



## Board of Directors

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

Mary Bergen, Director  
Pete Kaiser, Director

CASITAS MUNICIPAL WATER DISTRICT  
Meeting to be held at the

District Office  
1055 Ventura Ave.  
Oak View, CA 93022

The meeting will also be available via Zoom  
Join Zoom Meeting

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

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

April 26, 2023 @ 5:00 PM

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

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

1. CALL TO ORDER
2. ROLL CALL

3. PLEDGE OF ALLEGIANCE
4. AGENDA CONFIRMATION
5. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.
6. CONSENT AGENDA
  - 6.a. Accounts Payable Report.  
[Accounts Payable Report.pdf](#)
  - 6.b. Minutes of the April 12, 2023 Board Meeting.  
[4 12 2023 Min.pdf](#)
7. ACTION ITEMS
  - 7.a. Resolution of Appreciation Honoring Eric Behrendt Upon His Retirement and 27 Years of Service to Casitas Municipal Water District.  
  
[Reso Eric Behrendt Retirement.pdf](#)
  - 7.b. Hearing and recommendation to adopt adjustments to fees at the Lake Casitas Recreation Area (LCRA) and Casitas Water Adventure (CWA).  
  
[Board Memo on LCRA Fee Adjustment 042623.pdf](#)
  - 7.c. Declaration of four Casitas MWD vehicles as surplus and direct staff to dispose of the same.  
  
[Board Memo - Surplus Vehicles 042623.pdf](#)
8. DISCUSSION ITEMS
  - 8.a. Discussion of Casitas MWD Credit Card Processor and Customer Portal.  
[Board Memo for Customer Payment Portal and Credit Card Processor 042623.pdf](#)
9. INFORMATION ITEMS
  - 9.a. Finance Committee Agenda.  
[Special Finance Minutes 041923.pdf](#)
  - 9.b. Hydrology Report.  
[Hydrology Report March 2023.pdf](#)
10. GENERAL MANAGER COMMENTS
11. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

12. BOARD OF DIRECTOR COMMENTS PER GOVERNMENT CODE SECTION 54954.2(a).
13. CLOSED SESSION
  - 13.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.
14. ADJOURNMENT

**CASITAS MUNICIPAL WATER DISTRICT**  
**General Fund Check Authorization**  
**Checks Dated 04/06/23 - 04/19/23**  
**Presented to the Board of Directors For Approval April 26, 2023**

<b>Check</b>	<b>Payee</b>		<b>Description</b>	<b>Amount</b>
001194	Payables Fund Account	# 9759651478	Accounts Payable Batch 041223	\$ 550,120.98
001195	Payables Fund Account	# 9759651478	Accounts Payable Batch 041923	\$ 386,539.80
				<u>\$ 936,660.78</u>
001196	Payroll Found Account	# 9469730919	Estimated Payroll 05/04/23	\$ 240,000.00
			Total	<u>\$ 1,176,660.78</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, 001194-001196 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.

001194 A/P Checks: 049543-049596  
A/P Draft 000559-000561  
Voids:  
049577 - Meiners Oaks Ace Hardware - Continuation of detail of check #049576  
049578 - Meiners Oaks Ace Hardware - Continuation of detail of check #049576

001195 A/P Checks: 049597-049648  
A/P Draft 000562-000562  
Voids:  
049631 - Meiners Oaks Ace Hardware - Continuation of detail of check #049630



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Janyne Brown , Chief Financial Officer

CERTIFICATION

Payroll disbursements for the pay period ending 04/15/23  
Pay Date 04/20/23  
have been duly audited and are  
hereby certified as correct.

Signed: Jayne Brown

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Jayne Brown

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	4/12/2023			049577		
C-CHECK	VOID CHECK	V	4/12/2023			049578		
C-CHECK	VOID CHECK	V	4/19/2023			049631		

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	3	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01483	CORVEL CORPORATION							
I-040423-CMWD	Corvel Claims - 03/28-04/03/23	D	4/06/2023	3,998.89		000559		3,998.89
01483	CORVEL CORPORATION							
I-041123-CMWD	Corvel Claims - 04/04-04/10/23	D	4/12/2023	305.80		000560		305.80
05939	Health Equity							
I-INV4995289	Reimburse Med/Dep Care	D	4/12/2023	1,195.75		000561		
I-INV5029824	Reimburse Med/Dep Care	D	4/12/2023	104.25		000561		1,300.00
01483	CORVEL CORPORATION							
I-041823-CMWD	Corvel Claims - 04/11-04/17/23	D	4/19/2023	1,920.07		000562		1,920.07
00128	INTERNAL REVENUE SERVICE							
I-T1 202304172196	Federal Withholding	D	4/19/2023	44,795.85		000563		
I-T3 202304172196	SS Withholding	D	4/19/2023	46,770.28		000563		
I-T4 202304172196	Medicare Withholding	D	4/19/2023	10,938.30		000563		102,504.43
00187	CALPERS							
I-PBB202304172196	PERS BUY BACK	D	4/19/2023	130.46		000564		
I-PBP202304172196	PERS BUY BACK	D	4/19/2023	161.96		000564		
I-PEB202304172196	PEPRA EMPLOYEES PORTION	D	4/19/2023	12,970.57		000564		
I-PEM202304172196	PERS EMPLOYEE PORTION MGMT	D	4/19/2023	1,882.42		000564		
I-PER202304172196	PERS EMPLOYEE PORTION	D	4/19/2023	7,015.96		000564		
I-PRB202304172196	PEBRA EMPLOYER PORTION	D	4/19/2023	14,354.05		000564		
I-PRR202304172196	PERS EMPLOYER PORTION	D	4/19/2023	11,739.11		000564		48,254.53
00180	S.E.I.U. - LOCAL 721							
I-COP202304172196	SEIU 721 COPE	D	4/19/2023	2.50		000565		
I-UND202304172196	UNION DUES	D	4/19/2023	855.75		000565		858.25
00049	STATE OF CALIFORNIA							
I-T2 202304172196	STATE WITHHOLDING (CA)	D	4/19/2023	17,246.56		000566		17,246.56
05790	STATE OF OREGON							
I-OST202304172196	OR STATE TRANSIT TAX	D	4/19/2023	5.91		000567		
I-T2 202304172196	STATE WITHHOLDING (OR)	D	4/19/2023	433.32		000567		439.23
00004	ACWA JOINT POWERS INSURANCE AU							
I-0699077	Health Insurance 05/23	R	4/12/2023	151,457.76		049543		151,457.76
06079	Debbie Adams							
I-1174363	Camping Cancellation - LCRA	R	4/12/2023	94.00		049544		94.00



VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00010	AIRGAS USA LLC							
I-9136525830	Plasma Cutter - PL	R	4/12/2023	2,548.29		049545		
I-9996293170	Gas Cylindet Rental - PL	R	4/12/2023	444.55		049545		2,992.84
03044	Amazon Capital Services							
C-1PVR-6YYX-137H	Calculator Cancelled	R	4/12/2023	39.67CR		049546		
I-149Y-6PWT-CPMP	Mouse - O&M	R	4/12/2023	107.24		049546		
I-14K1-3K1W-3XCX	Circuit 200 Amp Surface Mount	R	4/12/2023	325.50		049546		
I-17L4-KGCW-9WKK	HO838-6 Tool Box Chest - MAINT	R	4/12/2023	418.22		049546		
I-19G1-JDG9-9YP6	3 Drawer Tool Chest - MAINT	R	4/12/2023	416.02		049546		
I-19VK-KWFX-69BF	Flashlight - MAINT	R	4/12/2023	133.02		049546		
I-1FM6-96G6-1CMK	Flashlight - MAINT	R	4/12/2023	133.02		049546		
I-1G7T-PJWM-3L9C	Measuring Cup - MAINT	R	4/12/2023	49.02		049546		
I-1KDF-9V14-7Q19	Replacement Key - LCRA	R	4/12/2023	23.58		049546		
I-1PWR-HDK7-1G31	Calculator	R	4/12/2023	39.67		049546		
I-1WP4-QY4F-1HTQ	Twin Step Ladder - MAINT	R	4/12/2023	222.73		049546		1,828.35
00836	AMERICAN RED CROSS							
I-22557329	Lifeguarding Training - WP	R	4/12/2023	655.50		049547		655.50
00014	AQUA-FLO SUPPLY							
I-SI2076074	Ball Valve - EM	R	4/12/2023	23.52		049548		
I-SI2079493	PVC 90 Ell - WP	R	4/12/2023	78.20		049548		
I-SI2079926	Couplings - WP	R	4/12/2023	65.13		049548		
I-SI2082769	PVC Nipple - LCRA	R	4/12/2023	4.40		049548		171.25
05938	Aquatic Informatics Inc							
I-104037	WaterTrax Data Management- LAB	R	4/12/2023	7,679.28		049549		7,679.28
03552	Julia Aranda							
I-040323	Reiburse Expenses 04/23	R	4/12/2023	1,787.38		049550		1,787.38
00018	AT & T MOBILITY							
I-287294256431X0423	Acct#287294256431	R	4/12/2023	791.12		049551		791.12
03429	AT&T							
I-3148323518	Acct#80030939773	R	4/12/2023	13.04		049552		13.04
00021	AWA OF VENTURA COUNTY							
I-06-14793	2023 AWA Annual Water Symposiu	R	4/12/2023	2,500.00		049553		2,500.00
00030	B&R TOOL AND SUPPLY CO							
I-1900985730	8271 Particulate Respirator	R	4/12/2023	92.67		049554		
I-1900985731	3" PVC IInside Pipe Fit Drain	R	4/12/2023	36.45		049554		129.12

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00679	BAKERSFIELD PIPE & SUPPLY INC Flange Conc Reducer - WP	R	4/12/2023	617.42		049555		617.42
00756	BOARD OF EQUALIZATION Use Tax Return 15300115	R	4/12/2023	2,689.00		049556		2,689.00
09182	CalPERS Unfunded Accrued Liab 04/23	R	4/12/2023	70,320.58		049557		70,320.58
00511	Centers for Family Health Drug Screening - LCRA	R	4/12/2023	220.00		049558		220.00
00059	COASTAL PIPCO 10 Socket 45 Ell & Coupling	R	4/12/2023	2,417.34		049559		2,417.34
	I-S2213140.001 Socket Bushing - WP	R	4/12/2023	115.06		049559		2,532.40
00081	DELTA LIQUID ENERGY Service Agreement 03/30/24	R	4/12/2023	85.00		049560		85.00
02544	Department of Justice Fingerprinting - LCRA	R	4/12/2023	145.00		049561		145.00
06008	Docu Products Copier Usage - DO	R	4/12/2023	168.91		049562		168.91
00086	E.J. Harrison & Sons Inc Acct#500766090	R	4/12/2023	105.32		049563		105.32
00095	FAMCON PIPE & SUPPLY Glue & Gasket - WP	R	4/12/2023	114.67		049564		114.67
00099	FGL ENVIRONMENTAL Nitrate Monitoring 03/21/23	R	4/12/2023	64.00		049565		64.00
00101	FISHER SCIENTIFIC Water Bath Treatment - LAB	R	4/12/2023	70.59		049566		70.59
00104	FRED'S TIRE MAN Turf Tire - Unit 129	R	4/12/2023	67.19		049567		67.19
00115	GRAINGER, INC Magnetic Strip Roll - SAFE	R	4/12/2023	124.74		049568		124.74

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02217	Greg Rents							
I-46549	Deliver Excavator - FEMA	R	4/12/2023	1,373.87		049569		1,373.87
00437	HERC RENTALS INC							
I-33477313-002	Rent Skiploader - Proj 931	R	4/12/2023	2,334.01		049570		2,334.01
04730	Hildebrand Consulting, LLC							
I-527	2022 Water Rate Study	R	4/12/2023	4,140.00		049571		4,140.00
00127	INDUSTRIAL BOLT & SUPPLY							
I-241014-1	Hex Cap & Flat Washer - WP	R	4/12/2023	152.32		049572		
I-241206-1	Coar Hex Cap & Hex Nut - WP	R	4/12/2023	211.02		049572		
I-241338-1	Hex Cap & Hex Nut - WP	R	4/12/2023	257.31		049572		
I-241389-1	Fittings - WP	R	4/12/2023	165.28		049572		785.93
03581	Legend Pump & Well Service Inc							
I-57783	Flowsolve 10ELM 13-STG	R	4/12/2023	17,220.00		049573		
I-57784	Flowise 10IC 9-STG O/L Bowl	R	4/12/2023	14,236.00		049573		31,456.00
00145	MAGNUM FENCE & SECURITY, INC.							
I-14621	Fence Repair E&M Yard	R	4/12/2023	4,209.00		049574		4,209.00
04689	MDJ Management							
I-CAS 1019.1	Concrete Pour for Water Park	R	4/12/2023	197,598.58		049575		197,598.58
00151	MEINERS OAKS ACE HARDWARE							
I-037037	Toilet Seats & Desinfectant-PL	R	4/12/2023	43.96		049576		
I-037191	Silicone - EM	R	4/12/2023	7.41		049576		
I-037889	Tape & Elbow PVC - LCRA	R	4/12/2023	8.16		049576		
I-037895	Water Heater - MAINT	R	4/12/2023	562.58		049576		
I-037957	Saw Hole, Bolts & Screws - WP	R	4/12/2023	25.76		049576		
I-038017	Bolts & Screws - WP	R	4/12/2023	21.94		049576		
I-038035	Cleaning Supplies - PL	R	4/12/2023	55.58		049576		
I-038092	Bolts & Screws - WP	R	4/12/2023	31.96		049576		
I-038139	Bolts, Screws & Tape - LCRA	R	4/12/2023	153.87		049576		
I-038246	Dryconcrete Mix - LCRA	R	4/12/2023	69.61		049576		
I-038269	Cap ABS - LCRA	R	4/12/2023	9.75		049576		
I-038375	Braker - LCRA	R	4/12/2023	8.39		049576		
I-038456	Poly Tube - LCRA	R	4/12/2023	7.40		049576		
I-038562	Bolts & Screws - WP	R	4/12/2023	115.91		049576		
I-038591	Trimmer Line & Fittings - LCRA	R	4/12/2023	81.26		049576		
I-038620	Cable Tie - LCRA	R	4/12/2023	13.23		049576		
I-038686	Fittings - LCRA	R	4/12/2023	6.62		049576		
I-038720	Bolts & Screws - WP	R	4/12/2023	52.19		049576		
I-038722	Hose - MAINT	R	4/12/2023	8.32		049576		
I-038759	Pipe, Bolts & Screws - WP	R	4/12/2023	82.07		049576		
I-038795	Line Trimmer & Tap Plug - LCRA	R	4/12/2023	39.76		049576		
I-038924	Bolts & Screws - LCRA	R	4/12/2023	23.99		049576		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-038927	Tube 1/4 Fip - LCRA	R	4/12/2023	1.66		049576		
I-038938	Fittings - LCRA	R	4/12/2023	25.38		049576		1,456.76
03444	Mission Linen Supply							
I-518859342	Uniform Pants - PL	R	4/12/2023	34.00		049579		
I-519084400	Uniform Pants - PL	R	4/12/2023	30.37		049579		
I-519084401	Uniform Pants - MAINT	R	4/12/2023	27.38		049579		
I-519084404	Uniform Pants - TP	R	4/12/2023	56.83		049579		148.58
01570	Ojai Auto Supply							
I-563831	Oil Pressure Switch - Unit 38	R	4/12/2023	134.64		049580		
I-565614	Engine Brite Cleaner - LCRA	R	4/12/2023	4.45		049580		
I-565618	Brg Prot - Unit 38	R	4/12/2023	24.98		049580		
I-566151	Battery - LCRA	R	4/12/2023	67.78		049580		231.85
01882	OJAI BASIN GROUNDWATER							
I-033123	Quarterly Pumping Fee	R	4/12/2023	14,714.00		049581		14,714.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-24995	Cust #20594	R	4/12/2023	302.25		049582		302.25
00169	OJAI VALLEY SANITARY DISTRICT							
I-25073	Cust #52921	R	4/12/2023	60.45		049583		60.45
10072	PERMACOLOR, INC							
I-2303127	Anchor Supports - WP	R	4/12/2023	436.00		049584		436.00
00627	PORT SUPPLY							
I-5250	Rain Gear - PL	R	4/12/2023	425.48		049585		
I-565070	Raingear - PL	R	4/12/2023	228.11		049585		653.59
00790	PROFORMA							
I-BI85008941B	Uniform Shirts & Hodies - EM	R	4/12/2023	123.91		049586		
I-BI85009253A	Business Cards - PR	R	4/12/2023	156.24		049586		
I-BI85009436A	Parking Hangtags - LCRA	R	4/12/2023	732.70		049586		1,012.85
06080	Alexandra Ruiz							
I-1181575	Camping Cancellation - LCRA	R	4/12/2023	153.00		049587		153.00
00608	SMITH PIPE & SUPPLY INC.							
I-4006154	Capestone 2.5 Gal - MAINT	R	4/12/2023	3,098.01		049588		3,098.01
00215	SOUTHERN CALIFORNIA EDISON							
C-031523	Acct#700028735181	R	4/12/2023	65.61CR		049589		
I-040623a	Acct#700598317666	R	4/12/2023	36.82		049589		
I-040623b	Acct#700030209177	R	4/12/2023	14,231.70		049589		
I-040623c	Acct#700028735181	R	4/12/2023	7,722.61		049589		21,925.52

