		041951		
	I-014462A Lake Nutrient Monitoring 10/20	R	2/03/2021	1,472.00		041951		
	I-014826A Plant Effluent 10/26/20	R	2/03/2021	279.00		041951		
	I-015155C THM/HAA Monitoring 11/03/20	R	2/03/2021	792.00		041951		
	I-015556C Nitrate Monitoring 11/10/20	R	2/03/2021	18.00		041951		
	I-016273A OWS Distribution Entry Point	R	2/03/2021	238.00		041951		
	I-016933A OWS-San Antonio TP MN 12/07/20	R	2/03/2021	15.00		041951		
	I-016934A OWS-San Antonio TP Mn 12/07/20	R	2/03/2021	30.00		041951		
	I-016935A Plant Effluent DBP 12/04/20	R	2/03/2021	224.00		041951		
	I-017327A Nitrate Monitoring 12/15/20	R	2/03/2021	43.00		041951		
	I-017700A Manganese Monitoring 12/22/20	R	2/03/2021	145.00		041951		
	I-017702A OWS Distribution Entry Point	R	2/03/2021	238.00		041951		
	I-017703A Nitrate Monitoring 12/22/20	R	2/03/2021	43.00		041951		
	I-017908A Nitrate Monitoring 12/29/20	R	2/03/2021	43.00		041951		
	I-100107A OWS-Stage 2 DBP Monitoring	R	2/03/2021	344.00		041951		
	I-100109A Nitrate Monitoring 01/05/21	R	2/03/2021	61.00		041951		
	I-100110A OWS-San Antonio TP MN 01/05/21	R	2/03/2021	30.00		041951		
	I-100111Aa Plant Effluent DBP 01/04/21	R	2/03/2021	224.00		041951		
	I-100112Aa OWS San Antonio TP 01/05/21	R	2/03/2021	15.00		041951		
	I-100113C Anual Reservoir Monitoring	R	2/03/2021	561.00		041951		5,279.00
00104	FRED'S TIRE MAN							
	I-129993 Oil Change - Unit 70	R	2/03/2021	54.33		041953		
	I-130045 Flat Tire Repair - Unit 45	R	2/03/2021	20.00		041953		74.33
00115	GRAINGER, INC							
	I-9790383443 LED Light Bulbs - TP	R	2/03/2021	218.25		041954		218.25
00121	HACH COMPANY							
	I-12301556 Monochloramine & Nitrate - LAB	R	2/03/2021	622.96		041955		622.96
01838	WILLIS HAND							
	I-020121 Reimburse Expenses 01/21	R	2/03/2021	105.00		041956		105.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00596	HOME DEPOT							
I-1132918	Velux Skylight - LCRA	R	2/03/2021	421.33		041957		
I-2350353	Prime GDF Stud & Panels - EM	R	2/03/2021	1,022.98		041957		
I-371065	Material for Rincon PP - EM	R	2/03/2021	245.13		041957		
I-7114333	Saw Ekades & Blinds - MAINT	R	2/03/2021	53.81		041957		1,743.25
03469	IC Realtime							
I-INV84818	Robles Camera NVR - PL	R	2/03/2021	690.60		041958		
I-INV84838	8 MP Camera - TP	R	2/03/2021	576.08		041958		1,266.68
02344	Janitek Cleaning Solutions							
I-40264A	Janitorial Service - DO	R	2/03/2021	2,477.95		041959		2,477.95
1	KAPLAN, PAUL							
I-000201907311560	UB REFUND	R	2/03/2021	35.85		041960		35.85
04656	Melissa Knuppel							
I-903187	Camping Cancellation - LCRA	R	2/03/2021	84.00		041961		84.00
05775	Ksen Sku Mu							
I-266	Native American Monitoring-ENG	R	2/03/2021	253.59		041962		253.59
04444	Jose Luna							
I-846231	Camping Cancellation - LCRA	R	2/03/2021	65.00		041963		65.00
05449	Matheson Tri-Gas, Inc.							
I-23021175	Liquid Oxigen - TP	R	2/03/2021	6,697.22		041964		6,697.22
1	MATHEWS, DANA							
I-000202008031750	UB REFUND	R	2/03/2021	100.00		041965		100.00
02129	Tracy Medeiros							
I-020321	1102WC180000001 01/23-02/05/21	R	2/03/2021	580.00		041966		580.00
00151	MEINERS OAKS ACE HARDWARE							
I-952013	Blades, Scissors & Broom -FISH	R	2/03/2021	89.47		041967		
I-952135	Dolly - LCRA	R	2/03/2021	75.06		041967		
I-953544	Batteries & U-Bend - LCRA	R	2/03/2021	38.59		041967		
I-954221	Hinge Strap - UT	R	2/03/2021	19.50		041967		
I-954317	Tape, Glue & Roller Frame-LCRA	R	2/03/2021	40.31		041967		
I-954318	Wheelbarrow - PL	R	2/03/2021	190.88		041967		
I-954607	Paint & Bolts - LCRA	R	2/03/2021	132.52		041967		
I-955009	Tape - LCRA	R	2/03/2021	12.85		041967		
I-955030	Sand Bag - EM	R	2/03/2021	25.74		041967		
I-955166	Ball Valve & Adapter - UT	R	2/03/2021	191.69		041967		
I-955194	Gas Can & Batteries - MAINT	R	2/03/2021	30.64		041967		
I-955195	Cobbert Duster - MAINT	R	2/03/2021	13.64		041967		
I-955211	Gutter Screw - LCRA	R	2/03/2021	26.98		041967		

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A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/28/2021 THRU 2/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-955213	Filters - TP	R	2/03/2021	36.44		041967		
I-955253	Adapter & Couple - LAB	R	2/03/2021	13.81		041967		
I-955257	Tape & Windex - LCRA	R	2/03/2021	10.71		041967		
I-955275	Adapters & Fittings - LAB	R	2/03/2021	20.66		041967		
I-955336	Lugs & Wire - EM	R	2/03/2021	24.41		041967		
I-955360	CConcrete Mix - LCRA	R	2/03/2021	25.69		041967		
I-955380	Poster Strips - TP	R	2/03/2021	8.75		041967		1,028.34
03444	Mission Linen Supply							
I-514001548	Uniform Pants - MAINT	R	2/03/2021	60.00		041969		
I-514087895	Uniform Pants - PL	R	2/03/2021	33.71		041969		
I-514087896	Uniform Pants - MAINT	R	2/03/2021	26.41		041969		
I-514087897	Uniform Pants - UT	R	2/03/2021	28.07		041969		
I-514087900	Uniform Pants - TP	R	2/03/2021	38.28		041969		186.47
03701	MNS Engineers, Inc.							
I-77113	Rincon PP Relocated Design-ENG	R	2/03/2021	2,502.11		041970		
I-77114	LCRA Sewer Implementation -ENG	R	2/03/2021	2,805.44		041970		
I-77115	Santa Ana Bridge Design - ENG	R	2/03/2021	277.50		041970		
I-77116	Rincon 2(M) Evaluation - ENG	R	2/03/2021	15,194.91		041970		20,779.96
05784	NewEdge Services, LLC							
I-2252	GIS Cloud Hosting - ENG	R	2/03/2021	30,000.00		041971		30,000.00
01570	Ojai Auto Supply							
I-511023	Wiper Blades - Unit 14	R	2/03/2021	11.04		041972		
I-511057	Wiper Blades - Unit 21	R	2/03/2021	19.34		041972		
I-511087	Wiper Blades - Unit 45 & 23	R	2/03/2021	18.72		041972		
I-511249	Motor Oil - Unit 40	R	2/03/2021	2.35		041972		51.45
00165	OJAI LUMBER CO, INC							
I-2101-616871	Fence Wood - LCRA	R	2/03/2021	116.07		041973		116.07
00947	CITY OF OJAI							
I-012921	Encroachment Permits	R	2/03/2021	2,133.00		041974		2,133.00
10039	OS SYSTEMS, INC.							
I-098176	Dry Suit Repair - FISH	R	2/03/2021	449.50		041975		449.50
05713	Pops Auto Repair							
I-044	Service and Labor Unit 12	R	2/03/2021	2,189.30		041976		
I-045	Labor & Service Unit 41	R	2/03/2021	3,631.96		041976		5,821.26

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00627	PORT SUPPLY							
I-0000633	Rain Gear - Maint	R	2/03/2021	292.30		041977		
I-00686	Rain Gear - MAINT	R	2/03/2021	292.30		041977		584.60
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-10160	Gas Tank Inspection - DO	R	2/03/2021	517.41		041978		
I-10161	Gas Tank Inspection - LCRA	R	2/03/2021	230.00		041978		747.41
02767	Pueblo Water Resources, Inc.							
I-2021-1	Replacement Well Project - ENG	R	2/03/2021	8,190.00		041979		8,190.00
04949	Andy Rosas							
I-889480	LCRA Cancellation - COVID19	R	2/03/2021	79.00		041980		79.00
02475	Rutan & Tucker, LLP							
I-888316	Acct#029518-0006 12/20	R	2/03/2021	2,486.50		041981		2,486.50
03551	Jaime Sanchez							
I-878409	Camping Cancellation - COVID19	R	2/03/2021	321.00		041982		321.00
02756	SC Fuels							
I-1798105-IN	Gas & Diesel - LCRA	R	2/03/2021	2,697.46		041983		2,697.46
03669	Sierra Traffic Service, Inc.							
I-33481	Traffic Control Orange & Grand	R	2/03/2021	1,518.50		041984		1,518.50
00608	SMITH PIPE & SUPPLY INC.							
I-3699429	Diuron 4L - MAINT	R	2/03/2021	568.92		041985		568.92
00215	SOUTHERN CALIFORNIA EDISON							
I-012821	Acct#2157697889	R	2/03/2021	759.34		041986		
I-012921	Acct#2210507034	R	2/03/2021	10,508.35		041986		
I-013021	Acct#2210503702	R	2/03/2021	4,445.58		041986		
I-020321a	Acct#2210502480	R	2/03/2021	72,583.09		041986		
I-020321b	Acct#2210505426	R	2/03/2021	1,720.86		041986		90,017.22
00048	STATE OF CALIFORNIA							
I-012620	State Water Plan Payment	R	2/03/2021	181,242.00		041987		181,242.00
02707	State Ready Mix Inc.							
I-593246	Concrete - EM	R	2/03/2021	283.49		041988		283.49
04532	Corban Suggs							
I-Jan 21	Reimburse Expenses 01/21	R	2/03/2021	170.00		041989		
I-Jan 21a	Reimburse Expenses	R	2/03/2021	73.50		041989		
I-Jan 21b	Reimburse Expenses	R	2/03/2021	309.00		041989		552.50

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02643	I-12051905							
	Take Care by WageWorks Reimburse Med/Dep Care	R	2/03/2021	10.00		041990		10.00
04621	I-865198a							
	Stacie Thurman Camping Cancellation - LCRA	R	2/03/2021	71.00		041991		71.00
02527	I-36703							
	Traffic Technologies LLC Traffic Warning Sign - PL	R	2/03/2021	112.38		041992		112.38
01512	I-RI20082431							
	TRENCH SHORING COMPANY Trench Plate Rental - PL	R	2/03/2021	397.60		041993		397.60
01662	C-025-319040 C-025-319041 C-025-322663 I-025-306625	R R R R	2/03/2021 2/03/2021 2/03/2021 2/03/2021	1,686.43CR 443.25CR 212.16CR 3,799.16		041994 041994 041994 041994		1,457.32
00225	I-120210096							
	UNDERGROUND SERVICE ALERT CAS01 New Ticket Charges	R	2/03/2021	198.10		041995		198.10
00825	I-482153 I-485406	R R	2/03/2021 2/03/2021	74.38 99.71		041996 041996		174.09
00254	I-IM 12142020-3							
	VENTURA LOCKSMITHS Duplicate Key - UT	R	2/03/2021	65.40		041997		65.40
00257	I-013121a I-013121b	R R	2/03/2021 2/03/2021	77.40 10.00		041998 041998		87.40
00248	I-IN0210625							
	COUNTY OF VENTURA Cross Conection Control - LAB	R	2/03/2021	3,485.25		041999		3,485.25
03758	I-9117-2008 I-9117-2012	R R	2/03/2021 2/03/2021	5,851.96 5,379.43		042000 042000		11,231.39
01830	I-4006 50884							
	WATERTRAX USA Watertrax for Casitas Sys.-LAB	R	2/03/2021	6,514.25		042001		6,514.25
02568	I-68855							
	Win-911 Software FactoryTalk A&E Client - TP	R	2/03/2021	300.00		042002		300.00

