



## Board of Directors

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

Mary Bergen, Director  
Pete Kaiser, Director

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

The meeting will be held via Zoom.  
To attend or participate in the meeting:

#### Join Zoom Meeting

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

To attend via telephone please call (888) 788-0099 or (877) 853-5247 US Toll-free.  
Enter Meeting ID: 984 1485 4813#, Passcode 757052#

November 24, 2021 @ 10:00 AM

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 November 10, 2021 Board Meeting.  
[11 10 2021 Minutes.pdf](#)
6. ACTION ITEMS
  - 6.a. Approval of the revised Casitas MWD Investment Policy.  
[Investment Policy Board Memo 11.24.2021.pdf](#)  
[Proposed CMWD Investment Policy 112421 ATT1.pdf](#)  
[InvestmentPolicy02242021 ATT2.pdf](#)
  - 6.b. Discussion and possible action on the December 2021 Casitas MWD Board Meeting schedule.
  - 6.c. Recommend approval of Professional Services related to Economic Development Administration (EDA) American Rescue Plan Act (ARPA) Tourism Grant for Lake Casitas Recreation Area (LCRA).
    - 6.c.i Authorize a Task Order to MNS Engineers, Inc., to provide grant writing services for the EDA ARPA Tourism Grant for Lake Casitas Recreation Area in an amount not to exceed \$25,048.00.
    - 6.c.ii Authorize a Task Order to MNS Engineers, Inc., to provide professional engineering services for the LCRA Sewer Phases 1 and 2 to support the EDA ARPA Tourism grant application in an amount not to exceed \$144,542.00.
    - 6.c.iii Authorize a Task Order to Rincon Consultants, Inc. to provide professional environmental consulting services for the LCRA Sewer Project in an amount not to exceed \$74,205.00.  
[LCRA EDA ARPA Grant.pdf](#)
  - 6.d. Authorize a Task Order to Rincon Consultants, Inc. to provide professional environmental consulting services for the LCRA Vegetation Management Program in an amount not to exceed \$29,725.00.  
[LCRA Vegetation.pdf](#)
  - 6.e. Consider McNamara request for temporary meter extension.  
[McNamara Request.pdf](#)

- 6.f. Discussion and possible action on the Letter of Intent from the Tulare Irrigation District.  
[Board Memo on TID LOI 112421.pdf](#)  
[Casitas and Tulare Letter of Intent LOI TID ATT1.pdf](#)  
[Casitas-TID Proposed Pricing Schedule ATT2.pdf](#)
- 7. DISCUSSION ITEMS/PRESENTATIONS
  - 7.a. Discussion of Casitas MWD Redistricting.  
[Board Memo on Redistricting 112421.pdf](#)
- 8. INFORMATION ITEMS
  - 8.a. Recreation Committee Minutes.  
[Rec Minutes 110921.pdf](#)
  - 8.b. Monthly Hydrology Report.  
[Hydrology October 2021.pdf](#)
  - 8.c. Monthly Engineering Report.  
[Engineering Report.pdf](#)
  - 8.d. Casitas MWD comment letter on the Draft Ojai Basin Groundwater Management Agency Groundwater Sustainability Plan.  
[DRAFT Casitas Comment Letter on OBGMA GSP 112421.pdf](#)
- 9. GENERAL MANAGER COMMENTS
- 10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED
- 11. BOARD OF DIRECTOR COMMENTS PER GOVERNMENT CODE SECTION 54954.2(a).
- 12. CLOSED SESSION
  - 12.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(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.b. Conference with Labor Negotiators (Govt. Code Sec. 54957.6) Agency Designated Representatives: Colin Tanner and Diana Impeartrice  
 Employee Organization: Supervisory & Professional, General Unit and Recreation Unit.

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

13. ADJOURNMENT



**CASITAS MUNICIPAL WATER DISTRICT**  
**General Fund Check Authorization**  
**Checks Dated 11/04/2021 - 11/17/2021**  
**Presented to the Board of Directors For Approval November 24, 2021**

<b>Check</b>	<b>Payee</b>		<b>Description</b>	<b>Amount</b>
001082	Payables Fund Account	# 9759651478	Accounts Payable Batch 111021	\$ 591,305.51
001083	Payables Fund Account	# 9759651478	Accounts Payable Batch 111721	\$ 293,604.53
				<u>\$ 884,910.04</u>
001084	Payroll Fund Account	# 9469730919	Estimated Payroll 12/02/21	\$ 234,000.00
			Total	<u>\$ 1,118,910.04</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, 001082-001084 have been duly audited is hereby certified as correct.




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Janyne Brown, Chief Financial Officer

## *A/P Fund*

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

001082    A/P Checks:                            044748-044812  
          A/P Draft  
          Voids:  
          044751 - Amazon Capital Service - Continuation of detail of check 044750  
          044770 - J.W. Enterprises - Continuation of detail of check 044769

001083    A/P Checks:                            044813-044873  
          A/P Draft                            000229-000233  
          Voids:  
          044847 - Meiners Oaks Ace Hardware - Continuation of detail of check 044846  
          044848 - Meiners Oaks Ace Hardware - Continuation of detail of check 044846



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Janyne Brown , Chief Financial Officer

CERTIFICATION

Payroll disbursements for the pay period ending 11/13/21

Pay Date 11/18/21

have been duly audited and are

hereby certified as correct.

Signed: Jayne Brown

Jayne Brown

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	11/10/2021			044751		
C-CHECK	VOID CHECK	V	11/10/2021			044770		
C-CHECK	VOID CHECK	V	11/17/2021			044847		
C-CHECK	VOID CHECK	V	11/17/2021			044848		

\* \* 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:	4 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			4	0.00	0.00	0.00
BANK:	TOTALS:		4	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE							
I-T1 202111151940	Federal Withholding	D	11/17/2021	44,477.69		000229		
I-T3 202111151940	SS Withholding	D	11/17/2021	34,752.32		000229		
I-T4 202111151940	Medicare Withholding	D	11/17/2021	10,328.04		000229		89,558.05
00187	CALPERS							
I-PBB202111151940	PERS BUY BACK	D	11/17/2021	130.46		000230		
I-PBP202111151940	PERS BUY BACK	D	11/17/2021	161.96		000230		
I-PEB202111151940	PEPRA EMPLOYEES PORTION	D	11/17/2021	9,368.16		000230		
I-PEM202111151940	PERS EMPLOYEE PORTION MGMT	D	11/17/2021	1,774.91		000230		
I-PER202111151940	PERS EMPLOYEE PORTION	D	11/17/2021	7,139.68		000230		
I-PRB202111151940	PEBRA EMPLOYER PORTION	D	11/17/2021	10,533.94		000230		
I-PRR202111151940	PERS EMPLOYER PORTION	D	11/17/2021	11,783.16		000230		40,892.27
00180	S.E.I.U. - LOCAL 721							
I-COP202111151940	SEIU 721 COPE	D	11/17/2021	27.50		000231		
I-UND202111151940	UNION DUES	D	11/17/2021	822.75		000231		850.25
00049	STATE OF CALIFORNIA							
I-T2 202111151940	STATE WITHHOLDING (CA)	D	11/17/2021	17,163.19		000232		17,163.19
05790	STATE OF OREGON							
I-OST202111151940	OR STATE TRANSIT TAX	D	11/17/2021	5.58		000233		
I-T2 202111151940	STATE WITHHOLDING (OR)	D	11/17/2021	412.56		000233		418.14
02587	A&M LAWNMOWER SHOP							
I-51207	Chain Saw - MAINT	R	11/10/2021	1,085.70		044748		1,085.70
00012	ALL-PHASE ELECTRIC SUPPLY CO.							
C-5665-1013785	Inv 5665-1009249	R	11/10/2021	83.62CR		044749		
I-5665-1009249	End & Power Seal Kit - EM	R	11/10/2021	217.68		044749		
I-5665-1013300	Electrical Supplies - TP	R	11/10/2021	253.38		044749		387.44
03044	Amazon Capital Services							
I-13MH-639M-9C66	Vacuum Breaker Repair Kit-LCRA	R	11/10/2021	50.16		044750		
I-13MH-639M-MXFC	Degreaser - EM	R	11/10/2021	50.72		044750		
I-197J-Q7XT-JQHC	Uniforms - EM	R	11/10/2021	536.15		044750		
I-197J-Q7XT-LD63	Flash Drives - EM	R	11/10/2021	119.05		044750		
I-1CPD-M463-FXV9	Canopy - MAINT	R	11/10/2021	205.71		044750		
I-1D1W-YDK6-1LF9	Pencils - PR	R	11/10/2021	34.77		044750		
I-1FJ4-F7JV-HMKN	Saw Chain - LCRA	R	11/10/2021	50.38		044750		
I-1FY6-YKF9-7JN7	Air Hose - EM	R	11/10/2021	18.10		044750		
I-1LJK-TDV7-V9XJ	Trailer Hitch - LCRA	R	11/10/2021	21.34		044750		
I-1LW3-GPM1-4FQ3	Mon. Connector ThreeWire - EM	R	11/10/2021	158.60		044750		
I-1LW3-GPM1-RLCH	Air Nozzel & Plug - EM	R	11/10/2021	26.11		044750		
I-1MH7-LN7T-4TR3	Ethernet Switch Ports - EM	R	11/10/2021	459.64		044750		
I-1QL1-PVQP-N11L	String Lights - LCRA	R	11/10/2021	173.70		044750		
I-1QW9-1RM4-QLWJ	Hinges - LCRA	R	11/10/2021	94.16		044750		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-1QW9-1RM4-YNXT		Hose Timer - LCRA	R	11/10/2021	64.32		044750
	I-1R37-WCGD-6YMK		LED Bulbs - LCRA	R	11/10/2021	104.72		044750
	I-1RJM-CPVQ-1MMG		iPhone Case - UT	R	11/10/2021	32.52		044750
	I-1T9Y-YK97-3CKH		Pilot Pens - UT	R	11/10/2021	32.16		044750
	I-1VNW-XQDR-319M		Fire Rings - LCRA	R	11/10/2021	3,056.40		044750
	I-1XQ4-3MT1-994J		Electric Stapler - MAINT	R	11/10/2021	35.78		044750
	I-1YNT-43VJ-K964		Drum Sling - LCRA	R	11/10/2021	213.96		044750
	I-1YV1-6QYF-1K1M		2 Drawer File Cabinet - MAINT	R	11/10/2021	169.44		044750
00029			AMERICAN TOWER CORP					
	I-3740245		Tower Rent - Red Mountain	R	11/10/2021	1,035.62		044752
00417			APPLIED INDUSTRIAL TECHNOLOGY					
	I-7022837158		Row Ball Brgs - EM	R	11/10/2021	31.84		044753
00014			AQUA-FLO SUPPLY					
	I-SI1831056		Clear Vinyl Tubing - EM	R	11/10/2021	13.80		044754
	I-SI1833708		Valve Box - LCRA	R	11/10/2021	39.05		044754
01543			ASTRA INDUSTRIAL SERVICES, INC					
	I-00179834		Backflow Repair Kit - TP	R	11/10/2021	156.00		044755
03429			AT&T					
	I-3132653009		Acct#80030939773	R	11/10/2021	12.70		044756
01242			AUTOMATIONDIRECT.COM INC.					
	I-12808957		Control Panel Enclosures - ENG	R	11/10/2021	5,196.26		044757
03207			BMI PacWest Inc.					
	I-016098		AC Maint. - MAINT	R	11/10/2021	258.04		044758
	I-016116		AC MAint - LCRA	R	11/10/2021	1,185.00		044758
05823			Brenda M Guzman					
	I-21015		Lion St Native Monitor - ENG	R	11/10/2021	3,995.00		044759
03021			Central Communications					
	I-000023-024-391		Call Center 10/21	R	11/10/2021	109.54		044760
00059			COASTAL PIPCO					
	I-S2161084.001		Pipe & Fittings - TP	R	11/10/2021	64.18		044761
00093			FEDERAL EXPRESS					
	I-7-556-86392		Shipping - LAB	R	11/10/2021	34.46		044762

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00099	FGL ENVIRONMENTAL							
I-113991A	AWS-SA TP - MN 10/05/21	R	11/10/2021	30.00		044763		
I-113993A	WAS-SA - TP 10/05/21	R	11/10/2021	15.00		044763		
I-114005A	Lab Water 10/05/21	R	11/10/2021	52.00		044763		
I-114395A	Wet Chemistry 10/12/21	R	11/10/2021	18.00		044763		115.00
00106	FRONTIER PAINT							
I-F0276857	Neutral Base - LCRA	R	11/10/2021	75.09		044764		
I-F0277261	Deep Base - LCRA	R	11/10/2021	23.09		044764		98.18
02720	Garda CL West, Inc.							
I-10663181	Armored Truck Service	R	11/10/2021	399.62		044765		399.62
00121	HACH COMPANY							
I-12715993	Electrolyte & Membrane - TP	R	11/10/2021	520.37		044766		
I-12718444	Free Chlorine Analyzer - TP	R	11/10/2021	5,117.37		044766		
I-12718498	Sensor Probe Tip - TP	R	11/10/2021	1,900.47		044766		
I-12724451	Free Total Ammonia - TP	R	11/10/2021	656.37		044766		8,194.58
05746	Hasa Inc.							
I-786297	Chlorine for Ojai Sys. - TP	R	11/10/2021	532.58		044767		532.58
00596	HOME DEPOT							
I-1362354	Parts for Pump Plant - EM	R	11/10/2021	233.49		044768		
I-4110401	Flashing Sgl Dome - WP	R	11/10/2021	249.09		044768		482.58
09910	J.W. ENTERPRISES							
I-343241	CT Pumping - AVE 1PP	R	11/10/2021	78.75		044769		
I-343242	CT Pumping - VILLANOVA	R	11/10/2021	78.75		044769		
I-343243	CT Pumping - OVPP	R	11/10/2021	78.75		044769		
I-343244	CT Pumping - 4M PP	R	11/10/2021	78.75		044769		
I-343245	CT Pumping - GRAND AVE.	R	11/10/2021	78.75		044769		
I-343246	CT Pumping - 4M RES.	R	11/10/2021	78.75		044769		
I-343247	CT Pumping - SA PLANT	R	11/10/2021	157.50		044769		
I-343248	CT Pumping - UPPER OJAI RES.	R	11/10/2021	78.75		044769		
I-343249	CT Pumping - 3M PUMP	R	11/10/2021	78.75		044769		
I-343250	CT Pumping - SIGNAL RES.	R	11/10/2021	78.75		044769		
I-343251	CT Pumping - FAIRVIEW RES.	R	11/10/2021	78.75		044769		
I-343252	CT Pumping - CASITAS DAM	R	11/10/2021	78.75		044769		
I-343253	CT Pumping - RINCON TANK	R	11/10/2021	78.75		044769		
I-343254	CT Pumping - BATES RES.	R	11/10/2021	78.75		044769		1,181.25
05816	Alex Kelso							
I-110821	Reimburse Expenses 11/21	R	11/10/2021	166.53		044771		166.53

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02129	Tracy Medeiros							
I-111021	102WC180000001	R	11/10/2021	580.00		044772		580.00
00151	MEINERS OAKS ACE HARDWARE							
I-985672	Broom & Duster - MAINT	R	11/10/2021	28.58		044773		
I-985680	Gutter Kit - LCRA	R	11/10/2021	18.22		044773		
I-985877	Wall Outlet - MAINT	R	11/10/2021	19.31		044773		
I-986448	Acetone & Paint - LCRA	R	11/10/2021	140.68		044773		
I-986470	PGL Screen - FISH	R	11/10/2021	2.67		044773		
I-986549	Louvre Vent - LCRA	R	11/10/2021	55.62		044773		
I-986617	Spray Paint & Msk Tape - LCRA	R	11/10/2021	26.30		044773		
I-986705	Pressure Treated & Screw -LCRA	R	11/10/2021	142.18		044773		
I-986717	Tape & Union - FISH	R	11/10/2021	18.22		044773		
I-986838	Construction Adhesives - LCRA	R	11/10/2021	51.48		044773		
I-986871	Cement & FLex Seal - LCRA	R	11/10/2021	100.78		044773		
I-987084	Fittings - LCRA	R	11/10/2021	58.44		044773		662.48
00143	METTLER TOLEDO, INC.							
I-654999406	Install/Balance WQ Scale - LAB	R	11/10/2021	363.68		044774		363.68
03724	Michael K. Nunley & Associates							
I-9781	Mutual Well#7 Equipment - ENG	R	11/10/2021	14,356.38		044775		
I-9782	West Ojai PL Eng Svcs - ENG	R	11/10/2021	2,145.49		044775		
I-9783	OWS-Casitas System Integration	R	11/10/2021	4,316.73		044775		20,818.60
05904	Miner's Ace Hardware Inc							
I-22852	Chain Saw - MAINT	R	11/10/2021	378.86		044776		378.86
03444	Mission Linen Supply							
I-515828838	Uniform Pants - PL	R	11/10/2021	34.87		044777		
I-515828839	Uniform Pants - MAINT	R	11/10/2021	27.64		044777		
I-515828843	Uniform Pants - TP	R	11/10/2021	40.39		044777		102.90
03701	MNS Engineers, Inc.							
I-78962	Santa Ana Bridge Design - ENG	R	11/10/2021	622.50		044778		
I-78963	Dredging Robles Forbay - ENG	R	11/10/2021	5,245.00		044778		5,867.50
03845	Oakridge Geoscience, Inc.							
I-048.017-03	Geotechnical Svcs Lion St -ENG	R	11/10/2021	1,415.00		044779		1,415.00
00163	OFFICE DEPOT							
I-205617862001	Cabinet - UT	R	11/10/2021	189.82		044780		189.82



VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01570	Ojai Auto Supply							
I-531167	Wiper Blades & Batt. - MAINT	R	11/10/2021	65.52		044781		65.52
00165	OJAI LUMBER CO, INC							
I-2111-660282	Gun Nail - LCRA	R	11/10/2021	100.12		044782		
I-2111-660377	Lumber for Mutual Building -EM	R	11/10/2021	219.06		044782		
I-2111-660380	Trowel Pool & Concrete - EM	R	11/10/2021	89.38		044782		
I-2111-660422	F/G Shingles Supreme - LCRA	R	11/10/2021	805.69		044782		1,214.25
00884	OJAI TERMITE & PEST CONTROL, I							
I-220942	Monthly Rodent Service - MAINT	R	11/10/2021	75.00		044783		75.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-23565	Cust #20594	R	11/10/2021	299.60		044784		299.60
00169	OJAI VALLEY SANITARY DISTRICT							
I-23642	Cust #52921	R	11/10/2021	59.92		044785		59.92
05713	Pops Auto Repair							
I-0141	Radiator - Unit 08	R	11/10/2021	1,646.25		044786		
I-0142	Oil Service - Unit 45	R	11/10/2021	149.21		044786		
I-0143	Honda Generator - UT	R	11/10/2021	2,706.25		044786		4,501.71
00184	POWERSTRIDE BATTERY CO, INC							
I-V606141	Battery for Canal Gate - MAINT	R	11/10/2021	98.48		044787		98.48
01439	PRECISION POWER EQUIPMENT							
I-59901	Pole Saw #2 Parts - MAINT	R	11/10/2021	75.39		044788		
I-71242	Pole Saw #1 Parts - MAINT	R	11/10/2021	93.71		044788		169.10
03392	Pres Tech Equipment Company							
I-INV-000380	Press. Washer Parts - Unit 150	R	11/10/2021	337.23		044789		337.23
00790	PROFORMA							
I-BI85005524A	Uniform Clothing - LAB	R	11/10/2021	428.44		044790		428.44
05911	Provost & Pritchard Consulting							
I-88320	State Water Interconnect -MGMT	R	11/10/2021	1,109.80		044791		1,109.80
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-10560	Gas Tank Inspection - DO	R	11/10/2021	230.00		044792		
I-10561	Gas Tank Inspection - LCRA	R	11/10/2021	230.00		044792		460.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03953	Rosemount Inc. Backwash Tank Level Sens. - TP	R	11/10/2021	2,793.72		044793		2,793.72
02756	SC Fuels Gas & Diesel - DO	R	11/10/2021	8,546.34		044794		8,546.34
00872	Smart Rain Weather Station Signal	R	11/10/2021	79.00		044795		79.00
00215	SOUTHERN CALIFORNIA EDISON Acct#700009638309	R	11/10/2021	26.03		044796		
	I-110321b Acct#700598317666	R	11/10/2021	35.17		044796		
	I-110321c Acct#700030209177	R	11/10/2021	13,566.77		044796		
	I-110421 Acct#700028735181	R	11/10/2021	9,126.35		044796		22,754.32
00048	STATE OF CALIFORNIA State Water Plan Payment	R	11/10/2021	205,521.00		044797		205,521.00
00050	STATE OF CALIFORNIA - EDD Unemployment Insurance	R	11/10/2021	15,835.86		044798		15,835.86
05786	Stericycle, Inc. Shredding Service - DO	R	11/10/2021	140.76		044799		140.76
02643	Take Care by WageWorks Reimburse Med/Dep Care	R	11/10/2021	840.00		044800		840.00
00498	BRIAN TAYLOR Reimburse Expenses 11/21	R	11/10/2021	85.00		044801		85.00
01959	The Wharf Safety Boot - LCRA	R	11/10/2021	100.00		044802		100.00
00317	TIERRA CONTRACTING INC Lion St Construction - ENG	R	11/10/2021	125,694.50		044803		125,694.50
01173	TOICO INDUSTRIES, INC. Polypropylene - LCRA	R	11/10/2021	110.50		044804		110.50
02163	Toro Enterprises, Inc. Santa Ana Bridge PL Relo - ENG	R	11/10/2021	98,902.60		044805		98,902.60
02784	United Rentals Emergency Generators - EM	R	11/10/2021	7,368.07		044806		
	I-198001082-002 Emergency Generators - EM	R	11/10/2021	8,462.02		044806		15,830.09

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01466	VALVE AUTOMATION AND CONTROLS							
I-2187195	Actuator Replacement - TP	R	11/10/2021	14,809.03		044807		14,809.03
00247	County of Ventura							
I-323196	Encroachment Permit PE21-0832	R	11/10/2021	370.00		044808		
I-323211	Encroachment Permit PE21-0833	R	11/10/2021	370.00		044808		
I-323460	Encroachment Permit PE21-0855	R	11/10/2021	370.00		044808		
I-323812	Encroachment Permit PE21-0294-2	R	11/10/2021	170.00		044808		
I-323816	Encroachment Permit PE21-0403-	R	11/10/2021	170.00		044808		
I-324771	Encroachment Permit PE20-0436-	R	11/10/2021	170.00		044808		1,620.00
00248	COUNTY OF VENTURA							
I-IN0219641	Backflow Program 7/21-9/21	R	11/10/2021	3,485.25		044809		3,485.25
01283	Verizon Wireless							
I-9892049311	Monthly Cell Charges - DO	R	11/10/2021	3,732.83		044810		
I-9892049755	Monthly Cell Charges - LCRA	R	11/10/2021	428.49		044810		4,161.32
03940	Wai & Connor LLP							
I-359380	Claim#1102WC180000001	R	11/10/2021	204.00		044811		204.00
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-10015157485	Blue Cement - WP	R	11/10/2021	111.49		044812		111.49
02587	A&M LAWNMOWER SHOP							
I-51213	Bar Oil - MAINT	R	11/17/2021	425.99		044813		425.99
05912	Aleshire & Wynder LLP							
I-64658	Metter #0001	R	11/17/2021	383.50		044814		383.50
03044	Amazon Capital Services							
C-1F71-47J9-JXGD	Hard Drive Return - TP	R	11/17/2021	153.70CR		044815		
C-1FFM-1CP6-VR3H	Uniform Pants Return - EM	R	11/17/2021	428.95CR		044815		
I-14Y6-QYP1-J94R	Uniform Pants - EM	R	11/17/2021	78.61		044815		
I-19PJ-FGJF-XQNT	Office Supplies - LCRA	R	11/17/2021	834.97		044815		
I-1DPP-RQ4Q-JQX3	Adapter - EM	R	11/17/2021	32.12		044815		
I-1DPP-RQ4Q-RPXJ	Fittings - MAINT	R	11/17/2021	17.79		044815		
I-1Q49-PT7M-Y1MP	Power Adapter - FISH	R	11/17/2021	43.93		044815		424.77
01602	ANGELUS BLOCK CO., INC.							
I-VT00276027	Cement Blocks - LCRA	R	11/17/2021	1,292.58		044816		1,292.58
00014	AQUA-FLO SUPPLY							
I-SI1830951	Fittings - FISH	R	11/17/2021	44.27		044817		
I-SI1836709	PVC Cement - WP	R	11/17/2021	15.47		044817		59.74