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02703	Sunbelt Rentals							
I-135058781-0003	500 Gal Fuel Tank - ENG	R	4/12/2023	2,089.16		049590		
I-136362601-0003	Rent Light Tower - FEMA	R	4/12/2023	1,166.76		049590		3,255.92
00825	USA BLUEBOOK							
I-313932	Gloves - LAB	R	4/12/2023	25.29		049591		
I-318189	Total Chlorine Chemkey - LAB	R	4/12/2023	29.80		049591		
I-322643	Hach Free/Total Ammonia & Mono	R	4/12/2023	279.92		049591		335.01
00251	VENTURA COUNTY STAR							
I-0005487095	Public Notice - MGMT	R	4/12/2023	116.87		049592		116.87
09955	VENTURA WHOLESALE ELECTRIC							
I-299975	B Line - WP	R	4/12/2023	546.39		049593		
I-300198	B Line - WP	R	4/12/2023	224.66		049593		771.05
01283	Verizon Wireless							
I-9931665366	Monthly Cell Charges - DO	R	4/12/2023	4,966.86		049594		
I-9931665770	Monthly Cell Charges - LCRA	R	4/12/2023	445.46		049594		5,412.32
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-50021660321	U Channel Sign Post - MAINT	R	4/12/2023	1,108.17		049595		1,108.17
06023	WorldPoint ECC, Inc.							
I-423014821	OB Susie Sk - WP	R	4/12/2023	655.83		049596		655.83
00010	AIRGAS USA LLC							
I-9136589542	Welding Supplies - PL	R	4/19/2023	984.77		049597		984.77
03044	Amazon Capital Services							
I-119M-W1LL-6J6M	Stamp - ADM	R	4/19/2023	11.79		049598		
I-16D9-WX7J-JMQN	V-Idler & Flat Pulley Kit -J01	R	4/19/2023	28.96		049598		
I-1FFV-JY4L-LCCQ	Secured Cabinet - EM	R	4/19/2023	100.80		049598		
I-1H6F-17L7-K9WK	Tool Box - UT	R	4/19/2023	71.36		049598		
I-1L9X-M37X-L3WP	Pipe Clamp - WP	R	4/19/2023	19.20		049598		
I-1MPN-D9CT-13QV	Batteries - MAINT	R	4/19/2023	53.08		049598		
I-1QY1-FFGH-HQQY	Solar Battery Trickle Charger	R	4/19/2023	116.85		049598		
I-1T13-4KRW-6T7Q	Fittings, Valve & Gasket - WP	R	4/19/2023	1,034.60		049598		
I-1VPT-JMFQ-36PL	Brake Parts Cleaner - PL	R	4/19/2023	58.76		049598		
I-1X7R-JH3Q-461M	Phone Battery - FISH	R	4/19/2023	17.15		049598		
I-1XMQ-NRLK-HC67	Clamp -on Saddle - WP	R	4/19/2023	541.51		049598		2,054.06
06070	American Loan Masters, Inc.							
I-24988	Iron Bull Trtailer 16Ft	R	4/19/2023	15,999.77		049599		15,999.77

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00022	AMERICAN WATER WORKS ASSOC. I-S085839 Utility Package Video Streamin	R	4/19/2023	199.00		049600		199.00
00014	AQUA-FLO SUPPLY I-SI2083556 Schedule 80PVC Pipe - MAINT I-SI2086056 45 Ell & 90 Ell - WP	R	4/19/2023	79.94		049601		629.07
00018	AT & T MOBILITY I-287290467941X0423 Acct#287290467941	R	4/19/2023	249.65		049602		249.65
03429	AT&T I-5656297704 Acct#8310011246015	R	4/19/2023	2,210.40		049603		2,210.40
00021	AWA OF VENTURA COUNTY I-042023 Operator Techniligy Workshop I-06-14760 CCWUC Education Training - ENG	R	4/19/2023	600.00		049604		690.00
05140	Annette Ayala I-88 Ojia Ave Cultural Monitor -ENG	R	4/19/2023	4,985.76		049605		4,985.76
00679	BAKERSFIELD PIPE & SUPPLY INC I-S3020090.001 Scrubbing Towels Citrus - UT	R	4/19/2023	142.29		049606		142.29
05797	Baron Industries I-01 687778 Filter Unit - TP I-01 687854 Filter - TP	R	4/19/2023	199.97		049607		383.31
04021	Blankinship & Associates, Inc. I-BA8683 Casitas SIP Project - LAB	R	4/19/2023	506.25		049608		506.25
00463	Cal-Coast Machinery I-821729 LG691986 Adjuster - Unit J01	R	4/19/2023	25.07		049609		25.07
00044	CALIFORNIA ELECTRIC SUPPLY I-8997-1048940 2" Cond Body - EM I-8997-1048941 Tool Backpack - EM	R	4/19/2023	27.83		049610		178.68
03702	Cannon Corporation I-84231 WaterPark Survey - WP I-84239 Robles Forebay Survey - ENG I-84267 WP Electrical & Communication	R	4/19/2023	4,674.75		049611		14,111.07
03021	Central Communications I-000028-608-261 Call Center 03/23	R	4/19/2023	225.60		049612		225.60