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1	I-000202101291840	HILLERY, EDWARD US REFUND	R 2/03/2021	58.64		042003		58.64
1	I-000202101291841	HILLERY, EDWARD US REFUND	R 2/03/2021	18.10		042004		18.10
1	I-000202101291845	GENERAL PAVEMENT MAN US REFUND	R 2/03/2021	138.00		042005		138.00
1	I-000202101291844	HENKELS & MCCOY US REFUND	R 2/03/2021	298.04		042006		298.04
1	I-000202101291842	KAPLAN, LESLIE US REFUND	R 2/03/2021	15.38		042007		15.38
1	I-000202101291843	LE, PHUONGLOAN US REFUND	R 2/03/2021	100.35		042008		100.35
1	I-000202101291846	SARAH MUNSTER GARDEN US REFUND	R 2/03/2021	487.59		042009		487.59
01325	I-036200	Aflac Worldwide Headquarters Supplemental Insurance 01/21	R 2/10/2021	3,342.22		042010		3,342.22
00693	I-13693-2	ALL THE KINGS FLAGS US & California Flags - ADM	R 2/10/2021	306.09		042011		306.09
09569	I-4023025	ALLCABLE Patch Cord - IT	R 2/10/2021	54.63		042012		54.63
04307	I-8131	ALLIED INDUSTRIES INC. Marker Balls - ENG	R 2/10/2021	3,472.50		042013		3,472.50
03044	I-11ND-CNMV-6QM4	Amazon Capital Services Display Rack & Hole Puncher-LC	R 2/10/2021	44.19		042014		
	I-11R9-1V69-D61C	Dell Soundbar & Webcam - MGMT	R 2/10/2021	100.80		042014		
	I-19D4-GHXH-LLCK	Display Rack - LCRA	R 2/10/2021	54.26		042014		
	I-1CY6-MMM3-FV7T	Safety Harness - ENG	R 2/10/2021	337.84		042014		
	I-1GRX-MN4F-7W99	Toner Cartridge - LCRA	R 2/10/2021	62.19		042014		
	I-1GRX-MN4F-MRKV	Safety Harnesses/Life Line -UT	R 2/10/2021	1,199.00		042014		
	I-1M99-N4YN-CQ6G	5/8 Hose - UT	R 2/10/2021	544.30		042014		
	I-1RHJ-3JJJ-YN93	Cat-5 Surge Protector & POE-TP	R 2/10/2021	178.32		042014		
	I-1XHH-GLLH-D3WM	Ear Pods - WH	R 2/10/2021	75.02		042014		
	I-1YHH-1R3H-JM3Y	Back Support for Office Chair	R 2/10/2021	26.81		042014		
	I-29090	Safety Harness - ENG	R 2/10/2021	545.23		042014		3,167.96

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04534	Applied Technology Group, Inc. I-INV0000021371 Additional SD4 Radios - EM	R	2/10/2021	6,347.03		042015		6,347.03
00840	AQUA-METRIC SALES COMPANY I-INV0081070 2"-6" OWS Meters - UT	R	2/10/2021	53,637.37		042016		53,637.37
01703	ARNOLD LAROCHELLE MATTHEWS I-2354 Metter #5088-001 01/21 I-2355 Annexation El Toro	R	2/10/2021	4,387.70		042017		4,387.70
00021	AWA OF VENTURA COUNTY I-06-13092 Water Wise Breackfast 01/21/21 I-06-13123 CCWUC Training - UT/ENG/PR/TP	R	2/10/2021	175.00		042018		175.00
00030	B&R TOOL AND SUPPLY CO I-1900954755 Handle Hinge - LCRA I-1900954854 Tools for UT Crew - UT	R	2/10/2021	118.91		042019		118.91
09065	ERIC BEHRENDT I-020921 Safety Boot Stipend	R	2/10/2021	170.00		042020		170.00
03207	BMI PacWest Inc. I-014949 AC Maintenance - DO	R	2/10/2021	576.00		042021		576.00
03977	Scot Byron I-020921 Safety Boot Stipend	R	2/10/2021	170.00		042022		170.00
00044	CALIFORNIA ELECTRIC SUPPLY I-8997-1000954 Adapters & D Switch - EM	R	2/10/2021	79.59		042023		79.59
02787	Lindsay Cao I-020921 Safety Boot Stipend	R	2/10/2021	170.00		042024		170.00
02836	Gonzalo Carbajal-Ramirez I-020921 Safety Boot Stipend	R	2/10/2021	170.00		042025		170.00
00208	CareIQ I-6/14804259-1 1102WC210000002 DOS 10/22/20 I-6/14828272-1 1102WC210000002 DOS 11/04/20 I-6/14828276-1 1102WC210000002 DOS 11/02/20 I-6/14850320-1 1102WC210000002 DOS 11/09/20 I-6/14850335-1 1102WC210000002 DOS 11/16/20 I-6/14851413-1 1102WC210000002 DOS 11/11/20 I-6/14855648-1 1102WC210000002 DOS 11/18/20 I-6/14904006-1 1102WC200000006 DOS 11/13/20 I-6/14906350-1 1102WC200000006 DOS 11/16/20 I-6/14908330-1 1102WC210000002 DOS 12/08/20 I-6/14914410-1 1102WC210000002 DOS 12/01/20	R	2/10/2021	153.68		042026		153.68



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I-6/14927760-1	1102WC210000002 DOS 12/16/20	R	2/10/2021	149.29		042026		
I-6/14927762-1	1102WC210000002 DOS 12/14/21	R	2/10/2021	149.29		042026		
I-6/14927763-1	1102WC210000002 DOS 12/11/20	R	2/10/2021	154.74		042026		
I-6/14944515-1	1102WC210000002 DOS 12/03/20	R	2/10/2021	144.51		042026		
I-6/14958824-1	1102WC200000006 DOS 01/08/21	R	2/10/2021	112.98		042026		
I-6/14958825-1	1102WC200000006 DOS 01/05/21	R	2/10/2021	112.98		042026		2,461.10
00055	CASITAS BOAT RENTALS							
I-Jan 21	Gas for Boats - LCRA	R	2/10/2021	365.38		042028		365.38
00511	Centers for Family Health							
I-6/14822489-1	1102WC210000002 DOS 11/05/20	R	2/10/2021	73.64		042029		
I-6/14861352-1	1102WC210000002 DOS 11/19/20	R	2/10/2021	73.64		042029		
I-6/14886934-1	1102WC210000002 DOS 12/10/20	R	2/10/2021	73.64		042029		220.92
03978	Virgil Clary							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042030		170.00
05774	CliftonLarsonAllen LLP							
I-2737990	Audit Service for FY 19/20	R	2/10/2021	1,580.00		042031		1,580.00
00061	COMPUWAVE							
I-SB0209655	WD 4T Hard Drive - IT	R	2/10/2021	100.82		042032		
I-SB02096555	Cisco Smarnet Contract - IT	R	2/10/2021	719.00		042032		819.82
00062	CONSOLIDATED ELECTRICAL							
I-9009-1000640	Fuses & Holders - EM	R	2/10/2021	836.36		042033		836.36
00719	CORELOGIC INFORMATION SOLUTION							
I-82066002	Realquest Subscription	R	2/10/2021	137.50		042034		137.50
01483	CORVEL CORPORATION							
I-6/14804259-1	1102WC210000002 DOS 10/22/20	R	2/10/2021	9.50		042035		
I-6/14820416-2	1102WC200000006 DOS 10/19/20	R	2/10/2021	1.05		042035		
I-6/14822489-1	1102WC210000002 DOS 11/05/21	R	2/10/2021	11.59		042035		
I-6/14828272-1	1102WC210000002 DOS 11/04/20	R	2/10/2021	9.50		042035		
I-6/14828276-1	1102WC210000002 DOS 11/02/20	R	2/10/2021	9.50		042035		
I-6/14848231-1	1102WC210000002 DOS 10/02/20	R	2/10/2021	20.35		042035		
I-6/14848468-1	1102WC180000001 DOS 11/11/20	R	2/10/2021	11.59		042035		
I-6/14850320-1	1102WC210000002 DOS 11/09/20	R	2/10/2021	9.50		042035		
I-6/14850335-1	1102WC210000002 DOS 11/16/20	R	2/10/2021	9.50		042035		
I-6/14851413-1	1102WC210000002 DOS 11/11/20	R	2/10/2021	9.50		042035		
I-6/14855648-1	1102WC210000002 DOS 11/18/20	R	2/10/2021	9.50		042035		
I-6/14861352-1	1102WC210000002 DOS 11/19/20	R	2/10/2021	11.59		042035		
I-6/14886934-1	1102WC210000002 DOS 12/10/20	R	2/10/2021	11.59		042035		
I-6/14891110-1	1102WC200000006 DOS 12/08/20	R	2/10/2021	9.50		042035		
I-6/14893033-1	1102WC200000006 DOS 08/03/20	R	2/10/2021	11.47		042035		
I-6/14893035-1	1102WC200000006 DOS 07/31/20	R	2/10/2021	12.83		042035		

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	I-6/14894448-1	1102WC200000006 DOS	09/10/20	R	2/10/2021	12.11		
	I-6/14900581-1	1102WC180000001 DOS	12/09/20	R	2/10/2021	9.50	042035	
	I-6/14904006-1	1102WC200000006 DOS	11/13/20	R	2/10/2021	9.50	042035	
	I-6/14906350-1	1102WC200000006 DOS	11/16/20	R	2/10/2021	9.50	042035	
	I-6/14908330-1	1102WC210000002 DOS	12/08/20	R	2/10/2021	9.50	042035	
	I-6/14914410-1	1102WC210000002 DOS	12/01/20	R	2/10/2021	9.50	042035	
	I-6/14927760-1	1102WC210000002 DOS	12/16/20	R	2/10/2021	9.50	042035	
	I-6/14927762-1	1102WC210000002 DOS	12/14/20	R	2/10/2021	9.50	042035	
	I-6/14927763-1	1102WC210000002 DOS	12/11/20	R	2/10/2021	9.50	042035	
	I-6/14944515-1	1102WC210000002 DOS	12/03/20	R	2/10/2021	9.50	042035	
	I-6/14958824-1	1102WC200000006 DOS	01/08/21	R	2/10/2021	9.50	042035	
	I-6/14958825-1	1102WC200000006 DOS	01/05/21	R	2/10/2021	9.50	042035	
	I-6/14963987-1	1102WC210000001 DOS	08/20/20	R	2/10/2021	9.50	042035	
	I-C00206408044	Claim 1102WC200000006		R	2/10/2021	445.20	042035	
	I-C00206413366	Claim 1102WC200000006		R	2/10/2021	25.00	042035	
	I-C00206430992	Claim 1102WC200000006		R	2/10/2021	768.00	042035	1,532.37
01647	JOEL COX							
	I-020921	Safety Boot Stipend		R	2/10/2021	170.00	042038	170.00
00740	DELL MARKETING L.P.							
	I-10461274045	Dell Computer Monitor - TP		R	2/10/2021	219.49	042039	
	I-10461781022	Optiplex 3080 & Monitor - FISH		R	2/10/2021	825.50	042039	1,044.99
05154	Dex YP							
	I-020121	Yellow Pages - LCRA/DO		R	2/10/2021	25.34	042040	25.34
04706	Alvin Domingo							
	I-020921	Safety Boot Stipend		R	2/10/2021	170.00	042041	170.00
01981	Todd Evans							
	I-020121	Safety Boot Stipend		R	2/10/2021	170.00	042042	170.00
00095	FAMCON PIPE & SUPPLY							
	I-S100046072.001	Supplies for Ojai Tie-in - PL		R	2/10/2021	6,404.97	042043	
	I-S100046072.002	12" Pipe - PL		R	2/10/2021	1,776.06	042043	
	I-S100046563.001	2" ,4" ,6" & 8" Romac - PL		R	2/10/2021	5,142.64	042043	
	I-S100046591.002	Brass Tee & 6" Saddle - PL		R	2/10/2021	1,096.63	042043	
	I-S100046663.001	PSI Gauges - UT		R	2/10/2021	257.40	042043	
	I-S100046665.001	Gate Valve & Mega-Lug - PL		R	2/10/2021	3,945.73	042043	
	I-S100046835.001	MJ Flg & Mega Lug - PL		R	2/10/2021	322.82	042043	
	I-S100046940.001	Clamps & Gasket - PL		R	2/10/2021	2,622.26	042043	21,568.51