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03552	Julia Aranda							
I-Aug 21	Reimburse Expenses 08/21	R	11/17/2021	14.00		044818		
I-Oct 21	Reimburse Expenses 10/21	R	11/17/2021	45.00		044818		59.00
01323	ARGO CHEMICAL INC							
I-2111074	Ammonia Solution - TP	R	11/17/2021	2,989.18		044819		2,989.18
01703	ARNOLD LAROCHELLE MATTHEWS							
I-4390	Metter #5088-001	R	11/17/2021	2,640.00		044820		
I-4391	Metter #01643	R	11/17/2021	60.00		044820		2,700.00
01666	AT & T							
I-000017308293	Local, Regional, Long Distance	R	11/17/2021	20.47		044821		20.47
00018	AT & T MOBILITY							
I-287290467941X1121	Acct#287290467941	R	11/17/2021	245.12		044822		
I-287294256431X1121	Acct#287294256431	R	11/17/2021	1,087.03		044822		
I-287299383384X1121	Acct#287299383384	R	11/17/2021	77.76		044822		1,409.91
00030	B&R TOOL AND SUPPLY CO							
I-1900966336	Vacuum - WH	R	11/17/2021	330.79		044823		330.79
05529	Best Drilling and Pump, Inc							
I-3833a	Mutual Well 6 Inspect - ENG	R	11/17/2021	10,885.00		044824		10,885.00
00860	Big Red Crane Company, Inc.							
I-11215	Crane-Rincon PP Unit 1 - EM	R	11/17/2021	350.00		044825		350.00
05887	C.D. Lyon, Inc							
I-0008205-IN	Robles Fish Panel Door Repair	R	11/17/2021	13,439.56		044826		13,439.56
03702	Cannon Corporation							
I-78382	Grand Ave. PL Design - ENG	R	11/17/2021	1,850.76		044827		
I-78384	Lion St and Fairview Design-EN	R	11/17/2021	2,473.00		044827		4,323.76
09907	CARUS PHOSPHATES, INC.							
I-SLS 10096436	Blended Phosphate - TP	R	11/17/2021	26,333.88		044828		26,333.88
00055	CASITAS BOAT RENTALS							
I-Oct 21b	Gas for Boats - LCRA	R	11/17/2021	1,227.50		044829		1,227.50
05913	Jonathan Clark							
I-1043191	Day Use Refund - LCRA	R	11/17/2021	10.00		044830		10.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03978	Virgil Clary							
I-Oct 21	Reimburse Expenses 10/21	R	11/17/2021	45.19		044831		45.19
04535	Container Alliance Co.							
I-I-110296	Conex Box - PL	R	11/17/2021	7,122.04		044832		7,122.04
00719	CORELOGIC INFORMATION SOLUTION							
I-82106214	Realquest Subscription	R	11/17/2021	137.50		044833		137.50
01483	CORVEL CORPORATION							
I-6/15575337-1	1102WC200000006 DOS 09/28/21	R	11/17/2021	13.92		044834		
I-C00206686909	Claim # 1102WC200000006	R	11/17/2021	704.40		044834		718.32
02544	Department of Justice							
I-545382	Fingerprinting - LCRA	R	11/17/2021	32.00		044835		32.00
00086	E.J. Harrison & Sons Inc							
I-1572	Acct#500766090	R	11/17/2021	105.32		044836		105.32
00091	ERNST & YOUNG LLP							
I-US01U000812364	Client#0012205436	R	11/17/2021	1,323.00		044837		1,323.00
00104	FRED'S TIRE MAN							
I-135935	Flat Repair - FISH	R	11/17/2021	20.00		044838		20.00
00485	FRUIT GROWERS SUPPLY COMPANY							
I-92265949	Shovel Scoop - MAINT	R	11/17/2021	55.26		044839		55.26
04467	General Pump Company, Inc.							
I-28911	Mutual Well #6 Inspection -ENG	R	11/17/2021	7,492.00		044840		7,492.00
00115	GRAINGER, INC							
I-9104861316	Grease - FISH	R	11/17/2021	70.73		044841		70.73
04022	Hamner, Jewell & Associates							
I-201274	Ventura-SB Row Srvs - ENG	R	11/17/2021	445.00		044842		
I-201278	Ojai Ave PL Row Srvs. - ENG	R	11/17/2021	2,066.33		044842		2,511.33
02940	Holliday Rock Co, Inc.							
I-1337143	Concrete - LCRA	R	11/17/2021	727.85		044843		727.85
00596	HOME DEPOT							
C-6222059	Saw Horse Return - EM	R	11/17/2021	87.34CR		044844		
I-1362353	Tools for EM	R	11/17/2021	304.30		044844		
I-9290327	Ret Wall Lt Almond - LCRA	R	11/17/2021	835.48		044844		1,052.44

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00667	Kennedy/Jenks Consultants, Inc							
I-150729	On-Call Wellfield Tech - ENG	R	11/17/2021	1,773.75		044845		1,773.75
00151	MEINERS OAKS ACE HARDWARE							
I-984393	Squirrelrel & Gopher Bait - WP	R	11/17/2021	149.32		044846		
I-984885	Brush & Paint - FISH	R	11/17/2021	17.05		044846		
I-985238	Tarp & Clothesline - WP	R	11/17/2021	23.39		044846		
I-986573	Fittings - TP	R	11/17/2021	2.52		044846		
I-986796	Hose - MAINT	R	11/17/2021	22.44		044846		
I-986994	Absorbent oil Dri - EM	R	11/17/2021	11.70		044846		
I-987030	Flapper & Silicone Lube -MAINT	R	11/17/2021	19.10		044846		
I-987132	Plywood - GARAGE	R	11/17/2021	73.60		044846		
I-987135	Fittings - EM	R	11/17/2021	8.47		044846		
I-987143	Bolts & Screws - UT	R	11/17/2021	20.13		044846		
I-987155	Roof Edge - LCRA	R	11/17/2021	59.60		044846		
I-987175	Screws & Caps - LCRA	R	11/17/2021	30.89		044846		
I-987176	Gas Container & Cap - GARAGE	R	11/17/2021	35.11		044846		
I-987215	Cleaning Supplies - FISH	R	11/17/2021	19.43		044846		
I-987219	Hose & Nozzles - EM	R	11/17/2021	66.45		044846		
I-987223	Rebar & Staples - LCRA	R	11/17/2021	236.37		044846		
I-987264	Dry Concrete Mix - MAINT	R	11/17/2021	221.62		044846		
I-987275	Outlet Box & Fittings - LCRA	R	11/17/2021	12.56		044846		
I-987299	Dap Bonding Additive - GARAGE	R	11/17/2021	23.41		044846		
I-987311	LED Bulbs & Box Cover - LCRA	R	11/17/2021	29.71		044846		
I-987364	Bi-Manifold - LCRA	R	11/17/2021	2.92		044846		
I-987373	Rebar - LCRA	R	11/17/2021	48.04		044846		
I-987604	Fittings - LCRA	R	11/17/2021	17.81		044846		
I-987610	BI-Manifold - LCRA	R	11/17/2021	5.83		044846		
I-987782	Fittings - LCRA	R	11/17/2021	27.67		044846		
I-987872	Animal Repellent - WP	R	11/17/2021	113.22		044846		
I-987887	Closet Flange & Elbow - LCRA	R	11/17/2021	41.93		044846		1,340.29
05904	Miner's Ace Hardware Inc							
I-22789	Chain Saw - LCRA	R	11/17/2021	660.27		044849		660.27
03444	Mission Linen Supply							
I-515872991	Uniform Pants - PL	R	11/17/2021	34.87		044850		
I-515872992	Uniform Pants - MAINT	R	11/17/2021	27.64		044850		
I-515872995	Uniform Pants - TP	R	11/17/2021	40.39		044850		102.90
00163	OFFICE DEPOT							
I-206167860001	Office Supplies - LCRA	R	11/17/2021	58.51		044851		58.51

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01570	Ojai Auto Supply							
I-531771	Lubricant & Terminal Protector	R	11/17/2021	11.69		044852		
I-532072	Fuel Pump Assembly - Unit 38	R	11/17/2021	188.77		044852		
I-532118	Fuel Pump - Unit 38	R	11/17/2021	204.24		044852		404.70
00884	OJAI TERMITE & PEST CONTROL, I							
I-220992	Monthly Rodent Services Reeves	R	11/17/2021	73.00		044853		73.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-23564	Cust #99991 07/21-08/21	R	11/17/2021	10,611.76		044854		10,611.76
00188	PETTY CASH							
I-111521	Replenish Petty Cash - DO	R	11/17/2021	511.07		044855		511.07
02053	Photo-Scan of Los Angeles, Inc							
I-26206	DVR Camera Installation -MAINT	R	11/17/2021	125.00		044856		
I-27824	Camara Maint. - MAINT	R	11/17/2021	250.00		044856		
I-27825	Camaras Maint. - MAINT	R	11/17/2021	250.00		044856		
I-28153	Gate Maint - MAINT	R	11/17/2021	270.00		044856		895.00
05713	Pops Auto Repair							
I-0144	Oil Service - Unit 34	R	11/17/2021	150.74		044857		150.74
00790	PROFORMA							
I-BI85005461B	Work Clothing - UT	R	11/17/2021	2,517.90		044858		
I-BI85005509A	LCRA Campground Brochures	R	11/17/2021	1,400.75		044858		
I-BI85005517A	Coat - LCRA	R	11/17/2021	96.92		044858		4,015.57
02767	Pueblo Water Resources, Inc.							
I-2021-144	On-Call Hydro Service - ENG	R	11/17/2021	2,860.00		044859		2,860.00
02900	Greg Romey							
I-Oct/Nov 21	Reimburse Expenses 10/21-11/21	R	11/17/2021	418.42		044860		418.42
01107	SAWYER PETROLEUM							
I-S140310	Gas & Diesel - LCRA	R	11/17/2021	5,568.54		044861		5,568.54
02950	Stantec Consulting Services In							
I-1852677	Casitas Master Plan - ENG	R	11/17/2021	6,967.50		044862		6,967.50
02703	Sunbelt Rentals							
I-119536809-0001	Mini Ex Rental - PL	R	11/17/2021	1,053.70		044863		1,053.70

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02643	Take Care by WageWorks							
I-13449315	Reimburse Med/Dep Care	R	11/17/2021	67.31		044864		
I-13477736	Reimburse Med/Dep Care	R	11/17/2021	10.00		044864		
I-13484583	Reimburse Med/Dep Care	R	11/17/2021	10.00		044864		87.31
05779	The Spine and Orthopedic Cente							
I-6/15575337-1	1102WC200000006 DOS 09/28/21	R	11/17/2021	180.68		044865		180.68
00251	VENTURA COUNTY STAR							
I-0004171163	Legal Notice 10/20/21	R	11/17/2021	625.37		044866		625.37
02583	WageWorks							
I-INV3181436	FSA Monthly Admin Fee	R	11/17/2021	175.00		044867		175.00
00270	Wells Fargo Bank							
I-111021e	Dual Thermometer - ENG	R	11/17/2021	69.56		044868		
I-111021f	Stone Corners - LCRA	R	11/17/2021	735.54		044868		
I-111021g	PSI Transducer Rincon - EM	R	11/17/2021	319.84		044868		
I-111021h	Heavy Duty Aluminum Sign - TP	R	11/17/2021	44.35		044868		
I-111021i	Membrane Filter - LAB	R	11/17/2021	126.27		044868		
I-111021k	Base Layer BInder - LCRA	R	11/17/2021	1,301.91		044868		
I-111021l	Playground Turf Cover - LCRA	R	11/17/2021	3,600.00		044868		
I-111021m	Coupler - Unit104	R	11/17/2021	99.85		044868		
I-111021n	Aquatic Pest Control - LCRA	R	11/17/2021	37.71		044868		
I-111021o	LED Lights - FISH	R	11/17/2021	78.99		044868		
I-111021p	Purchase Green - LCRA	R	11/17/2021	514.80		044868		
I-111021q	Antenna Mount - SAFE	R	11/17/2021	39.62		044868		6,968.44
00270	Wells Fargo Bank							
I-111021a	Face Masks - DO	R	11/17/2021	772.20		044869		
I-111021b	ACWA Workshop - MGMT	R	11/17/2021	85.00		044869		
I-111021c	Recruitment Advertisement - TP	R	11/17/2021	200.00		044869		
I-111021d	Recruitment Advertisement - TP	R	11/17/2021	200.00		044869		1,257.20
04010	CALIFORNIA STATE DISBURSEMENT							
I-CS5202111151940	200000001181291	R	11/17/2021	386.30		044870		386.30
02823	Franchise Tax Board							
I-G08202111151940	STATE TAX GARNISHMENT	R	11/17/2021	500.00		044871		500.00
00124	ICMA RETIREMENT TRUST - 457							
I-DCI202111151940	DEFERRED COMP FLAT	R	11/17/2021	550.00		044872		
I-DI%202111151940	DEFERRED COMP PERCENT	R	11/17/2021	99.86		044872		649.86



VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN202111151940	457 CATCH UP	R	11/17/2021	480.77		044873		
I-DCN202111151940	DEFERRED COMP FLAT	R	11/17/2021	7,468.57		044873		
I-DN%202111151940	DEFERRED COMP PERCENT	R	11/17/2021	398.80		044873		8,348.14

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	122	736,028.14	0.00	736,028.14
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	148,881.90	0.00	148,881.90
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	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: AP TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	127	884,910.04	0.00	884,910.04
BANK: AP TOTALS:	127	884,910.04	0.00	884,910.04
REPORT TOTALS:	127	884,910.04	0.00	884,910.04

## *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:                   000039-000040

Voids:



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Janyne Brown , Chief Financial Officer

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05782	GSI Water Solutions, Inc							
I-00888.001-11	Hydrologic & Hydrogeologic Con	R	11/17/2021	1,540.00		000039		1,540.00
02475	Rutan & Tucker, LLP							
I-912527	Adjudication Litigation 10/21	R	11/17/2021	21,013.77		000040		21,013.77

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	22,553.77	0.00	22,553.77
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	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: ADJ TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	2	22,553.77	0.00	22,553.77
BANK: ADJ TOTALS:	2	22,553.77	0.00	22,553.77
REPORT TOTALS:	2	22,553.77	0.00	22,553.77

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

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

CS1. CALL TO ORDER - CLOSED SESSION - 4:00 P.M.

President Brennan called the meeting to order at 4:00 p.m.

CS2. ROLL CALL

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

CS3. PUBLIC COMMENTS - Comments on Closed Session items.

Bill Weirick commented on the judge's suggestions for a meeting between the elected of the city of Ventura and Ojai. We have been trying for months to accomplish this. The city of Ventura is unable to arrange meetings and several times questioned if council members should participate. We have been trying to accomplish this. He made it clear for the record that the City of Ojai has been trying to get this done for months.

President Brennan moved the meeting to closed session at 4:03 p.m.

CS4. CLOSED SESSION

CS4a. Conference with Real Property Negotiators pursuant to California Government Code Section 54956.8 for APN 022-0-140-64 and APN 022-0-140-68, Willem and Bethalyn Jonker. District Negotiator: General Manager, Mike Flood

CS4b. 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.

The closed session ended at 4:30 p.m.

1. CALL TO ORDER - Regular Session at 5:00 p.m.

President Brennan called the regular session to order at 5:00 p.m.

2. ROLL CALL

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

3. CLOSED SESSION REPORT

Mr. Mathews reported the board met on the two items and there was no reportable action taken.

4. AGENDA CONFIRMATION

No changes

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

Burt Handy commented that he received information from Metropolitan Water District that the December State Water Project Allocation is expected to be zero.

6. CONSENT AGENDA

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

6.b. Minutes of the October 27, 2021 Board Meeting.  
[10 27 2021 Min.pdf](#)

6.c. Resolution proclaiming a local emergency persists, re-ratifying the proclamation of a State of Emergency by Executive Order, and re-authorizing remote teleconference meetings of the legislative bodies of Casitas Municipal Water District for the period November 10, 2021 to December 10, 2021 pursuant to Brown Act provisions.

The Consent Agenda was offered by Director Hajas, seconded by Director Cole and adopted by the following roll call vote:

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

Resolution is numbered 2021-24

7. ACTION ITEMS

7.a. Discussion and possible action to change the time of the regularly scheduled November 24, 2021 Board Meeting to begin at 10:00 a.m.

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

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

- 7.b. Adopt Resolution Authorizing the Grant Application, Acceptance, and Execution for the Ventura-Santa Barbara Counties Intertie.  
[Board\\_UMDR 20211110.pdf](#)  
[RESOLUTION.pdf](#)

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

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

Resolution is numbered 2021-25

- 7.c. Discussion and possible action on the Calleguas-Ventura State Water Project Interconnection Project.  
[Board Memo SWP Interconnection 111021.pdf](#)  
[SWP Interconnect Cost Analysis - Provost & Pritchard 110121.pdf](#)  
[Letter from Ventura Water - Calleguas-Ventura SWP Interconnection Project ATT2.pdf](#)

GM Flood provided a presentation to the Board on the Calleguas-Ventura State Water Project Interconnection Project. The board last discussed this at the July 27<sup>th</sup> board meeting. The Board had many questions and voiced concerns regarding the terms of the agreement and the deadline given by the City of Ventura.

Public Comments were made by Bill Weirick, Burt Handy and Bert Rapp. Betsy Cooper and Susan Rungren spoke on behalf of the City of Ventura.

GM Flood added he would work on an in lieu agreement and consider what needs to be done. President Brennan asked for this to be a standing item on the agenda moving forward.

## 8. DISCUSSION ITEMS/PRESENTATIONS

None

## 9. INFORMATION ITEMS

- 9.a. Support of the Ventura County Public Works Agency - Watershed Protection's (VCPWA-WP) September 2021 application to the State Coastal Conservancy (SCC) for the Robles Diversion and Fish Passage Facility.  
[Support Letter 20211110 \(2\).pdf](#)
- 9.b. CFD 2013-1 Report.  
[CFD 2013-1 Project Cost 10-31-2021.pdf](#)
- 9.c. State Water Project Intertie Project Report.  
[SWP Intertie Project Cost 10-31-21.pdf](#)

- 9.d. Investment Report.  
[Investment Report 10.31.2021.pdf](#)
- 9.e. Adjudication Report.  
[Adjudication Charges YTD 10.31.21.pdf](#)
- 9.f. Financial Statements June, July and August 2021.  
[Financial Statements 6-30-2021 Summary.pdf](#) [Financial Statements 07-31-2021 Summary.pdf](#) [Financial Statements 08-31-2021 Summary.pdf](#)
- 9.g. Non-Budgeted Item Log.  
[Non-Budgeted Items Log.pdf](#)

10. GENERAL MANAGER COMMENTS

GM Flood commented on the OSHA mandate that is hung up in the courts right now. Staff is discussing it and tracking our ability to comply with it and consulting our HR attorney.

11. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

None to report

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

Director Kaiser mentioned that other agencies are starting to engage in physical meetings and we may want to be looking for when it is the right time to do so again. President Brennan added that Mike and staff will see how many people the board room can safely handle and maybe after the first of the year.

13. ADJOURNMENT

President Brennan adjourned the meeting at 6:35 p.m.

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Neil Cole, Secretary

# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: Review of the Casitas MWD Investment Policy  
Date: November 24, 2021

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## **RECOMMENDATION:**

The Board of Directors approve the revised Casitas MWD Investment Policy.

## **BACKGROUND:**

Investment Policy procedural recommendations were provided at the September 2020 Finance Committee Meeting.

Subsequently the Casitas MWD Investment Policy was adopted by the Board of Directors on February 24, 2021 (attached) and can be found on Casitas MWD's website at:

<https://www.casitaswater.org/home/showpublisheddocument/3910/637501877754970000>

## **DISCUSSION:**

At the June 2021 Finance Committee Meeting, the District's financial advisor Richard Rosenthal with US Bank provided a presentation regarding the District's investments that involved discussion of the portfolio, interest rates, inflationary pressures, bond purchases by the Federal Government, the District's cash needs and the District's Investment Policy language.

The current adopted Investment Policy does not allow the District financial advisor to operate in the capacity they were hired for and Mr. Rosenthal suggested revisiting the current policy.

Subsequent to the finance committee Mr. Rosenthal provided suggestions to be incorporated into a new policy that complied with applicable statutes governing the investment of public funds and was more in line with other government agencies.



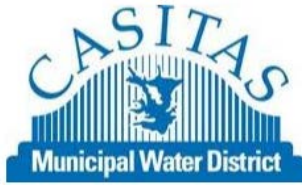
The revised policy was provided to District Counsel and based on counsel review, the policy looks good and complies with investment options allowed by California law.

The revised policy was also provided to District auditors for review with no suggested edits.

**ATTACHMENT:**

Proposed Investment Policy

Investment Policy adopted February 24, 2021



## **Investment Policy**

November XX, 2021

### **Policy, Scope, & Objective**

The purpose of this investment policy is intended to provide guidelines for the prudent investment of Casitas Municipal Water District's ("District") reserves. The goal is to invest funds in a manner which will provide the highest investment return with the maximum security while meeting daily cash flow demands. This policy also organizes and formalizes the District's investment related activities, while complying with all applicable statutes governing the investment of public funds.

Except for funds held in the District's working bank accounts used for daily operations and retirement funds held in a trust, it is intended that the investment policy cover all investment activities and financial assets of the District. These funds are accounted for in the annual district audit.

Pursuant to California Government Code 53600.5 and in order of importance the following criteria shall be followed in the investment program.

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might be reasonably anticipated.
3. **Return of Investment:** The investment portfolio shall have the objective of attaining an acceptable rate of return throughout budgetary and economic cycles, taking into account investment risk constraints.

### **Prudence**

Pursuant to California Government Code 53600.3 the "prudent investor" standard shall be used by all persons authorized to make investment decisions and be applied in managing the overall portfolio. Directors of the District ("Board"), Chief Financial Officer, 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 under circumstances then prevailing, including but not limited to, the general economic conditions and the anticipated needs of the District, to safeguard the principal and maintain the liquidity needs of the District.

All persons authorized to make investment decisions on behalf of the District acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual's security credit risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **Ethics and Conflict of Interest**

All authorized persons involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions.

### **Responsibilities of the Board of Directors**

- Policy Adoption and Review. Pursuant to California Government code 53646 the Investment Policy and any amendments shall be approved at a public meeting by the Board. The Board shall review the investment Policy annually to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same.
- Delegation of Authority. Pursuant to California Government Code 53607, the Board shall delegate authority for investment of funds, investment management services, and emergency actions by the board.
- Investment of Funds. The Board delegates the responsibility to invest or reinvest the District's funds or to sell or exchange securities purchased to the Chief Financial Officer, who shall act in accordance with established written procedures for the operation of the investment program consistent with the investment policy. Delegation of this authority shall be reviewed as desired by the Board.
- Investment Management Services. The District can authorize the use of investment management service for District funds. Any change in investment management services must be approved by the Board.
- Emergency Actions by the Board. An emergency meeting of the board will be called whenever necessary to deal with important investment issues that cannot await a regularly scheduled Board meeting.

### **Responsibilities of the Chief Financial Officer**

- Pursuant to California Government Code 53607 the Chief Financial Officer is responsible for investing or reinvesting the District's funds or to sell or exchange securities purchased. They shall be responsible for coordinating and communicating with investment management service provider.
- Annual Review of the portfolio for compliance and shall report to the Board major incidences of noncompliance.
- In accordance with section 53646 of the California Government code they shall submit monthly investment reports to the board. The report shall include the type of investment, issuer, date of maturity, par values and dollar amount invested for all securities, investments and moneys held by the District as well as the current market value as of the date of the report and the source of valuation.
- Annual review of the investment Policy to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same.
- Maintain written procedures for the operation of the investment program.

### **Responsibility of Investment Management Services**

- The investment management service provider must meet the requirements for authorized financial dealers in accordance with California Government Code 53601.5 and be reputable and trustworthy as well as knowledgeable and experienced with public agency investing.
- Work with the Chief Financial Officer in regards to investing or reinvesting the District's funds or to sell or exchange securities purchased while exercising full investment discretion and prudence in the selection and diversification of investments.
- Manage the day-to-day investment of Portfolio assets in accordance with the Policy guidelines and

objectives included herein. If at any time the guidelines become too restrictive or possibly injurious to investment returns, they should communicate that information immediately to the Board and Chief Financial Officer.

- Promptly bring to the attention of the District any investment that subsequently fails to meet the policy guidelines, along with a recommendation of retention or disposal.
- Provide timely investment reporting.

### **Authorized Investments**

Pursuant to California Government Code 53601, the District is empowered to invest in the following:

- Bonds issued by the District
- United States Treasury Bills, Notes, and Bonds. There is no limit of the portfolio invested in this category.
- United States Agency Securities
- Certificates of Deposit. Investments is limited to maximum of 30% of the portfolio.
- Corporate Bonds. Investments is limited to maximum of 30% of the portfolio and must have minimum rating of A- / A3 or better (by one rating agency)
- Mutual Funds (that invest in the above securities, including Money Market Funds)
- Municipal Bonds
- Commercial Paper
- Bankers Acceptances
- Repurchase Agreements
- Local Agency Investment Fund (LAIF) and Ventura County's pooled investment fund and shall not exceed 95% of the District's investable assets.

Not more than 10% of Districts funds shall be invested in any one single institution with the exception of United States Government Securities.

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. No investment shall be made in any security that at the time of the investment has a term remaining to maturity more than five years.

It is the District's 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.



**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.
17. 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".
18. 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.
19. 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.
20. 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.
21. 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.

22. 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.
23. 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.
24. 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.
25. The District's Investment Advisor shall be either a Registered Municipal Advisor (Securities and Exchange Commission) or a Chartered Financial Analyst (CFA Institute).