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05809	CleanEarth Enviromental Soluti							
I-041923	Disposal of Hazardous Waste	R	4/19/2023	118.00		049613		118.00
00059	COASTAL PIPCO							
I-S2212992.001	Socket Bushing & Wafer Check-W	R	4/19/2023	526.22		049614		
I-S2213900.001	Pipe & Fittings - WP	R	4/19/2023	1,151.72		049614		
I-S2213976.001	Socket Flange - WP	R	4/19/2023	43.08		049614		
I-S2214476.001	Butterfly Valve - WP	R	4/19/2023	868.68		049614		
I-S2214549.001	Socket Flange - WP	R	4/19/2023	56.77		049614		2,646.47
00062	CONSOLIDATED ELECTRICAL							
I-9009-1033591	125V 2P-3W LkG Conn - RM	R	4/19/2023	85.48		049615		85.48
00719	CORELOGIC INFORMATION SOLUTION							
I-82170648	Realquest Subscription	R	4/19/2023	137.50		049616		137.50
02765	Demaria Electric Motor Service							
I-23670	SA #3 Rewind - EM	R	4/19/2023	10,357.45		049617		10,357.45
00086	E.J. Harrison & Sons Inc							
I-1294	Acct#5-00546088	R	4/19/2023	931.20		049618		931.20
05937	Enterprise FM Trust							
I-FBN4705363	Vehicle Maintenance	R	4/19/2023	21,909.51		049619		21,909.51
00095	FAMCON PIPE & SUPPLY							
I-S100094163.001	3" Gate Valve & Meter Lifter	R	4/19/2023	2,182.54		049620		
I-S100098080.001	Meter Tail Piece - UT	R	4/19/2023	241.31		049620		
I-S100099182.001	10" SCH80 90 Degree Bend - WP	R	4/19/2023	2,637.28		049620		5,061.13
00093	FEDERAL EXPRESS							
I-8-100-42501	SHipping - LAB	R	4/19/2023	16.14		049621		16.14
00099	FGL ENVIRONMENTAL							
I-304458A	Nitrate Monitoring - 03/28/23	R	4/19/2023	64.00		049622		64.00
06032	Gordon Electric Supply, Inc							
I-S2490490.001	9 Wide Padmount - LCRA	R	4/19/2023	1,421.23		049623		1,421.23
00115	GRAINGER, INC							
I-9669528870	Lockwire Canister - EM	R	4/19/2023	19.32		049624		
I-9670069831	Safety Wire Twist Pliers - EM	R	4/19/2023	42.05		049624		61.37

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
04022	Hamner, Jewell & Associates							
I-202508	Ventura-SB Row Srvs - ENG	R	4/19/2023	20,931.25		049625		20,931.25
00596	HOME DEPOT							
I-4103245	Mortar Mix - WP	R	4/19/2023	203.88		049626		203.88
00127	INDUSTRIAL BOLT & SUPPLY							
I-241014-2	Hex Cap, Hex Nut & Flat Washer	R	4/19/2023	491.60		049627		
I-241389-2	Fittings - WP	R	4/19/2023	170.06		049627		661.66
01634	INTERSTATE BATTERIES							
I-44514866	Battery - UT	R	4/19/2023	103.95		049628		103.95
05799	Jack Henry & Associates Inc.							
I-4277886	RemitPlus Express - ADM	R	4/19/2023	250.00		049629		250.00
00151	MEINERS OAKS ACE HARDWARE							
I-034696	Pliers, Bolts & Screws - IT	R	4/19/2023	16.08		049630		
I-035049	Tie Tape & Stake Garder Hardwo	R	4/19/2023	20.99		049630		
I-035900	Paint, Torch Sawzall & Glasses	R	4/19/2023	85.44		049630		
I-036327	Rope - LCRA	R	4/19/2023	1.67		049630		
I-036330	Starter Cord - LCRA	R	4/19/2023	7.07		049630		
I-037995	Masterseal - TP	R	4/19/2023	195.17		049630		
I-037996	Batteries & Tubing - TP	R	4/19/2023	94.04		049630		
I-038026	Clamp - TP	R	4/19/2023	38.82		049630		
I-038570	Socket Adapter - UT	R	4/19/2023	19.50		049630		
I-038734	Blade Sawzal & Torch Rcip - UT	R	4/19/2023	66.33		049630		
I-038854	Purp Tub - PL	R	4/19/2023	56.11		049630		
I-039057	Gumout Start Fluid - MAINT	R	4/19/2023	4.90		049630		
I-039276	Rstp Spry Sat - PL	R	4/19/2023	76.02		049630		
I-039299	Flat Washer, Bolts & Screws	R	4/19/2023	113.29		049630		
I-039346	Flap Disc & Staplgun - PL	R	4/19/2023	43.49		049630		
I-039379	Pliers & Tape Measure - MAINT	R	4/19/2023	129.59		049630		
I-039396	Cleaning Supplies - PL	R	4/19/2023	55.58		049630		
I-039472	Stel Ext Pole & Ace Better RLR	R	4/19/2023	67.48		049630		
I-039474	Clorx Cleanup - LCRA	R	4/19/2023	6.82		049630		
I-039504	Wire Brush & Hand Rasp & File	R	4/19/2023	17.16		049630		
I-039521	Elbow 90 - LCRA	R	4/19/2023	7.94		049630		
I-039522	Gloves - LCRA	R	4/19/2023	31.21		049630		
I-039525	Plastic Bucket - WP	R	4/19/2023	19.48		049630		1,174.18
03444	Mission Linen Supply							
I-519127991	Uniform Pants - PL	R	4/19/2023	30.37		049632		
I-519127992	Uniform Pants - MAINT	R	4/19/2023	27.38		049632		
I-519127995	Uniform Pants - TP	R	4/19/2023	56.83		049632		114.58



VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03701	MNS Engineers, Inc.							
I-82825	Emergency Permitting & Support	R	4/19/2023	3,087.75		049633		3,087.75
01570	Ojai Auto Supply							
I-566128	Blue Def - ENG	R	4/19/2023	438.87		049634		
I-566439	Rv Blade - PL	R	4/19/2023	34.38		049634		473.25
02187	Pitney Bowes Inc							
I-1022920679	Red Ink - ADM	R	4/19/2023	142.42		049635		142.42
00790	PROFORMA							
I-BI85008919A	Notice of Removal Form - LCRA	R	4/19/2023	881.40		049636		
I-BI85008936B	Embroidery Hats & Shirts - UT	R	4/19/2023	1,281.15		049636		2,162.55
00306	Rincon Consultants, Inc.							
I-46941	VTA-CARP Intertie Service -ENG	R	4/19/2023	10,642.50		049637		
I-46966	Env Support Robles Screenbay	R	4/19/2023	3,185.75		049637		
I-46970	Ojai Ave Pipe Environ Support	R	4/19/2023	5,452.45		049637		
I-47287	Robles Emergency Permits	R	4/19/2023	3,467.95		049637		22,748.65
01107	SAWYER PETROLEUM							
I-S146797	Diesel - LCRA	R	4/19/2023	1,524.48		049638		
I-S146798	Gas - LCRA	R	4/19/2023	2,798.63		049638		
I-S146806	Diesel - January Stom 2023	R	4/19/2023	1,570.98		049638		5,894.09
00225	UNDERGROUND SERVICE ALERT							
I-22-2303274	Regulatory Costs - ENG	R	4/19/2023	86.76		049639		
I-320230101	Regulatory Costs - ENG	R	4/19/2023	298.75		049639		385.51
00825	USA BLUEBOOK							
I-326410	Wall Bracket for Micropure	R	4/19/2023	450.79		049640		
I-329553	Membrane Cap Kit & Hach DPD	R	4/19/2023	957.49		049640		1,408.28
02854	Water Works Engineers, LLC							
I-13658	Vent-SB Intertie -ENG	R	4/19/2023	13,194.60		049641		
I-13659	Ven-SB Counties Design - ENG	R	4/19/2023	30,313.27		049641		43,507.87
00663	WAXIE SANITARY SUPPLY							
I-81640889	Janitorial Supplies - DO	R	4/19/2023	1,860.18		049642		1,860.18
04582	Yeh and Associates, Inc							
I-222-227-7	Material Testing Ojai Ave Pipe	R	4/19/2023	9,256.90		049643		9,256.90