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00104	FRED'S TIRE MAN							
I-129983	Carlisle Turf - LCRA	R	2/10/2021	37.54		042044		
I-130052	Tire Disposal - GARAGE	R	2/10/2021	25.00		042044		62.54
00109	G&S BUILDING SUPPLIES, INC							
I-881785	1/2" Rebar & Dobbie Blocks -EM	R	2/10/2021	44.18		042045		44.18
03886	Ramiro Garcia							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042046		170.00
04634	GHD Inc							
I-156584	San Antonio Plant ARC Flash-EN	R	2/10/2021	312.50		042047		312.50
01482	MICHAEL GIBSON							
I-Jan 21	Reimburse Expenses 01/21	R	2/10/2021	98.00		042048		98.00
02755	Vincent Godinez							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042049		170.00
01898	Eric Grabowski							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042050		170.00
00356	Ken Grinnell							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042051		170.00
01838	WILLIS HAND							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042052		170.00
01186	GERARDO M HERRERA							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042053		170.00
00596	HOME DEPOT							
I-3361896	Lock & Trash Bags - PL	R	2/10/2021	43.52		042054		43.52
09910	J.W. ENTERPRISES							
I-332841	CT Pumping - AVE 1PP	R	2/10/2021	76.50		042055		
I-332842	CT Pumping - VILLANOVA	R	2/10/2021	76.50		042055		
I-332843	CT Pumping - OVPP	R	2/10/2021	76.50		042055		
I-332844	CT Pumping - 4M PP	R	2/10/2021	76.50		042055		
I-332845	CT Pumping - GRAND AVE.	R	2/10/2021	76.50		042055		
I-332846	CT Pumping - 4M RES.	R	2/10/2021	76.50		042055		
I-332847	CT Pumping - SA PLANT	R	2/10/2021	153.00		042055		
I-332848	CT Pumping - UPPER OJAI RES.	R	2/10/2021	76.50		042055		
I-332849	CT Pumping - 3M PUMP	R	2/10/2021	76.50		042055		
I-332850	CT Pumping - SIGNAL RES.	R	2/10/2021	76.50		042055		
I-332851	CT Pumping - FAIRVIEW RES.	R	2/10/2021	76.50		042055		
I-332852	CT Pumping - CASITAS DAM	R	2/10/2021	76.50		042055		
I-332853	CT Pumping - RINCON TANK	R	2/10/2021	76.50		042055		
I-332854	CT Pumping - BATES RES.	R	2/10/2021	76.50		042055		
								1,147.50

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A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/28/2021 THRU 2/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03913	Eric Lane							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042057		170.00
03888	Eric Lara							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042058		170.00
02671	Tim Lawson							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042059		170.00
02640	Ivan Lopez							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042060		170.00
02215	Scott MacDonald							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042061		170.00
03484	Mario Mariscal							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042062		170.00
04197	Ian McMahon							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042063		170.00
00151	MEINERS OAKS ACE HARDWARE							
I-954920	Preassure Treated - Unit 130	R	2/10/2021	58.42		042064		
I-955309	Gloves & Drain Cleaner - LCRA	R	2/10/2021	84.86		042064		
I-955347	Duct Tape and Adapters - EM	R	2/10/2021	34.47		042064		
I-955349	Comp Union - LAB	R	2/10/2021	9.35		042064		
I-955687	Fast Set & Rebar - PL	R	2/10/2021	136.78		042064		
I-955695	Blades & Chisels - PL	R	2/10/2021	64.38		042064		
I-955708	Bushing PVC - LCRA	R	2/10/2021	1.06		042064		
I-955825	Load Center & Breaker - LCRA	R	2/10/2021	38.04		042064		
I-955852	Flare Cap & Bolts - LCRA	R	2/10/2021	3.79		042064		
I-955864	Batteries - EM	R	2/10/2021	11.11		042064		
I-955882	Paint & Spackling Compounds-PL	R	2/10/2021	16.46		042064		
I-955885	Clamps & Shims Toilet - MAINT	R	2/10/2021	40.68		042064		
I-955958	Platinum Segmented - PL	R	2/10/2021	52.67		042064		
I-955983	Supplies for Camp C Restroom	R	2/10/2021	12.96		042064		
I-956143	Sanitizing Wipes - TP	R	2/10/2021	17.25		042064		
I-956227	Cement & GA Rebar - LCRA	R	2/10/2021	92.10		042064		674.38
03815	Luis Mejia							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042066		170.00
03724	Michael K. Nunley & Associates							
I-8588	Mutual Well#7 Equipment - ENG	R	2/10/2021	9,639.75		042067		
I-8589	Wellfield Eng Tech Svcs. - ENG	R	2/10/2021	3,104.42		042067		
I-8590	West Ojai PL Eng Svcs - ENG	R	2/10/2021	6,052.80		042067		
I-8591	OWS-Casitas System Integration	R	2/10/2021	1,168.54		042067		
I-8649	OWS Wellfield VFD Design - ENG	R	2/10/2021	1,355.20		042067		
I-8678	On Call Hydraulic Modeling-ENG	R	2/10/2021	795.16		042067		22,115.87

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VENDOR SET: 01 Casitas Municipal Water D  
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 DATE RANGE: 1/28/2021 THRU 2/10/2021

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05791	Michael R Long LAC I-6/14848231-1	R	2/10/2021	561.53		042068		561.53
03444	Mission Linen Supply							
	I-514127909 Uniform Pants - PL	R	2/10/2021	33.71		042069		
	I-514127910 Uniform Pants - MAINT	R	2/10/2021	26.41		042069		
	I-514127911 Uniform Pants - UT	R	2/10/2021	28.07		042069		
	I-514127914 Uniform Pants - TP	R	2/10/2021	38.28		042069		126.47
03980	Gustavo Muro Jr. I-020921	R	2/10/2021	170.00		042070		170.00
00163	OFFICE DEPOT							
	I-154145219001 Office Supplies - ADM	R	2/10/2021	1,315.02		042071		
	I-154146995001 Batteries - ADM	R	2/10/2021	202.11		042071		1,517.13
01570	Ojai Auto Supply I-510550	R	2/10/2021	12.87		042072		12.87
00912	OJAI BUSINESS CENTER, INC							
	I-15815a Laminating & Gloves - EM	R	2/10/2021	26.77		042073		
	I-15815b Shipping & Roll Lamination -PR	R	2/10/2021	25.01		042073		51.78
00165	OJAI LUMBER CO, INC I-2102-617679	R	2/10/2021	76.91		042074		76.91
00168	OJAI VALLEY NEWS							
	I-300038517 Winter 2020 AD - PR	R	2/10/2021	475.00		042075		
	I-300038656 Legal Notice 02/05/21	R	2/10/2021	40.00		042075		515.00
00169	OJAI VALLEY SANITARY DISTRICT I-22832	R	2/10/2021	293.20		042076		293.20
05792	On Call Care Transport & Trans I-6/14963987-1	R	2/10/2021	29.25		042077		29.25
02268	Curtis Orozco I-020921	R	2/10/2021	170.00		042078		170.00
04413	Josh Perez I-853822	R	2/10/2021	20.00		042079		20.00
00188	PETTY CASH I-020521	R	2/10/2021	414.61		042080		414.61

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A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D  
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DATE RANGE: 1/28/2021 THRU 2/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02637	David Pope							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042081		170.00
00627	PORT SUPPLY							
I-0004266	Rain Gear - PR	R	2/10/2021	292.30		042082		
I-0004309	Raingear - UT	R	2/10/2021	584.60		042082		876.90
1	POWER, GREGORY							
I-000202004201698	Refun AR REFUND	R	2/10/2021	102.00		042083		102.00
01439	PRECISION POWER EQUIPMENT							
I-194079	Oil - FL	R	2/10/2021	36.58		042084		36.58
00790	PROFORMA							
I-BI85003520A	N95 Mask - EM	R	2/10/2021	512.89		042085		
I-BI85003547A	Jacket - PR	R	2/10/2021	107.74		042085		
I-BI85003564A	Safety Vest - ENG	R	2/10/2021	72.19		042085		692.82
03979	Edgar Ramos Jr.							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042086		170.00
03970	William Reeder							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042087		170.00
03887	Michael Robles							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042088		170.00
05673	Jose Ruiz							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042089		170.00
04633	SafeVision							
I-02500189	Safety Glasses - EM	R	2/10/2021	193.05		042090		193.05
04709	Scheinberg Orthopedic Group							
I-6/14848468-1	1102WC180000001 DOS 11/11/20	R	2/10/2021	109.09		042091		109.09
05793	Sharp Imaging Medical Group In							
I-6/14900581-1	1102WC180000001 DOS 12/09/20	R	2/10/2021	781.25		042092		781.25
02993	Steven Sharp							
I-020921	Safety Boot Stipend	R	2/10/2021	170.00		042093		170.00
03669	Sierra Traffic Service, Inc.							
I-33630	Traffic Control Orange/GrandPL	R	2/10/2021	2,005.95		042094		2,005.95

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 VENDOR SET: 01 Casitas Municipal Water D  
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 DATE RANGE: 1/28/2021 THRU 2/10/2021

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
04635 I-020921	John Simon Safety Boot Stipend	R	2/10/2021	170.00		042095		170.00
00872 I-INV1584	Smart Rain Weather Station Signal	R	2/10/2021	79.00		042096		79.00
01944 I-020921	Luke Soholt Safety Boot Stipend	R	2/10/2021	170.00		042097		170.00
00215 I-020421a I-020421b I-020521	SOUTHERN CALIFORNIA EDISON Acct#2269631768 Acct#2237011044 Acct#2237789169	R R R	2/10/2021 2/10/2021 2/10/2021	30.05 105.30 17.84		042098 042098 042098		153.19
02703 I-108883425-0002	Sunbelt Rentals Rent Backup Generator - EM	R	2/10/2021	2,214.20		042099		2,214.20
02731 I-73543 I-73914	Superior AED AED Pads - SAFE AED Subscription - SAFE	R R	2/10/2021 2/10/2021	81.81 260.00		042100 042100		341.81
01147 I-4450	SUPERIOR GATE SYSTEMS Gate Repair Canal - MAINT	R	2/10/2021	130.00		042101		130.00
02332 I-020921	Jordan Switzer Safety Boot Stipend	R	2/10/2021	170.00		042102		170.00
00498 I-020921	BRIAN TAYLOR Safety Boot Stipend	R	2/10/2021	170.00		042103		170.00
05483 C-CR0000003264 I-781338-00	TestEquity LLC. Fluke PQ Rental - Return Fluke Energy Analyzer - TP	R R	2/10/2021 2/10/2021	87.18CR 5,148.00		042104 042104		5,060.82
05779 I-6/14820416-2 I-6/14893033-1 I-6/14893035-1 I-6/14894448-1	The Spine and Orthopedic Cente 1102WC200000006 DOS 10/19/20 1102WC200000006 DOS 08/03/20 1102WC200000006 DOS 07/31/20 1102WC200000006 DOS 09/10/20	R R R R	2/10/2021 2/10/2021 2/10/2021 2/10/2021	43.13 80.52 136.12 106.72		042105 042105 042105 042105		366.49
03180 I-020921	Cameron Tindle Safety Boot Stipend	R	2/10/2021	170.00		042106		170.00