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS

**FROM:** MICHAEL FLOOD, GENERAL MANAGER

**SUBJECT:** PROFESSIONAL SERVICES RELATED TO ECONOMIC DEVELOPMENT  
ADMINISTRATION (EDA) AMERICAN RESCUE PLAN ACT (ARPA)  
TOURISM GRANT FOR LAKE CASITAS RECREATION AREA (LCRA)

**DATE:** 11/24/21

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**RECOMMENDATION:**

- Authorize a Task Order to MNS Engineers, Inc., to provide grant writing services for the EDA ARPA Tourism Grant for Lake Casitas Recreation Area in an amount not to exceed \$25,048.00
- Authorize a Task Order to MNS Engineers, Inc., to provide professional engineering services for the LCRA Sewer Phases 1 and 2 to support the EDA ARPA Tourism grant application in an amount not to exceed \$144,542.00
- Authorize a Task Order to Rincon Consultants, Inc. to provide professional environmental consulting services for the LCRA Sewer Project in an amount not to exceed \$74,205.00

**BACKGROUND:**

The Economic Development Administration, an agency under the US Department of Commerce, has made funding available through the FY 2020 Public Works and Economic Adjustment Assistance (PWEAA) program to support economic development and foster job creation. Prior Projects supported through this program include water and sewer system improvements. MNS Engineers provided a proposal to complete the grant application for LCRA sewer system and other infrastructure improvements. Their proposal is attached.

Casitas completed the LCRA Wastewater Collection System Implementation Plan (Plan) in March 2021. The Plan includes five implementation phases as shown in Figure 1-1 attached. Proceeding with Phases 1 and 2 will eliminate the need for LCRA staff to travel off-site to discharge wastewater at Ojai Valley Sanitation District's treatment plant in Ventura. MNS Engineers provided a proposal to complete preliminary design of Phases 1 and 2, with the addition of a restroom facility near the Events Area, to strengthen and support the ARPA grant application. The scope includes topographic survey, geotechnical investigation, electrical engineering, and preparation of 30 percent design. MNS' proposal is provided as an attachment.

The application will also be bolstered by having compliance with California Environmental Quality Act (CEQA) in process. A proposal from Rincon Consultants to provide this service is attached. Rincon will address CEQA+ requirements and contribute to the environmental narrative of the grant application. Rincon's proposal includes a fee not to exceed \$74,205.00.

Table 1 shows a summary of professional services requested for the project.

**Table 1 – Summary of Professional Services**

<b>Consultant</b>	<b>Scope</b>	<b>Fee</b>
MNS Engineers	EDA ARPA Grant application	\$25,048
MNS Engineers	Preliminary Design for LCRA Sewer, Phases 1 and 2	\$144,542
Rincon Consultants	CEQA+ and Environmental narrative for EDA ARPA Grant application	\$74,205
<b>TOTAL</b>		<b>\$243,795</b>

LCRA and Engineering staff will coordinate the other infrastructure needs for the grant application. These may include electrical improvements, shaded and accessible playgrounds, trail repair and improvements, electrical charging stations, and enhanced website development to more actively market the activities available at LCRA.

**FINANCIAL IMPACT:**

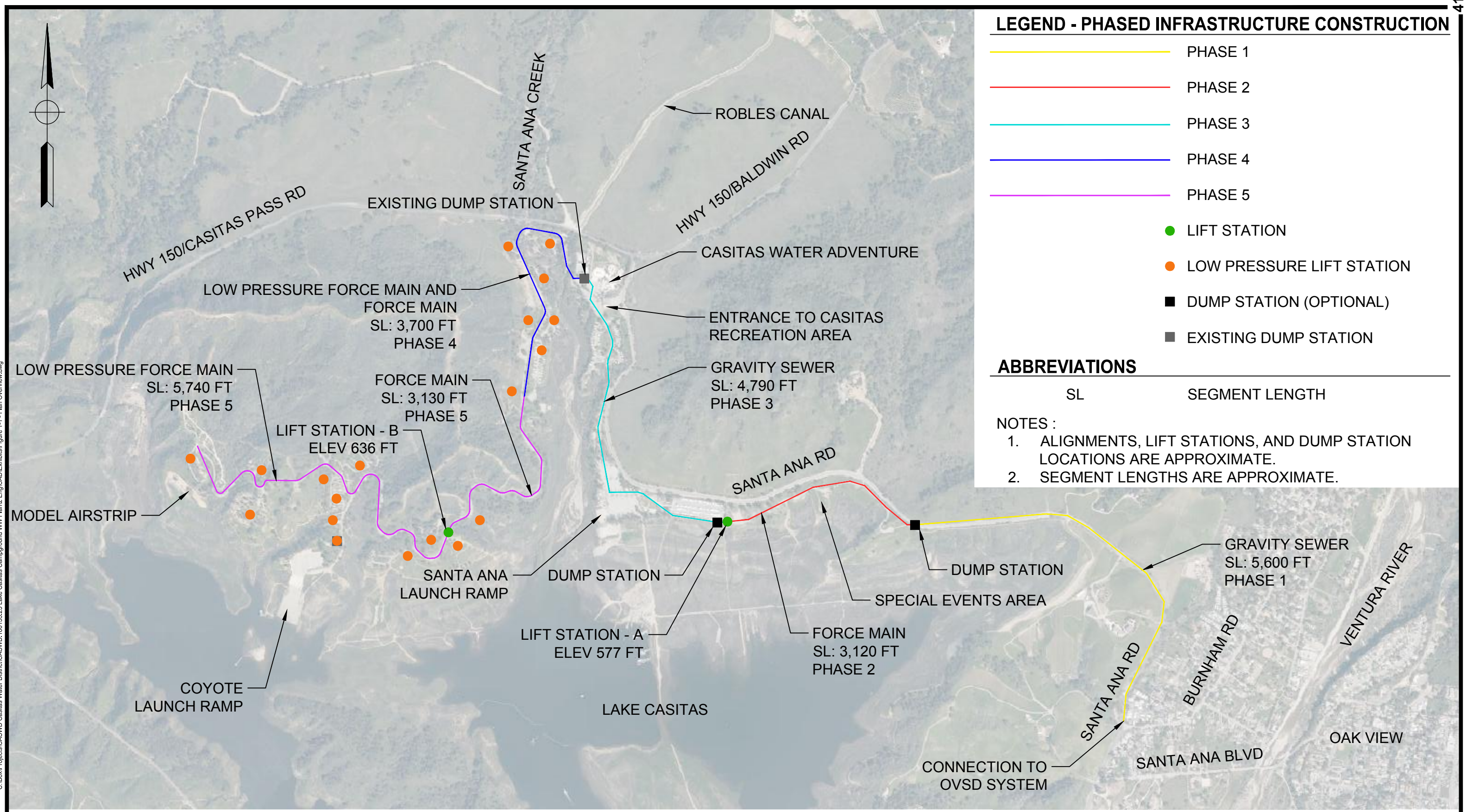
The budget for fiscal year 2021-22 did not include funding for this project. A budget appropriation of \$250,000 is requested.

**Attachments:**

- Figure 1-1 from LCRA Wastewater Collection System Implementation Plan
- Proposal from MNS Engineers dated 11/9/21
- Proposal from MNS Engineers dated 11/17/21
- Proposal from Rincon Consultants dated 11/12/21

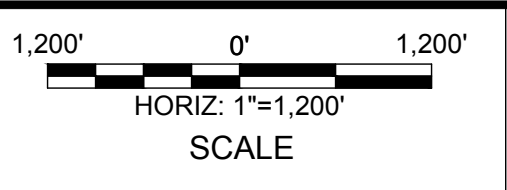


C:\Box\Projects\CASWD\Casitas Water District\CASWD\_180153.23\_Lake Casitas Campground WW Plan2 Ego\CAD\Exhibits\Figure 1-1 - Plan Overview.dwg



**MNS**  
ENGINEERS INC  
ENGINEERING | SURVEYING  
CONSTRUCTION MANAGEMENT

201 N. Calle Cesar Chavez  
Suite 300  
Santa Barbara, CA 93103  
Phone: 805-692-6921  
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**CASITAS MUNICIPAL WATER DISTRICT  
LAKE CASITAS RECREATIONAL AREA CAMPGROUND  
SEWER IMPLEMENTATION PLAN  
WASTEWATER COLLECTION SYSTEM - OVERVIEW**

**FIGURE  
1-1**

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**MARCH 2021**



3350 Shelby Street., Ste. 370 / Ontario, CA 91764

Ph. (323) 797-1498

*Sent via email*

November 9, 2021

Ms. Julia Aranda, Engineering Manager  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, CA 93022

**MNS Engineers Fee Proposal  
Economic Development Administration (EDA)  
American Rescue Plan Act (ARPA) Tourism Grant**

Dear Ms. Aranda,

Thank you for the opportunity to provide grant writing services in conjunction with the EDA ARPA Tourism Grant. Enclosed is our proposal to provide these services for a total fee of \$25,048.

Sincerely,

**MNS Engineers, Inc.**

A handwritten signature in black ink that reads 'Gregory Jaquez'.

Greg Jaquez, PE  
*Principal Project Manager*  
*Government Services Division*  
(323) 797-1498 DIRECT  
gjaquez@mnsengineers.com

Encl. [EDA ARPA Tourism Fee Proposal]



## **MNS Engineers Fee Proposal EDA ARPA Tourism Grant**

### **Project Understanding**

MNS Engineers (MNS) understands the Casitas Municipal Water District (District) is seeking consultant support to prepare an application to the EDA ARPA Tourism Grant Program. The objective of securing a grant is to fund the design and construction of the first two phases of a new wastewater collection system and recreational area improvements at the Lake Casitas Recreation Area.

### **Scope of Work**

#### **Task 1 – Meetings and Communications**

MNS will hold a kick-off meeting with District staff to review the scope and schedule for completing the grant application. Communication with District staff will be ongoing as needed to exchange information and provide the District opportunities to review draft work products. MNS will act as the coordinating point for the development of the grant applications under the direction of District staff. The MNS Project Manager (PM) will maintain a project file in which all project documents, including draft and final application materials and attachments, will be kept in a cloud-based storage platform. The MNS PM will be responsible for budget control and overall guidance and supervision of project delivery. MNS understands additional meetings and/or conference calls with the District may be needed.

Deliverables: Agendas, Meeting Minutes, Project File, email communications

#### **Task 2 – Document Collection and Tabulation**

MNS will collect and review information requested at the kickoff meeting as well as information independently researched. Some information will be collected after the kickoff meeting through email requests to the District.

Deliverables: File Folder of Plans, Data Sets, Photos, Maps, Supporting Documentation

#### **Task 3 – Application Preparation**

The application will be prepared on the standard Federal forms prescribed in the Notice of Funding Opportunity (NOFO) and follow the precise content structure and format that pertain to each part of the application. Information will be drawn from collected documents, project scoping and cost estimation, and through collaboration with District staff. Except as indicated, MNS will prepare each of the following subcomponents of the application:





APPLICATION CONTENT	SCOPE & RESPONSIBILITY
Form SF-424, Application for Federal Assistance	MNS will prepare this two-page form with minimal input from District staff.
Form SF-424C, Budget Information	MNS will utilize the Preliminary Engineering Report in consultation with the project engineer and District staff to prepare this form.
Form SF-424D, Assurances	Requires District processing of signature.
Form ED-900, General Application for EDA Programs	MNS will prepare this nine-page form expandable with narrative content addressing project description and EDA funding priorities. MNS will incorporate information derived from research on matters related to economic development needs, economic analysis, and administrative requirements.
Form ED-900A, Additional EDA Assurances	Requires District processing of signature.
Form ED-900B, Beneficiary Information Form	MNS will prepare this three-page form expandable with narrative content addressing beneficial economic impacts of the project.
Form ED-900C, Application Supplement for Construction Programs	MNS will prepare this nine-page form expandable with narrative content addressing project administration, property title, and historic preservation.
Form ED-900E, Calculation of Estimated Relocation and Land Acquisition Expenses	MNS will prepare this three-page form addressing land acquisition expenses.
Documentation of Matching Share	District must submit for each source of the matching share a commitment letter or equivalent document signed by an authorized representative of the District providing the matching funds.
Environmental Narrative	An environmental consultant selected by the District will collaborate with MNS and will prepare the Environmental Narrative.
Applicant's Certification Clause	Requires District processing of signature in conjunction with the Environmental Narrative.
Form CD-511, Certification Regarding Lobbying	Requires District processing of signature.
Form SF-LLL, Disclosure of Lobbying Activities	MNS will prepare this one-page form and District will process it for signature.
Map of Project Site	MNS will prepare the map of the project site.
Registration with System for Award Management	If not already registered, MNS will assist District in registering with the System for Award Management.

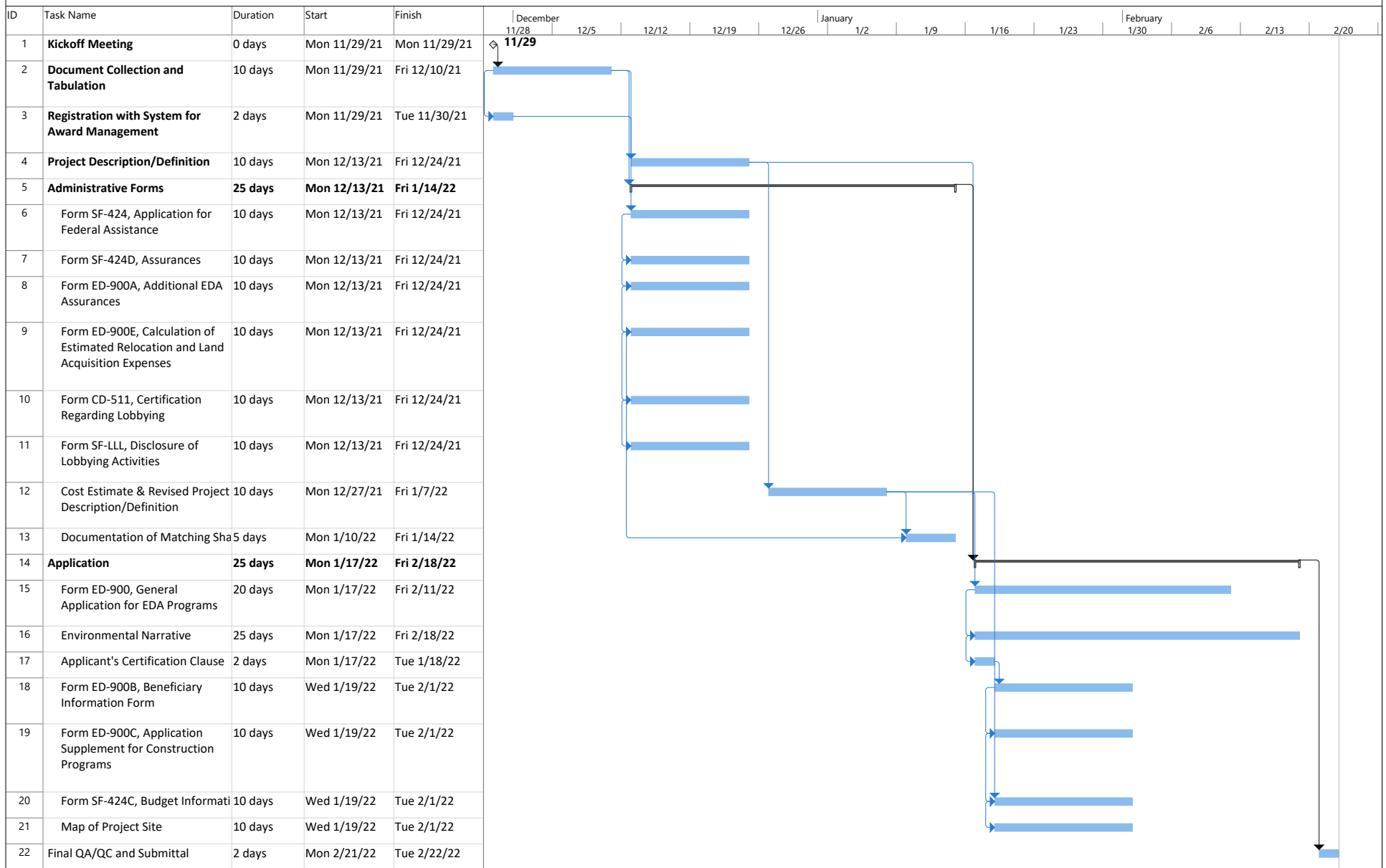
### Fee Proposal

MNS proposes to provide the aforementioned services for a total fee of \$25,048 as shown in the following fee proposal table.



Casitas Municipal Water District EDA ARPA Tourism Grant Fee Proposal	Project Manager	Senior Grant Writer	Grant Writer	Associate Grant Writer	Total Resource Hours	Total Resource Costs
	\$225	\$160	\$135	\$105		
<b>Task 1 - Meetings and Communications</b>						
Task 1 - Meetings and Communications	4.0	8.0	2.0	2.0	16.0	\$2,660
<b>Task 2 - Document Collection and Tabulation</b>						
Task 2 - Document Collection and Tabulation	0.5	1.0	4.0	4.0	9.5	\$1,233
<b>Task 3 - Application Preparation</b>						
Form SF-424, Application for Federal Assistance		1.0	4.0		5.0	\$700
Form SF-424C, Budget Information	1.0			2.0	3.0	\$435
Form SF-424D, Assurances		0.5			0.5	\$80
Form ED-900, General Application for EDA Programs	12.0	24.0	40.0	40.0	116.0	\$16,140
Form ED-900A, Additional EDA Assurances		0.5			0.5	\$80
Form ED-900B, Beneficiary Information Form		0.5	2.0		2.5	\$350
Form ED-900C, Application Supplement for Construction Programs	2.0				2.0	\$450
Form ED-900E, Calculation of Estimated Relocation and Land Acquisition Expenses		2.0			2.0	\$320
Documentation of Matching Share		2.0			2.0	\$320
Environmental Narrative		2.0			2.0	\$320
Applicant's Certification Clause		1.0			1.0	\$160
Form CD-511, Certification Regarding Lobbying		1.0			1.0	\$160
Form SF-LLL, Disclosure of Lobbying Activities		2.0			2.0	\$320
Map of Project Site				2.0	2.0	\$210
Registration with System for Award Management				2.0	2.0	\$210
<b>Task 4 - Final QA/QC and Submittal</b>						
	4.0				4.0	\$900
<b>Subtotal</b>	<b>23.5</b>	<b>45.5</b>	<b>52.0</b>	<b>52.0</b>	<b>173.0</b>	
	<b>\$5,288</b>	<b>\$7,280</b>	<b>\$7,020</b>	<b>\$5,460</b>		<b>\$25,048</b>

CASITAS MUNICIPAL WATER DISTRICT  
EDA ARPA TOURISM GRANT APPLICATION FOR  
LAKE CASITAS RECREATION AREA SEWER AND RECREATION IMPROVEMENTS PROJECT



Project: EDA ARPA Tourism Gra Date: Mon 11/15/21	Task	Project Summary	Manual Task	Start-only	Deadline	Progress
	Split	Inactive Task	Duration-only	Finish-only	Manual Progress	Manual Progress
	Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress	Manual Progress
	Summary	Inactive Summary	Manual Summary	External Milestone	External Milestone	Manual Progress

**November 17, 2021**

Casitas Municipal Water District  
**Attention: Julia Aranda, PE, Engineering Manager**  
1055 Ventura Avenue  
Oak View, CA 93022

**SUBJECT: Proposal for Professional Engineering Services – Lake Casitas Wastewater System Preliminary Design, Phase 1 & 2**

Dear Ms. Aranda:

Thank you for the opportunity to submit this proposal for the Lake Casitas Wastewater System Preliminary Design (Project) for Casitas Municipal Water District (Casitas, District). MNS Engineers, Inc. (MNS) offers our qualified team to provide professional services for this Project.

**Project Understanding**

As part of the Lake Casitas Recreational Area (LCRA) operations, sewage is generated from the camping area restrooms, administrative buildings, shower buildings, recreational vehicle holding tanks, onsite stores and a restaurant. Since they are not connected to a common collection system, the sewage is collected by a 3,500-gallon pumper truck from storage pits at various sites throughout the recreational area. Each truck load is disposed of at the Ojai Valley Sanitation District (OVSD) Wastewater Treatment Plant, some 7.2 miles from the recreational area. On average, 500 tanker trips occur each year.

MNS recently completed a LCRA Sewer Implementation Plan (Plan) to provide a multi-phase path for implementation of a wastewater collection and transmission scheme. The District has recently identified a potential external funding source, which may partially pay for implementation of the first two phases of work identified in the Plan. The District has requested this proposal to prepare 30 percent complete design plans for these initial phases of work, which will be submitted with the funding application.

The scope of Phase 1 and 2 include the following:

- RV Dump Station
- Wastewater Lift Station “A”
- Active Odor Control for the Dump Station and Lift Station
- 8-Stall Event Area Restroom and Associated Grinder Lift Station
- Approximately 3,600 Linear Feet (LF) of 3-inch High Density Polyethylene (HDPE) Force Main on District Property
- Approximately 6,000 LF of 8-inch Polyvinyl Chloride (PVC) Gravity Sewer Main and Associated Manholes within County of Ventura (County) Right-of-Way
- Connection to OVSD Collection System at an Existing Manhole Near the Intersection of Santa Ana Road and Burnham Road

Work to be completed for the 30 percent complete design submittal includes utility research, topographic survey, geotechnical investigation, and preparation of a 30 percent complete plan set, list of technical specifications, and engineer’s opinion of probable cost of construction.



## Scope of Work

MNS proposes to perform the Scope of Work described herein to provide engineering design services for the Project. A description of tasks and responsibilities are described as follows.

### Task 1 – Project Management, Quality Assurance/Quality Control, and Meetings

This task includes project management, quality assurance/quality control (QA/QC), and meetings associated with the Project.

#### Subtask 1.1 – Project Management

The Project Manager, Nick Panofsky, will provide ongoing coordination of the project team including Casitas and the internal project team. Nick will monitor the budget and serve as the main point of contact with Casitas. Regular phone calls and e-mail updates will be sent from the Project Manager to the District's Project Manager to keep coordination open and up-to-date. The MNS Project Manager will submit monthly invoices with all supporting documentation in a format acceptable to Casitas.

The MNS Project Manager is responsible for ensuring all deliverable deadlines are met, all internal quality control reviews are completed, and the final products meet the expectations of Casitas.

#### Subtask 1.2 – Quality Assurance/Quality Control

In accordance with MNS company policy, all deliverables, calculations, recommendations, and other documentation will be reviewed by an experienced engineer, not otherwise associated with the project, prior to submittal to Casitas. Documents will be reviewed to ensure technical excellence, the goals and expectations of Casitas are being met, and conformance with applicable design checklists and standards. For this project, all deliverables and other items requiring quality control reviews will be reviewed by Tyler Hunt, PE.

#### Subtask 1.3 – Meetings

Over the course of the project, MNS will facilitate and lead meetings and conference calls as required to move the Project forward and ensure Casitas is informed and in concurrence with the progress of the project. MNS has budgeted for one Project Kick-off Meeting and Site Visit. MNS will develop a meeting agenda and will submit meeting minutes to Casitas within three business days of the meeting.

The MNS Project Manager and the Project Engineer will attend the meeting.

### Task 2 – Utility Research

MNS will contact utility agencies with below-grade facilities in the project area to obtain atlas maps and other available information regarding the type, size, location, material, and depth of existing utilities. We assume Casitas will pay the fees associated with these requests, and will provide utility maps of Casitas owned facilities. Based on an initial design lookup through the Underground Service Alert DigAlert system, the following utility agencies may have facilities in the Project area:

- AT&T
- County of Ventura
- Ojai Valley Sanitary District
- Southern California Edison
- Southern California Gas
- Spectrum Communications
- Ventura River Water District

Information received will be incorporated into the Project base map and considered in the Project design. We assume the District will provide any available drawings of existing facilities in the Project area. We assume no potholing will be required during the 30 percent design phase of the Project.

### Task 3 – Topographic Survey

MNS will perform aerial and supplemental ground surveying for the proposed wastewater system improvements. The aerial mapping includes portions of Santa Ana Rd beginning at Burnham Rd and ending at the Lake Casitas Boat Rental parking lot (Approx. 1.8 miles). Ground surveying will include the proposed special events area and additional areas to supplement the aerial mapping. The mapping will be tied to the NAD83 and NAVD88 datum based on local benchmarks. The scope of work includes the following items:

- Hardscape, structures, walls, fences, signage, trees (6" in diam. and above)
- Observable utilities
- Storm drain and sewer manhole inverts (10 MH estimate)

MNS will prepare a topographic base map in AutoCAD at a scale of 1"=20' with 1' contour intervals. This scope of work does not include boundary/easement retracement or the cost of acquiring a title report. We have assumed a cost of \$9,000 for the aerial survey.

### Task 4 – Geotechnical Investigation

MNS subconsultant, Yeh and Associates, will perform a geotechnical investigation, and prepare a geotechnical report in support of project development. A detailed scope of work for the geotechnical work to be performed is provided as an attachment to this proposal.

### Task 5 – 30 Percent Contract Document Development

MNS will develop a 30 percent complete set of plans, specifications, and an accompanying Engineer's Opinion of Probable Construction Cost (PS&E) for the Project. We will be supported by IRJ Engineers to provide electrical engineering support; a copy of IRJ's proposal is included as an attachment to this proposal. We will provide electronic documents upon completion of the work. Electronic formats will include images prepared in Adobe PDF format and also electronic files compatible with Microsoft Word and Excel, and AutoCAD, if requested.

### Plans

MNS will prepare detailed drawings for the Project clearly defining the work to be completed. Plans will be prepared in the latest version of AutoCAD Civil 3D. The Plan and Profile (P&P) drawing will be prepared with a horizontal scale of 1" = 20' and a vertical scale of 1"=4'. The pipeline alignment will consider the California Division of Drinking Water separation requirements from existing wastewater and non-potable water. Drawings will follow the District's drafting standards.