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
06056	Ameriflex							
I-FSA202304172196	FSA Deduction	R	4/19/2023	1,176.90		049644		1,176.90
00102	FRANCHISE TAX BOARD							
I-G03202304172196	Payroll Deduction	R	4/19/2023	815.40		049645		815.40
00102	FRANCHISE TAX BOARD							
I-G09202304172196	Payroll Deduction	R	4/19/2023	569.03		049646		569.03
00124	ICMA RETIREMENT TRUST - 457							
I-DCI202304172196	DEFERRED COMP FLAT	R	4/19/2023	2,165.83		049647		
I-DI%202304172196	DEFERRED COMP PERCENT	R	4/19/2023	190.61		049647		2,356.44
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN202304172196	457 CATCH UP	R	4/19/2023	1,184.90		049648		
I-DCN202304172196	DEFERRED COMP FLAT	R	4/19/2023	7,967.91		049648		
I-DN%202304172196	DEFERRED COMP PERCENT	R	4/19/2023	494.97		049648		9,647.78

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	103	760,486.61	0.00	760,486.61
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	176,827.76	0.00	176,827.76
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
	112	937,314.37	0.00	937,314.37
BANK: AP TOTALS:	112	937,314.37	0.00	937,314.37
REPORT TOTALS:	112	937,314.37	0.00	937,314.37

Void Check #49170 \$425.48  
 Void Check #49449 \$228.11  
**\$936,660.78**

## *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:                      No checks were cut for this period.

Adj. Draft

Voids:



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Janyne Brown , Chief Financial Officer

Minutes of the Casitas Municipal Water District  
Board Meeting Held  
April 12, 2023

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

President Hajas led the Pledge of Allegiance.

4. AGENDA CONFIRMATION

None

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

None

6. CONSENT AGENDA

6.a. Accounts Payable Reports.

[Accounts Payable Report 03-01-23.pdf](#) [Accounts Payable Report - 04-12-23.pdf](#)

6.b. Minutes of the March 22, 2023 Board Meeting.

[3 22 2023 Min.pdf](#)

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

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

7. ACTION ITEMS

7.a. Deny request of Robert Feiss for refund of Casitas MWD 2013-1 property assessments for APN # 019-0-070-200 (910 El Toro Road, Ojai).

[Board Memo on Dr. Feiss CFD 2013-1 Refund Request 041223.pdf](#)  
[Email Request from Dr. Feiss Special Tax CMWD CFD 2013-1](#)  
[Reimbursement for Overpayment ATT1 041223.pdf](#)  
[CFD No. 2013-1 Taussig Response Letter to Feiss APN 019-0-070-200](#)  
[ATT2 041223.pdf](#)

On the motion of Director Cole to deny the full refund with the exception of the current fiscal year, seconded by Director Bergen the motion passed by the following roll call vote:

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

- 7.b. Approval of Casitas MWD Board of Directors Policy regarding refund of Casitas MWD Community Facilities District 2013-1 Assessment Funds.  
[CFD 2013-1 Refund Policy Draft 041223.pdf](#)

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

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

- 7.c. Review of the Fiscal Year 2023-2024 General Manager's Water Supply Assessment and possible adoption of a Resolution declaring a Stage 1 Condition for all Casitas Customers.  
[FY 2024 Water Supply Assessment 041223.pdf](#)  
[Resolution Declaring Stage 1 Condition April 2023 \(1\).pdf](#)

GM Flood provided the annual presentation on water supply and demand assessment. We have had 97,000 af inflow to Lake Casitas and inflows continue with an additional 500-600 af per day. The basin is fuller than it has been in decades, currently at 70%. This is close to one of the largest returns we have ever had.

Since 2016 we have consistently been below the stage three target. This year's expected demand is 9,000 af. It will take more than two years to hit a Stage 2 level with Stage 3 being about four year. The recommendation is to adopt a resolution adopting Stage 1 and discontinue the conservation penalty and the limits on new allocation.

The board discussed the need for ongoing messaging to continue conservation and information to be included on the bill statements. They also discussed the limits on new allocation.

Burt Handy asked about evaporation and Mr. Flood explained it is included.

Bruce Kuebler suggested that if stage 3 level does not meet the long term yield then put allocations to mat the long term safe yield.

The resolution was offered By Director Cole, seconded by Director Kaiser including a caveat that any request for allocation over ten acre feet be brought back to the board. The resolution was adopted by the following roll call vote:

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

Resolution is numbered 2023-09

- 7.d. Award of a professional services agreement for a Casitas MWD water rate study to Bartle Wells Associates in the amount of \$98,775.  
[Board Memo Water Rate Study Consultant 041223.pdf](#)

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

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

- 7.e. Approval of an increase to the Lake Casitas Recreation Area Replacement Aquatic Play Structure Project budget in the amount of \$150,000.  
[Board Memo CWA APS 041223.pdf](#)

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

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

- 7.f. Resolution approving the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Ventura-Santa Barbara Counties Intertie. Adopting the Notice of Determination and directing the Notice of Determination to be filed with the Clerks of the County of Ventura and the County of Santa Barbara.  
[Board Memo\\_20230412.pdf](#)  
[CEQA Resolution IS-MND.pdf](#)

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

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

Resolution is numbered 2023-08

- 7.g. Authorize the General Manager to issue Task Order 2018-08 Amendment No. 6 to Water Works Engineers (WWE) for additional engineering services for the West and East Ojai Avenue Pipeline Replacement, Specification No. 19-411, in an amount not to exceed \$95,524.00.  
[Task Order Amendment 6\\_WWE\\_West East Ave Pipeline 04122023.pdf](#) [CMWD Ojai Ave Pipeline\\_Amend 6 - Addtl ESDC Srvcs \(20230331\).pdf](#)

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

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

## 8. INFORMATION ITEMS

- 8.a. Finance Committee Minutes.  
[Finance Minutes 031723.pdf](#)
- 8.b. State Water Project Intertie Report.  
[SWP Intertie Project Cost 3-31-23.pdf](#)
- 8.c. CFD 2013 Report.  
[CFD 2013-1 Project Cost 3-31-2023.pdf](#)
- 8.d. Adjudication Charges Report.  
[Adjudication Charges YTD 3.31.23.pdf](#)
- 8.e. Consumption Report February.  
[Consumption 2022-2023.pdf](#)
- 8.f. Financials January 31, 2023.  
[Financial Statements 01-31-2023 Summary.pdf](#)
- 8.g. Non Budgeted Items.  
[Non-Budgeted Items Log.pdf](#)
- 8.h. Investment Report.  
[Investment Report 3.31.23.pdf](#)

The information items were received.

## 9. GENERAL MANAGER COMMENTS

GM Flood reported that the emergency work at Robles is continuing. The FEMA request is in process as we have pulled down almost all of our storm damage funds. He added that May 11<sup>th</sup> is the Federal end of the emergency and we will submit additional FEMA requests on the pandemic.