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A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/28/2021 THRU 2/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00436	United States Geological Surve							
I-90842975	Billing Cooperative Water Res.	R	2/10/2021	11,850.00		042107		
I-90871202	Joint Funding Agreement	R	2/10/2021	14,430.00		042107		
I-90876603	Billing Cooperative Water Res.	R	2/10/2021	3,950.00		042107		30,230.00
00891	VENTURA COUNTY CLERK							
I-020121	State Water Project Filing Fee	R	2/10/2021	50.00		042108		50.00
09955	VENTURA WHOLESALE ELECTRIC							
I-260649	Romex Connector - LAB	R	2/10/2021	0.32		042109		0.32
00247	County of Ventura							
I-308764	Encroachment Permit PE210024	R	2/10/2021	785.00		042110		
I-309207	Encroachment Permits PE210054	R	2/10/2021	785.00		042110		1,570.00
00250	COUNTY OF VENTURA							
I-IN0210067	CUPA Fees Ave #2 - TP	R	2/10/2021	850.80		042111		850.80
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-10013674478	Saw Blades - TP	R	2/10/2021	420.21		042112		
I-50014948373	Sandbags & Safety Glasses - PL	R	2/10/2021	671.81		042112		1,092.02
04010	CALIFORNIA STATE DISBURSEMENT							
I-CS5202102081847	200000001181291	R	2/10/2021	386.30		042113		386.30
02823	Franchise Tax Board							
I-G08202102081847	STATE TAX GARNISHMENT	R	2/10/2021	500.00		042114		500.00
00124	ICMA RETIREMENT TRUST - 457							
I-DCI202102081847	DEFERRED COMP FLAT	R	2/10/2021	375.00		042115		
I-DI%202102081847	DEFERRED COMP PERCENT	R	2/10/2021	97.04		042115		472.04
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN202102081847	457 CATCH UP	R	2/10/2021	480.77		042116		
I-DCN202102081847	DEFERRED COMP FLAT	R	2/10/2021	7,947.07		042116		
I-DN%202102081847	DEFERRED COMP PERCENT	R	2/10/2021	440.19		042116		8,868.03

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	178	852,952.47	0.00	852,952.47
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	100,482.26	0.00	100,482.26
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



2/10/2021 2:27 PM  
 VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/28/2021 THRU 2/10/2021

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS		CHECK AMOUNT	
			183	953,434.73	0.00		953,434.73	
BANK: AP	TOTALS:		183	953,434.73	0.00		953,434.73	
REPORT TOTALS:			183	953,434.73	0.00		953,434.73	

State dated checks

Check # 34991	Void	(35.85)
Check # 35383	Void	(65.00)
Check # 36671	Void	(71.00)
Check # 38136	Void	(79.00)
Check # 38579	Void	(321.00)
Check # 40086	Void	(100.00)
Check # 40300	Void	(84.00)
Check # 41434	Void	(360.29)
Check # 35228	Void	(20.00)
Check # 38171	Void	(102.00)
		<u>952,196.59</u>

## 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:           000010  
                              000011

Voids:

**Janyne Brown**  
Digitally signed by Janyne Brown  
DN: cn=Janyne Brown, o=Casitas  
Municipal Water District, ou,  
email=jbrown@casitaswater.com, c=US  
Date: 2021.02.17 13:15:21 -0800

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Janyne Brown , Chief Financial Officer

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Signature

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Signature

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Signature

2/10/2021 3:37 PM

A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D  
BANK: ADJ ADJUDICATION ACCOUNT  
DATE RANGE: 1/28/2021 THRU 2/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02475	Rutan & Tucker, LLP I-888315	R	2/03/2021	3,767.50		000010		3,767.50
01703	ARNOLD LAROCHELLE MATTHEWS I-2552	R	2/10/2021	5,435.87		000011		5,435.87

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	9,203.37	0.00	9,203.37
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:	0	0.00	0.00	0.00
VOID DEBITS		0.00		
VOID CREDITS		0.00		

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: ADJ	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			2	9,203.37	0.00	9,203.37
BANK: ADJ	TOTALS:		2	9,203.37	0.00	9,203.37
REPORT TOTALS:			2	9,203.37	0.00	9,203.37

Minutes of the Casitas Municipal Water District  
Board Meeting Held  
February 10, 2021

A meeting of the Board of Directors was held February 10, 2021. The meeting was held via teleconference.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. AGENDA CONFIRMATION

There were no changes to the Agenda.

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

Burt Handy commented that the district covers approximately 1/5 of the Mound Basin GSA and is not represented on that board and it is imperative that Casitas get involved in that system. Mr. Handy also expressed a potential source of water from the barancas.

5. CONSENT AGENDA

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

5.b. Minutes of the January 27, 2021 Board Meeting.  
[1 27 2021 Min.pdf](#)

5.c. Direct the General Manager to execute the Endangered Species Act review form for the FEMA-funded backup diesel generator project confirming Casitas Municipal Water District has received this notification and will implement all applicable conditions provided by the US Fish and Wildlife Service for the proposed actions in connection with this project.  
[Casitas Backup Diesel Generator Mitigation HMGP 4353-306-55 ESA Review Form for Signature 021021.pdf](#)

5.d. Declare Backhoe Unit #111 (1989 John Deere 310C Backhoe [TO310CA750030]) surplus and approve its sale via an auction through the County of Ventura, General Services Agency, Surplus Department in the estimated amount of \$12,000.00. [Board Memo on Surplus Unit #111 021021.pdf](#)

On the motion of Director Cole, seconded by Director Spandrio, the consent agenda was adopted by the following roll call vote:

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

6. ACTION ITEMS

- 6.a. Award the contract for the Grand Avenue Pipeline Replacement, Specification No. 20-436, to Toro Enterprises in the amount of \$1,444,395, and the President of the Board execute an agreement for said work.

[210210 - Board Memo for Grand Ave Pipeline Replacement Award.pdf](#)

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

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

- 6.b. Authorize the General Manager to issue a Task Order to Cannon Corporation for engineering services during construction for a not-to-exceed amount of \$26,540.

[210210 - Board Memo for Grand Ave Pipeline Replacement Award.pdf](#)  
[Cannon Grand Ave Water ASA No 2 rev 2021.01.27 \(1\).pdf](#)

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

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

- 6.c. Authorize the General Manager to issue a Task Order to Rincon Consultants, Inc., for environmental support services and Native American monitoring services for a not-to-exceed amount of \$161,024.

[210210 - Board Memo for Grand Ave Pipeline Replacement Award.pdf](#) [RinconGrand Ave Pipeline Replacement Project\\_Construction Monitoring 01-04-2021\\_Rev1-29-21.pdf](#)

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

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

- 6.d. Authorize the General Manager to issue a Task Order to Oakridge Geoscience, Inc., for geotechnical services for a not-to-exceed amount of \$58,325.  
[210210 - Board Memo for Grand Ave Pipeline Replacement Award.pdf](#)  
[OakridgeCMWD\\_GrandAvePIPELINE\\_UPDATEDCMTPRO\\_26JAN2021.pdf](#)

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

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

- 6.e. Approval of a temporary grant of easement to the Ventura County Watershed Protection District on Assessor Parcel No. 024-0-072-085 for the purpose of steelhead fish surveys.  
[Board Memo on Grant of Easement to VCWPD 021021.pdf](#)  
[VCWPD Request Letter and Easement Document 021021 ATT1.pdf](#)

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

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

- 6.f. Adopt a resolution revising Article VII (Meetings of the Board of Directors), Section 1 (Time and Place) of the CMWD Bylaws  
[Board Memo on Revision to the CMWD Bylaws - Meeting Time 021021.pdf](#)  
[CMWD Bylaws Amendment Resolution - Meeting Time 021021 ATT1.pdf](#)

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

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

Resolution is numbered 2021-04

- 6.g. Adopt a resolution setting the time for meetings of the Casitas MWD Board of Directors effective the first day of April 2021.  
[CMWD Board Meeting Time and Place Resolution 021021.pdf](#)

The board discussed the possibility of changing the time of the meeting but decided to table the item for further discussion at the second meeting in March to receive input from staff and counsel.

- 6.h. Review and approval of revisions to the Casitas MWD System of Business Administration Ordinance.  
[Board Memo on revision of Casitas System of Business Admin Ordinance 021021.pdf](#) [Casitas System of Business Admin Ordinance - Revised 021021 ATT1.pdf](#)  
[Ord 12-01 System of Business Administration 021021 ATT2.pdf](#)

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

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

Ordinance is numbered 2021-01

## 7. INFORMATION ITEMS

- 7.a. Recreation Committee Minutes.  
[Rec Minutes 020221.pdf](#)
- 7.b. Special Finance Committee Minutes.  
[Special Finance Minutes 012221.pdf](#)
- 7.c. State Water Project as of 1/31/21.  
[SWP Intertie Project Cost 1-31-21.pdf](#)
- 7.d. Adjudication Report as of 1/31/21.  
[Adjudication Charges YTD 1.31.21.pdf](#)
- 7.e. November Financial Summary.  
[Financial Statements 11-30-2020 Summary.pdf](#)
- 7.f. Non-budgeted Item Log.  
[Non-Budgeted Items Log.pdf](#)
- 7.g. CFD 2013-1 Project Report as of 1/31/21.  
[CFD 2013-1 Project Cost 1-31-2021 \(1\).pdf](#)
- 7.h. Investment Report as of 1/31/21.  
[Investment Report 1-31-21.pdf](#)

On the motion of Director Kaiser, seconded by Director Hajas the information items were

approved by the following roll call vote:

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

## 8. GENERAL MANAGER COMMENTS

Gm Flood reminded the board of the special board meeting next Wednesday at 2:00 p.m. to review the safe yield calculation in the Comprehensive Water Resources Plan. The system tie over will be tested next week and notifications have been made. The test will run two weeks and we expect it to go well.

## 9. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

President Brennan reported on his attendance at the Ventura River Watershed Council and informed the board of a March 2<sup>nd</sup> workshop by the Ventura River GSA. The City of Ventura gave a short presentation talking about physical solutions on the Ventura river watershed. Watershed Progressive is working with resource conservation looking to implement some projects in the watershed.

Director Hajas attended the OGBMA and they received a draft of the Groundwater Sustainability Plan. They are beginning to address the potential guidelines to managing the basin. Water intrusion and land subsidence is not a problem. The draft plan is on the website.

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

Director Kaiser requested consideration for any type of noise buffering to reduce noise of the generator that will be placed at the Avenue 2 plant.

President Brennan moved the meeting to closed session at 3:45 p.m. calling for a brief recess with closed session to start at 3:50 p.m.

## 11. CLOSED SESSION

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

President Brennan moved the meeting back to open session at 4:28 p.m. Counsel reported that the board received an update on the status conference and there was no action to be reported.

## 12. ADJOURNMENT

President Brennan adjourned the meeting at 4:29 p.m.



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Richard Hajas, Secretary

Minutes of the Casitas Municipal Water District  
Special Board Meeting Held  
February 17, 2021

A special meeting of the Board of Directors was held February 17, 2021. The meeting was held via teleconference.

1. CALL TO ORDER

President Brennan called the meeting to order at 2:00 p.m.

2. ROLL CALL

Directors Kaiser, Spandrio and Brennan are present. Directors Cole and Hajas were not present during roll call. Also present are Gm Flood, AGM Dyer, EA Vieira and counsel Mathews.

Director Cole joins at 2:03 p.m. and Director Hajas joins at 2:08 p.m.

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

None

4. ACTION ITEM

4.a. Discussion and Possible Action on the Draft Casitas MWD Comprehensive Water Resources Plan.

[Memo\\_Board\\_CWRP\\_Feb17-2021-2.pdf](#)

Chip Paulson with Stantec provided a presentation discussing the Comprehensive Water Resources Plan with discussion on the overview of the safe yield model and results of supplemental analyses of the safe yield using partial periods of record. The board discussed the use of a probabilistic methodology versus a historical method. The majority of the board was in favor of using historic information with a safety factor or a bit of a hybrid plan. GM Flood will bring back the historic hydrology and look at the supply and demand analysis including the safety factors.

President Brennan moved the meeting to closed session at 3:38 p.m.

5. CLOSED SESSION

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

President Brennan moved the meeting back to open session at 4:02 p.m. with Mr. Mathews reporting that the board met in closed session for an update and there was no reportable action at this time.