An anticipated sheet list includes:

Sheet No.	Drawing No.	Description
1	Sheet G-01	Title Sheet
2	Sheet G-02	General and Construction Notes
3	Sheet G-03	Sheet Layout Plan
4	Sheet C-01	Pump Station A and Dump Station Site Plan
5	Sheet C-02	Lift Station A Plan and Section
6	Sheet C-03	Dump Station Plan and Section
7	Sheet C-04	Restroom Site Plan
8-14	Sheet C-05 to C-11	Lift Station A Force Main Plan and Profiles



Sheet No.	Drawing No.	Description
15-26	Sheet C-12 to C-23	Gravity Sewer Plan and Profiles
27	Sheet C-24	Trench and Manhole Details
28	Sheet C-25	Miscellaneous Civil Details
29	Sheet E-01	Electrical Notes, Legend, and Abbreviations
30	Sheet E-02	Electrical Single Line Diagram
31	Sheet E-03	Electrical Site Plan

### Specifications

MNS will prepare a table of contents of CSI format technical specifications to be included in future detailed design submittals.

### Engineer's Opinion of Probable Construction Cost

MNS will prepare an Engineer's Opinion of Probable Construction Cost for the 30 percent design deliverables. We will base the opinion on recent projects of similar size and scope upon which we have worked and communicated with vendors and material suppliers.

### Proposed Schedule

We are prepared to meet or exceed the schedule provided in the following table, assuming a Notice to Proceed date of November 29, 2021.

Project Kick-off	November 29, 2021
Site Survey and Utility Research	November 25 – December 20, 2021
Geotechnical Investigation	January 31, 2022
30 Percent Design Submittal	February 11, 2022

### Fees

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$144,542**. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the fee schedule included in the MNS On-Call Engineering Contract.

Task	Fee
Task 1 – Project Management, QA/QC, and Meetings	\$7,990
Task 2 – Utility Research	\$1,915
Task 3 – Topographic Survey	\$27,050
Task 4 – Geotechnical Investigation	\$34,244
Task 5 – 30 Percent Contract Document Development	\$73,343
<b>Total</b>	<b>\$144,542</b>

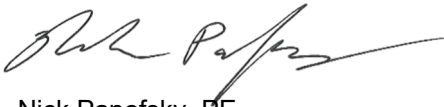
### Project Team

MNS has assembled a qualified team with the skills and expertise to bring this project to completion in-line with Casitas' goals. Nick Panofsky, PE will lead the team as Project Manager and Lead Engineer, supported by Bryce Swetek, PE as Project Engineer. Tyler Hunt, PE will provide QA/QC reviews. Yeh and Associates, led by Loree Berry, PE, will perform the geotechnical investigation. IRJ Engineers, led by Jill Johnson, PE, will provide electrical engineering design support.

### Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to continuing to work with Casitas. Please feel free to contact me with any questions you may have about our submittal at 805.592.2074 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,  
**MNS Engineers, Inc.**



Nick Panofsky, PE  
Lead Engineer

Attachments: Fee Estimate Spreadsheet  
Yeh and Associates Proposal  
IRJ Engineers Proposal





November 16, 2021

Proposal No. 221-514

MNS Engineers  
811 El Capitan Way, Suite 130  
San Luis Obispo, California 93401

Attn: Mr. Nick Panofsky

**Subject: Proposal for Geotechnical Services, Casitas Municipal Water District, Lake Casitas Recreational Area Campground Sewer Implementation Plan, Phase 1 and 2, Oak View Area of Ventura County, California**

Dear Mr. Panofsky:

Yeh and Associates, Inc. is pleased to submit this proposal to MNS Engineers (MNS) to provide geotechnical services for the design of Phase 1 and Phase 2 of a new sewer line connection between the Lake Casitas Recreation Area (LCRA) and the Ojai Valley Sanitary District system in the Oak View area of Ventura County, California. This proposal was prepared in response to your request of November 10, 2021 and a Project Phasing Plan, prepared by MNS dated January 2021. The purpose of our services will be to prepare a *Geotechnical Report* for the design of 5,600 linear feet of 8-inch PVC gravity sewer along Santa Ana Road (County Road) and the following improvements inside the LCRA property managed by the Casitas Municipal Water District (CMWD): 3,120 linear feet of 3- or 4-inch HDPE sewer force main, a new lift station and dump station, and a restroom facility. The sewer pipelines are anticipated to be 6-feet deep or less and the lift station less than 15-feet deep. The geotechnical evaluation will consist of field exploration and laboratory testing to characterize subsurface conditions along proposed pipeline routes, at the lift station and dump station sites and at the restroom building and analyses to evaluate the support of pipeline components and structure, and geotechnical considerations for design and construction of the project elements. This proposal presents our understanding of the project, scope of work, schedule, and fee to provide the requested services.

**Scope of Services:**

- 1. Project Initiation, Site Access, Kick-off Meeting.** Consult with MNS and CMWD to review the approach to providing geotechnical services, collect and review existing geotechnical data from the site or nearby sites, if available, and request that any updated maps or plans be provided for our use in planning the field exploration program for the project. Participate in a kick-off meeting to finalize planned boring locations and coordinate field exploration and

utility clearance within the recreation area. Yeh will obtain a Ventura County encroachment permit for proposed boring locations along Santa Ana Road. Site access outside of permits specifically described, any environmental permits, documents, or monitoring will be provided to us. CMWD will facilitate any additional access for Yeh and their subcontractors to perform geotechnical drilling within the LCRA.

- 2. Pre-Field, Health and Safety, Utility Clearance.** Prepare a health and safety plan for the field work, visit the site to mark the locations of the planned explorations, and notify Underground Services Alert (USA) to contact utility companies to review the locations and mark any buried utilities at the site. CMWD will review and clear boring locations from known utilities within the Recreation Area. Yeh will not be responsible for locating utilities or buried structures or for damages resulting from encountering unmarked or improperly marked utilities. Coordinate the field exploration program and site access with CMWD, Ventura County, and subcontractors.
- 3. Drilling.** Yeh will provide a 2-day effort to drill twelve (12) borings to depths ranging between 10 and 30 feet below the ground surface. A boring to 30 feet deep will be drilled at each the proposed lift station and restroom building sites. Ten borings to 10 to 15 feet deep will be drilled along the pipeline alignments at a horizontal spacing not exceeding 1,000 feet between borings. The holes will be drilled using a truck-mounted rig equipped with 8-inch hollow stem auger. The borings will be sampled at selected intervals using drive samplers, thin-walled tube samples and by taking cuttings from the auger flights. Traffic control will be provided during drilling as required by the permit.

Borings will be backfilled with a mixture of bentonite chips and native soil cuttings to the surface. Borings in existing pavement areas will be patched with rapid set concrete dyed black. If groundwater is encountered, the boring will be backfilled with bentonite grout per Ventura County permit requirements. Excess cuttings from the borings will be spread in unpaved shoulders adjacent to the boring locations.

- 4. Laboratory.** Testing will be performed on selected samples recovered from the field exploration program to characterize the geotechnical properties and classification of subsurface materials encountered. Tests for classification, compaction, strength, consolidation, and corrosivity will be performed. The types and numbers of tests may vary depending on the subsurface conditions encountered.
- 5. Draft - Geotechnical Report.** Yeh will summarize the data collected, perform geotechnical analyses and prepare a *Geotechnical Report* for the design of the project. A draft of the report

will be prepared and issued in portable document file (PDF) format for review by CMWD and MNS. The report will provide logs of the explorations, laboratory test results, a map showing and the locations of the explorations. The report will provide a discussion of the following:

- Geologic setting;
- Soil and groundwater conditions encountered;
- Potential for geologic hazards to impact the project (such as from seismic shaking, faulting, liquefaction, lateral spreading, and landslides based on review of published data) and the need for design elements to mitigate geologic hazards;
- Recommendations for design of the new lift station and restroom building, including:
  - Site preparation, grading, and subsurface soil improvement considerations for support of wet wells and equipment pads;
  - Seismic considerations considering AWWA guidelines and including California Building Code seismic design parameters;
  - Compaction and material requirements for imported fill and re-use of onsite soil;
  - Foundation design for the restroom building, wet wells and equipment pads including allowable bearing pressures, minimum foundation widths and depths, estimated total and differential settlement considering static and seismic loads;
  - Passive resistance and friction coefficient for resistance to lateral loads;
  - Considerations for seismic hazards to impact piping and lift stations with considerations for emergency response measures; and
- Pipeline recommendations and a trench detail for use with CMWD standards;
- Recommendations for pavements and hardscape using an R-value estimated from soil classification;
- Corrosion test data; and
- Construction considerations regarding excavation characteristics of soil encountered, temporary excavations, shoring requirements, and groundwater.

- 6. Final – Geotechnical Report.** Yeh will issue the final *Geotechnical Report* after incorporating comments and input from CMWD and MNS. This scope of work assumes that the final report will not involve addressing new alignments, changes in the project or additional field exploration. One PDF copy of the final report will be submitted unless otherwise requested.

**Schedule:**

Services will be coordinated with MNS, CMWD, and Ventura County. Services will be begin immediately upon receiving notice to proceed. Yeh will finalize the boring locations and prepare for field exploration. Drilling work can typically be scheduled within about four weeks, assuming receipt of site access and required permits for all drill locations. The draft *Geotechnical Report* can typically be provided within six weeks of completion of the field exploration. Provided that notice to proceed is provided in November 2021 and drilling is completed in December 2021, the draft *Geotechnical*



*Report* can be provided by January 28, 2022. The final report can be submitted within about two weeks after receiving comments on the draft report.

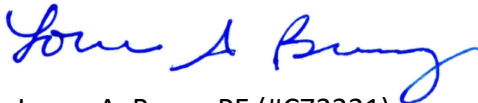
**Fee Estimate:**

Yeh will provide the geotechnical services described in this proposal on a time and materials basis shown on the attached fee estimate worksheet. Our estimated fee and rate schedule for the scope of services described in this proposal is attached. Yeh will not exceed the estimated fee without prior authorization of the Client.

We appreciate the opportunity to be of service. Please contact Loree Berry ([Lberry@yeh-eng.com](mailto:Lberry@yeh-eng.com)) at (805) 440-0966 if you have questions or require additional information.

Sincerely,

**YEH AND ASSOCIATES, INC.**



Loree A. Berry, PE (#C73221)

Senior Project Manager

Attachments: Fee Schedule (2021 CA)  
Estimate of Fees

**STANDARD FEE SCHEDULE  
CALIFORNIA  
EFFECTIVE JANUARY 2021**

**Professional Services:**

<u>Classification</u>	<u>Basic Rate</u>
Principal.....	\$205/hr
Senior Project Manager .....	\$180/hr
Senior Project Specialist.....	\$175/hr
Project Manager .....	\$155/hr
Senior Project Engineer or Geologist.....	\$140/hr
Project Engineer or Geologist.....	\$110/hr
Staff Engineer or Geologist.....	\$95/hr
Engineer or Geologist Intern .....	\$60/hr
Resident Construction Engineer.....	\$170/hr
Construction Manager .....	\$145/hr
Construction Observer 3 .....	\$120/hr
Construction Observer 2 .....	\$105/hr
Construction Observer 1 .....	\$95/hr
Technician Leader or Supervisor .....	\$125/hr
Laboratory Supervisor.....	\$100/hr
Technician 3 .....	\$85/hr
Technician 2 .....	\$70/hr
Technician 1 .....	\$55/hr
CAD Designer .....	\$125/hr
CAD Technician .....	\$80/hr
Administrative Assistant.....	\$75/hr

\*\*Overtime rates for Construction Inspection, Technicians and Office Staff is 1.5 x rates shown.

Laboratory tests are per hourly rates or cost plus 10 percent for outside laboratory testing when applicable.

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$350 per hour.

Rates do not include prevailing wage rates for field services. Prevailing wages will be determined on a project-by-project basis.

**Other Direct Charges:**

Subcontracted services, copying and rented equipment.....	Cost Plus 10%
Travel, subsistence, and expenses .....	Cost Plus 10%
Vehicle.....	\$ 80/day
Automobile Mileage.....	\$ 0.55/mile
Hand Auger Kit .....	\$100/day
Slope Inclinator and readout .....	\$125/day

**FEE ESTIMATE WORKSHEET**  
**Casitas Municipal Water District LCRA Wastewater Connection**  
**Geotechnical Services**

PREPARED BY: L. Berry  
PROJECT No.: 221-514

DATE: November 16, 2021  
CLIENT: MNS

PHASE	Principal Engineer or Geologist	Sr. Project Specialist	Sr. Project Manager	Project Manager	Sr. Project Engineer or Geologist	Project Engineer or Geologist	Staff Engineer or Geologist	CAD Designer	Engineer Intern	HOURS	COSTS
<b>Geotechnical Services:</b>											
1 Initiation/Review Existing Data/Kick-Off			8			4	8			20	
2 Site access, utilities, USA coordination			8				12			20	
3 Field Exploration Program (Drilling)			2				24			26	
4 Laboratory Testing			2			8		32		42	
5 Draft - Geotechnical Report	6		12			12	24			54	
6 Final - Geotechnical Report	2		4				8			14	
<b>SUBTOTAL</b>	<b>8</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>76</b>	<b>0</b>	<b>32</b>	<b>176</b>	<b>\$ 19,900</b>
<b>Unit Costs and Expenses:</b>											
Field Vehicle											\$ 240
<b>SUBTOTAL</b>											<b>\$ 240</b>
<b>Subconsultant and Vendor Services:</b>											
VC Permit, traffic plan											\$ 750
Subcontract Drilling Services											\$ 11,660
Subcontract Traffic Control											\$ 3,300
Outside laboratory testing											\$ 1,994
<b>SUBTOTAL</b>											<b>\$ 8,594</b>
RATE, PER HOUR (2021)	\$ 205	\$ 175	\$ 180	\$ 155	\$ 140	\$ 110	\$ 95	\$ 125	\$ 60		
<b>ESTIMATED TOTAL FEE</b>											<b>\$ 28,734</b>



# IRJ ENGINEERS INC.

MECHANICAL & ELECTRICAL ENGINEERS

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

OFFICERS

JACK V. IVERS, P.E.

STEVEN ROMOFSKY, P.E.

JILL E. JOHNSON, P.E.

November 16, 2021

Mr. Nick Panofsky  
MNS Engineers, Inc.  
201 N. Calle Cesar Chavez  
Santa Barbara, California 93013

Re: Casitas Municipal Water District (CMWD)  
Lake Casitas Recreation Area (LCRA) Sewer Collection System Implementation  
Proposal

Dear Nick:

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

This proposal remains open for acceptance until December 16, 2021.

Our Basic Services will consist of preparing 30% Construction Documents for this project. You indicated in our November 9 telecon that CMWD would like to proceed with 30% Construction Documents for phase 1 and phase 2 of the Sewer Collection System Implementation Plan prepared earlier this year. Our scope of work is as set forth below:

- I. The existing record drawings, furnished by CMWD, will serve as our reference for existing conditions. We will perform two site visit to verify the existing conditions match the record drawings.
- II. We will prepare Construction Documents to a 30% level consisting of drawings that reflect the following work:
  - A. Modifications to the existing 240V, 1-phase electrical service at the LCRA Boat & Trailer Storage Area to serve new Lift Station A. This existing service was identified as unused by LCRA staff making it available to serve the proposed loads.
  - B. Electrical distribution equipment to power the proposed equipment at Lift Station A, including two approximately 7.5-horsepower pump motors, lighting, convenience receptacle, instruments specified by others that require 120V power, and future SCADA equipment. The pumps will typically operate with one pump as duty and the other pump as standby, however, both pumps will be able to operate during high flow conditions.
  - C. Modifications to the existing 480V, 3-phase electrical service at the LCRA Event Area to serve a new lift station and prefabricated toilet building adjacent to the Event Area.
  - D. Electrical distribution equipment to power the proposed equipment at the Event Area, including two approximately 1-horsepower lift station pump motors, lighting, convenience receptacle, instruments specified by others that require 120V power, future SCADA equipment, and a single point connection to a

Mr. Panofsky  
November 16, 2021  
Page 2

CMWD - LCRA Sewer  
Collection System Implementation

- prefabricated toilet building specified by others. The pumps will typically operate with one pump as duty and the other pump as standby, however, both pumps will be able to operate during high flow conditions. The only prefabricated toilet building electrical loads will be lighting.
- E. Pump motor control connections for both lift stations to provide the desired sequence of operation. The sequence of operation will be provided by others.
  - F. Lighting at both lift stations will be provided by pole mounted, LED luminaires.
  - G. Conduit and conductors for control signals from instruments specified by others.
- III. We will prepare preliminary list of specification sections and an opinion of probable construction cost for the electrical work.
- IV. We will assist you in consultations with appropriate authorities and provide technical criteria, written descriptions, and design data for your use in filing applications for permits with or obtaining approvals of such governmental authorities having jurisdiction to review or approve the final design of this project.

This proposal is based on the following assumptions and requirements:

- I. CMWD has kept accurate and up-to-date record documents, which include additions and deletions for the existing electrical systems. If the record documents are inaccurate or incomplete, and additional work is required to make measured drawings of or to investigate existing conditions that do not match the record documents, we will inform you and request a modification to this agreement. Where concealed conditions prevent determining the accuracy of the record documents, we will rely on the record documents. The construction documents we prepare involving concealed conditions will require the Contractor to verify the routing and arrangement of the existing systems and to include all costs for modifications and additions to these existing systems to allow for the installation of the new work. In addition, when the record documents do not reflect the installed conditions, we will require the assistance of CMWD to identify the branch connections and connected loads.
- II. The existing electrical services and distribution have sufficient capacity for the proposed additions. We will verify this by performing calculations. We will require twelve months of utility bills for the Event Area electrical service during the period when it was commonly occupied. Where calculations do not indicate existing capacity for the new loads, and where recording meter readings may reveal additional capacity, we assume that such recording meter readings will be performed by others. If additional capacity is required, we will inform you and request a modification to our agreement.
- III. The existing electrical installations are code compliant based on the codes in effect at the time the equipment was installed.
- IV. The 30% drawings will include a site plan with preliminary electrical equipment locations and preliminary single line diagrams. Branch-circuit connections, instrumentation wiring, or details of individual equipment installation will not be included.
- V. Preparation of the general conditions portion of the specifications, coordination of the bidding, contractor selection, and reproduction of the construction documents will be performed by others.



Mr. Panofsky  
November 16, 2021  
Page 3

CMWD - LCRA Sewer  
Collection System Implementation

- VI. Structural design of equipment foundations, supports, and attachments will be performed by others and coordinated through your office. We will provide you with the pertinent information on the equipment we specify to accomplish this task.
- VII. We will require electrical voltage and load requirements for equipment, including instruments, that are specified by others and that require electrical connections to be performed after equipment is delivered to the site.
- VIII. We will require a complete set of record drawings for the Boat & Trailer Storage and Event Area for our use and retention. We will also require drawings showing the site plan with the proposed lift station improvements. These drawings shall be in AutoCAD compatible format.

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

You will pay us for our Basic Services on an hourly basis per the enclosed rate schedule with a not-to-exceed fee of \$6,750.00. We will invoice you monthly. If the scope of work is modified from that stated herein, we reserve the right to renegotiate this agreement.

Services beyond this scope of work are Additional Services and will be charged on an hourly basis per the enclosed rate schedule. Invoices for Additional Services will include number of hours spent and employee classification. Any Additional Services will be agreed to in writing between the parties prior to the commencement of the additional work. We will be available to provide a proposal to you for completion of the Construction Documents, should CMWD decide to proceed.

We would expect to start our services promptly after receipt of an executed agreement. We expect to have documents ready for review by CMWD within six weeks after receiving written authorization to proceed, record drawings, CAD plans, and equipment data. If this proposal is acceptable, please provide an agreement for our review.

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

Sincerely,



Jill E. Johnson, E15149

Encl: Rate Schedule 2006

**IRJ Engineers, Inc.  
Rate Schedule 2006**

Casitas Municipal Water District  
LCRA Sewer Collection System Implementation  
November 16, 2021

The hourly rate schedule is listed below.

Principals	\$170.00 per hour
Professional Engineers	\$140.00 per hour
Senior Engineering Designers	\$105.00 per hour
Engineering Designers/CAD Drafters	\$ 90.00 per hour
Clerical Staff	\$ 65.00 per hour



**Rincon Consultants, Inc.**

180 North Ashwood Avenue  
Ventura, California 93003

805 644 4455 OFFICE AND FAX

info@rinconconsultants.com  
www.rinconconsultants.com

November 12, 2021  
Project No: 21-12176

Julia Aranda, Engineering Manager  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, California 93022  
Via email: [jaranda@casitaswater.com](mailto:jaranda@casitaswater.com)

**Subject: Rincon Proposal to Prepare a CEQA-Plus Initial Study and Mitigated Negative Declaration for the Lake Casitas Sewer Project**

Dear Ms. Aranda:

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to provide California Environmental Quality Act (CEQA) compliance and support services to Casitas Municipal Water District (CMWD) for the proposed Lake Casitas Recreation Area Wastewater Collection System Implementation Plan, also referred to as the Lake Casitas Sewer Project ("proposed project"). As discussed over the phone on November 2nd, an Initial Study-Mitigated Negative Declaration (IS-MND) is anticipated to be the appropriate level of CEQA documentation for the project. As outlined in Rincon's proposed scope of work below, the IS-MND will be prepared to CEQA-Plus standards so that CMWD may receive project funding through the Economic Development Grant (EDG) Program, as administered by the U.S. Economic Development Administration (USEDA) under the U.S. Department of Commerce.

Rincon understands the CEQA documentation for the project is time sensitive, as grant funding awards are distributed on a first-come first-served basis. It is anticipated that the public review draft documentation will be sufficient to support the project's grant funding application, and that final CEQA documentation is not required for the application process. Therefore, as detailed under "Schedule", we have proposed an expedited schedule of **12 weeks (3 months)** to the public review **Draft IS-MND** stage, at which point the CEQA documentation will be sufficiently developed to support the project's grant application to the USED A for consideration under the EDG Program (the schedule for completion of the entire CEQA process is proposed as 24 weeks [6 months]). In addition, we understand that the USED A has specific requirements for the environmental information to be included in the grant funding application; we have reviewed the USED A's requirements, and included the required pieces of information in the CEQA scope provided below, thereby facilitating seamless support of the project's CEQA documentation to the grant funding application.

Rincon's understanding of the project is summarized below, as well as our proposed scope of work, schedule for completion, and proposed cost. We have included in this scope of work all services and deliverables that CMWD will need to provide the required level of CEQA-Plus documentation, including technical reports, to be eligible for the aforementioned EDG Program. The EDA will also need to complete documentation for National Environmental Policy Act (NEPA) compliance, which will be informed by the CEQA-Plus level of documentation provided herein; however, this scope of work does not include support for NEPA compliance.



## Understanding of the Project

The proposed project was developed to upgrade the existing sanitary system at Lake Casitas Recreation Area, to provide flushing toilets that are connected to a sewer system. Under existing conditions, the restroom facilities at Lake Casitas consist of pits or chemical toilets that are regularly emptied by CMWD staff. A pumper truck is used to pump raw sewage out of the pits and chemical toilets, and transport it to the Ojai Valley Sanitary District, which provides sanitary sewer service to the unincorporated areas of the Ojai Valley and the City of Ojai, and conducts wastewater treatment at the Ojai Valley WWTP. The Ojai Valley Sanitary District is located at 1072 Tico Road in Ojai, while the WWTP is located along the Ventura River, just south of Foster Park at Weldon Canyon, approximately five miles south of Oak View. Treated water from the WWTP is discharged into the Ventura River.

Under the proposed project, a sanitary sewer system would be installed at the Lake Casitas Recreation Area, for improved restroom facilities at the existing campground, the water park, and the café. These improved facilities would eliminate the need to collect and transport raw sewage from the recreation area to the WWTP. The sewer system would convey sewage collected at the recreation area to the Ojai Valley Sanitary District's WWTP for treatment and discharge into the Ventura River, as under existing conditions, but without the need to transport sewage by truck.

Implementation of the proposed project would facilitate CMWD's hosting of larger and/or more frequent events at the Lake Casitas Recreation Area. This would increase the amount of raw sewage generated on the project site and conveyed to the Ojai Valley Sanitary District's WWTP for treatment and discharge into the Ventura River. The IS-MND for the project will assess potential impacts associated with the potential for the project to increase visitation at the recreation area. In addition, the IS-MND will also provide for the development of mitigation measures to address the nesting bald eagles that are known to be present at Lake Casitas, including a nest near the proposed project activities.

## Scope of Work

The work program described below identifies the tasks to prepare a CEQA-Plus IS-MND for the proposed project. The IS-MND will address all environmental issue areas identified in the Environmental Checklist provided as Appendix G to the State CEQA Guidelines, as updated in 2019. Following is an overview of the tasks proposed under this scope of work, including assumptions and deliverables for each task.

### Task 1. Project Initiation and CEQA Project Description

Within one week of Notice to Proceed (NTP), Rincon will organize and conduct a kickoff meeting with CMWD. This kickoff meeting will serve as a forum to: share and discuss preliminary data requests (including, as necessary, to develop the Project Description); review and confirm study objectives; establish an operational protocol; confirm details for scheduled tasks; and gather any technical studies not already delivered. Based upon ongoing work with CMWD, it is anticipated weekly coordination calls between CMWD and Rincon will be established to ensure regular communication and status updates; the kickoff meeting is separate from weekly status calls, which are provided under Task 6.