10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

Director Brennan attended the Ventura City Council on the 10<sup>th</sup> where the water staff were presenting on the intertie. The mayor asked questions on the cost and what would be the cost if Casitas was part of it. The opportunity is open for Casitas to be a part of the project in the future. Director Brennan mentioned his trip to the recreation area and it was impressive to see new signage and it looked amazing just a couple of days following the busiest day of the year. He offered thanks to the staff.

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

None

President Hajas moved the meeting into Closed Session at 6:19 p.m.

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 Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to § 54956.9(b): (One case)

President Hajas moved the meeting back into open session at 6:36 p.m. with Mr. Mathews stating there was no reportable action taken.

13. ADJOURNMENT

President Hajas adjourned the meeting at 6:37 p.m.

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Mary Bergen, Secretary



CASITAS MUNICIPAL WATER DISTRICT

Resolution No. 2023-10

Resolution of Appreciation Honoring  
Eric Behrendt  
Upon His Retirement and 27 Years of Service to Casitas

**WHEREAS**, Eric Behrendt was hired on February 11, 1996 and served the District for 27 years as a full time employee; and

**WHEREAS**, Eric Behrendt has faithfully served the District in various sections of the Operations and Maintenance Department including Pipeline and concluding his career as the Electrical, Mechanical, and Control Supervisor; and

**WHEREAS**, Eric Behrendt played a key role in maintaining the critical electrical, control and mechanical functions of the District's facilities, and was instrumental in integrating the acquired Golden State Water System facilities into District operations; and

**WHEREAS**, Eric Behrendt's dedication to the pump plants of the District directly assured a sustained reliability of water deliveries to Casitas customers; and

**WHEREAS**, Eric's incredible attention to detail for all projects and tasks, willingness to assist other departments, and tireless dedication to the District during countless after hours emergencies is an exclusivity that will continue to be admired; and

**WHEREAS**, Eric Behrendt through his years of service obtained institutional knowledge of the District that is irreplaceable; and

**WHEREAS**, Eric has decided to retire from Casitas after 27 years of dedicated service to the district.

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

The Board of Directors hereby expresses sincere appreciation to Eric Behrendt upon his retirement after 27 years of service to Casitas.

ADOPTED this 26<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Richard Hajas, President

Attest:

\_\_\_\_\_  
Mary Bergen, Secretary

**CASITAS MUNICIPAL WATER DISTRICT**  
**Board Memo**

DATE: 04/20/2023

TO: Board of Directors

FROM: Michael Flood, General Manager

**SUBJECT: Hearing for adjustments to fees at the Lake Casitas Recreation Area (LCRA)  
and Casitas Water Adventure (CWA).**

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RECOMMENDATION

Board of Directors adopt the fee adjustments as presented

BACKGROUND AND OVERVIEW

A fee survey was completed for the purpose of evaluating the current market rate for Lake Casitas Recreation Area services and fees. The informal survey was conducted with information being gathered for camping, entrance, annual frequent visitor passes, trailer storage, administrative, and water park fees. The overall goal is to stay within the market rate without overpricing.

The Recreation Committee reviewed this item at the March 2023 Committee Meeting and an informal hearing was set for the April 26, 2023 Board Meeting during the March 22, 2023 Board Meeting.

ANALYSIS

Based on the information gathered, staff identified the following fees in need of adjustment: Administrative, User, Group Sites, Trailer Storage, the Snowbirds Program, and the Casitas Water Adventure.

Administrative fees are used for maintaining operations, maintenance, personnel, equipment, and office supplies and along with User fees, (camping, boating, day use, and annual frequent visitor passes) have an increased in cost with the highest cost component being personnel.

The LCRA operates on a user fee basis, and the goal of the user fees are to offset costs and to also allow for development of improvement projects. This also includes salaries and benefits along with administrative services provided by District staff. User fees were last evaluated in 2020.

The consideration of increase to User fees is intended to adjust with the increasing cost of maintaining operations.

Camping is the LCRA's largest revenue source, and has the greatest costs associated with operations and maintenance. Camping fees were last evaluated and adjusted in 2022, with the exception of Group camping site fees. Group camping sites include Owl Court, Trout and Pollywog which are popular sites for large gatherings. These group sites were last evaluated in 2018, and these sites are typically based at the low tent site rate currently \$40 off season and \$46 on season.

Trailer Storage was last increased in 2021 and has been identified for fee increase based on comparable costs in the region.

The Snowbirds Program fee was last adjusted in 2022. Executive sites have been selling out completely and the other site types have had 80% to 90% occupancy. Weekly sewer pumping was also added last year for Snowbird sites that lack sewer connections. Staff believes both site types should be adjusted to cover increased costs. Note that the Snowbirds program has a sixty-night minimum.

The Casitas Water Adventure's (CWA) newest attraction is arriving in May 2023 for campers and day users visiting the LCRA. This will require an entrance fee adjustment and restructuring of the CWA those fees based on comparable cost. The new Aquatic Play Structure (APS) is also being financed and fees must take into account the loan payments associated with that financing. The new APS will provide not only an increased capacity for the CWA but also allow guests of all ages an enhanced experience.

The new APS will require additional lifeguards, to monitor the slides, floor and the area surrounding the structure. The CWA has the highest staffing costs due to the large amount of personnel needed to operate the Lazy River and the APS.

The CWA fees need to be implemented prior to the May 2023 opening with ticket sales projected to begin in April 2023.

Refer to the table below of the current LCRA user fees, and proposed user fees for the Board's consideration.

**Lake Casitas Recreation Area User Fees:**

	CURRENT		PROPOSED	
	Everyday	Sat-Sun & Holidays	Everyday	Sat-Sun & Holidays
	Non Season	Easter thru Labor Day	Non Season	Easter thru Labor Day
<b>Motor Vehicle Permits: walk-in and bicycle free</b>				
Per day, per motor vehicle	\$10.00	\$20.00		
Per day, per passenger bus	\$30.00	\$30.00		
Per day, per pet Note: 1 Pet Included with FV Decal	\$3.00	\$3.00		
Per night, per pet Note: 1 Pet Included with FV Decal	\$5.00	\$5.00		
<b>Boat Permits:</b>				
Per day, per boat (Subject to Quarantine)	\$15.00	\$15.00		
Per day, per canoe, kayak (Subject to Quarantine)	\$3.00	\$3.00		
Non-Emergency Boat Tow	\$50.00	\$50.00		
Per night, per boat *out of sync with similar fees	\$25.00	\$25.00		
Canoe/Kayak per night, per unit	\$4.00	\$4.00		
Tamper Proof Cable & Lock and Inspection	\$68.00	\$68.00		
Re-inspection (no cable, lock)	\$20.00	\$20.00		
<b>Annual Permits</b>				
Frequent Visitor Annual Decal (includes 1 Pet)	\$150.00	\$150.00	\$160.00	\$160.00
Senior Frequent Visitor Annual Decal (65+) (includes 1 Pet)			\$155.00	\$155.00
Additional FV Annual Decal (Same household)	\$70.00	\$70.00	\$75.00	\$75.00
Annual Boat Permit	\$145.00	\$145.00		
Annual Canoe/Kayak Permit	\$40.00	\$40.00		
Replacement/transfer of Annual Permit	\$5.00	\$5.00	\$20.00	\$20.00
Picnic Area Reservation	\$175.00	\$175.00		
<b>Casitas Water Adventure</b>				
Single Splash Pass (0-2-year-old free)	\$15.00	\$17.00	\$20.00	\$23.00
Late Day Pass after 3 pm weekdays only	\$8.50	\$8.50	\$15.00	N/A
2 Day Pass eliminated				
Season Pass weekday only	\$75.00	N/A	\$100.00	N/A
Group Sales 25 minimum weekdays only	\$12.00	N/A	\$18 @ 25	N/A
Reservation Fee	\$10.00	\$10.00		
Shade Canopy rental must buy at least 10 tickets	\$75.00	\$75.00		
<b>Camping Permits: Per night, per vehicle, per site. Maximum in all sites - 8 persons</b>				
Tent Sites	\$40.00	\$46.00		
Basic sites electric & water only	\$55.00	\$65.00		
Deluxe sites, electricity, water, sewer & concrete pad	\$70.00	\$77.00		
Executive sites, electricity, water, sewer & concrete pad	\$79.00	\$87.00		
Premium Executive and Deluxe sites	\$55-\$84	\$65-\$92		
Overflow, per unit, per night	\$48.00	\$48.00		
Extra vehicle per night - based on availability	\$14.00	\$20.00	\$18.00	\$24.00
Late Check-Out / Renewal Fee	\$24.00	\$24.00		
Cancel / Change Reservation Fee, Per Site	\$6.00	\$6.00	25%-50%	25%-50%