6. ADJOURNMENT

President Brennan adjourned the meeting at 4:02 p.m.

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Richard Hajas, Secretary

# MEMORANDUM

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TO: Finance Committee  
From: Michael L. Flood, General Manager  
RE: Review of the Casitas MWD Investment Policy  
Date: February 19, 2021

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## **RECOMMENDATION:**

The Board of Directors consider the suggested edits to the Casitas MWD Investment Policy.

## **BACKGROUND:**

The current Casitas MWD Investment Policy was adopted by the Board of Directors in 2013 (attached) and can be found on Casitas MWD's website at:

<https://www.casitaswater.org/home/showdocument?id=359>

Investment Policy procedural recommendations were provided by Director Angelo Spandrio at the September 2020 Finance Committee Meeting.

District's Auditor provided comments on the revised policy (Auditor's comments are attached).

The Finance Committee provided final suggested edits during their November 2020 Committee Meeting.

## **DISCUSSION:**

Investment Policy procedural recommendations from Director Angelo Spandrio were incorporated into the draft Investment Policy and forwarded to the District's Counsel and Auditor (Auditor's comments are attached).

A copy of the Government Finance Officer Association's (GFOA) sample policy is included as per the District Auditor's comments on recognized best practices.

At the November 2020 Finance Committee Meeting, the Committee Members directed staff to forward the revised Investment Policy to the Board of Directors for consideration.

Comments from the District's Auditor:

*Regarding the investment policy – a lot of the items contained in these policies are preference of management and board/city council. There are a lot of different versions I have seen with some from just a couple of pages to some that are over 25 pages. What I would point you to is the GFOA best practices for investment policies at <https://www.gfoa.org/materials/investment-policy>. After some digging, I found the GFOA sample investment policy attached. You could use these tools to see what the District would like to include.*



**DATE:** February 24, 2021

**TO:** Board of Directors

**FROM:** Finance Committee

**SUBJECT:** Proposed District Investment Policy

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1. This statement is intended to provide guidelines for the prudent investment of Casitas Municipal Water Districts (hereinafter “District”) Reserves and to outline policies for maximizing the efficiency of the Districts Investment Cash management system. The ultimate goal is to enhance the economic status of the District while protecting its pooled Investment Cash.
2. Prudent Investor Standard – Directors of the District, Treasurer and all persons authorized to make investment decisions on behalf of the District are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, prudence, and diligence considering existing circumstances, general economic conditions and the anticipated needs of the District, to safeguard the principal and maintain the liquidity needs of the District.

It is the Districts full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time.

The District's Treasurer and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

3. Investment of pooled investment funds of Casitas shall be made in securities in which Casitas is legally empowered to invest such funds, in accordance with Section 53601 of the Government Code, taking into consideration the probable income as well as the probable safety of said funds, exercising the judgment and care, under the circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation, but in regard to the permanent disposition of said funds.
4. As far as possible, all money shall be deposited for safekeeping in state or national banks or state or federal savings and loan associations or may be invested as provided in Section 53635 of the Government Code.
5. Money may be invested in the Local Agency Investment Fund (LAIF) as well as those deposited in Ventura County's pooled investment fund in accordance with Section 16429.1 of the Government Code.
6. Investment of funds under 1, 2, 3, 4 and 5 above shall be limited as follows:
  - a. Not more than 25% of Casitas' funds shall be invested in any one single institution.
  - b. Local Agency Investment Fund (LAIF) which shall not exceed 95%
  - c. United States Treasury Bills, Bonds, and Notes shall have no limit.
  - d. Government National Mortgage Association (GNMA), The Federal Farm Credit System (FFCB), The Federal Home Loan Bank Board (FHLB), The Federal National Mortgage Association (FNMA) and the Federal Home Loan Mortgage Association (FHLMC) shall have no limit.



- e. Casitas' investments in any savings and loan institution and bank shall be limited to FDIC Limitations.
  - f. Casitas' investments in any savings and loan institution and bank shall be invested following the procedure below.
    - 1. Determine how much Casitas would want to invest on CDs.
    - 2. The Accounting Manager will discuss with current investment firm approved by the Board to determine which banks have the highest CD rate of interest and determine length of term to get the best possible interest rate.
    - 3. Verify that they are federally insured by getting the FDIC number from the bank and go to the FDIC web-site and verify the bank's FDIC number and to get a report on the bank's strength.
    - 4. Once the bank is determined, purchase the CD, limiting investments to FDIC Limits per on-line institution, and retain all of the documentation to verify that this is a legitimate investment that Casitas wanted.
    - 5. Report to the Board of Directors each month on the transactions that have been made in purchasing CDs and the results of all investigations.
  - g. The staff shall follow an investment pattern of investing not more than 10% of Casitas' invested funds with CD's at savings and loans or Banks at Investment Grade or better, 25% with savings and loans with a rating above "AA", 50% with banks 100% in treasury bills and/or government securities and 95% in LAIF and that the guidelines shall be reviewed by the Board on an annual basis.
  - h. The above percentages may be exceeded for a period of 90 days due to cash flow or other circumstances.
7. No investments shall be made in financial futures or financial options contracts

which are otherwise allowed pursuant to Section 53601.1 of the Government Code.

8. Interest earned and received on investments on the reserves for the United States Bureau of Reclamation and the State Water Plan as well as the Mira Monte Special Assessment Fund and the Mira Monte Reserve for Bond Redemption shall be credited to those funds in the same proportion that such funds bear to the total money invested.
9. Interest earned and received on Capital Facility Charges shall be credited to that fund on a proportional basis. All other interest, including interest on the reserve for capital outlay, reserve for variation in water sales, the general reserve, and any other general reserves shall be credited to the general fund.
10. Accounts shall be established and maintained in Casitas' accounting records to record the surplus and inactive funds invested at all times in accordance with the State Controller's chart of accounts as authorized by Section 53891 of the Government Code.
11. Reserve fund account balances shall be maintained separately and shall reflect, at all times, the balance in each reserve fund in a manner consistent with generally accepted accounting practices.
12. Depositories having custody of Casitas funds shall be directed to forward copies of all correspondence concerning Casitas funds to the Treasurer of Casitas.
13. Verification that moneys have been on deposit at all times and collateralized in amounts equal to or in excess of funds designated by the Board of Directors as reserve funds shall be made in the annual audit of Casitas records.
14. The Treasurer should be delegated the authority and responsibility to invest or to reinvest funds of Casitas or to sell or exchange securities so purchased in accordance with Section 53607 of the Government Code and/or this policy whichever is more prudent.
15. The Board should annually determine which reserve funds are surplus and which are inactive.

16. The Treasurer shall render a monthly report to the Board in accordance with Section 53646(b) of the Government Code.

**Additional Procedures Suggested by the Finance Committee:**

- *Finance Committee review and Board of Directors approval for adding investments to and liquidating investments from the Casitas Custody Account #XXXXXX3000, Portfolio Holdings hereinafter referred to as "Portfolio".*
- *Establishment of a secure, password protected method of communication between CMWD and U.S. Bank. Responsibility for establishment, maintenance and confidentiality of this communication will reside with the Chief Financial Officer (CFO) who will also act as the primary point-of-contact between the CMWD and U.S. Bank for Portfolio matters. Normal E-mails are not authorized for any transaction involving the Portfolio.*
- *Signers authorized to initiate any transaction, after Board of Directors approval of that transaction, with the Portfolio be the General Manager, the CFO, the Assistant General Manager and any member of the Board of Directors. Signers must be approved by a Board of Directors resolution. Any change of authorized signers will need a new Board of Directors approved resolution.*
- *Authorization to initiate a transaction within the Portfolio take the form of a Portfolio Transaction Document (PTD) that thoroughly describes the transaction and reason for it. The Board of Directors approved PTD will also bear the actual signatures of any two of the authorized signers. The CFO is to develop the format and recordkeeping procedures for the PTD. The Board of Directors approved and properly executed PTD is to be forwarded to U.S. Bank by the CFO to initiate the transaction. U.S. Bank must be informed of and requested to abide by the signatory requirement of the PTD.*
- *PTD requests U.S. Bank provide in writing, prior to any bond(s) sale, their rationale for the selection of the bond(s) chosen for sale to acquire the funds requested in the PTD. U.S. Bank is to be instructed to wait for approval from the CMWD before proceeding with the sale of those bond(s). The CMWD may wish to substitute other bond(s) to liquidate.*

- *PTD also contain the instructions to U.S. Bank for the disbursement of funds resulting from the sale of bond holdings. If the funds resulting from the sale of bond holdings are to be disbursed to the CMWD via wire transfer, wire transfer instructions including beneficiary account name and address, beneficiary bank ABA number (routing number), and beneficiary account number are to be included in the PTD.*
- *Anticipated cash flow issues that may require the liquidation of bonds from the Portfolio be brought to the attention of the Finance Committee and Board of Directors at the earliest possible time.*
- *A properly executed PTD shall be used for describing when and how monies are moved from the CMWD to U.S. Bank including criteria and instructions for the purchase of additional holdings.*
- *The District's Investment Advisor shall be either a Registered Municipal Advisor (Securities and Exchange Commission) or a Chartered Financial Analyst (CFA Institute).*



**DATE:** 10/23/2013

**TO:** Board of Directors

**FROM:** Treasurer

**SUBJECT:** Treasurer's Annual Statement of Investment Policy

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1. This statement is intended to provide guidelines for the prudent investment of Casitas Municipal Water Districts (hereinafter "District") Reserves and to outline policies for maximizing the efficiency of the Districts Investment Cash management system. The ultimate goal is to enhance the economic status of the District while protecting its pooled Investment Cash.
2. Prudent Investor Standard – Directors of the District, Treasurer and all persons authorized to make investment decisions on behalf of the District are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, prudence, and diligence considering existing circumstances, general economic conditions and the anticipated needs of the District, to safeguard the principal and maintain the liquidity needs of the District.

It is the Districts full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time.

The Districts Treasurer and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other

written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individuals security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

3. Investment of pooled investment funds of Casitas shall be made in securities in which Casitas is legally empowered to invest such funds, in accordance with Section 53601 of the Government Code, taking into consideration the probable income as well as the probable safety of said funds, exercising the judgment and care, under the circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation, but in regard to the permanent disposition of said funds.
4. As far as possible, all money shall be deposited for safekeeping in state or national banks or state or federal savings and loan associations or may be invested as provided in Section 53635 of the Government Code.
5. Money may be invested in the Local Agency Investment Fund (LAIF) as well as those deposited in Ventura County's pooled investment fund in accordance with Section 16429.1 of the Government Code.
6. Investment of funds under 1, 2, 3, 4 and 5 above shall be limited as follows:
  - a. Not more than 25% of Casitas' funds shall be invested in any one single institution.
  - b. Local Agency Investment Fund (LAIF) which shall not exceed 95%
  - c. United States Treasury Bills, Bonds, and Notes shall have no limit.
  - d. Government National Mortgage Association (GNMA), The Federal Farm Credit System (FFCB), The Federal Home Loan Bank Board (FHLB), The Federal National Mortgage Association (FNMA) and the Federal Home Loan Mortgage Association (FHLMC) shall have no limit.
  - e. Casitas' investments in any savings and loan institution and bank shall be

limited to FDIC Limitations.

- f. Casitas' investments in any savings and loan institution and bank shall be invested following the procedure below.
  - 1. Determine how much Casitas would want to invest on CDs.
  - 2. The Accounting Manager will discuss with current investment firm approved by the Board to determine which banks have the highest CD rate of interest and determine length of term to get the best possible interest rate.
  - 3. Verify that they are federally insured by getting the FDIC number from the bank and go to the FDIC web-site and verify the bank's FDIC number and to get a report on the bank's strength.
  - 4. Once the bank is determined, purchase the CD, limiting investments to FDIC Limits per on-line institution, and retain all of the documentation to verify that this is a legitimate investment that Casitas wanted.
  - 5. Report to the Board of Directors each month on the transactions that have been made in purchasing CDs and the results of all investigations.
- g. The staff shall follow an investment pattern of investing not more than 10% of Casitas' invested funds with CD's at savings and loans or Banks at Investment Grade or better, 25% with savings and loans with a rating above "AA", 50% with banks 100% in treasury bills and/or government securities and 95% in LAIF and that the guidelines shall be reviewed by the Board on an annual basis.
- h. The above percentages may be exceeded for a period of 90 days due to

cash flow or other circumstances.