Also under Task 1, and prior to initiating the environmental analysis, Rincon will prepare a Draft Project Description (PD) for CMWD review and comment. The Draft PD will include descriptions of the proposed project, including project purpose, site characteristics, and required discretionary approvals, including but not limited to requirements of CEQA-Plus compliance (discussed below). The PD will include textual,



tabular, and graphic presentations. The PD will be based upon information provided by CMWD, including during (and in response to) the kickoff meeting, as well as existing studies and Rincon's familiarity with CMWD and the project area. Rincon will initiate environmental review and analysis after CMWD has approved the Draft PD. It is assumed that substantial changes to project design will not occur after CMWD approval of the Draft PD; expanded or additional scope of work may be required if project changes are proposed after the environmental analyses have initiated.

### *Task 1 Assumptions*

- CMWD will provide existing mapping data in GIS or CAD formats.
- The initial site visit does not constitute protocol-level surveys.
- Site photographs and noise level measurements will be collected during the initial site visit.
- Substantial project design modifications identified after CMWD's approval of the Draft PD may require a scope modification.

### *Task 1 Deliverables*

- Kickoff meeting agenda and minutes.
- Project site visit maps.
- Site photographs and noise measurement data.
- Draft PD including one round of review and revisions.

## Task 2. Technical Studies

Technical studies to be prepared under this scope of work and used to inform the CEQA-Plus analysis provided in the IS-MND for the project include an FCAA Conformity Analysis, Biological Resources Assessment, Cultural Resources Technical Study, and paleontological resources assessment, each of which are discussed below.

### **Task 2.1 AQ/GHG Emissions and FCAA Conformity Analysis**

The Federal Clean Air Act (FCAA) Conformity Analysis will be prepared to determine whether the project would exceed *de minimis* standards, as required for the environmental checklist for federal financial assistance under the EDG Program.

The project site is located within the South Central Coast Air Basin, which is designated as being in attainment/unclassified for all federal standards, with the exception of 8-hour ozone; the Ventura County portion of the South Central Coast Air Basin is designated nonattainment for 8-hour ozone. The FCAA Conformity Analysis will include a summary of existing ambient air quality data from the nearest monitoring station to the project site, as well as a summary of the federal attainment status of the basin in the project area. The analysis will include both temporary construction and long-term operational emissions estimates for the project. Criteria pollutant emissions calculated in CalEEMod will be compared to applicable *de minimis* thresholds based on the South Central Coast Air Basin's federal attainment status. This evaluation will include an assessment of dust generation associated with excavation and grading, as well as emissions associated with heavy construction equipment and truck trips (soil hauling and material delivery).



If the project would include new or expanded operation of stationary equipment, criteria pollutant emissions will be quantified using Rincon's in-house calculation spreadsheets using emission factors from the manufacturer, Ventura County Air Pollution Control District (APCD), California Air Resources Board, United States Environmental Protection Agency, and other available sources as applicable. This scope of work assumes that CMWD will provide a list of the anticipated construction equipment, machinery, and vehicles, and approximate intensity of usage during the construction period. If construction or operational emissions would exceed *de minimis* thresholds, additional measures to mitigate air quality impacts will be identified. If mitigated emissions exceed *de minimis* thresholds, the project may be subject to a State Implementation Plan conformity determination. For the purposes of this scope and cost we assume this will not be required. If necessary, Rincon can provide a separate scope of work and cost estimate to prepare an air quality impact analysis for a conformity determination which assesses the project's impacts to federal attainment status utilizing air dispersion analysis.

A General Conformity Analysis will be prepared to determine whether the project would exceed *de minimis* emission levels, as required for the federal Clean Air Act (CAA). A stand-alone CAA Conformity Analysis memo will be prepared and appended to the IS-MND.

## **Task 2.2 Biological Resources Assessment**

Rincon will prepare a Biological Resources Assessment (BRA) for the project. Rincon will first conduct a literature and database review, including review of the California Department of Fish and Wildlife's (CDFW) California Natural Diversity Database to determine if there are any recorded observations of special status species or natural terrestrial communities, or other special status biological resources within five miles of the project site. We will also review any readily available maps, photographs, and other relevant materials to better characterize the existing biological resources on the project site and in the vicinity. In addition, we will review the United States Fish and Wildlife Service's Critical Habitat Portal, the California Native Plant Society's Inventory of Rare and Endangered Plants of California, CDFW's Special Animals List, and relevant federal, state, and local plans, ordinances, policies, and regulations. It is understood that nesting bald eagles are known to be present in the project area, and there is at least one nest at the Lake Casitas Recreation Area. It is anticipated that project-specific mitigation measures will be recommended to avoid potential impacts to bald eagles.

Rincon will perform a reconnaissance-level site visit to map the existing vegetation communities and land cover types, as well as assess the potential of occurrence at the project site for regulated biological resources, including special status species, sensitive natural terrestrial communities, wetlands and drainages, protected trees (specific to local ordinance), and wildlife connectivity/ movement features.

Rincon will present the findings of the literature review and windshield survey in a BRA. The BRA will be designed to support CEQA environmental review and will address the CEQA Guidelines Appendix G environmental checklist questions for biological resources. The BRA will include an introduction, a discussion of existing conditions and applicable regulatory requirements, an analysis of potential direct and indirect impacts to biological resources, and, if required, mitigation measures to avoid or minimize significant impacts.

Rincon will submit electronic versions of the BRA to CMWD for review. Rincon will revise the report based on one round of consolidated comments from CMWD, to be provided in an electronic, editable format.



## **Task 2.3 Cultural Resources Technical Study**

Because CMWD is planning to pursue federal funding for the project, compliance with Section 106 of the National Historic Preservation Act (NHPA) is required. Accordingly, the cultural resources study for this project will be completed in accordance with Section 106 standards, in addition to addressing the CEQA Guidelines Appendix G environmental checklist items for cultural resources.

### **Records Searches**

Rincon will prepare an Area of Potential Effects (APE) map delineating both an area of direct impacts (i.e., all areas of project ground disturbance including staging areas) and area of indirect effects (e.g., visual effects). For cost-estimating purposes, Rincon assumes the APE for the project will be limited to the construction footprint.

Rincon will conduct a California Historical Resources Information System records search of the project APE plus a 0.5-mile radius surrounding the APE at the South Central Coastal Information Center (SCCIC) at California State University Fullerton. The records searches will identify cultural resources known to exist on or near the project site, as well as the nature and extent of previously conducted cultural resources studies. We assume direct expenses for the SCCIC records search will not exceed \$800.

In addition, Rincon will request a search of the Sacred Lands File (SLF) from the Native American Heritage Commission (NAHC). The SLF search will indicate whether cultural resources important to Native Americans are present within the vicinity of the APE. The NAHC will also provide a contact list of Native American groups who may have interest in the project area. Rincon will prepare and mail a letter to each of these Native American groups, requesting the groups provide information on known tribal cultural resources in the project area. Rincon will conduct up to two telephone calls to each contact to demonstrate “good-faith” efforts to follow-up. This effort will not satisfy the requirements of Assembly Bill (AB) 52, which requires government-to-government consultation between CEQA lead agencies and Native American tribes who have requested to be contacted pursuant to AB 52. However, under this scope of work, Rincon will also provide AB 52 assistance to CMWD, by providing the following resources: a list of Native American contacts; template letters to solicit AB 52 consultation, and template letters to follow-up and close consultation; a tracking sheet to record communications conducted for AB 52 compliance; and detailed instructions on how to navigate the consultation process for compliance with AB 52. In addition, although AB 52 consultation must be conducted on a government-to-government basis, meaning directly between CMWD and the relevant tribes, Rincon will be available to CMWD throughout this process to provide expert guidance and trouble-shooting based on our extensive experience with these processes.

Rincon will also contact local governments and local historic groups regarding their knowledge of historic properties in the immediate vicinity of the APE. Up to two additional telephone calls to each group will be conducted to demonstrate “good-faith” efforts to follow-up.

### **Pedestrian Survey**

Upon completion of the records search, Rincon will conduct a Phase I intensive pedestrian survey of the APE. The survey will be conducted using transects spaced at maximum intervals of 15 meters with transect accuracy maintained through use of a hand-held global positioning system (GPS) unit. Developed areas (e.g., paved roadways) will be subject to a windshield survey (i.e., inspection by vehicle). For cost-estimating purposes, Rincon assumes the survey will not identify any cultural resources (archaeological, historical, or built environment) requiring recordation or updating. Should cultural resources be identified during the records searches or survey which require recordation or





updating, a contract amendment will be necessary. This scope of work does not include subsurface testing or the collection of artifacts, samples, or specimens during the survey.

### **Technical Report**

Rincon will prepare a technical report documenting the results of the cultural resources study, as well as provide management recommendations for cultural resources within or near the project APE. The report will be prepared following the California Office of Historic Preservation's *Archaeological Resource Management Reports (ARMR): Recommended Contents and Format* and in accordance with CEQA and NHPA Section 106 requirements. The report will include figures depicting the area surveyed and studied for cultural resources. Rincon will submit electronic versions of the technical report to CMWD for review. Rincon will revise the report based on one round of consolidated comments from CMWD, to be provided in an electronic, editable format.

### **Task 2.4 Paleontological Resources Assessment**

Rincon will conduct a paleontological resources assessment to identify the geologic units which may be impacted by project construction, determine the paleontological sensitivity of impacted geologic units assess the potential for significant impacts to paleontological resources, and, if needed, recommend mitigation measures to avoid or minimize such impacts. The paleontological resources assessment will consist of a fossil locality records search and a review of existing geologic maps and literature regarding fossiliferous geologic units within the project area. This scope of work does not include a paleontological field survey. For cost-estimating purposes, we assume the direct cost of the locality search will not exceed \$300. Results of the paleontological resources assessment will be documented in the IS-MND; a standalone technical report will not be prepared.

#### *Task 2 Assumptions*

- CMWD will provide existing mapping data in GIS or CAD formats.
- CMWD will provide a construction schedule and construction equipment information (with attention to heavy diesel-powered construction equipment).
- The Paleontological Resources Assessment does not include field survey or formal locality search.
- Direct expenses for the SCCIC record search will not exceed \$800.
- Direct expenses for the paleontological resources locality search will not exceed \$300.
- No cultural resources will be identified or documented during the study.
- Rincon assumes that CMWD will provide Rincon with the results of any AB 52 consultation.
- Substantial project design modifications will not occur after initiation of the technical studies.
- A stand-alone report will not be prepared for paleontological resources, as the results of the assessment provided under Task 2.4 will be incorporated directly into the IS-MND.

#### *Task 2 Deliverables*

- Stand-alone reports that will be attached to the IS-MND and incorporated by reference including an FCAA Conformity Analysis memo, a BRA Report, and a Cultural Resources Technical Report





- Paleontological resources assessment that will be incorporated into the IS-MND under the issue area for geology and soils

### Task 3. Administrative Draft IS-MND

Rincon concurs with CMWD that an IS-MND is the appropriate level of CEQA analysis for the proposed project, because it is anticipated that potential impacts of the project will be successfully avoided or mitigated to a less-than-significant level. The CEQA analysis will discuss existing conditions, thresholds of significance for CEQA, methodology for impact assessment, project-specific impacts and mitigation measures, cumulative impacts, and residual impacts for the proposed project. The focus of the analysis will be to avoid or minimize potential impacts. Appropriate mitigation will be developed where potential impacts may occur as a result of the project. Rincon is aware that CMWD has existing operational procedures in place to minimize or avoid potential environmental impacts, including but not limited to stormwater controls during construction to limit erosion and sedimentation issues; the impact analyses in the IS-MND will identify these existing actions where applicable to minimize or avoid impacts of the project, and will apply existing CMWD procedures in place of project-specific mitigation measures to the maximum extent feasible.

The IS-MND will be prepared to CEQA-Plus standards, as discussed further below, and will address each of the environmental issue areas identified on the current CEQA Guidelines Appendix G Environmental Checklist. Where appropriate, impacts will be quantified in relation to established thresholds of significance. A determination of significance will be made for each issue area and mitigation measures will be provided as necessary for identified significant effects. Although each topic will be discussed in appropriate detail in the IS, we anticipate key issue areas for the project will include biological resources, cultural resources, hydrology and water quality, noise, transportation, and utilities; these key issue areas are therefore summarized below.

- **Biological Resources.** The analysis of impacts to biological resources will be based on the BRA to be prepared under Task 2.2. As mentioned above, there is a known presence of bald eagles in the project area, including a nest that bald eagles return to each year. The bald eagle is protected by the federal Endangered Species Act (ESA) as well as the California ESA. In accordance with the federal ESA, “harassment” of an active bald eagle nest constitutes “take”; therefore, mitigation measures for the proposed project will be developed to restrict project construction activities to outside the active nesting season for bald eagle, to avoid potential take including through harassment of an active nest.
- **Cultural Resources.** The analysis of impacts to cultural resources will be based on the Cultural Resources Technical Study to be prepared under Task 2.3. The proposed project is not anticipated to adversely affect cultural resources; however, it is possible that an unanticipated find of cultural resources could occur during project construction, and mitigation measures may be recommended to ensure that proper handling and response procedures are implemented.
- **Hydrology and Water Quality.** Due to the location of the proposed project being along the shoreline of Lake Casitas, there is potential for an accidental spill or release of potentially hazardous materials to occur, particularly during construction activities, potentially resulting in water quality impacts in the lake. Such materials may include sediments excavated to install the proposed sewer facilities, fuels and other fluids required to operate construction vehicles, equipment, and machinery, and potentially raw sewage from the existing facilities. If the project would disturb less than 0.5 acre, such that compliance with the National Pollutant Discharge Elimination System (NPDES) General



Construction Permit is not required, mitigation measures will be developed to include requirements for implementation of a Stormwater Pollution Prevention Plan (SWPPP) with best management practices (BMPs) for water quality control such as would be required for NPDES compliance.

- **Noise.** Rincon will quantitatively analyze noise and vibration impacts associated with project construction and operation. Rincon will use an ANSI Type II integrating sound level meter to record up to four 15-minute noise measurements on and around the project site to establish ambient noise conditions. The analysis of temporary noise and vibration impacts associated with construction will be based upon typical construction noise and vibration levels and standard noise and vibration attenuation factors. Construction noise will be modeled using the Federal Highway Administration's Roadway Construction Noise Model (RCNM). Noise and vibration levels associated with construction activities will be quantified at the nearest sensitive receptors. Rincon will also evaluate the temporary noise impacts associated with delivery and material truck trips on haul routes during project construction. In addition, Rincon will calculate noise impacts from long-term operation of the pump station. If detailed information about the pump station (e.g., electric or diesel, location, pump size) is available, Rincon will calculate noise impacts from operation of the pump station. If detailed information is not available at the time of analysis, Rincon will conduct an operational noise constraints analysis with mitigation measures. The exposure of nearby sensitive receptors to noise will be evaluated against applicable noise thresholds. The applicable threshold will be determined in consultation with CMWD; these potentially include thresholds established by the County of Ventura. If noise impacts are determined to be significant, mitigation measures will be developed to avoid or minimize impacts to less than significant levels.
- **Transportation.** This scope of work does not include a quantitative traffic/transportation study; rather, the transportation analysis will qualitatively describe potential impacts associated with construction and operation of the project. It is anticipated the project would ultimately have beneficial impacts to transportation, by reducing the need for pumper trucks to transport raw sewage from the project site to the Ojai Valley WWTP. However, during project construction, transportation-related impacts could occur from the presence of large construction equipment and machinery accessing the project site via existing two-lane roadways. Accordingly, mitigation in the form of preparation and implementation of a traffic management plan during construction will likely be warranted.
- **Utilities.** The proposed project would provide improved restroom facilities and sewage disposal for the Lake Casitas Recreation Area, thereby facilitating larger and/or more frequent events to be hosted by CMWD at the recreation area. The IS-MND will assess whether this or any other aspect of the proposed project could result in potential impacts to public utilities, which include water and wastewater facilities, stormwater drainage, electrical power, natural gas, telecommunications, and solid waste disposal.

As mentioned above, the IS-MND will be prepared to CEQA-Plus standards, which require more extensive analysis and documentation related to federal regulations than would be required for a typical CEQA analysis. Accordingly, this scope of work includes preparation of the technical studies provided under Task 2 above, which will occur concurrent with preparation of the Administrative Draft IS-MND. In addition, as discussed in the introduction to this letter, Rincon understands that the project's CEQA documentation will be used to support an application to the USEDA for support through the EDG Program. CEQA-Plus documentation is required to support application for those federal funds. If the USEDA chooses to support the proposed project under the EDG Program, it will also need to complete the federal environmental review process under the NEPA.



## **USEDA Environmental Narrative Requirements**

As stated in the “Environmental Templates” resource found on the USEDA’s “Funding Opportunities” webpage, applications for support through the EDG Program must include the environmental narrative information that will ultimately be required of the USEDA to include in its NEPA documentation. The required pieces of information are listed below, and will be addressed in detail in a stand-alone chapter of the IS-MND, such that it may be easily referred to by the USEDA, in confirming that all required components of the environmental narrative are fulfilled.

- A. **Project Description.** The Project Description prepared to CEQA-Plus standards for the IS-MND will already include the required contents specified by USEDA, with the exception of alternatives, as CEQA does not require analysis of project alternatives at the Initial Study stage. However, the required information is provided in Casitas’ existing design and analysis of the project, as provided in MNS Engineers’ March 5<sup>th</sup> report, *Lake Casitas Recreation Area Wastewater Collection System Implementation Plans*. This required information includes:
  1. Explain why this project/site was selected as the preferred alternative.
  2. Provide detail on why other alternatives were rejected (e.g. did not meet the purpose and need of the project, implicated more environmental receptors, had greater climate impacts or were at greater risk to climate change).
  3. If the selected project would impact wetlands or floodplains, please provide a detailed description of alternatives to those proposed impacts.
  
- B. **Historic / Archaeological Resources and State Historic Preservation Officer (SHPO) consultation.** The CEQA-Plus scope of work includes a Cultural Resources Technical Study under Task 2.3, which will provide the required information regarding historic and archaeological resources, including an APE for the project. The CEQA-Plus scope of work does not include direct coordination with the SHPO; however, as noted in the USEDA’s Environmental Templates, the applicant is not required to contact the SHPO unless and until directed by the USEDA to do so.
  
- C. **Affected Environment.** The CEQA-Plus scope of work includes discussion of the affected environment, or baseline environmental conditions, for each of the areas identified by the USEDA, including: coastal zones; wetlands; floodplains; climate change; endangered species; land use and zoning; solid waste management; hazardous or toxic substances; water resources; water supply and distribution system; wastewater collection and treatment facilities; environmental justice (Executive Order 12898); transportation (streets, traffic, and parking); air quality; noise; required permits; areas of public controversy; and cumulative effects.
  
- D. **Mitigation.** The CEQA-Plus scope of work includes the development of mitigation measures, if it is determined based upon the environmental analysis conducted that mitigation is required to reduce or minimize impacts to a less-than-significant level. It is anticipated that all potential impacts of the proposed project will be less than significant or mitigable to a less-than-significant level, and thus an IS-MND is the appropriate level of CEQA documentation.
  
- E. **List of Attachments.** The USEDA’s Environmental Templates lists a suite of additional materials that may be provided as attachments to the environmental narrative containing the required information discussed above. The items listed in this section are optional at the time of application for support under the EDG Program; however, the items may be requested by the USEDA at any



time during its review of a project's application materials, and it is therefore advised that any items that are already available to the applicant at the time of application should be provided as optional attachments. Rincon has reviewed the list of optional items and, while some will be included in the CEQA-Plus scope of work, such as site photographs, most other items are NEPA-specific and will be developed in coordination with the USEDA, as needed.

As mentioned above, many of the items required by the USEDA to be included in the EDG Program application materials will already be included in the project's IS-MND. To ensure the project's CEQA documentation provides the information required to be included in the EDG Program application, a separate section will be included in the CEQA document to address each of the requirements listed above. Rincon will submit electronic versions of the Administrative Draft IS-MND for CMWD's review. Rincon will revise the report based on two rounds of consolidated comments from CMWD, to be provided in an electronic, editable format.

### *Task 3 Assumptions*

- Rincon will provide electronic versions of the Administrative Draft IS-MND and technical reports in Word and PDF formats; no hard copies of the Administrative Draft IS-MND will be prepared.
- CMWD will provide comments in a consolidated format, with any internal conflicts between comments resolved prior to providing them to Rincon.
- The Transportation & Traffic analysis for the IS-MND will utilize construction traffic estimates provided by CMWD along with standard construction traffic control measures; additional traffic modeling will not be conducted as part of this scope of work. Information required includes, but is not limited to, an estimate of the number deliveries per day, average number of workers at the site per day and whether or not import or export of soil would be required. If needed, we can work with CMWD to develop reasonable estimates for construction traffic.
- Computerized hydrologic modeling such as to characterize drainage patterns and other existing physical conditions will not be conducted as part of the project; rather, existing information including previously prepared maps and models will be utilized to the extent feasible.
- Focused and protocol surveys are not included in this scope of work.
- Visual simulations will not be prepared as part of the project, as impacts are anticipated to be limited to the construction period, and the project would not result in substantial changes to the existing visual environment during the operation and maintenance period.

### *Task 3 Deliverables*

- Administrative Draft IS-MND (for CMWD review and comment)
- Revised Administrative Draft IS-MND (with revisions incorporated based upon CMWD comments)

## Task 4. Draft IS-MND and Notice of Intent

The Draft IS-MND will be comprised of the revised Administrative Draft IS-MND, with revisions and responses to up to two rounds of review incorporated, as described above for Task 3. Rincon will provide the required noticing for the Draft IS-MND under this scope of work, as described below. Prior to public noticing for the Draft IS-MND, Rincon will provide a "street ready" version of the Draft IS-MND to CMWD, for review and approval prior to publication for public review. The required 30-day public



review period for CEQA may be initiated upon CMWD’s approval of the “street ready” Draft IS-MND. Rincon will prepare the Notice of Intent (NOI) [to Adopt the MND] and file the NOI with the California State Clearinghouse (SCH) on behalf of CMWD, to initiate the public review period. This scope of work assumes that CMWD will distribute the NOI to adjacent property owners, parties that have requested such notifications, and regulatory agencies. This scope of work also assumes the CMWD will public the NOI in a local newspaper circulated in the project area.

The NOI will provide notice of the 30-day public comment period for the IS-MND. During the public review period following publication of the Draft IS-MND, public and agency comments will be collected on the Draft IS-MND, and Rincon will update the document to address these comments and incorporate revisions as necessary. It is anticipated that through early agency coordination, understanding of public concerns, and experience on previous CMWD projects, minimal revisions will be necessary between the Draft IS-MND and the Final IS-MND, described below.

#### *Task 4 Assumptions:*

- Rincon will provide an electronic version of the “street ready” Draft IS-MND in PDF format for review and approval; it is assumed that no substantive revisions will be necessary at this step.
- CMWD will distribute the NOI to interested parties and regulatory agencies, file the NOI with the Ventura County Clerk (and provide the \$50 filing fee), and provide for publication of the NOI in a local newspaper circulated in the project area.
- Rincon will file the NOI electronically with the State Clearinghouse, on behalf of CMWD, to formally initiate the project’s 30-day public review period.
- This scope of work does not include a public meeting for the IS-MND. If desired by CMWD, Rincon will provide support for a public meeting under a separate scope of work.

#### *Task 4 Deliverables:*

- Draft IS-MND for public review (accessible PDF electronic version for posting on CMWD’s website)
- Notice of Intent (accessible PDF electronic version for posting on CMWD’s website)
- Electronic submittal of the NOI and Draft IS-MND to the SCH

### Task 5: Final IS-MND and MMRP

Subsequent to collection of all comments on the Draft IS-MND, Rincon will prepare draft responses to comments and revisions or additions to the IS-MND resulting from comments received on the Draft IS-MND. Rincon will also prepare a Mitigation Monitoring and Reporting Program (MMRP), which will take the form of a detailed table to compile all mitigation measures for the project, and provide all information necessary to monitor compliance with each measure, including identification of the parties responsible for monitoring compliance, timing when the mitigation and monitoring must occur, frequency of monitoring, and criteria to be used to determine compliance with each measure.

The Final IS-MND will be comprised of the responses to comments, revised or added portions of the Draft IS-MND, and the MMRP. Rincon will provide responses/revisions to up to two rounds of review of the Final IS-MND by CMWD.

Rincon will also complete a Notice of Determination (NOD) form for filing with the Ventura County



Clerk's office upon certification of the document and project approval.

#### *Task 5 Assumptions:*

- Rincon will provide an electronic version of the Final IS-MND and MMRP in accessible PDF format for posting on CMWD's website.
- CMWD will provide payment for all filing fees associated with the NOD, including for Ventura County (\$50 through 2022) and the California Department of Fish and Wildlife (\$2,480.25 through December 31, 2021, increasing to \$2,548.00 on January 1, 2022).
- Rincon will file the NOD with the SCH on behalf of CMWD.

#### *Task 5 Deliverables:*

- Final IS-MND and MMRP (accessible PDF electronic version for posting on CMWD's website)
- Notice of Determination (accessible PDF electronic version for posting on CMWD's website)

### Task 6. Project Management and Status Meetings

This task provides for overall project management, including but not limited to coordination between issue area specialists and between Rincon and CMWD, completion of quality assurance and quality control (QA/QC) procedures for all deliverables, and up to six (6) 30-minute project status calls that will be held throughout execution of the approved scope of work. Rincon's proposed budget for this scope of work includes one hour per status call, allowing time to prepare an agenda and meeting minutes for each status call. Due to current social distancing protocols for COVID-19, meetings will be conducted over the phone to the maximum extent feasible, and a screenshare program (such as Zoom) will be used as needed to share information.