**Lake Casitas Recreation Area User Fees:**

	CURRENT		PROPOSED	
	Everyday	Sat-Sun & Holidays	Everyday	Sat-Sun & Holidays
	Non Season	Easter thru Labor Day	Non Season	Easter thru Labor Day
Non-Refundable Reservation Fee, Per Site	\$10.00/\$15.00	\$10.00/\$15.00	\$15.50	\$15.50
<b>Snowbird Off-Season Agreement Contract 60 nights minimum</b>				
Snowbird Basic sites electric & water only	\$40.00	N/A	\$45.00	N/A
Snowbird Deluxe sites electricity, water & concrete pad	\$40.00	N/A	\$45.00	N/A
Snowbird Executive sites electricity, water, sewer, & concrete pad	\$53.00	N/A	\$63.00	N/A
<b>Group Camping</b>				
Owl Court Camp Group Area per night	\$390.00 Includes 10 vehicles	\$430.00 Includes 10 vehicles		
Owl Court Camp Group Area – Reservation Fee	\$100.00			
Trout Camp Group Area per night	\$390.00 Includes 10 vehicles		\$410.00 Includes 10 vehicles	
Trout Camp Group Area – Reservation Fee	\$100.00			
Pollywog Camp Group Area per night	\$195.00 Includes 5 vehicles		\$205.00 Includes 5 vehicles	
Pollywog Camp Group – Reservation Fee	\$50.00			
Picnic Area Reservation	\$175.00			
<b>Recreational Vehicle Storage</b>				
Back in storage sites up to 32 feet	\$126.00 \$63.00 after the 15 <sup>th</sup> of the month		\$135.00 \$67.00 after the 15 <sup>th</sup> of the month	
Pull thru storage sites up to 45 feet	\$150.00 \$75.00 after the 15 <sup>th</sup> of the month		\$160.00 \$80.00 after the 15 <sup>th</sup> of the month	
Canoe / Kayak storage racks	\$20.00			
Impound fee	\$60.00			

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO: BOARD OF DIRECTORS**

**FROM: Michael Flood, General Manager**

**SUBJECT: Declaration of four Casitas MWD vehicles as surplus and direct staff to dispose of the same.**

**DATE: 4/20/2023**

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**RECOMMENDATION:**

It is recommended that the Board of Directors declare the noted vehicles as surplus and direct staff to dispose of the same.

**DISCUSSION:**

Casitas has received several new vehicles and should dispose of the following vehicles that are no longer needed for its operations:

- Unit 22 - 2007 CHEVROLET 3/4 TON UTILITY – 143,445 miles (Needs repairs to remain operational)
- Unit 43 - 2008 FORD 3/4 TON UTILITY – 110,546 miles
- Unit 46 - 2003 CHEVROLET 3/4 TON UTILITY – 146,639 miles
- Unit 24 – 1999 CHEVROLET 1/2 TON PU – 142,456 miles

Casitas has been using Enterprise Fleet Services to dispose of as well as acquire new vehicles for its fleet. Enterprise expects to charge a fee of \$2,500 for disposal of these four vehicles.

The estimated revenue generated from the sale of these vehicles (net of costs) is:

- Unit 22 - 2007 CHEVROLET 3/4 TON UTILITY: \$2,500
- Unit 43 - 2008 FORD 3/4 TON UTILITY: \$2,500

- Unit 46 - 2003 CHEVROLET 3/4 TON UTILITY: \$1,000
- Unit 24 - 1999 CHEVROLET 1/2 TON PU: \$500

**Estimated Total: \$6,500 (net of costs)**

# MEMORANDUM

TO: Board of Directors  
 From: Michael L. Flood, General Manager  
 RE: **Discussion of Casitas MWD Credit Card Processor and Customer Portal**  
 Date: April 20, 2023

**RECOMMENDATION:**

Board discussion and possible direction to staff

**BACKGROUND:**

Incode is the current accounting software the District utilizes. Customers can pay their bill with cash, credit card, check, or bank auto draft. Incode provides an online payment portal ([municipalonlinepayments.com/casitasmwdca](http://municipalonlinepayments.com/casitasmwdca)) for customers to view their current bill and make a payment. This online payment portal is directly linked to the accounting software and payments are automatically posted in real time to the customer account.

If customers pay using a Visa, Mastercard, or American Express through the payment portal they are charged a \$1.25 fee that goes directly to Incode. If a customer calls the District and staff process a Visa, Mastercard, or American Express payment there is no \$1.25 fee as the payment is not processed through the online payment portal.

Global Payments is the Incode preferred credit card processor and has been used by the district since 2019. In fall of 2022 the District started offering customers the ability to sign and pay through a bank auto draft.

In calendar year 2022 the District processed the below payments. Checks make up 56% of the sales processed by the District, followed by 28% with payments made on the payment portal, and 9% processed over the phone.

	Payments over the phone	Payments Online	Total Credit
Sales	5,558	16,843	22,401
Volume	\$1,280,977	\$2,897,961	\$4,178,938
Fees	\$34,101	\$78,736	\$112,837

Cash	Checks	Auto draft (started Sept)	Total
581	34,071	3,463	60,516
\$230,434	\$7,995,127	\$550,206	12,954,706
\$0	\$0	\$0	112,837

% of Sales	9%	28%
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1%	56%	6%
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Credit Card fees continue to increase year over year. FY19-20 total fees were \$57,195, FY20-21 \$101,879, and FY21-22 \$135,078.



**DISCUSSION:**

Staff have researched possible solutions for the online payment portal, credit card processors with more competitive rates, and additional payment options for customers.

Below is a summary of possible options and the impact that it would have on the District and customer experience.

Current Incode System

Keep the current credit card processor (Global Payments) and add additional payment options for customers.

Online payments would still be offered and there would still be a \$1.25 fee charged to either the customer or absorbed by the District. There would be no change to credit card processing fees as the rates were just reviewed in the fall.

Additional payment options offered would include Interactive Voice Response (IVR) and pay by text.

IVR would replace the need for staff to manually process credit card payments over the phone. IVR is an automated system that allows customers to enter their account and payment information. IVR would integrate with our current phone system and customers would either be transferred or select that extension when calling. The transaction would post directly to customer account in real time.

Using IVR would cost the District \$1.25 per transaction plus applicable credit card processing fees however, there would be staff time savings. Staff have estimated payment processing typically take 1-5 minutes per call.