7. No investments shall be made in financial futures or financial options contracts which are otherwise allowed pursuant to Section 53601.1 of the Government Code.
8. Interest earned and received on investments on the reserves for the United States Bureau of Reclamation and the State Water Plan as well as the Mira Monte Special Assessment Fund and the Mira Monte Reserve for Bond Redemption shall be credited to those funds in the same proportion that such funds bear to the total money invested.
9. Interest earned and received on Capital Facility Charges shall be credited to that fund on a proportional basis. All other interest, including interest on the reserve for capital outlay, reserve for variation in water sales, the general reserve, and any other general reserves shall be credited to the general fund.
10. Accounts shall be established and maintained in Casitas' accounting records to record the surplus and inactive funds invested at all times in accordance with the State Controller's chart of accounts as authorized by Section 53891 of the Government Code.
11. Reserve fund account balances shall be maintained separately and shall reflect, at all times, the balance in each reserve fund in a manner consistent with generally accepted accounting practices.
12. Depositories having custody of Casitas funds shall be directed to forward copies of all correspondence concerning Casitas funds to the Treasurer of Casitas.
13. Verification that moneys have been on deposit at all times and collateralized in amounts equal to or in excess of funds designated by the Board of Directors as reserve funds shall be made in the annual audit of Casitas records.
14. The Treasurer should be delegated the authority and responsibility to invest or to reinvest funds of Casitas or to sell or exchange securities so purchased in accordance with Section 53607 of the Government Code and/or this policy



which ever is more prudent.

15. The Board should annually determine which reserve funds are surplus and which are inactive.
16. The Treasurer shall render a monthly report to the Board in accordance with Section 53646(b) of the Government Code.

## **GFOA Sample Investment Policy**

### **I. Introduction**

The intent of the Investment Policy of [entity] is to define the parameters within which funds are to be managed. In methods, procedures and practices, the policy formalizes the framework for the [entity's] investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the [entity's] funds. The guidelines are intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

### **II. Governing Authority**

The investment program shall be operated in conformance with federal, state, and other legal requirements, including *[insert applicable citations governing the investment of public funds]*.

### **III. Scope**

This policy applies to activities of [entity] with regard to investing the financial assets of all funds. In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the state of *[insert applicable state.]* The covered funds, and any new funds created by the [entity], unless specifically exempted by the oversight board and this policy, are defined in the [entity's] Comprehensive Annual Financial Report.

Note that any excluded funds such as employee retirement funds, proceeds from certain bond issues and foundation or endowment assets are covered by a separate policy/ies. *[This section should be modified to specify excluded assets. This can be removed if it is not applicable to the entity.]*

Except for funds in certain restricted and special funds, the [entity] commingles its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. *[This paragraph refers to the pooling of funds within a single governmental entity and implies no reference to local government investment pools]*

### **IV. General Objectives**

The primary objectives, in priority order, of investment activities shall be:

#### *1. Safety*

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.

#### *2. Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

#### *3. Return*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.

#### *4. Special Considerations*

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State.

#### *Alternative sample language:*

The [entity] seeks to promote local economic development through various programs and activities. Included is a program of rewarding local financial institutions that increase their commitments to private economic growth and local housing investment.

*[This objective is intended to cover any unique objectives an entity may wish to achieve.]*

## **V. Standards of Care**

### *1. Prudence*

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The "prudent person" standard states that,

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

*[This section should be modified to reflect standard specified in state statute if higher than prudent person.]*

### *2. Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the [entity].

### *3. Delegation of Authority and Responsibilities*

#### **Governing Body**

The governing body will retain ultimate fiduciary responsibility for the portfolios. The governing body will receive monthly reports, designate investment officers and [annually] review the investment policy making any changes necessary by adoption.

#### **Investment Officers**

Authority to manage the investment program is granted to [designated official by title] hereinafter referred to as investment officer as designated by [governing body or Code citation, ordinances, charters or statutes].

Responsibility for the operation of the investment program is hereby delegated to the [e.g. Treasurer, Investment Officer, etc.] who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Investment Policy. Officers will prepare monthly investment reports and other special reports as may be deemed necessary.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

#### **Investment Committee**

The [entity] may seek to establish an investment committee to provide guidance to investment officers.

#### **Investment Adviser**

The [entity] may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with the entity's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

## **VI. Authorized Financial Institutions, Depositories, and Broker/Dealers**

### *1. Authorized Financial Institutions, Depositories, and Broker/Dealers*

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by conducting a process of due diligence. These may include 'primary' dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

- A. The investment officer shall determine which financial institutions are authorized to provide investment services to [entity]. Institutions eligible to transact investment business with [entity] include:
  1. Primary government dealers as designated by the Federal Reserve Bank;
  2. Nationally or state-chartered banks;
  3. The Federal Reserve Bank; and,
  4. Direct issuers of securities eligible for purchase.
- B. Selection of financial institutions and broker/dealers authorized to engage in transactions with the [entity] shall be at the sole discretion of the [entity].

- C. All broker/dealers who desire to become qualified for investment transactions must supply the following (as appropriate):
- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
  - Proof of FINRA certification
  - Proof of state registration
  - Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
  - Certification of having read and understood and agreeing to comply with the [entity's] investment policy.
  - Evidence of adequate insurance coverage.
- D. All financial institutions who desire to become depositories must supply the following (as appropriate):
- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
  - Proof of state registration
  - Evidence of adequate insurance coverage.
- E. A periodic review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officer.

### *2. Minority, Emerging and Community Financial Institutions*

From time to time, the investment officer may choose to invest in instruments offered by minority, emerging and community financial institutions. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law.

### *3. Competitive Transactions*

- A. The investment officer shall obtain competitive bid information on all purchases of investment instruments purchased on the secondary market. A competitive bid can be executed through a bidding process involving at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
- B. If the Entity is offered a security for which there is no readily available competitive offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities as the same original issue price.
- C. If the Entity hires an investment adviser to provide investment management services, the adviser must provide documentation of competitive pricing execution on each transaction. The investment adviser will retain documentation and provide upon request. **(OPTIONAL)**

## **VI. Safekeeping and Custody**

### *1. Delivery vs. Payment*

All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the [entity's] safekeeping institution prior to the release of funds.

## *2. Third-Party Safekeeping*

Securities will be held by an independent third-party safekeeping institution selected by the [entity]. All securities will be evidenced by safekeeping receipts in the [entity's] name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls - Service Organization Control Reports (formerly 70, or SAS 70) prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16 (effective June 15, 2011.)

## *3. Internal Controls*

Management is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the [entity] are protected from loss, theft or misuse. Specifics for the internal controls shall be documented in an *investment procedures manual* that shall be reviewed and updated periodically by the Investment Officers.

The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The internal controls shall address the following points at a minimum:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Staff training and
- Review, maintenance and monitoring of security procedures both manual and automated.

The external auditor shall provide an annual independent review to assure compliance with state law, policies and procedures.

### *Alternative sample language:*

Management shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the investment committee, where present, and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the [entity.]

## **VIII. Suitable and Authorized Investments**

### *1. Investment Types and Credit Guidelines*

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable. If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the [entity] until this Policy has been amended and the amended version adopted by the governing body. Typical types of securities include:

- U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest.

- Federal Agency or U.S. government sponsored enterprises (GSE) obligations, participations or other instruments
- Bankers' acceptances;
- Federally insured time deposits (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:
  - a. The amount per institution is limited to the maximum covered under federal insurance;
- **Time deposits (Non-negotiable certificates of deposit)** in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with state law
- **Negotiable certificates of deposit (NCDs)**
- **Commercial** paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized statistical rating organization;
- Investment-grade obligations of state, provincial and local governments and public authorities;
- Fully collateralized Repurchase agreements collateralized in compliance with this Policy, governed by a SIFMA Master Repurchase Agreement and with a maximum maturity. Capital project funds may be invested in a single flex repurchase agreement with a maximum stated maturity that shall be matched to the expenditure plan;
- SEC registered money market mutual funds; and
- Local government investment pools.

**IMPORTANT NOTE:** If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Investment Officer shall evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold. The Investment Officer will apply the general objectives of safety, liquidity, yield and legality to make the decision.

## 2. Collateralization

Where allowed or required by state law and in accordance with full collateralization will be required on all demand deposit accounts, including checking accounts and negotiable (as authorized by respective state statutes) and non-negotiable certificates of deposit.

### **Authorized Collateral**

Acceptable collateral for bank deposits and repurchase agreements shall include only:

- obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities
- obligations of any state, city, county or authority rated at least AA by two nationally recognized statistical rating organizations.

## **IX. Investment Parameters**

### 1. Mitigating credit risk in the portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The [entity] shall mitigate credit risk by adopting the following:

#### A. Diversification

The investments shall be diversified by:

- limiting investments to avoid overconcentration in securities from a specific issuer or business
- sector (excluding U.S. Treasury securities),

- limiting investment in securities that have higher credit risks,
- investing in securities with varying maturities, and
- continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

**Alternative samples:**

**A. Diversification**

It is the policy of the [entity] to diversify its investment portfolios. To eliminate risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, or class of securities, assets in all [entity] funds shall be diversified by maturity, issuer, and class of security. Diversification strategies shall be determined and revised periodically by the investment committee/investment officer for all funds.

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**Diversification Constraints on Total Holdings (Refer to applicable State Statutes or other legal guidelines) :**

	<b>Maximum % Holdings</b>
<b>Issuer Type</b>	
<b>US Treasury Obligations</b>	
<b>US Agency (GSE) Securities</b>	
<b>LGIP</b>	
<b>Bankers' Acceptances</b>	
<b>Commercial Paper</b>	
<b>TLGP (FDIC Guaranteed )</b>	
<b>Certificates of Deposit/Bank Deposits/Savings</b>	
<b>Repurchase Agreements</b>	
<b>Corporate Indebtedness</b>	
<b>Municipal Bonds</b>	

Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time subsequent to the purchase of a particular issuer or investment type. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

**B. Mitigating market risk in the portfolio**

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The [entity] recognizes that, over time, longer-term/core portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The [entity] shall mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. The [entity] further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk



profile of the portfolio differently in different interest rate environments. The [entity], therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- The [entity] shall maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements;
- The maximum percent of callable securities in the portfolio shall be 15%;
- The maximum stated final maturity of individual securities in the portfolio shall be five years, except as otherwise stated in this policy; and,
- Liquidity funds will be held in the State Pool or in money market instruments maturing one year and shorter.
- Longer term/Core funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between 1 day and 5 years and will be only invested in higher quality and liquid securities.
- The duration of the portfolio shall at all times be approximately equal to the duration (plus or minus 10%) of a Market Benchmark Index selected by the [entity] based on the [entity's] investment objectives, constraints and risk tolerances. The entity's current Benchmark shall be documented in an *Investment Procedures Manual*.

Total Portfolio Maturity Constraints:	
	Minimum % of Total Portfolio
<b>Under 30 days</b>	
<b>Under 1 year</b>	
<b>Under 5 years</b>	
<b>WAM (weighted average maturity)</b>	

- i) Exception to 5-year maturity maximum: Reserve or Capital Improvement Project monies may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.
- ii) Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time subsequent to the purchase of a particular issuer or investment type may be exceeded at a point in time subsequent to the purchase of a particular security. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made.

### **X Performance Standards/ Evaluation**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity and credit profile as the portfolio.

#### ***Alternative sample:***

The [entity's] cash management portfolio shall be designed with the objective of regularly meeting or exceeding a selected performance benchmark, which could be the average return on three-month U.S. Treasury bills, the state investment pool, a money market mutual fund [specify] or the average rate of Federal funds. These indices are considered benchmarks for lower risk investment transactions

and therefore comprise a minimum standard for the portfolio's rate of return.