#### *Task 6 Assumptions:*

- Project status meetings will occur as phone calls

#### *Task 6 Deliverables:*

- Agenda and action items for each status meeting
- QA/QC complete for each project deliverable

### Schedule

Rincon will work with CMWD to provide submittals in a timely manner. As stated in the introduction to this letter, Rincon understands that preparation of the project's CEQA documentation is time-sensitive, as CMWD's application for grant funding to support the project requires the public review draft IS-MND to have been published at the time the grant application is submitted. Because grant funds are awarded on a first-come first-served basis, the schedule below provides for expedited development of the public review Draft IS-MND.

The schedule below provides for completion of this scope of work within 24 weeks, with the public review Draft IS-MND available within approximately 12 weeks, or approximately three (3) months from NTP. As mentioned above, it is understood that CMWD's application for EDG Program funding is





required to include Draft CEQA documentation, and the schedule to reaching the public review stage has therefore been accelerated, as shown below. Rincon will closely monitor the schedule during execution of this scope of work, and will coordinate with CMWD immediately if any factors affecting schedule arise, so that this scope of work can be completed as outlined below.

Deliverable	Timing and Assumptions	Week No.
Kickoff Meeting & Site Visit	Within one week of CMWD’s issuance of NTP for the approved scope of work. Rincon will provide initial data requests. CMWD will provide all existing design information, maps, and site-specific studies.	1
Draft Project Description	Within one week of the kickoff meeting, assuming CMWD provides responses to all data requests.	2
<i>CMWD review of the Project Description</i>	<i>One week.</i>	<i>3</i>
Administrative Draft IS-MND and Technical Studies	Within four weeks of CMWD approval of the Project Description.	7
<i>CMWD Admin Draft Review #1</i>	<i>One week.</i>	<i>8</i>
Revised Admin Draft IS-MND #1	Within one week of receipt of CMWD’s comments from Review #1.	9
<i>CMWD Admin Draft Review #2</i>	<i>One week.</i>	<i>10</i>
“Screencheck” Draft IS-MND	Within one week of receipt of CMWD’s comments from Review #2.	11
<i>CMWD approval of the Screencheck Draft IS-MND</i>	<i>Within one week; the purpose of this review step is to confirm the Draft IS-MND is ready for public review, and no substantive changes will be needed.</i>	<i>12</i>
Draft IS-MND	Upon CMWD’s approval of the Screencheck Draft IS-MND, it will comprise the Draft IS-MND to be published for public review.	12
<i>Public Review Period</i>	<i>Assuming a 30-day public review period.</i>	<i>13-16</i>
Final IS-MND and MMRP	Within two weeks of the close of the public review period.	18
<i>CMWD Final Review</i>	<i>Two weeks total.</i>	<i>20</i>
Revised Final IS-MND and MMRP #1	Within two weeks of receipt of CMWD’s comments from Review #1.	22
<i>CMWD Final Review #2</i>	<i>One week total.</i>	<i>23</i>
Revised Final IS-MND and MMRP #2	Within one week of receipt of CMWD comments from Review #2.	24
CMWD Board of Directors meeting to approve the proposed project	Board meetings are held on the second and fourth Wednesdays of each month at 5:00 p.m.	TBD

## Cost

Our cost estimate for the scope of work is **\$74,205**. The table on the following page shows a breakdown of costs by task.



	Hours	Labor Budget	Direct Expenses	Total Budget
<b>Task 1: Project Initiation and CEQA Project Description</b>	28	5,096	188	5,284
Task 1.1 Kickoff Meeting and Site Visit	11	2,114	188	2,302
Task 1.2 CEQA Project Description	17	2,982	0	2,982
<b>Task 2: Technical Studies</b>	182	27,390	1,435	28,825
Task 2.1 AQ/GHG and FCAA Conformity	28	4,714	0	4,714
Task 2.2 Biological Resources Assessment	66	9,468	85	9,553
Task 2.3 Cultural Resources Technical Study	75	11,003	1,005	12,008
Task 2.4 Paleontological Resources Assessment	13	2,205	345	2,550
<b>Task 3: Administrative Draft IS-MND</b>	172	27,050	0	27,050
	172	27,050	0	27,050
<b>Task 4: Draft IS-MND and NOI</b>	26	3,932	0	3,932
	26	3,932	0	3,932
<b>Task 5: Final IS-MND and MMRP</b>	36	5,774	0	5,774
	36	5,774	0	5,774
<b>Task 6: Project Management and Status Meetings</b>	16	3,340	0	3,340
	16	3,340	0	3,340
<b>Project Total</b>	<b>460</b>	<b>72,582</b>	<b>1,623</b>	<b>74,205</b>
<b>Direct Expenses Summary</b>				<b>Amount</b>
Record Search				1,265
Sound Level Field Monitoring Package				103
Vehicle Day Rate				255
<b>Direct Expenses Subtotal</b>				<b>1,623</b>

This proposal is valid for a period of 30 days and is fully negotiable to meet the needs of CMWD. We appreciate the opportunity to assist CMWD with this project. Please let us know if you have any questions regarding this proposal.

Sincerely,

**Rincon Consultants, Inc.**

Aubrey Mescher  
 Project Manager

Jennifer Haddow, PhD  
 Principal Environmental Scientist



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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** PROFESSIONAL ENVIRONMENTAL SERVICES FOR LAKE CASITAS  
RECREATION AREA (LCRA) VEGETATION MANAGEMENT PLAN  
**DATE:** 11/24/21

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**RECOMMENDATION:**

- Authorize a Task Order to Rincon Consultants, Inc. to provide professional environmental consulting services for the LCRA Vegetation Management Plan in an amount not to exceed \$29,725.00

**BACKGROUND:**

The Lake Casitas Vegetation Management Plan was prepared in July 2019 to identify vegetation communities, special-status species, vegetation management methods, and impact avoidance and minimization methods. Vegetation management is important to overall water quality and reduces chemical treatment requirements at the Marion Walker Pressure Filtration Plant (MWPFP). Permits from multiple agencies are necessary to implement vegetation management including California Department of Fish and Wildlife (CDFW), US Army Corps of Engineers (USACE), and Los Angeles Regional Water Quality Control Board (LARWQCB). Additionally, US Bureau of Reclamation, US Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS) consultation is needed to comply with the Endangered Species Act.

Casitas intends to follow a programmatic approach to obtaining the necessary permits and consultations, similar to the approach taken for ongoing maintenance activities at the Robles Diversion Facility. The next step is to prepare a more detailed Vegetation Management Plan and meet with the jurisdictional agencies to facilitate discussions and receive their input early in the process.

The District requested a proposal from Rincon Consultants to provide environmental support services for this initial phase. Their proposal includes a fee not to exceed \$29,725 including the optional task of agency meetings.

**FINANCIAL IMPACT:**

The budget for fiscal year 2021-22 includes \$15,000 funding for this project. An additional budget appropriation of \$20,000 is requested, for a total budget of \$35,000.

Attachments:

Lake Casitas Vegetation Management Plan, July 2019  
Proposal from Rincon Consultants dated 11/8/21



**Rincon Consultants, Inc.**

180 North Ashwood Avenue  
Ventura, California 93003

805 644 4455

info@rinconconsultants.com  
www.rinconconsultants.com

November 8, 2021

Project No: 21-12170

Julia Aranda  
Engineering Manager  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, California 93022  
Via email: [jaranda@casitaswater.com](mailto:jaranda@casitaswater.com)

**Subject: Casitas Municipal Water District: Environmental Support for the Casitas Municipal Water District Lake Casitas Vegetation Maintenance Plan, Ventura County, California**

Dear Ms. Aranda:

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to Casitas Municipal Water District (Casitas) to provide environmental support services for the Long-Term Vegetation Management Plan to be implemented around Lake Casitas. Rincon prepared the preliminary Vegetation Management Plan in 2018 at which time Lake Casitas was 34 percent full and the significant drought had exposed the vegetated slopes along the edges of the lake. The annual removal of this vegetation will decrease the organic loading in the lake once lake levels rise, which will likewise decrease the amount of chemical treatment needed to reduce algal blooms and disinfect the water for potable uses. Vegetation removal may be accomplished using hand crews, bulldozers, brush hogs, tractors, mowers, string weed cutters, chain saws, chippers dump trucks and other equipment typically associated with brush removal.

Casitas MWD is interested in a long-term plan for vegetation management at Lake Casitas and is requesting assistance in finalizing the Vegetation Management Plan and facilitate initial outreach meetings with the resource agencies (optional task) to ensure compliance with all regulatory agencies having jurisdiction. We understand Casitas would like to obtain programmatic permits for on-going vegetation maintenance work to be conducted annually at Lake Casitas. Based on previous discussions with Casitas, vegetation maintenance is anticipated to occur annually between the low and maximum water levels in the lake. The proposed programmatic maintenance program will require the acquisition of several regulatory permits. We anticipate the California Department of Fish and Wildlife (CDFW) will require a Lake and Streambed Alteration Agreement (LSAA) for the program. In addition, we anticipate the United States Army Corps of Engineers (USACE) and Los Angeles Regional Water Quality Control Board (LARWQCB) will require a Clean Water Act (CWA) Section 404 permit and CWA Section 401 Water Quality Certification (WQC), respectively. In addition, if dewatering of the work area is anticipated, LARWQCB may require a National Pollutant Discharge Elimination System (NPDES) permit for discharge of groundwater to surface water during project activities, which we understand Casitas has obtained already.



In addition, Endangered Species Act (ESA) Section 7 consultations between the Bureau of Reclamation (BOR) and United States Fish and Wildlife Service (USFWS) are anticipated to be required for the program. We assume BOR will act as the Lead Agency during Section 7 consultation with USFWS and NMFS for potential affects to federally endangered species. Rincon will be available as needed to provide support during the consultation process. Therefore, preliminary meetings with the federal agencies should include staff representation from the BOR, USFWS, and NMFS.

This proposal describes our proposed scope of work for meetings with the resource agencies, and internal working group meetings to finalize the Vegetation Management Plan) and our cost proposal for the assignment. The cost to proceed with preparation of technical studies to support permitting will be covered under a separate scope and cost.

## Scope of Work

### Task 1. Project Management, Meetings and QA/QC

Under this task, Rincon Project Manager, Lindsay Griffin and Botanist, Robin Murray will be available to attend one kick-off meeting, and two working meetings with Casitas prior to meeting with the resource agencies. In addition, Chris Julian, Principal Regulatory Specialist will attend the meetings. The purpose of the meetings will be to determine the following components of the annual vegetation maintenance program to be permitted under programmatic permits:

- Description of vegetation maintenance activities
- Location / work limits for proposed project activities (including vegetation removal areas, access, and staging)
- Schedule and timing of annual vegetation removal
- CEQA approach, schedule and timeline
- Develop Best Management Practices (BMP's) to avoid or reduce impacts to biological resources.

We assume the kick-off meeting and the two working group meetings will be three hours each in length; therefore, Rincon has budgeted **40 hours** of staff time to prepare for and attend the initial kick-off meeting and two working group meetings with Casitas. We assume meetings will be facilitated remotely via Microsoft Teams, or another virtual platform.

#### Task 1.1 Finalize Vegetation Management Plan

Prior to agency meetings, Rincon will utilize information obtained in Task 1, and finalize the Vegetation Management Plan which will function as the "project description." The final Vegetation Management Plan will include updated maps showing the low, average and maximum water levels, locations of proposed vegetation removal activities (including staging areas and access routes), and a schedule / timeline for annual work over a 10-year period. Rincon will provide Casitas with these submittals ahead of the meetings for review. The information will be presented to the agency representatives at agency meetings (Task 2). Rincon has budgeted **40 hours** of staff time to finalize the Vegetation Management Plan.



## Task 2. Agency Meetings (up to 3 meetings) - Optional

We have assumed up to three meetings may be required with the resource agencies: CDFW, LARWQCB, USACE, BOR, and USFWS. The purpose of these meetings will be to facilitate a preliminary discussion regarding Casitas’ proposed approach for completing vegetation maintenance on an annual basis at Lake Casitas under programmatic permits. In addition, agency representatives will have the opportunity to provide direction and guidance on supporting documentation to be submitted with the permit applications. Our budget assumes coordination and attendance at three meetings, by the Project Manager, Lindsay Griffin, Botanist, Robin Murray and Principal Regulatory Specialist, Chris Julian. We assume each meeting will be three hours in length. Therefore, Rincon has budgeted **60 hours** of staff time to coordinate, prepare for, attend meetings, and prepare meeting agendas and notes.

### Schedule

Rincon is prepared to initiate this scope of work immediately upon written notice to proceed. Rincon will coordinate an initial kick-off meeting within one week of notice to proceed.

### Cost

Rincon will provide environmental services to Casitas, in accordance with our proposed scope of work, and with our On-Call Services Agreement dated June 10, 2020, on a time-and-materials basis for an estimated budget of **\$16,525**. If Optional Task 2 is authorized, the estimated budget for Tasks 1 – 2 is **\$29,725**.

We appreciate the continued opportunity to assist Casitas with this important project. If you have questions about this proposal, please do not hesitate to contact us.

Sincerely,  
**Rincon Consultants, Inc.**

Lindsay D. Griffin  
Senior Supervising Biologist

Christopher Julian  
Principal Regulatory Specialist



# Lake Casitas Vegetation Management Plan

**Casitas Municipal Water District**  
1055 North Ventura Avenue  
Oak View, California 93022

*prepared by*

**Rincon Consultants, Inc.**  
80 North Ashwood Avenue  
Ventura, California 93003

**July 2019**

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## Appendices

Appendix A Figures

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# 1 Introduction

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Lake Casitas is a human-created, drinking water reservoir located in northwest Ventura County. The lake provides drinking water to the Ojai Valley, parts of the city of Ventura, and the unincorporated western Ventura County beach communities. The drinking water reservoir is located entirely on federal property controlled by the U.S. Bureau of Reclamation. Casitas Municipal Water District (Casitas) operates and maintains the drinking water reservoir under a contract with the U.S. Bureau of Reclamation. The drinking water reservoir is the drought source of water for most of its service area and is managed to provide sufficient water to the area for a 20-year drought cycle. This management cycle means large areas of the reservoir may be above the water line for ten or more years, which can result in the inundation of significant stands of vegetation once the drought cycle ends. Decomposing vegetation underwater typically leads to high organic loading and unacceptable levels of potentially hazardous algal blooms. Algal blooms affect taste and odor, and low dissolved oxygen levels that can result in fish die-offs and potential health hazards. Standard practice for reservoir water quality management is to remove vegetation prior to the reservoir filling.

The objective of vegetation management is to reduce organic loading levels within the lake, as increased levels of organic matter lead to an increased concentration of disinfection by-products during the treatment process to produce potable water for distribution. Casitas will also clear additional vegetated areas within the study area as needed to support other administrative and managerial goals. This Vegetation Management Plan (Plan) provides guidance to support vegetation management actions for the shores of Lake Casitas (lake) within Ventura County. This Plan describes baseline biological conditions between the water level and the historical high water mark (project area), outlines vegetation management methods to be employed, identifies biologically sensitive portions of Lake Casitas, and provides methods for avoidance and minimization of biological impacts.

## 2 Baseline Conditions

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The project is located within the California Floristic Province, southwestern California region. The project is west of the community of Oak View within unincorporated Ventura County (Figure 1). The project area consists of Lake Casitas, a drinking water reservoir, from the low water level to the historical high water level, defined as 565 feet above mean sea level. The project area is situated within the Lake Casitas Recreation Area, which encompasses approximately 1,200 acres of park lands and 3,500 acres of open space around the 2,700 surface acres of Lake Casitas when at the historical high water level. The park lands include camp sites, hiking, biking, café park store, water park, administrative office, trailer storage, shower house and restrooms, and two boating launch ramps and undeveloped Main Island in the center of the lake. Land outside the Lake Casitas Recreation Area includes protected watershed and agricultural lands.



## 2.1 Topography

The project is within the foothills of the Topa Topa Mountains, with hilly terrain varying from gently sloping to relatively steep. The upper limit of project area elevation is the historical high water level of 565 feet above mean sea level. The lower elevation limit of the project area varies depending on the annual elevation of the low water level.

## 2.2 Vegetation Communities

Rincon Consultants, Inc. (Rincon) Senior Botanist Robin Murray conducted a vegetation assessment of the project area on June 11, 2019, focusing on characterizing vegetation communities and identifying areas with potential biological sensitivity. The project area consists almost entirely of one vegetation community, tamarisk thickets (*Tamarix* spp. Semi-Natural Alliance). The majority of the project area contains this dense vegetation community. Portions of the project area that are not vegetated by tamarisk thickets are limited to major creek inlets, where mulefat thickets (*Baccharis salicifolia* Shrubland Alliance) dominate.

The tamarisk thickets within the project area consist almost exclusively of the invasive plant tamarisk (*Tamarix ramosissima*), which forms a very dense shrub layer. Subdominant species encountered at lower frequencies include mulefat (*Baccharis salicifolia*), tree tobacco (*Nicotiana glauca*), and black mustard (*Brassica nigra*). This vegetation community contains very little species diversity.

Mulefat scrub within the project area is dominated by mulefat, arroyo willow (*Salix lasiolepis*) within the shrub layer, with western ragweed (*Ambrosia psilostachya*), mugwort (*Artemisia douglasii*), wild cucumber (*Marah macrocarpus*), fennel (*Foeniculum vulgare*), and white sweetclover (*Melilotus albus*). Mulefat scrub is restricted to the inlets of major creeks within the project area (Figure 2).

## 2.3 Special-Status Species

Rincon conducted a desktop review of literature and databases and a field reconnaissance survey to document the biological conditions of the project area and provide information on the potential constraints to vegetation management due to special-status biological resources. Information on biological resources was compiled from a variety of publicly available sources including:

- Aerial maps
- California Natural Diversity Database (CNDDB) (California Department of Fish and Wildlife [CDFW] 2019a)
- California Native Plant Society (CNPS) Rare and Endangered Plant Inventory (CNPS 2019)
- Biogeographic Information and Observation System (BIOS) (CDFW 2019b)
- Special Animals List (CDFW 2019c)
- Special Vascular Plants, Bryophytes, and Lichens List (CDFW 2019d)
- U.S. Fish and Wildlife Service (USFWS) Critical Habitat Portal (USFWS 2019a)
- USFWS Information for Planning and Consultation (IPaC) (USFWS 2019b)
- Casitas personal communication regarding bald eagle nesting

Based on the literature review, two special-status plant species, three special status wildlife species, and protected nesting birds were determined to have potential to occur within or adjacent to vegetation management areas.

### Special-Status Plants

Sanford's arrowhead (*Sagittaria sanfordii*, California Rare Plant Rank [CRPR] 1.2) and salt spring checkerbloom (*Sidalcea neomexicana*, CRPR 2B.2) are known to inhabit freshwater ponds, springs, and marshes near Lake Casitas. Vegetation management activities have the potential to impact Sanford's arrowhead and salt spring checkerbloom if suitable habitat for the species is directly affected. Suitable habitat for these species within the project area is limited to major creek inlets (Figure 2).

### Western Pond Turtle

Western pond turtle (*Emys marmorata*, Species of Special Concern) is a thoroughly aquatic turtle of ponds, marshes, rivers, streams and irrigation ditches, and usually is found where aquatic vegetation is present. Western pond turtles require basking sites and suitable (sandy banks or grassy open fields) upland habitat up to 0.3 mile from water for egg-laying. Vegetation management activities have the potential to impact western pond turtles if suitable habitat for the species is directly affected. Suitable habitat for western pond turtle is limited to major creek inlets, as well as open water within Lake Casitas (Figure 2).

### Bald Eagle

Bald eagle (*Haliaeetus leucocephalus* [federally delisted, California endangered]) utilizes ocean shores, lake margins, and rivers for both nesting and wintering. Most nests are situated within one mile of water. Bald eagles nest in large, old-growth, or dominant live trees with open branches. Bald eagles have been observed repeatedly nesting to the northeast of the project area, near the Wadleigh Arm of Lake Casitas. This nesting site situated outside of the project area, within a large blue gum eucalyptus (*Eucalyptus globulus*). Vegetation management activities are not planned for this area. However, if vegetation management activities occur near bald eagles during the nesting season (typically beginning in January), the species may be impacted.

### Burrowing Owl

Burrowing owl (*Athene cunicularia*, Species of Special Concern) inhabits open, dry annual or perennial grasslands, deserts, and scrublands characterized by low-growing vegetation. The bird is a subterranean nester, dependent upon burrowing mammals, most notably, the California ground squirrel. Burrowing owl was documented along the northern shore of Lake Casitas in 2015 as a winter resident. Vegetation management activities within open grasslands and areas of low-lying vegetation have the potential to impact burrowing owls if they are present within the area targeted for management.

### Nesting Birds

Existing vegetation within the project area provides potential habitat for nesting birds protected under the Migratory Bird Treaty Act (MBTA) (16 United States Code Section 703-711) and California Fish and Game Code (CFG) (Section 3500). Protected birds include common songbirds, waterfowl, shorebirds, hawks, owls, eagles, ravens, crows, native doves and pigeons, swifts, martins, swallows, and others, including their body parts (e.g., feathers, plumes), nests, and eggs. The vegetation

management activities have the potential to impact migratory and other bird species if activities occur during the nesting/breeding/dispersal season, typically February 1 through August 31. Project-related disturbances could result in nest abandonment or premature fledging of the young. Therefore, the proposed project could result in impacts to nesting birds if conducted during the nesting season.

### 3 Lake Level Analysis

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For Lake Casitas, lake levels rise during the rainy season, and fall during the dry season. As an aid to informing decisions regarding areas to be cleared of vegetation each season, an analysis was conducted to estimate the maximum reasonable increase in lake level which could be anticipated during any given rainy season. By determining the maximum level to which the lake level may rise, Casitas can limit their clearing activities to only areas which may become submerged.

Casitas provided water surface elevation and storage volume data for lake elevations from an elevation of 350.0 feet to 567.0 feet, recorded from a survey performed in March 2017. Casitas also provided daily lake level data from the prior 15 years (2004-2019). These data were analyzed to determine the maximum change in lake storage volume from July 1 to the maximum storage recorded in the following water year. The maximum change in storage volume in recent history provides a reasonable prediction for the maximum future increase in Lake Casitas storage following July 1 of the current year.

The maximum change in lake volume storage in the period analyzed occurred starting July 1, 2004 to Mar 24, 2005, with an increase in storage of 78,898 acre-feet.

To establish the lake level to which Casitas should clear vegetation, a model was developed by MNS Engineers, Inc. The model uses an input of lake level as of July 1 of the current year to predict the maximum level which lake level may rise, based on the historical maximum increase in storage volume. The model will be utilized to determine priority areas for vegetation management. Casitas should clear vegetation up to this predicted maximum during the months between September 1 and the start of the rainy season, which typically begins in early November (Table 1). Casitas will also clear additional vegetated areas within the study area as needed to support other administrative and managerial goals.

Table 1 Projected Maximum Lake Level Elevation Change

July 1 Elevation (ft)	Projected Elevation (ft)	Projected Maximum Elevation Change (ft)
350	487.3	137.3
360	488.5	128.5
370	490.1	120.1
380	491.9	111.9
390	494.1	104.1
400	496.6	96.6
410	499.4	89.4
420	502.6	82.6
430	506.1	76.1
440	509.9	69.9
450	514.2	64.2
460	518.9	58.9
470	524.0	54.0
480	529.4	49.4
490	535.4	45.4
500	541.9	41.9
510	548.9	38.9
520	556.3	36.3
530	564.0	34.0
540	567.0	27.0
550	567.0	17.0
560	567.0	7.0

## 4 Vegetation Management Methods

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### 4.1 Manual Vegetation Management

Manual vegetation management will occur between the historical high water level and ten (10) feet from the current water level at the time of vegetation management activities. Manual vegetation management techniques involve the use of mechanized and nonmechanized hand tools, such as pruners, string weed cutters, and chain saws, or other similar equipment. Plants will be cut above the soil surface, and roots will not be disturbed. Trimmed vegetation will be removed from the project area and disposed of appropriately. Discretion will be granted to the vegetation management contractor to determine exact equipment and methods for manual vegetation management, so long as they comply with the guidelines outlined herein.

### 4.2 Mechanical Vegetation Management

Mechanical vegetation management will occur between the historical high water level and 100 feet horizontally from the current water level at the time of vegetation management activities. Mechanical vegetation management techniques involve the use of mechanized equipment, including brush hogs, mowers, chippers, or other similar equipment. Heavy equipment such as dozers, graders, or backhoes will not be utilized. Plants will be cut above the soil surface, and roots will not be disturbed. Vegetation that has been trimmed will be removed from the project area and disposed of appropriately. Discretion will be granted to the vegetation management contractor to determine exact equipment and methods for mechanical vegetation management, so long as they comply with the guidelines outlined herein.

## 5 Schedule and Timing

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The vegetation within the project area provides nesting habitat for birds protected by the MBTA and CFGC. To avoid impacts to nesting birds, including bald eagle and other raptorial species, vegetation clearing activities shall be limited to outside the nesting season of January 1 to August 31. The end of the nesting season also coincides with the period of seasonally low lake levels. Vegetation management activities conducted during this time will both avoid impacts to nesting birds and maximize the area which may be treated.