Pay by text would also be offered to customers. Customers would be able to sign up for this option and pay their bill by responding to the text. The transaction would post directly to customer account in real time. This would also cost the District \$1.25 per transaction plus applicable credit card processing fees.

There would be no impact on customers.

Using calendar year 2022 data, below is summary of our total fees if we were to offer IVR and pay by text.

Current Fees	
Potential IVR Fees	\$6,947.50 (5,558*\$1.25)
Online Fees	\$21,053.75 (16,843*\$1.25)
CC Fees IVR	\$34,101
CC Fees Online	\$78,736
	<hr/>
	\$140,838.09

New Incode Platform

Incode is offering a new credit card payment platform where Global Payments would no longer be needed. Incode currently manages the online payment portal so there would be no impact to customers other than offering new payment options.

Online payments would still be offered and there would still be a \$1.25 fee charged to either the customer or absorbed by the District. Credit card processing fees would still be applicable but at a more competitive rate than what Global Payments currently offers. There would also be an additional per transaction cost plus a .60% per transaction fee.

Additional payment options offered would include Interactive Voice Response (IVR) and pay by text as described in the above section.

Using calendar year 2022 data, below is a comparison of current credit card fees versus the new Incode payment processing platform. The table below assumes the District would absorb all the fees.

Incode New Platform		Current Fees	
Potential IVR Fees	\$6,947.50 (5,558*\$1.25)	Potential IVR Fees	\$6,947.50 (5,558*\$1.25)
Online Fees	\$21,053.75 (16,843*\$1.25)	Online Fees	\$21,053.75 (16,843*\$1.25)
\$.60 per trans	\$13,440.60 (22,401*\$.60)	CC Fees IVR	\$34,101
.60% per trans	\$25,073.63 (\$4,178,938*.60%)	CC Fees Online	\$78,736
CC Fees	\$41,789.38 (\$4,178,938*1%)		<u>\$140,838.09</u>
Check Readers	\$360.00 Annual Fee		
Check Readers	<u>\$1,058.00</u> One time fee		
	\$109,722.86		

Paymentus

Paymentus would offer everything we currently have plus IVR and pay by text as described above. There would be no \$1.25 fee charged to the customer or absorbed by the District. Paymentus offers \$1.75 per transaction fee which includes the processing fees. The only caveat to this is if a customer uses a high value earning credit card (Platinum American Express, Chase Sapphire Preferred we would be charged a 2.85% processing fee.

One additional service that is offered by Paymentus would be an application called check interception. Currently when a customer issues a bill pay through their bank account it goes to a third party and a check is physically printed on their behalf and mailed to the District. Check interception is a process where when a customer issues the bill pay the check is literally intercepted and deposited into our bank account instead of being routed to a 3<sup>rd</sup> party. The only caveat to this is the smaller banking institutions may not have check integration

capabilities. All intercepted checks would cost \$0.10 however, this would significantly reduce staff time as 56% of sales are made with a check.

Paymentus would have the most impact on customers as a new account would need to be created on the new platform. Essentially municipalonlinepayments.com would be replaced with a new link for customers to sign up and either view or pay their bills.

Since Paymentus is not integrated with Incode, this would require staff to import files daily to post to customer accounts. Customer accounts would not be updated in real time however, if there is a question regarding a payment made that day staff would have real time access to the credit card portal.

Using calendar year 2022 data, below is a comparison of current credit card fees versus Paymentus and assumes the District would absorb all the fees.

<b>Paymentus</b>		<b>Current Fees</b>	
CC Fees	\$29,475.25 (16,843*\$1.75)	Potential IVR Fees	\$6,947.50 (5,558*\$1.25)
Addtl CC Fees	\$8,259.19 (10% of sales @ 2.85%)	Online Fees	\$21,053.75 (16,843*\$1.25)
CC Fees IVR	\$9,726.50 (5,558*\$1.25)	CC Fees IVR	\$34,101
Addtl CC Fees IVR	\$3,650.79 (10% of sales @ 2.85%)	CC Fees Online	<u>\$78,736</u>
Check Interception	\$1,703.50 (50% of checks)		\$140,838.09
Bill Integration	\$3,720.00 One time Fee		
Bill Integration	\$2,000.00 Annual Fee		
Check Readers	\$360.00 Annual Fee		
Check Readers	\$1,058.00 One time fee		
Printer Integration	\$1,100.00 Annual Fee		
Printer Integration	<u>\$500.00 One time fee</u>		
	\$61,553.23		

It would take 90-120 days to implement any of the above changes. Paymentus may take longer as there would need to be customer notifications however, outreach material is available to be sent out.

**CONCLUSION:**

Although there would be an impact on customers and additional work for the Administrative department, staff is recommending Paymentus. Paymentus is the most competitive rate structure wise compared to what is currently in place. There will be savings in staff processing time when it comes to checks and no longer accepting credit card payments over the phone. Check interception will also help with cash flow by receiving funds earlier. Additionally, having IVR will lower the risk of possible fraud issues as staff will no longer be collecting customer credit card information.

Alternatively, the District doesn't have to switch to a different credit card processor or offer additional payment options for customers.

**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**

**Finance Committee**

**(this meeting was held telephonically and in-person)**

DATE: April 20, 2023  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Finance Committee Meeting of April 19, 2023 at 1530 hours.

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Neil Cole  
Director Richard Hajas  
General Manager, Michael Flood  
Chief Financial Officer, Janyne Brown  
Executive Administrator, Rebekah Vieira

2. **Public Comments.**

Bob Daddi made comments regarding Casitas' current water rate structure and his desire to see the residential service charge addressed.

Director Hajas made comments regarding the recent hiring of a water rate consultant.

3. **Board/Management comments.**

None

4. **Presentation of the draft Casitas MWD Fiscal Year 2024 Budget**

GM Flood went over the Committee memo and provided a PowerPoint presentation to the Committee.

Director Hajas asked questions regarding water sales assumptions, residential and agricultural demands, and suggested using a water demand of 12,000 AF for the budget. He also indicated he would like to see a year-end forecast summary report for this year's budget.

Director Cole indicated that a three year average of demands would also be a good metric.

The Committee directed staff to bring back a revised budget with increased water sales figures to the Committee.

5. **Discussion for Customer Payment Portal and Credit Card Processor**

CFO Brown went over the contents of the memo with the Committee.

The Committee asked that this item be forwarded to the Board for consideration.

6. **Review of Financial Statements for February 2023**

CFO Brown reviewed the Financial Statements with the Committee.

7. **Review of the Consumption Report for February 2023**

GM Flood covered the report with the Committee and noted that overall consumption would likely not exceed 9,000 Acre-Feet for the current fiscal year.

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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 MARCH 2023  
**DATE:** APRIL 26, 2023

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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	13.03"	13.71"	9.90"
Water Year (WY: Oct 01 – Sep 30)	45.95"	63.33"	40.51"
Average station rainfall to date	20.87"	25.23"	18.89"

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**Ojai Water System Data**

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Wellfield production	75.69 AF
Surface water supplement	0.00 AF
Static depth to water surface – Mutual #6	36.6 feet
Change in static level from previous month	+ 39.0 feet

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

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Diversions this month	24,103.0 AF
Diversion days this month	31
Total Diversions WY to date	36,890.7 AF
Diversion days this WY	91

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**Casitas Reservoir Data**

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Water surface elevation as of end of month	534.78 feet AMSL
Water storage last month	118,379 AF
Water storage as of end of month	159,757 AF
Net change in storage	+ 41,378 AF
Change in storage from same month last year	+ 78,694 AF

AF = Acre-feet

AMSL = Above mean sea level

WY = Water year