### ***Alternative sample***

The performance of investments will be measured against the performance of a combination of benchmarks: the Local Government Investment Pool, using monthly net yield of both portfolios as the yardstick. Preservation of capital and maintenance of sufficient liquidity will be considered prior to attainment of market return performance. Given these considerations, the Entity's portfolio should provide a net yield that is equal or better to that attained by the Local Government Investment Pool over interest rate cycles. Additionally, a market benchmark (i.e.: 0-3 or 0-5 Treasury or Agency Index) may be determined that is appropriate for longer term investments based on the Entity's risk and return profile. Return comparisons of the portfolio to the market benchmark will be calculated on a monthly basis. When comparing the performance of the Entity's portfolio, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

## **XI. Reporting/Disclosure**

### ***1. Methods***

The investment officer shall prepare an investment report at least quarterly [*or monthly*], including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter [*or month*]. This management summary will be prepared in a manner which will allow the [entity] to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the entity's chief administrative officer, the legislative body, the investment committee and any pool participants. The report will include, at a minimum, the following:

- a. An asset listing showing par value, cost and accurate and complete market value of each security, type of investment, issuer, and interest rate;
- b. Average maturity of the portfolio and modified duration of the portfolio;
- c. Maturity distribution of the portfolio;
- d. Average portfolio credit quality; and,
- e. Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months, year to date, and since inception compared to the Benchmark Index returns for the same periods;
- f. Average weighted yield to maturity of portfolio on investments as compared to applicable Benchmarks
- g. Distribution by type of investment.

### **Annual reports**

- 1 The investment policy shall be reviewed at least annually within 120 days of the end of the fiscal year to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.
2. A comprehensive annual report shall be presented in conjunction with the investment policy review. This report shall include comparisons of City's return to the Benchmark Index return, shall suggest policies and improvements that might enhance the investment program, and shall include an investment plan for the coming year.

## Annual audit

Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

### *Alternative sample:*

1. The investment officer shall submit quarterly an investment report that summarizes recent market conditions, economic developments and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter: The report shall be in compliance with state law and shall be distributed to the investment committee and others as required by law.

Each quarterly report shall indicate any areas of policy concern and suggested or planned revision of investment strategies. Copies shall be transmitted to the independent auditor. Within 40 days of the end of the fiscal year, the investment officer shall present a comprehensive annual report on the investment program and investment activity. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest policies and improvements that might be made in the investment program. Alternatively, this report may be included within the [entity] annual Comprehensive Annual Financial Report.

## ALTERNATIVE

The Investment Officer will retain and periodically, at a minimum annually, provide the Governmental Board with investment reports. The reports also will be available upon request. Securities holdings, cash balances and market values in the investment portfolio will be provided on the month-end reports.

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<b>Book Yield</b>
<b>Holdings Report (including mark to market)</b>
<b>Transactions Report</b>
<b>Weighted Average Maturity or Duration</b>
<b>Compliance Report</b>

## XIII. Policy Considerations

### *1. Exemption*

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

### *Alternative sample:*

Any investment currently held that does not meet the guidelines of this policy shall be temporarily exempted from the requirements of this policy. Investments must come in conformance with the policy within six months of the policy's adoption or the governing body must be presented with a plan through which investments will come into conformance.

## 2. Amendments

This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

## **XIV Approval of Investment Policy**

The investment policy and any modifications to that policy shall be formally approved and adopted by the governing body of the [entity].

## **XV. Miscellaneous**

### *1. List of Attachments*

The following documents, as applicable, are attached to this policy:

- Listing of authorized personnel,
- Relevant investment statutes and ordinances,
- Listing of authorized broker/dealers and financial institutions,
- Internal Controls
  - Investment Guidelines Manual
- Glossary

### *2. Other Documentation*

- Master Repurchase Agreement, other repurchase agreements and tri-party agreements
- Broker/Dealer Questionnaire, (in GFOA *Introduction to Broker-Dealers for State and Local Governments*, Second edition)
- Broker –dealer certification (in GFOA *Introduction to Broker-Dealers for State and Local Governments*, Second edition)
- Safekeeping agreements,
- Wire transfer agreements,
- Sample investment reports,
- Methodology for calculating rate of return,
- GFOA Best Practices and Advisories.

### **GFOA Best Practices and Advisories:**

- Government Relationships with Securities Dealers (1986, 1987, 1993, 2000, 2007 and 2010 –GFOA TIM Committee).
- Using Mutual Funds for Cash Management Purposes (1987, 2003 and 2006 – GFOA TIM Committee).
- Establishing a Policy for Repurchase Agreements (1986, 1995, 1998, 2000, 2003, 2006, 2008, and 2010 – GFOA TIM Committee).
- Establishing a Policy for Reverse Agreements (2010).
- Considerations for Using of Local Government Investment Pools (2007 and 2008 - GFOA TIM Committee).

- Collateralization of Public Deposits (1984, 1987, 1993, 2000 and 2007 – GFOA TIM Committee).

▪ Glossary

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<b>US Treasury Obligation</b>	Direct obligations of the United States Treasury whose payment is guaranteed by the United States. (State Statute Note)
<b>GSE – Agency Obligations</b>	US Government Agencies, Government Sponsored Enterprises ( <i>GSEs</i> ), Corporations or Instrumentalities of the US Government – Federal Instrumentality Securities include, but are not limited to Federal National Mortgage Association ( <i>FNMA</i> ), the Federal Home Loan Mortgage Corporation ( <i>FHLMC</i> ), Federal Home Loan Banks ( <i>FHLB</i> ), and the Federal Farm Credit Bureau (FFCB). (State Statute)
<b>TLGP Debt Obligations</b>	Senior unsecured debt obligations guaranteed by the Federal Deposit Insurance Corporation under the Temporary Liquidity Guarantee Program (TLGP) or other federal government guaranteed programs; Eligible debt obligations must carry the full faith and credit of the United States Government. ( if ALLOWABLE)
<b>Commercial Paper</b>	Commercial Paper* that is rated A1/P1 and has long term bonds which have a minimum rating of AA- by Standard and Poor’s and Aa3 by Moody’s
<b>Bankers’ Acceptances</b>	Bankers’ acceptances, if the bankers’ acceptances are: (i) Guaranteed by, and carried on the books of, a qualified financial institution; (ii) Eligible for discount by the Federal Reserve System; and (iii) Issued by a qualified financial institution whose short-term letter of credit rating is rated in the highest category by one or more nationally recognized statistical rating organizations.
	For the purposes of this paragraph, “qualified financial institution” means: (i) A financial institution that is located and licensed to do banking business in the State; or (ii) A financial institution that is wholly owned by a financial holding company or a bank holding company that owns a financial institution that is located and licensed to do banking business in the State of XXX.
<b>Repurchase Agreements</b>	An agreement with a approved broker/dealer that provides for sell and simultaneous purchase of a allowable collateral security. The difference in the sales and purchase price is the earning rate on the agreement. A master repurchase agreement must be in place with the approved broker dealer.

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<b>Corporate Indebtedness</b>	Corporate Indebtedness* that has a minimum long term debt rating of AA-rated by Standard and Poor's and a Aa3 rating by Moody's and must be rated on the settlement date P-1 or Aa or better by Moody's Investors Service or A-1 or AA or better by Standard & Poor's Corporation or equivalent rating by any nationally recognized statistical rating organization. [State Statue] IF ALLOWABLE
<b>Local Government Investment Pool</b>	State treasurer's local short-term investment fund up to the statutory limit per state statute
<b>Certificates of Deposit/Bank Deposit/Savings Accounts</b>	Time deposit open accounts, certificates of deposit and savings accounts in insured institutions as defined in State Statue, in credit unions as defined in State statue or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state. [State Statue
<b>Municipal Obligations</b>	Lawfully issued debt obligations of the agencies and instrumentalities of the State of XXX and its political subdivisions that have a long-term rating of A or an equivalent rating or better or are rated on the settlement date in the highest category for short-term municipal debt by a nationally recognized statistical rating organization. [State Statue - NOTE SPECIFIC TO EACH STATE]

## WATER SUPPLY AGENCY PARTNERSHIP

### Proposal

Establish a Water Supply Agency Partnership between Casitas Municipal Water District (CMWD), Meiners Oaks Water District (MOWD), Ventura River Water District (VRWD), and Ventura Water; and publicize it was part of CMWD's proposed Strategic Communications Workplan.

### Background

Pre COVID-19, the three local general managers (Steve Wickstrom, Mike Hollebrands, and Bert Rapp) had productive informal discussions during lunches three to four times annually, the impetus typically coming from VRWD. Following retirement of Mr. Wickstrom, very few meetings took place and with COVID-19, there have been no similar informal talks.

A Ojai Ventura Water Agency Partnership was started by Supervisor Bennett in November 2017 to coordinate water supply planning activities and to enhance collaboration on local projects with goal of obtaining grant funding. Invitees included the above agencies, Ventura Water, City of Ojai, GSAs from Ojai and Upper Ventura River groundwater basins, Ojai Water Conservation District, Sierra Watershed Progressive, and Assembly member Monique Limon. The group met several times annually and the last meeting was on May 8, 2020. The membership, number of participants, meeting location and structure didn't allow informal talks between water supply agencies. This proposal would avoid those shortcomings and enhance policy level dialogue.

There is a public expectation that water supply agencies cooperate to solve our common community water issues. This is not occurring. The proposed Water Supply Agency Partnership would solve that.

### CMWD Strategic Communications Plan

This Plan emphasizes community partnerships to build support for a potential bond issue for the 2021 election. It is proposed that an element be added to Plan to publicize the Water Supply Agency Partnership.

### Water Supply Agency Partnership

Concept is to have regular meetings between one Director each from CMWD, MOWD, and VRWD and the Ventura Water general manager. Meetings could be bi-monthly or quarterly. Discussions would be informal but meeting highlights would be presented at regular Board meetings of the participating agencies. Details to be added as proposal moves forward.

The Partnership would establish a successful communication channel to avoid issues such as the litigation we all face today and foster collaboration on a variety of other topics.

Prepared by: Bruce Kuebler, Director Ventura River Water District



1-13-2021

To: Mike Flood, G.M.  
Casitas Municipal Water District

From: Mike Hollebrands, G.M.  
Meiners Oaks Water District

Subject: Water Agency Meeting Group

A few years ago, Supervisor Steve Bennett began hosting meetings of water agency representatives from Ojai and Ventura in the opuses of collaboration. The group was referred to as the “Ojai-Ventura Water Agency Partnership,” which met every month to foster communication and cooperation between agencies. Attendees often included at the time, Mike Flood as Assistant G.M., Steve Wickstrum, and Russ Baggerly, representatives from the City of Ojai, City of Ventura Water, and a State Representative to name a few. We at Meiners Oaks Water District found those meetings to be especially informative and useful, particularly regarding the possibility of importing State water.

Now that Mr. Bennett has left the Ventura County Board of Supervisors, we would like to see the group meetings continue somehow. We would support the idea of Casitas Municipal Water District acting as a sponsor/host of these meetings. In early meetings, the group could deliberate on how to schedule and conduct its efforts. For example, to ease the workload on CMWD, the preparation of an agenda could be rotated among the participants.

We would be very interested in participating and helping in any way we can. Thank you for your consideration.

Mike Hollebrands  
General Manager,  
Meiners Oaks Water District

**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** MONTHLY ENGINEERING STATUS REPORT  
**DATE:** 02/24/2021

**RECOMMENDATION:**

The Board receive and file the Monthly Engineering Project Status Report for February 2021.

**DISCUSSION:**

The status of Water Security and Infrastructure Improvements projects for February 2021 is provided below and in the attachment.