## 6 Impact Avoidance and Minimization Measures

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This section details biological impact avoidance and minimization measures to be incorporated as part of project implementation. Measures to be employed include the following:

## General Measures

- Vegetation management will not be conducted within biologically sensitive portions of the project area (major creek inlets, Figure 2), as these areas provide suitable habitat for special-status plants and wildlife.
- Vegetation management activities shall occur between September 1 and December 31.
- All living native trees over four inches diameter at chest height will be left in place.
- All equipment and vegetation maintenance tools (e.g., chain saws, hand clippers, pruners) shall be cleaned prior to conducting vegetation management activities, to prevent the spread of invasive plant species.
- Equipment storage, fueling, and staging areas shall be located on upland sites with minimal risks of direct drainage into Lake Casitas. These designated areas shall be located in such a manner as to prevent runoff from entering Lake Casitas. Necessary precautions shall be taken to prevent the release of fuel or other toxic substances into surface waters. If the spill could affect water quality or impact special status resources, the appropriate regulatory agencies should be notified to determine the appropriate course of action.
- All trash and food scraps shall be removed from the project area at the end of each day to avoid attracting wildlife.
- Since the submerged vegetation has the potential to provide fish habitat, hardwood fish habitat structures shall be anchored in areas targeted for vegetation removal. One hardwood fish habitat should be constructed per sixty acres of removed vegetation.

## Burrowing Owl

A pre-activity survey will be conducted within 14 days prior to initiation of vegetation management activities to determine the presence/absence and locations of wintering burrowing owl burrows adjacent to or within the area targeted for management. If owls are observed within the area targeted for vegetation management, avoidance measures will be employed. These measures include the following:

- A biologist with knowledge of the burrowing owl and its habitat will be retained to function as a biological monitor. The biological monitor will develop and implement a contractor education program regarding burrowing owl to be provided to all personnel (including temporary contractors and subcontractors) before beginning work on the project. The biological monitor will be present during vegetation management to monitor occupied burrowing owl burrows and project-related impacts.
- Prior to vegetation management, the geographical limits of the target area will be delineated and marked to be clearly visible. All project activities (e.g., vegetation management, equipment lay-down and storage, and contractor parking) will occur inside these limits and designated staging areas. Equipment staging and storage will be located at least 300 feet from occupied burrows. Movement of contractors, subcontractors, or their agents and equipment will be restricted to the limits of vegetation management and staging areas.
- An avoidance buffer of 50 meters (165 feet) shall be established surrounding occupied burrows. No project activities, including vegetation management, equipment staging or storage, or contractor parking will take place within the exclusion buffer.

## 7 References

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- California Department of Fish and Wildlife (CDFW). 2019a. CDFW California Natural Diversity Data Base (CNDDDB), Rarefind V. 5. Available at: <https://www.wildlife.ca.gov/Data/CNDDDB/Maps-and-Data> Accessed June 2019.
- . 2019b. Biogeographic Information and Observation System. Available at: <https://www.wildlife.ca.gov/data/BIOS>. Accessed June 2019.
- . 2019c. Special Animals List. November 2018.
- . 2019d. Special Vascular Plants, Bryophytes, and Lichens List. March 2019.
- . 2019e. California Essential Habitat Connectivity Project. BIOS Viewer. Accessed June 2019.
- . 2012. Staff Report on Burrowing Owl Mitigation. March 7, 2012.
- California Native Plant Society (CNPS). 2019. Inventory for Rare and Endangered Plants of California. Accessed June 2019.
- Casitas Municipal Water District. Historical Lake Water Levels. Provided June 2019.
- United States Fish and Wildlife Service (USFWS). 2019a. Critical Habitat Portal. Available at: <http://criticalhabitat.fws.gov>. Accessed June 2019.

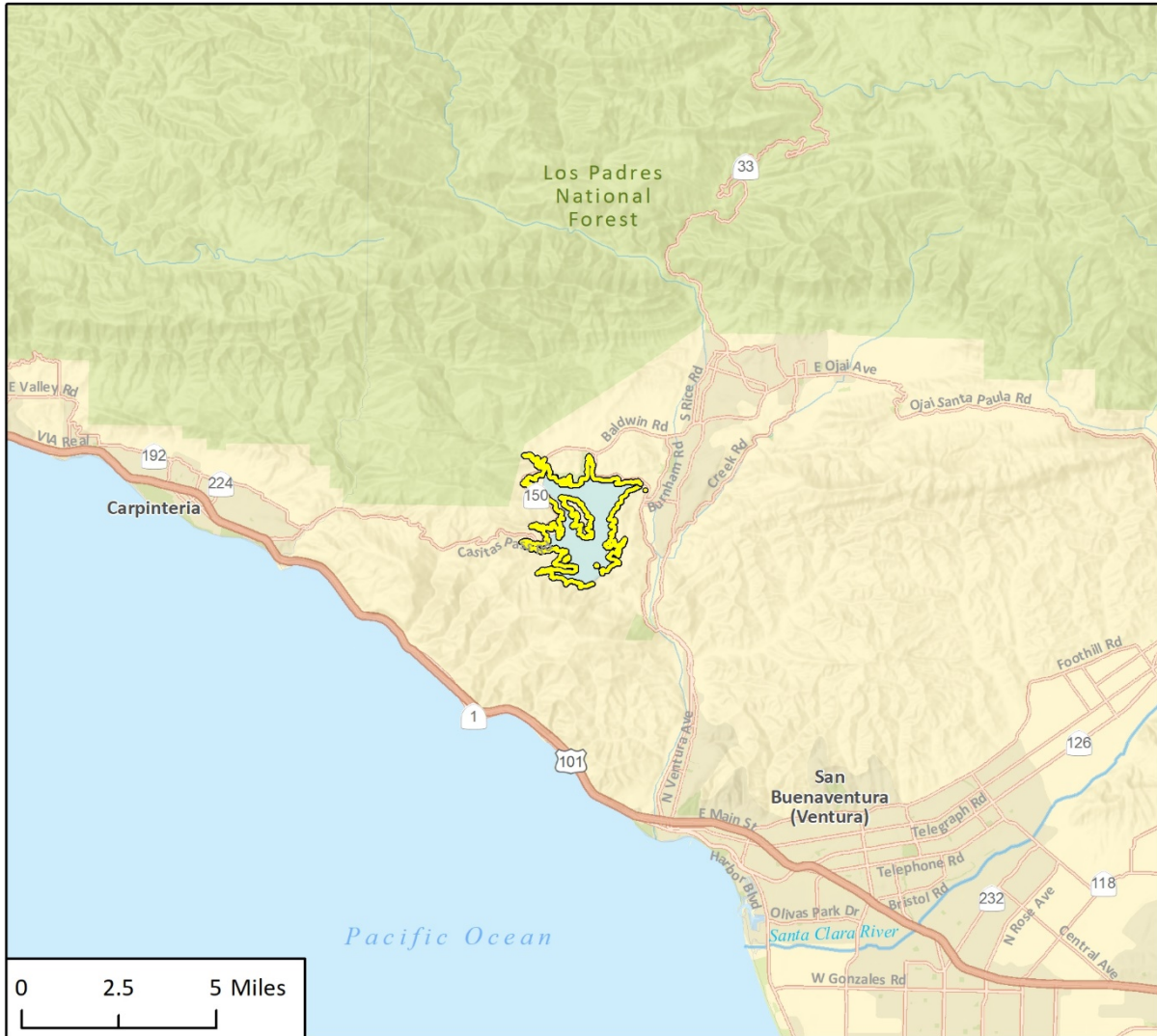
# Appendix A

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Figures



Figure 1 Regional Location



Imagery provided by Esri and its licensors © 2019.

— Project Location

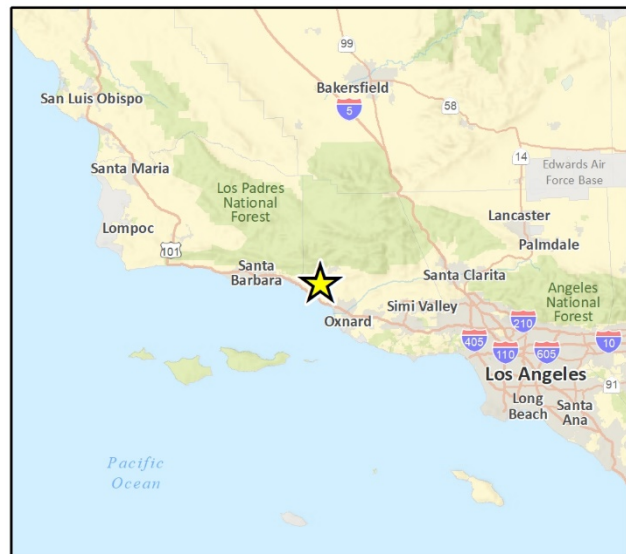
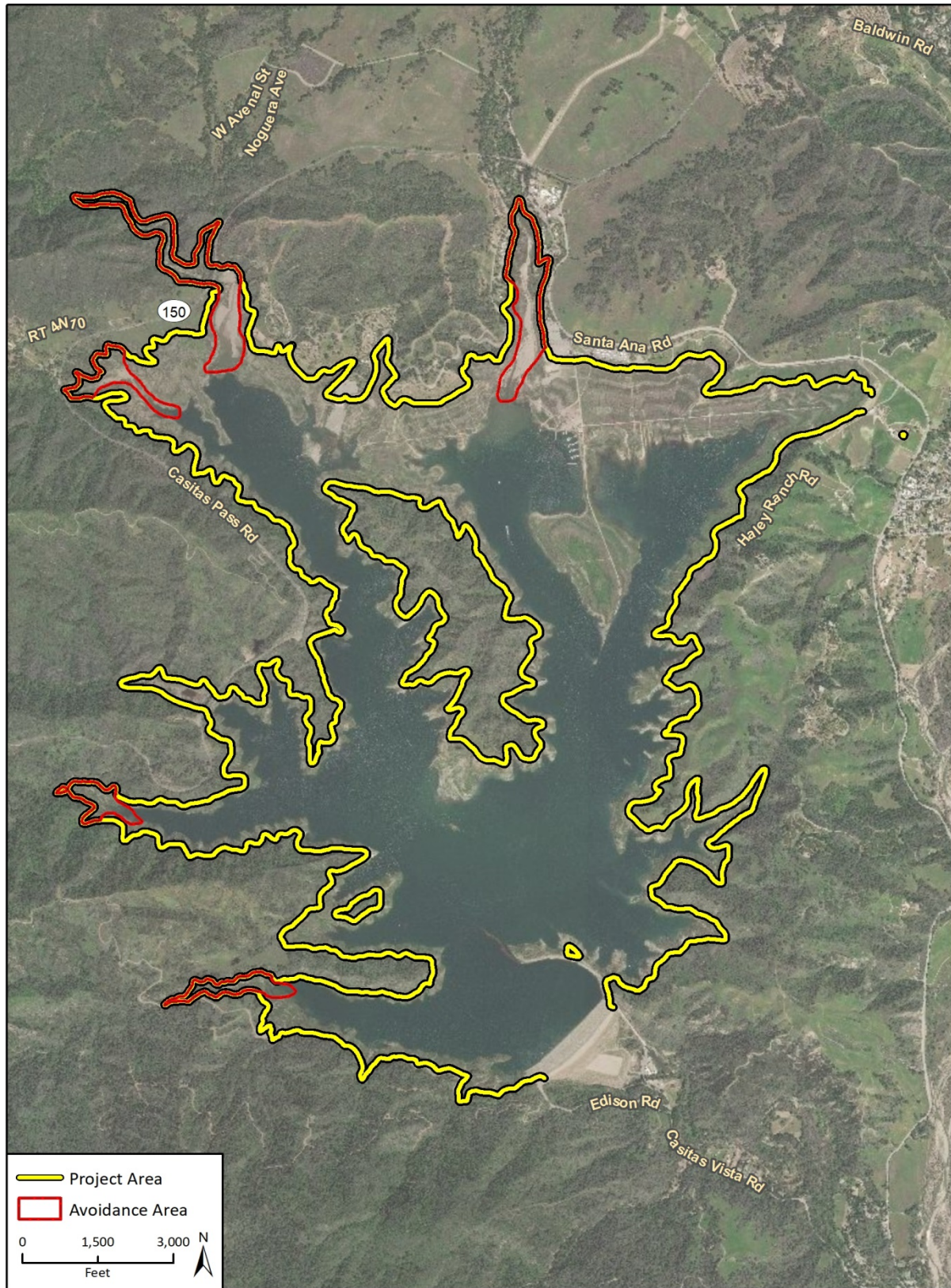


Fig. 1 Regional Location



Figure 2 Potential Special-Status Species Habitat within Major Creek Inlets



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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** REQUEST FOR TEMPORARY METER EXTENSION – MISTY MCNAMARA  
**DATE:** 11/24/2021

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**RECOMMENDATION:**

- Consider the request from Misty McNamara for a 12-month time extension for temporary water service, 11172 Ojai Santa Paula Road

**DISCUSSION:**

A temporary meter service was installed in October 2016 to serve 11172 Ojai Santa Paula Road with construction water. At the time, construction was estimated to last for six months, as shown in the attached Application and Agreement for Temporary Water Service. The customer has continued to use water from this meter since that time, an average of 1.2 acre-feet per year. The application states temporary service may be provided for a maximum of six months unless approved by the Board of Directors.

The customer, Misty McNamara, has requested a time extension of 12 months to complete an entry structure, agricultural grading, driveways, and fencing at the property.

Attachments: Temporary Meter Application dated 10/20/16





**Application and Agreement for Temporary Water Service**

The undersigned applicant hereby applies for temporary water service and agrees to pay for such service and to abide by the "Rates and Regulations for Water Service" of Casitas Municipal Water District as such Rates and Regulations are established and/or revised from time to time.

**Billing Information**

Company Name: \_\_\_\_\_ Contact Name: Misty McNamara

Billing Address: 11172 Ojai Santa Paula Rd

Telephone #: \_\_\_\_\_

**Service Information**

Desired Date of Service: 10/20/16 Today's Date: 10/20/16

Location of Service: 11172 Ojai Santa Paula Rd

Estimated Duration of Service: 6 months

Purpose: Irrigation \_\_\_ Construction  Other \_\_\_\_\_

Meter Size: 2 1/2" Capacity: 300 GPM Maximum

Line Name: UPPER OJAI 3M Station #: 62+28

**Applicable Fees and Charges**

Installation Fee: \$ 50.00  
Guarantee Deposit: \$100.00  
Total Received with Application: \$150.00

GRADING FOR 11172 -

The undersigned acknowledges receipt of a copy of this Application for Temporary Water Service and excerpts from Casitas' "Rates and Regulations for Water Service" dealing with Temporary Water Service, and that he or she is (1) The Applicant for Temporary Water Service or (2) The Agent of and authorized by the applicant to execute this Application for Temporary Water Service.

X Misty McNamara  
Applicant or Authorized Agent of Applicant Signature

Received by Casitas: Date: 10/20/16 By: [Signature]  
Chief Engineer

Approved by Casitas: Date: 10/20/16 By: [Signature]  
General Manager

Account #: \_\_\_\_\_ S/O #: 8129

6. TEMPORARY WATER SERVICE. Application for temporary water service shall be made in writing on a form provided by Casitas. Temporary service is intended primarily for construction and sanitary sewer flushing purposes. Provision of temporary water service shall not be considered mandatory, but shall be made at the sole discretion of Casitas. Temporary service will not be provided in those instances where Casitas determines that a permanent service would be more appropriate. Such determination by Casitas will be based in part upon the ultimate classification of the service to the applicant. Temporary water service, including temporary irrigation service, may be provided for a maximum period of six months. Periods of time in excess of six months may be approved by the Board of Directors. Casitas may remove such service at any time for any reason. Temporary irrigation service shall comply with all the applicable portions of Section 9, Water Rates, and Section 15, Water Supply and Interruption of Delivery."

6.1 INSTALLATION FEE. A meter installation fee of \$50.00 shall be paid by the applicant at the time temporary water service is requested; provided, that where temporary water service is desired from an outlet other than a fire hydrant and/or special piping or other fittings are required for the connection, the installation and relocation fees shall be increased to cover the actual cost of installation. No charge shall be made to the applicant for the cost of the meter. Credit for any salvageable materials used in the installation shall be in accordance with established Casitas policy and procedure.

6.2 GUARANTEE DEPOSIT. The applicant shall be required to deposit the sum of \$100.00 as a guarantee of payment of charges for temporary water service and as a guarantee of payment for any damage to Casitas property for which the customer is liable. If the customer is a water agency, or if the customer has established good credit to the satisfaction of Casitas as stated in Subsection 4.7.1, DEPOSITS, the \$100.00 deposit may be waived by Casitas' Hearing Officer.

6.3 RELOCATION FEE. If a temporary water service customer requires service consecutively at two or more points in Casitas' system, a relocation fee of \$50.00 shall be paid by the customer for each such change of location, the cost of which shall be accrued or paid at the time of billing. Relocations will be made by Casitas upon 24 hours notice, excluding Saturdays, Sundays and holidays, by the customer.

6.4 REIMBURSABLE CASITAS FACILITIES. Temporary water or temporary irrigation service shall not be provided to property that is liable for repayment to Casitas of costs associated with financing and construction of distribution facilities to serve said property.

6.5 WATER SERVICE TO NEW SUBDIVISION. Prior to receiving any water to a new subdivision, the developer must enter into an agreement to construct additions to the Casitas distribution system. During construction, the developer may receive water from a temporary meter connected to a fire hydrant, or other approved outlet in accordance with Section 6, Temporary Water, herein, and will be charged the rates called for in subsection 6.6, Water Rates For Temporary Service. Prior to acceptance of the new distribution facilities by Casitas, developer will take out an application, or have an application taken out, for each service in the subdivision. Deposits will be in accordance with subsection 4.7.1, Deposits, Service Facility Fees will be in accordance with subsection 4.8, Water Rates, in accordance with subsection 9.3, and Service Charges in accordance with subsection 9.4.

6.6 WATER RATES FOR TEMPORARY SERVICE. The water rates and service charges for temporary service, except for temporary irrigation service shall be in accordance with Subsections 9.3.1, Rate Schedule, and 9.4.2, Service Charges, respectively.

6.7 DISREGARD OF "RATES AND REGULATIONS FOR WATER SERVICE". Willful disregard of these "Rates and Regulations for Water Service" or special arrangements made for temporary service shall result in immediate discontinuance of such service and forfeiture of the deposit.



# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: **Approval of the Tulare Irrigation District (TID) Letter of Intent (LOI)**  
Date: November 19, 2021

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## RECOMMENDATION:

Approve the Letter of Intent for exclusive negotiations for a period of 90 days as outlined in the Tulare Irrigation District Letter of Intent.

## BACKGROUND:

Casitas currently holds the rights to 5,000 Acre-Feet of State Water Project (SWP) Table A water supply allocation.

Casitas currently has no ability to have its SWP Table A water supply allocation delivered into its service area.

Casitas is currently considering projects that would construct facilities that would allow it to take delivery but they are not expected to be complete for approximately four years.

Casitas has executed four annual exchange agreements in recent years, three with San Geronimo Pass Water Agency and one with Central Coast Water Authority.

Casitas MWD staff has recently received a Letter of Intent from the Tulare Irrigation District proposing exclusive negotiations with Casitas MWD on a five-year agreement (calendar year 2022 through calendar year 2026) for the transfer of Casitas' SWP Table A water supply.

## DISCUSSION:

Casitas has executed the following agreements for the exchange/transfer of its SWP Table A water supply over the last four calendar years:

### Past State Water Project Table A Agreements

2021: Transferred – 250 AF; No Return  
Final Compensation: \$ 175,000

2020: Exchanged – 1,000 AF; Return - 250 AF (25%) (Return by 2030);  
Final Compensation: \$ 606,183

2019: Exchanged - 650 AF; Return - 325 AF (50%) (Return by 2029)  
Final Compensation: \$ 111,448

2018: Exchanged - 1,750 AF; Return - 700 AF (40%) (Return by 2028)  
Final Compensation: \$ 749,822

Tulare Irrigation District is proposing to negotiate a five-year agreement with Casitas MWD for its SWP Table A supply that would be expected to contain the following principles:

1. Casitas MWD would agree to transfer up to 5,000 Acre-Feet of its SWP Table A water supply allocation annually to an exchange partner of Tulare Irrigation District's choosing.
2. Tulare Irrigation District will pay all costs in association with the delivery of the water supply.
3. The agreement would have a five-year term beginning in calendar year 2022 and ending in calendar year 2026.
4. The fifth year of the agreement would be optional to provide Casitas the ability to take its SWP Table A supply should it desire to do so.
5. Pricing would be similar to that shown in Attachment A which has a price per Acre-Foot sliding-scale based on the amount of SWP Table A allocation in each given year.

The aggregate proceeds from this agreement would range from \$175,000 for a 5% SWP allocation year up to \$1,375,000 for a 100% SWP allocation year.

Tulare Irrigation District has provided a Letter of Intent that will allow the two agencies to exclusively negotiate the terms of the agreement referred to in the letter as a 'Detailed Term Sheet'.

Tulare will also use this time to secure an agreement with another transfer partner that will take physical delivery of the water.

Should the Casitas MWD Board decide to approve the Tulare Irrigation District Letter of Intent, the parties would have until approximately February 17, 2022 to negotiate the Detailed Term Sheet ahead of executing a final agreement.

This timing would allow Casitas MWD to seek another transfer or exchange partner for its 2022 SWP Table A water supply should agreeable terms not be settled upon with Tulare Irrigation District.

Staff recommends that the Board approve Tulare's Letter of Intent and to also direct Casitas staff to bring back the Detailed Term Sheet to the Board as soon as possible but no later than the February 23, 2022 Board Meeting.

**BUDGETARY IMPACTS:**

This agreement would allow Casitas to offset its fixed costs for the State Water Project which vary but are approximately \$800,000 annually.





# TULARE IRRIGATION DISTRICT

6826 Avenue 240 Tulare, California 93274 Telephone (559) 686-3425

November 17, 2021

Mr. Michael Flood  
General Manager, Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, CA 93022

**RE: Letter of Intent for Casitas Excess Table A Water**

Dear Mr. Flood:

On behalf of the Tulare Irrigation District, we appreciated the opportunity to discuss your potential excess Table A supplies. After our conversation, we continued the discussion with our Board of Directors and they have approved the following terms for this letter of intent. We believe that the proposed terms will provide you with a revenue stream during the time that your water is available, and it will provide us with needed water to fulfill our demand needs throughout changing hydrological conditions.

The Letter of Intent is intended only as an outline of the terms and conditions of a proposed water transfer agreement between the Casitas Municipal Water District and Tulare Irrigation District and, except as expressly provided below with respect to the sections labeled 'Confidentiality' and 'Period of Exclusive Negotiations', will only become binding upon the execution of mutually agreeable definitive documents (Definitive Agreement).

**Recitals:**

- A. The Casitas Municipal Water District (Casitas) obtained the rights to the Ventura County Watershed Protection District's State Water Contract in 1971 in the amount of 20,000 AF of Table A water supply although the VCWPD remains the named contractor on the State Water Contract. Casitas subcontracted 15,000 AF of that Table A supply to other Ventura County water users but retained the rights to 5,000 AF of Table A entitlement from the State Water Project. Casitas does not currently have the ability to deliver that water directly to its service area. Casitas wishes to transfer up to 5,000 acre-feet per year of surplus water (Transfer Water) during the Term (as defined below) from its existing supply of Table A contract water from the State Water Project (Table A Water). Casitas does not anticipate needing any portion of the Transfer Water for the first four years of the of the Term.

- B. Tulare Irrigation District (Tulare) is a Central Valley Project Contractor based in Tulare County, California. Tulare desires to complete a transfer with Casitas for the Transfer Water.
- C. The Transfer Water is intended to be exchanged with a contractor of Tulare's choice that can take physical delivery of the Transfer Water. Tulare will be responsible for securing the exchange agreement with its selected contractor.
- D. Subject to their Board of Directors approval, the Parties now desire to establish a 90-day exclusive negotiations period during which they will develop and preliminarily agree to a detailed term sheet (Detailed Term Sheet) defining the terms and conditions of a transfer agreement providing for the transfer of the Table A Water to TID (Definitive Agreement) which the Parties would execute following appropriate permitting and environmental review.

### **Agreement for Exclusive Negotiations Period**

- 1. Period of Exclusive Negotiations:** Casitas and Tulare will exclusively negotiate the preparation, execution and delivery of a Detailed Term Sheet within 90 days of the date of this Letter of Intent (Exclusivity Period). The Exclusivity provisions in this section apply only to the water supplies specifically addressed in Section 2 of this agreement, and Casitas has no further obligation for exclusivity in negotiating with Tulare beyond these amounts enumerated. During the Exclusivity Period, Casitas will not, other than in relation to Tulare, (a) initiate, solicit, respond to, or participate in any inquiries, proposals, negotiations, discussions or offers with respect to the Transfer Water, or (b) enter into any agreement relating to the Transfer Water. During this time, it is Tulare's intention to determine its exchange partner who can take physical delivery of that water and secure necessary agreements with them.
- 2. Anticipated Terms to Be Negotiated during Exclusivity Period:** The Parties intend to address the following terms in the Detailed Term Sheet:
  - a. Quantity of Transfer Water:** The Parties intend that the Detailed Term Sheet will provide for the transfer to Tulare of up to approximately 5,000 AF of Casitas' Table A Water from the San Luis Reservoir per year.
  - b. Delivery Costs:** Tulare will make all necessary arrangements with DWR for the conveyance of the Transfer Water to desired point(s) of delivery and will be responsible for delivery costs associated therewith.
  - c. Term:** The term of the Definitive Agreement is anticipated be for a Five (5) Year term beginning in Calendar Year 2022 and ending in Calendar Year 2026. Casitas will retain the ability to opt-out of the fifth year should a project allowing delivery of SWP Table A supply be available for delivery of this supply into Casitas' service area. The term may be extended by mutual consent of both parties should conditions remain agreeable to both parties beyond the term.
  - d. Renewal:** At the completion of the initial Term, and contingent on Casitas having, surplus water available for sale at such time, Tulare may reserve the right to negotiate

- exclusively with Casitas (other than third parties that have multiyear contractual commitments with Casitas) for a period of 6 months after the Term expiration to pursue another water transfer agreement with Casitas with respect to the quantity of water comprising the Transfer Water, subject to mutual agreement of both parties regarding term and price. If no such agreement is executed during such exclusivity period, Casitas would have the right to pursue a transfer of the applicable water with other buyers.
- e. **Pricing:** The Parties will negotiate a pricing arrangement in a form similar to that attached as Exhibit 'A'. Specific dollar amounts and terms are subject to negotiation.
  - f. **Contract Negotiation:** Casitas and Tulare will draft a Definitive Agreement within days from of signing of a Detailed Term Sheet reflecting the mutually agreeable key terms and conditions to this transaction and commitments with respect to confidentiality and exclusivity.
3. **Negotiation Costs:** Both Casitas and Tulare will each be responsible for their own internal and/or transaction costs during the Exclusivity Period.
4. **Environmental Review:** The Parties understand that, although the parties may agree to a Detailed Term Sheet at the end of the Exclusivity Period, execution of a binding Definitive Agreement is subject to compliance with the California Environmental Quality Act (CEQA) as applicable, and before such compliance is completed, Tulare must retain discretion to ultimately execute the Definitive Agreement, to not execute the Definitive Agreement, and to consider alternatives. It is anticipated that Tulare will be the Lead Agency in the CEQA process and will be responsible for preparing required environmental review documents. Casitas will assist Tulare in the creation, review, filing and approval of said documents and the parties agree that the Transfer Water quantity specified in the CEQA documentation will be as specified in the Detailed Term Sheet which the parties may agree to during the Exclusivity Period. Execution of the Definitive Agreement will not proceed unless and until the parties negotiate, execute, and deliver mutually acceptable agreements consistent with the CEQA environmental review process and all governmental or other needed approvals (Approvals). No party will be pre-committed to issue any Approvals until all environmental review has been completed and all parties have decided whether or not to issue approval and findings as necessary to proceed with the proposed transfer based on such environmental review.
5. **Confidentiality:** All non-public information (including the terms set forth above and, in particular, the price and payment terms) provided by either party or which is identified by either party in writing as confidential or proprietary information will be treated in a confidential manner and will not be disclosed to any third party without the prior written consent of the disclosing party. Notwithstanding the preceding, this paragraph and the restrictions herein contained will not apply to any data or documentation which is: (a) required to be disclosed pursuant to an order or requirements of a regulatory body or a court, after five business days' notice of such intended disclosure is given by the receiving party or if five business days' notice is not practical, then such shorter notice as is practical; (b) disclosed by either party to such party's employees, agents or affiliates (provided that such party will remain responsible for its employees', agents' and affiliates' affiliate's compliance with these confidentiality restrictions); or (c) is, as of the time of disclosure,

public knowledge without the fault of the receiving party. Notwithstanding anything in this Agreement to the contrary, Casitas and Tulare may disclose without violating this Term Sheet confidential information to the extent such information is required to be disclosed by law including pursuant to a court order or the California Public Records or Brown Acts (Government Code Sections 6250, 54950, et seq.).

6. **Notice** Written notice may be provided by either party to the other by first-class mail, postage prepaid, to the following addresses:

Mr. Michael Flood  
General Manager, Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, CA 93022

Mr. Aaron Fukuda  
General Manager, Tulare Irrigation District  
P.O. Box 1920  
Tulare, CA 93275

This Letter of Intent is entered into subject to the understanding that no party is bound to any transfer agreement unless and until a Definitive Agreement is authorized by the Tulare Board of Directors and duly executed by the Parties.

Tulare Irrigation District

By:   
\_\_\_\_\_  
Aaron Fukuda, General Manager

Date: November 17, 2021

Read and Approved

Casitas Mutual Water District

By: \_\_\_\_\_  
Michael Flood, General Manager

Date: \_\_\_\_\_

**DRAFT - SUBJECT TO CHANGE AND NEGOTIATION**

<b>Exhibit A</b>			
<b>Casitas-Tulare Deal Pricing Schedule</b>			
<b>Allocation</b>	<b>Volume in AF</b>	<b>Price Per AF</b>	<b>Total Paid to Casitas</b>
100%	5000	\$275	\$1,375,000
95%	4750	\$275	\$1,306,250
90%	4500	\$275	\$1,237,500
85%	4250	\$275	\$1,168,750
80%	4000	\$300	\$1,200,000
75%	3750	\$325	\$1,218,750
70%	3500	\$350	\$1,225,000
65%	3250	\$375	\$1,218,750
60%	3000	\$400	\$1,200,000
55%	2750	\$425	\$1,168,750
50%	2500	\$450	\$1,125,000
45%	2250	\$475	\$1,068,750
40%	2000	\$500	\$1,000,000
35%	1750	\$525	\$918,750
30%	1500	\$550	\$825,000
25%	1250	\$575	\$718,750
20%	1000	\$600	\$600,000
15%	750	\$700	\$525,000
10%	500	\$700	\$350,000
5%	250	\$700	\$175,000

# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: **Update on Casitas MWD Redistricting**  
Date: November 19, 2021

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## RECOMMENDATION:

Provide direction to staff as appropriate.

## BACKGROUND:

Casitas MWD last made an adjustment to its Division Boundaries in 2012, subsequent to the 2010 Federal Census.

2020 Federal Census data became available on September 30, 2021 and several local public agencies are in the process of review of the political boundaries of their respective elected officials.

During the October 22, 2021 Board Meeting staff provided preliminary census results by Casitas Division to the Board and the Board subsequently provided direction for staff to check with the California Special Districts Association (CSDA) for further information.

## DISCUSSION:

Through the GIS Department and use of the recently-released 2020 Federal Census data, Casitas Staff has been able to ascertain a rough estimate of the populations of each of the five Elective Divisions of Casitas' Board of Directors:

District 1: **12,289**  
District 2: **11,802**  
District 3: **12,462**  
District 4: **13,587**  
District 5: **11,677**

It's possible with further refinement and study that Casitas' Staff could provide the necessary information for the Board to make a decision on redistricting (as was done in 2012) but other data analysis and current legal requirements of the process could be outside staff's capabilities.

Upon review of the CSDA's website, the State has provided a revised deadline for adoption of maps through SB 594

***“The measure now requires all special districts to pass a board resolution adopting their updated maps by April 17, 2022 if their regular election is on the same day as the statewide November 2022 general election. If a special district's regular election is on another day, the deadline will be 180 days prior to that election.”***

*SB 594 is intended to address the unique circumstances of the pandemic-delayed 2020 United States Census. Accordingly, the bill includes a January 1, 2023 sunset date and would not apply to elections and map-making deadlines beyond 2022.*

*Elections officials requested the consolidated April 17, 2022 map adoption deadline to afford sufficient time to manage the growing number of by-district election contests.*

*Those special districts whose boards are appointed or are elected at-large are unaffected by this measure. An at-large election is where board members are elected by voters from throughout the entire jurisdiction of the local government.*

*In contrast, a by-division election is where the territory of the local government is divided into equal parts or divisions with one board member living in each division elected by its voters.*

*Every 10 years, the divisions must be redistricted or reapportioned to ensure they each maintain an equal proportion of voters.*

There appears to be sufficient time for Casitas to work through the redistricting effort but it is suggested that a consulting firm be engaged in order to ensure the suggested revisions are appropriate.

Below is a list of demographics firms that could assist in this effort and should be contacted for a cost estimate, each of which has experience with redistricting work in Southern California:

1. Redistricting Partners – Sacramento, Ca.
2. National Demographics Corporation – Glendale, Ca.
3. GEOinovo Solutions Inc. – Murrieta, Ca.

Staff expects that quotes could be brought back to the Board in December of this year.

**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**

**Recreation Committee**

**(this meeting was held telephonically)**

DATE: November 19, 2021  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Recreation Committee Meeting of November 9, 2021, at 1000 hours.

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Brian Brennan  
Director Pete Kaiser  
General Manager, Michael Flood  
Assistant General Manager, Kelley Dyer  
Executive Administrator, Rebekah Vieira  
Park Services Manager, Joe Martinez  
Division Officer, Joe Evans

2. **Public Comments.**

None

3. **Review of the Concessionaire Request for Proposal**

GM Flood introduced the item and covered the contents of the memo with the Committee.

Director Kaiser indicated that the current concessionaire is doing a good job and asked if the US Bureau of Reclamation was comfortable with the RFP.

Director Brennan indicated that this is a unique situation including income, benefits, the needs of customers, and the US Bureau of Reclamation relationship.

The Committee directed staff to release this RFP and come back to the Committee with the results ahead of final Board approval of an agreement.

4. **Discussion of the LCIF including a review of the financial statement and scheduling the annual meeting.**

GM Flood introduced the item.

EA Vieira reviewed the annual requirements of the Lake Casitas Improvement Foundation and answered the Committee's questions.

Director Brennan asked about the additional members of the LCIF the possible need for more than one annual meeting.

Director Kaiser made comments regarding bringing back more information to the December Recreation Committee Meeting.



The Committee directed staff to reach out to the previous public members and to bring back additional information to the December Recreation Committee meeting.

5. **Review of the September 2021 Recreation Report**

PSM Martinez went over the report with the Committee including attendance, revenues, work on obtaining a new water play structure, recent fishing tournaments, installation of new light posts in the event area, and hiring challenges.

Director Kaiser indicated his appreciation of the great work staff was doing out at the Lake and asked questions about the new lighting, the camping cabins, and tree maintenance.

Director Brennan asked questions about the fishing tournament.

6. **Review of Incidents and Comments**

DO Evans presented the LCRA incident statistics including customer service issues, medical situations, Sheriff contacts, violations, Ranger contacts and wildlife talks, and an unauthorized bait bucket incident.

Director Kaiser complimented staff on a job well done and the importance of building positive relationships with the public.

Director Brennan complimented staff on the hard work and asked questions about the LCRA Ojai Day booth, youth employment, and the Snowbird Program.

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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 OCTOBER 2021  
**DATE:** NOVEMBER 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	1.71"	3.47"	1.51"
Water Year (WY: Oct 01 – Sep 30)	1.71"	3.47"	1.51"
Average station rainfall to date	0.53"	0.57"	0.48"

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**Ojai Water System Data**

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Wellfield production	112.42 AF
Surface water supplement	37.16 AF
Static depth to water surface – Mutual #5	147.97 feet
Change in static level from previous month	-17.87 feet

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

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

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**Casitas Reservoir Data**

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Water surface elevation as of end of month	486.08 feet AMSL
Water storage last month	79,621 AF
Water storage as of end of month	78,288 AF
Net change in storage	- 1,333 AF
Change in storage from same month last year	- 17,682 AF

AF = Acre-feet

AMSL = Above mean sea level

WY = Water year

**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** MONTHLY ENGINEERING STATUS REPORT  
**DATE:** 11/24/2021

**RECOMMENDATION:**

- Receive and file the Monthly Engineering Project Status Report for November 2021.

**DISCUSSION:**

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

Project	Anticipated Committee / Date	Anticipated Board Date / Action
<b>WATER SECURITY PROJECTS</b>		
<b>Ojai Wellfield Rehabilitation/ Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• Mutual Well #7 well equipping and site work submittals in review</li> <li>• Long lead time for equipment and piping</li> </ul>		
<b>Horizontal Bore (HOBO)/Deep Vertical Test Bore</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• No work performed, will remove from future reports until project re-starts</li> </ul>		
<b>Ventura-Santa Barbara Counties Intertie</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• Weekly design meetings held with WWE</li> <li>• Permit from County of Ventura received for groundwater monitoring well, remaining geotech scheduled for early January</li> <li>• DWR Urban and Multi-benefit Drought Relief Grant application submitted 11/19/21 for \$5M</li> </ul>		
<b>Robles Diversion Fish Screen Prototype Testing</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• No additional work performed on screens; other maintenance items also completed</li> </ul>		
<b>Robles Forebay Cleanout</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• Final survey results received</li> <li>• Project complete</li> </ul>		
<b>INFRASTRUCTURE IMPROVEMENTS</b>		
<b>Ojai Water System Improvements</b>	TBD	02/09/22 Award Contract
<ul style="list-style-type: none"> <li>• West Ojai Meter Relocations – 7 complete, 3 pending agreements/permits</li> <li>• West and East Ojai Avenue Pipeline Replacement Caltrans permit received. Negotiating contractor storage/staging areas with property owners. Expect to release for bidding 12/23/21; expect to award construction contract 02/09/22</li> </ul>		

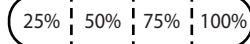
Project	Anticipated Committee / Date	Anticipated Board Date / Action
<ul style="list-style-type: none"> <li>Ojai Water System and Casitas System Integration Evaluation; final Tech Memo revision expected by end of November</li> <li>Mutual Wellfield Piping Improvements to be re-started in January 2022</li> <li>Wellfield VFDs installation underway</li> <li>Running Ridge Hydraulic Improvements to be separated into phases; first phase is Fairview Road and Foothill Road Pipeline Replacement, design for which is 90% complete</li> <li>New project – Upper Foothill Lateral Replacement to replace laterals on private property to public right-of-way</li> </ul>		
<b>Asphalt Paving</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Patch list #4 being prepared for early December</li> </ul>		
<b>Casitas Dam Hollow Jet Valve Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Expecting proposal from USBR staff for design services</li> </ul>		
<b>Santa Ana Bridge Pipeline Relocation</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Phase 2 when bridge complete (anticipated January/February 2022)</li> </ul>		
<b>Emergency Generators at Rincon, Avenue 1, and Avenue 2 Pump Plants</b>	TBD	TBD
<ul style="list-style-type: none"> <li>60% design expected mid-December 2021</li> </ul>		

Attachment: Monthly Status Report



# Engineering Project Status November 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

Infrastructure Improvements

			Counties Intertie		and Site Work ★
	Upper Foothill Lateral Replacement ★	Casitas System Master Plan	Casitas Dam Hollow Chaffee Lateral Replacement Emergency Generators Rincon, Avenue 1 and Avenue 2 Pump Plants ★	Upper Rincon Lateral Replacement West and East Ojai Avenue Pipeline Repla Diesel Tank Pad Design ★	Santa Ana Blvd Bridge Pipeline Relocation (Casing) Ojai Water System Wellfield VFD ★ LCRA Paving FY20-21 FY21-22 Asphalt Paving ★ FY 21-22 Asphalt Paving
			Mutual Wellfield and Grand Ave Pipeline Improvements Fairview Road and Foothill Road Pipeline Replacement ★ Boat Inspection Facility ★		FY 21-22 Asphalt Paving ★



November 24, 2021

John Mundy, Executive Director  
Ojai Basin Groundwater Management Agency

Sent via email to [OjaiBasinGSP@gmail.com](mailto:OjaiBasinGSP@gmail.com) and [jmundyconsultingllc@gmail.com](mailto:jmundyconsultingllc@gmail.com)

**Subject: Comments on the OBGMA Draft Groundwater Sustainability Plan**

Dear Mr. Mundy:

Casitas Municipal Water District (Casitas) has the following comments on the OBGMA's Draft Groundwater Sustainability Plan (Draft GSP) published October 2021.

**Comment #1: Page ES-2**

Please revise the language as follows:

*The Casitas Municipal Water District distributes Lake Casitas stored water to wholesale accounts, retail municipal and industrial accounts, and retail agricultural accounts ~~agricultural accounts, wholesale municipal accounts, and retail accounts~~. A portion of Lake Casitas storage is distributed to wholesale ~~agricultural~~ and retail accounts inside the boundaries of the OBGMA. Conjunctive use of surface water and groundwater is key to meeting the total water demand of the OVGB.*

**Comment #2: Page 2-6 & 2-11**

Please revise the language as follows:

**Current Draft GSP Language:**

*CMWD administers the Ojai potable water system, which serves approximately 2,953 residences and businesses within Community Facilities District (CFD) No. 2013-1 (Ojai). CFD No. 2013-1 encompasses approximately 2,150 acres of land in the City of Ojai and unincorporated Ventura County (Figure 2-3; CMWD 2021).*

*Community Facilities District No. 2013-1 was formed by CMWD at the request of members of the community in March 2013 pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (Sections 53311 et seq. of the Government Code of the State of California), to finance the acquisition of the Ojai Water System facilities from Golden State Water Company (David Taussig & Associates 2013). In June 2017, CMWD acquired the Ojai Water System.*

Revised Language:

*CMWD owns and operates the Ojai potable water system, which serves approximately 2,953 residences and businesses within Community Facilities District (CFD) No. 2013-1 (Ojai). CFD No. 2013-1 encompasses approximately 2,150 acres of land in the City of Ojai and unincorporated Ventura County (Figure 2-3; CMWD 2021).*

*Community Facilities District No. 2013-1 was formed by CMWD at the request of members of the community in March 2013 pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (Sections 53311 et seq. of the Government Code of the State of California), to finance the acquisition of the Ojai Water System facilities from Golden State Water Company (David Taussig & Associates 2013). In June 2017, CMWD acquired the Ojai Water System.*

**Comment #3: Page 2-27**

Please revise the language as follows. The numbers referenced in the draft GSP reflect the CMWD 2020 UWMP Table 3, which only goes back to Fiscal Year 2013-14 and does not reflect the historical high water demand:

Current Draft GSP Language:

*CMWD's water demand from Lake Casitas reached a high of 20,415 AF in fiscal year 2013–2014, but has since continued to decline to 8,802 AF in fiscal year 2019–2020 in response to water resource changes by large customers, heightened customer awareness of water resource conditions, and CMWD's Water Efficiency and Allocation Program (CMWD 2021).*

Revised Language:

*CMWD's water demand from Lake Casitas reached a high of 26,180 AF in calendar year 1989, but has since remained consistently lower with a decline to 7,668 AF in calendar year 2019 in response to water resource changes by large customers, heightened customer awareness of water resource conditions, and CMWD's Water Efficiency and Allocation Program.*

**Comment #4: Page 2-27**

Since the Casitas Water System supplies the Ojai Water System, the surface supplies were double-counted in the draft GSP evaluation. In addition, the assessment of Casitas' supplies should be reworded since there is not a surplus supply for multi-year droughts extending beyond the 5-year drought period required for analysis in the 2020 UWMP. Please revise the language as follows:

Current Draft GSP Language:

*As part of the 2020 UWMP update, CMWD's future water supplies and demands were assessed. For the period from 2020 to 2040, CMWD's projected water supply is 19,771 AFY. This estimate assumes that 15,326 AFY of surface water will be sourced from Lake Casitas, 145 AFY of groundwater will be pumped from Mira Monte Well, 2,000 AFY of State Water Project (SWP) water will be delivered via the Ventura-Santa Barbara Counties Intertie (discussed below), and up to 2,300 AFY will be pumped from the Ojai wellfield .*

*Based on CMWD's water supply reliability assessment, it is predicted that for average, single-dry, and multiple-dry water years (up to the second consecutive dry year) there will be a surplus of approximately 3,396 AFY (CMWD 2021). For multiple-dry water years after the second consecutive dry year, there will be a minimum surplus of 1,054 AFY (CMWD 2021)*

*Revised Language:*

*As part of the 2020 UWMP update, CMWD's future water supplies and demands were assessed. For the period from 2020 to 2040, CMWD's projected water supply is 19,310 AFY. This estimate assumes that 14,865 AFY of surface water will be sourced from Lake Casitas, 145 AFY of groundwater will be pumped from Mira Monte Well, 2,000 AFY of State Water Project (SWP) water will be delivered via the Ventura-Santa Barbara Counties Intertie (discussed below), and up to 2,300 AFY will be pumped from the Ojai wellfield. Based on CMWD's water supply reliability assessment, no water shortages are predicted based on average and single-dry years planning evaluations. Given that Lake Casitas and groundwater basin storage can sustain extended drought periods, a few dry years have little effect on Casitas' supply availability. However, supplies can become limited during extended drought periods and Casitas implements its WEAP as a demand management tool as Lake Casitas storage declines. This demand management helps to stretch supplies longer than the five year drought period evaluated in the 2020 UWMP. (CMWD 2021)*

**Comment #5: Page 2-27**

Please revise the language as follows:

*Funding is currently being pursued for construction of a 1.5-mile pipeline between CMWD and Carpinteria Valley Water District, referred to as the Ventura-Santa Barbara Counties Intertie, which would increase the size of a current Intertie connection as well as build pump stations to enable the ability to move ~~up to~~ 2,000 AFY on average of Casitas' SWP supplies to the Casitas system (CMWD 2021).*

**Comment #6: Page 2-83 (Figure 2-17) and Page 2-158 (Table 2-14)**

Casitas staff are unclear how the data provided for Casitas Water Deliveries in Figure 2-17 and Table 2-14 were derived. Casitas' current reporting systems are not set up to report aggregate Casitas water use within the Ojai groundwater basin. However, staff are currently working on a billing system and GIS project that will make this type of reporting easier in the future.

**Comment #7: Page 2-84 (Figure 2-18)**

It would be helpful for the GSP to explain whether the recharge areas shown in Figure 2-18 make it into the water supply aquifers, or if the recharge areas are only recharging the perched aquifer.

**Comment #8: Page 2-119 (Figure 2-31) and Page 2-104**

Figure 2-31 is showing Casitas' well exceeding the MCLs for manganese. Please add language to Page 2-104 explaining that Casitas MWD operates a groundwater treatment plant to remove iron and manganese prior to distribution to customers.



**Comment #9: Page 2-181**

Please update the Lake Casitas capacity to reflect 238,000 acre-feet based on the 2017 bathymetric survey (which is a reduced capacity from the original estimated 254,000 acre-feet).

**Comment #10: Page 3-28**

Please revise the language as follows. The resolution was approved by OBGMA representatives. However, the resolution has yet to be considered by the full board of the Casitas Municipal Water District.

*Current Draft GSP Language:*

In August 2017, the OBGMA and CMWD approved adoption of Resolution No. 2017-4 to work cooperatively on the development of an agreement for the integrated use of surface water and groundwater.

*Revised Language:*

In August 2017, the OBGMA approved adoption of Resolution No. 2017-4 to work cooperatively on the development of an agreement for the integrated use of surface water and groundwater.

**Comment #11: Page 3-32 and Page 4-17**

Please revise the language as follows.

*Currently, groundwater levels are monitored by VCWPD and OBGMA, groundwater quality is monitored by VCWPD and operators of drinking water systems, namely the Ojai Water System ~~Community Facilities District~~ operated by CMWD, who reports groundwater quality data to the SWRCB DDW, and groundwater extraction from all active production wells is monitored by individual operators who self-report extraction volumes to the OBGMA.*

**Comment #12: Page 4-26 – Explore Opportunity to Implement Focused Recharge**

Refer to the Draft GSP language provided in Attachment 1.

Casitas has the following comments:

1. In the description of “Measurable Objectives Expected to Benefit” and “Expected Benefits and Evaluation”, please clarify whether the proposed recharge projects would benefit the shallow perched aquifer or the lower producing zones, given the clay layers that separate the shallow aquifer from the lower water supply producing zones.
2. Please also clarify if measurable objectives were established for the shallow perched aquifer, which seems to be the portion of the basin that would benefit from stormwater capture and recharge projects.

**Comment #13: Page 4-28 Explore State Water Project Water Delivery Options**

Refer to the Draft GSP language provided in Attachment 1.

Casitas has the following comments:

1. Please revise the language in the third paragraph as follows:

*Currently, CMWD is exploring two SWP water alternatives: 1) connection with Carpinteria Valley Water District for ~~up to~~ 2,000 AFY on average and 2) connection between Calleguas Municipal Water District and the City of Ventura which ~~would~~ could offset the City of Ventura's demands from Lake Casitas by approximately 1,300 as much as 5,000 AFY.*

2. The statement that “any use of SWP water in the OVGB would be in-lieu of groundwater in most cases” is not accurate, since an “in-lieu” arrangement has yet to be established. Imported water via the State Water Project infrastructure is considered a backup supply to mitigate impacts of extended local drought periods on Lake Casitas. Groundwater will remain the most cost-effective water source for Ojai Basin pumpers, who may either implement demand reduction strategies or purchase Casitas water in the event that groundwater supply is not available. If it is OBGMA’s intent to explore an “in-lieu” arrangement related to State Water supply, this should be made clearer in the project description.
3. Regarding public noticing of State Water Project delivery options, Casitas strongly recommends that OBGMA coordinates with Casitas.

**Comment #14: Page 2-54 and 2-55, and Page 4-29 and 4-30**

Refer to the Draft GSP language provided in Attachment 1. This description of the “Settlement Management Plan from Physical Solution” in Sections 2 and 4 must be re-written to reflect the following:

1. No settlement agreement has been reached. The current terms of the Proposed Physical Solution have not been resolved, nor are they required, as implied in committal tone of the language. The adjudication process is ongoing, and will likely take several years to resolve.
2. The “Measurable Objective Expected to Benefit” and “Expected Benefits and Evaluation” language must be re-written to reflect that measureable benefits are still to be determined.

If there are any questions in this regard, please do not hesitate to contact me at [mflood@casitaswater.com](mailto:mflood@casitaswater.com) or 805.649.2251, Ext. 111.

Sincerely,

Michael Flood  
General Manager

Attachments:

1. Excerpts from OBGMA Draft GSP dated October 2021

c:

DRAFT