Project	Anticipated Committee / Date	Anticipated Board Date / Action
<b>WATER SECURITY PROJECTS</b>		
<b>Comprehensive Water Resources Plan</b>	TBD	1/17/21
<ul style="list-style-type: none"> <li>• Special Board meeting held 1/17/21 to discuss safe yield analysis</li> <li>• Upcoming Board meetings to be held to reach consensus on approach and policy decisions</li> </ul>		
<b>Urban Water Management Plan</b>		5/12/21
<ul style="list-style-type: none"> <li>• Compiling supply and demand data</li> <li>• Attended workshops sponsored by SWRCB</li> <li>• Notification letters sent to Cities, County, water/wastewater agencies</li> <li>• Coordination call with City of Ventura held 2/5/21</li> </ul>		
<b>Casitas-Ventura State Water Project Interconnection</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• Draft Preliminary Design Report review on hold</li> </ul>		
<b>Ojai Wellfield Rehabilitation/ Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• Mutual Well #7 well equipping and site work design nearing 60%</li> </ul>		
<b>Horizontal Bore (HOBO)/Deep Vertical Test Bore</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• No work performed on FS-299 permit with USFS</li> </ul>		
<b>Ventura-Santa Barbara Counties Intertie</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• SRF ASADRA loan application accepted by SWRCB; project must be completed within three years.</li> <li>• To meet ASADRA schedule, design and environmental compliance must be complete by end of 2021.</li> <li>• CEQA and Federal environmental compliance underway</li> </ul>		

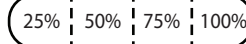
<b>Project</b>	<b>Anticipated Committee / Date</b>	<b>Anticipated Board Date / Action</b>
<b>Robles Diversion Fish Screen Prototype Testing</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Coordinating installation of horizontal wedge-wire screens with USBR/NMFS</li> <li>Critical spares (sheaves, motor) ordered</li> <li>Reviewing Robles Alternatives Study as part of Matilija Dam working group</li> </ul>		
<b>INFRASTRUCTURE IMPROVEMENTS</b>		
<b>Ojai Water System Improvements</b>	TBD	3/10/21 West Ojai Meter Relocations 4/14/21 Award Lion St Pipeline Replacement and Fairview Road Connections
<ul style="list-style-type: none"> <li>West Ojai Meter Relocation Reimbursement Agreement to be reviewed with Board</li> <li>Grand Avenue Pipeline Replacement awarded to Toro Enterprises</li> <li>Lion Street Pipeline Replacement and Fairview Road Connections to be released for bids 3/1/21</li> <li>West Ojai Pipeline Replacement construction to start 3/1/21</li> <li>West and East Ojai Avenue Pipeline Replacement 100% submittal received and under review; Caltrans permit application underway</li> <li>Running Ridge Zone Improvements 95% design under review; may need re-design pending outcome of Ojai Water System and Casitas System Integration Evaluation</li> <li>Mutual Wellfield Piping Improvements on hold</li> </ul>		
<b>Rincon Pump Plant Electrical Upgrade</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Coordinating with SCE for installation of transformer week of 2/15/21</li> </ul>		
<b>Asphalt Paving</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Patch list #7 underway</li> </ul>		
<b>Rincon Main (Ayers Creek Crossing) Pipeline Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Environmental mitigation (willow staking) to be performed after a couple rainstorms</li> </ul>		
<b>Rincon 2(M) Main Replacement Alternatives Study and Preliminary Design Report</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Draft Tech Memo received and under internal review</li> </ul>		
<b>Casitas Dam Hollow Jet Valve Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Comments on Final concept report returned to USBR; conference call with USBR staff held 2/17/21</li> </ul>		
<b>Santa Ana Bridge Pipeline Relocation</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Waterline casing included in County of Ventura bid document for bridge replacement project</li> <li>Bids due to County on 2/24/21</li> </ul>		

Attachment: Monthly Status Report



# Engineering Project Status February 2021

☆ Indicates Change



Casitas Water System  
Ojai Water System  
Lake Casitas Recreation Area



	CONSULTANT SELECTION	PLANNING	DESIGN	BIDDING	CONSTRUCTION
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Water Security

	Water Resources Plan	and Site Work		
	Casitas-Ventura SWP Interconnection Preliminary Design	Ventura-Santa Barbara Counties Intertie		

Infrastructure Improvements

Robles Facility Gantry Crane	MWWTP Pipeline Condition Assessment	Residual Management System	Santa Ana Blvd Bridge Pipeline Relocation (Casing)	Rincon Pump Plant Electrical Upgrade
	Emergency Generators Rincon, Avenue 1 and Avenue 2 Pump Plants	Santa Ana Blvd Bridge Pipeline Relocation (Pipeline)		West Ojai Pipeline Replacement
	MWWTP Water Quality Improvements	Lion St Pipeline Replacement and Fairview Road Connection	Design	Grand Ave Pipe Replacement
	Casitas System Master Plan	West and East Ojai Avenue Pipeline Replacement		FY 20-21 Asphalt Paving
	Casitas Dam Hollow Jet Valve Replacement	Running Ridge Zone Hydraulic Improvements		
	Rincon 2(M) Pipeline Replacement	Wellfield and Grand Ave Pipeline Improvements		
	LCRA Sewer Implementation Plan	Ojai Water System Wellfield VFD Design		
	OWS and Casitas System Integration Evaluation	MWWTP and San Antonio Wellfield Building Improvements		

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** HYDROLOGIC STATUS REPORT FOR JANUARY 2021  
**DATE:** FEBRUARY 24, 2021

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**RECOMMENDATION:**

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

**DISCUSSION:**

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**Rainfall Data**

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	Casitas Dam	Matilija Dam	Thacher School
This Month	3.50"	3.12"	3.00"
Water Year (WY: Oct 01 – Sep 30)	5.24"	5.17"	4.62"
Average station rainfall to date	11.33"	13.66"	9.73"

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**Ojai Water System Data**

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Wellfield production	94.30 AF
Surface water supplement	0.09 AF
Static depth to water surface – Mutual #4	101.20 feet
Change in static level from previous month	+17.60 feet

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**Robles Fish Passage and Diversion Facility Diversion Data**

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Diversions this month	31.1 AF
Diversion days this month	3
Total Diversions WY to date	31.1 AF
Diversion days this WY	3

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**Casitas Reservoir Data**

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Water surface elevation as of end of month	497.17 feet AMSL
Water storage last month	93,434 AF
Water storage as of end of month	93,272 AF
Net change in storage	- 162 AF
Change in storage from same month last year	- 6,353 AF

AF = Acre-feet

AMSL = Above mean sea level

WY = Water year

**John Bosler**  
Secretary/General Manager/CEO

January 27, 2021

Dear Fellow ACWA/JPIA Member:

On January 26, 2021 the Cucamonga Valley Water District Board of Directors adopted Resolution No. 2021-1-2 nominating President Randall James Reed for the position of ACWA/JPIA Executive Committee. We are formally requesting your support of President Reed's nomination through the adoption of a concurring resolution from your agency.

President Reed is well qualified to take on this leadership role in ACWA/JPIA as you will see in his attached statement of qualifications, and he is committed to continuing the great work of providing quality insurance and employee benefit services that ensure our agencies and ratepayers are receiving the most cost-effective service possible.

I have attached a sample concurring resolution in support of his nomination, as well as his candidate statement. The elections for ACWA/JPIA Executive Committee will be held this spring, and the deadline to submit nominations is March 19, 2021. Should you desire to adopt a resolution or if you have questions please contact our Executive Assistant to the Board, Taya Victorino at 909.987.2591 or [tayav@cvwdwater.com](mailto:tayav@cvwdwater.com).

Thank you in advance for your consideration.



John Bosler  
General Manager/CEO

Attachments:

Resolution No. 2021-1-2 Nominating Randall Reed  
Candidate Statement – President Reed  
Sample Concurring Resolution

**RESOLUTION NO. 2020-1-2**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CUCAMONGA VALLEY WATER DISTRICT NOMINATING ITS JPIA BOARD MEMBER  
TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER  
AGENCIES JOINT POWERS INSURANCE AUTHORITY ("JPIA")**

**WHEREAS**, this district is a member district of the JPIA that participates in all four of its Programs: Liability, Property, Workers' Compensation, and Employee Benefits; and

**WHEREAS**, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's Executive Committee, the member district must place into nomination its member of the JPIA Board of Directors for such open position;

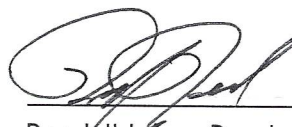
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CUCAMONGA VALLEY WATER DISTRICT** that its member of the JPIA Board of Directors, **Randall James Reed**, be nominated as a candidate for the Executive Committee for the election to be held during the JPIA's spring 2021 Board of Directors' meeting.

**BE IT FURTHER RESOLVED** that the JPIA staff is hereby requested, upon receipt of the formal concurrence of three other member districts to affect such nomination.

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified copy of this resolution to the JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

**APPROVED, ADOPTED AND SIGNED** this 26<sup>th</sup> day of January 2021.

CUCAMONGA VALLEY WATER DISTRICT



\_\_\_\_\_  
Randall James Reed  
President

ATTEST:

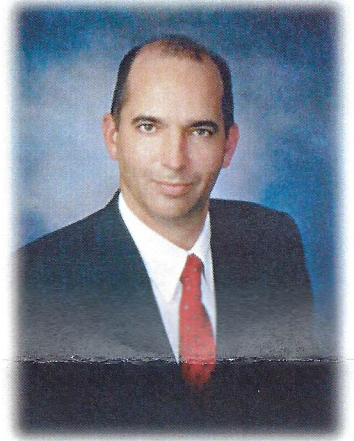


\_\_\_\_\_  
John Bosler  
Secretary and General Manager/CEO



**Randall James Reed**  
**Statement of Qualifications**  
**Association of California Water Agencies**  
**Joint Powers Insurance Authority (ACWA/JPIA) Executive Committee**

I am pleased to share with you my interest in continuing my service on the Executive Committee for ACWA/JPIA. I am prepared and ready to help lead the organization as we continue to uphold ACWA/JPIA's mission "*to consistently and cost effectively provide the broadest possible affordable insurance coverage and related services to its member agencies.*"



My experience with ACWA/JPIA began over a year ago when I was appointed by the Cucamonga Valley Water District (CVWD) to serve as their ACWA/JPIA representative. In that same year I was elected to the Executive Committee to fill a vacancy and eagerly rose to the challenge. Now I am dedicated to ensuring the success of ACWA/JPIA. We provide a vital service to the water community and they provide a vital service to their communities. I know how important this organization is for the member agencies who depend on our success.

I have served on the CVWD board of directors for approximately 18 years, and currently serve as their President. At CVWD, we have taken full advantage of all the programs the ACWA/JPIA has to offer to ensure our employees are working in the safest environment possible. Our board of directors has also adopted a *Commitment to Excellence* pledge putting into place best management practices which bolsters our effectiveness for loss prevention and safety.

I currently serve on the board of the Association of San Bernardino County Special Districts. In my past roll as board president, I was focused on increasing my understanding of our members needs so that I may know how to better serve and lead the association. I will continue to use this same approach if re-elected to serve on the ACWA/JPIA Executive Committee.

Professionally, I am retired from a 32 year career in the wastewater management field as an electrical and instrumentation supervisor. I earned a Bachelor's degree in Information Management Systems from California State University San Bernardino and have been an active member in the Association of California Water Agencies, California Special Districts Association and the California Water Environment Association. I'm a proud veteran of the United States Marine Corp.

Thank you for allowing me to share my experience, leadership and knowledge. I look forward to the opportunity to represent you and your agency. Please feel free to contact me directly at (909) 240-1344 should you have questions or if you would like to support my candidacy.

Thank you in advance for your consideration,

A handwritten signature in blue ink that reads "Randall Reed". The signature is fluid and cursive, written in a professional style.



RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF THE

(NAME OF MEMBER DISTRICT)

**CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE**

OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
JOINT POWERS INSURANCE AUTHORITY ("JPIA")

**WHEREAS**, this district is a member district of the JPIA; and

**WHEREAS**, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's **Executive Committee**, three member districts must concur with the nominating district, and

**WHEREAS**, another JPIA member district, the (NAME OF NOMINATING DISTRICT) has requested that this district concur in its nomination of its member of the JPIA Board of Directors to the **Executive Committee** of the JPIA;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the (NAME OF MEMBER DISTRICT) that this district concur with the nomination of (NAME OF NOMINEE) of (NAME OF NOMINATING DISTRICT) to the **Executive Committee** of the JPIA.

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified copy of this resolution to the JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

**ADOPTED** this (DATE) day of (MONTH), 2021.

(SIGNATURE)  
Board President

ATTEST:

(SIGNATURE)  
Secretary