



LAS VIRGENES MUNICIPAL WATER DISTRICT
4232 Las Virgenes Road, Calabasas, CA 91302

AGENDA
REGULAR MEETING

Members of the public wishing to address the Board of Directors are advised that a statement of Public Comment Protocols is available from the Clerk of the Board. Prior to speaking, each speaker is asked to review these protocols and **MUST** complete a speakers' card and hand it to the Clerk of the Board. Speakers will be recognized in the order cards are received.

The **Public Comments** agenda item is presented to allow the public to address the Board on matters not on the agenda. The public may present comments on any agenda item at the time the item is called upon for discussion.

Materials prepared by the District in connection with subject matter on the agenda are available for public inspection at 4232 Las Virgenes Road, Calabasas, CA 91302. Materials prepared by the District and distributed to the Board during this meeting are available for public inspection at the meeting or as soon thereafter as possible. Materials presented to the Board by the public will be maintained as part of the records of these proceedings and are available upon written request to the Clerk of the Board.

5:00 PM

July 10, 2018

PLEDGE OF ALLEGIANCE

- 1 **CALL TO ORDER AND ROLL CALL**
- 2 **APPROVAL OF AGENDA**
- 3 **PUBLIC COMMENTS**

Members of the public may now address the Board of Directors **ON MATTERS NOT APPEARING ON THE AGENDA**, but within the jurisdiction of the Board. No action shall be taken on any matter not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2

4 **CONSENT CALENDAR**

A **List of Demands: July 10, 2018 (Pg. 5)**

Ratify

B **Minutes: Regular Meeting of June 26, 2018 (Pg. 28)**

Approve

C **Directors' Per Diem: June 2018 (Pg. 36)**

Ratify

D **Monthly Cash and Investment Report for May 2018 (Pg. 42)**

Receive and file the Monthly Cash and Investment Report for May 2018.

E **Annual Report: Records Review and Destruction (Pg. 53)**

Authorize the destruction of records in accordance with the District's records retention schedule and the Las Virgenes Municipal Water District Code.

F **Annual Print Services: Award (Pg. 74)**

Accept the bid from International Printing and Typesetting, Inc., and authorize the General Manager to issue a purchase order for an annual amount not to exceed \$50,000 with four one-year renewal options.

5 **ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS**

A **60th Anniversary Recognition of Partner in Service: Las Virgenes Homeowners Federation**

B **Legislative and Regulatory Updates**

C **Water Supply Conditions Update**

6 **TREASURER**

7 **BOARD OF DIRECTORS**

A **CASA Annual Business Meeting: Board of Directors Election and Dues Resolution (Pg. 87)**

Designate and authorize a Board Member to cast the District's vote in favor of the four-member slate of directors and approval of the dues resolution for Fiscal Year 2019 for the California Association of Sanitation Agencies.

8 **FACILITIES AND OPERATIONS**

A **Deerlake Ranch Tract No. 53138: District Financial Participation in Storage and Pumping Facilities (Pg. 94)**

Approve a maximum total level of financial participation in the amount of \$2,352,225, consisting of a not-to-exceed amount of \$1,425,244 for a potable water storage tank and a not-to-exceed amount of \$926,981 for pumping improvements; and authorize the General Manager to prepare and execute a participation agreement to define the limits and conditions of the financial

participation, in a form approved by District Legal Counsel, for Deerlake Ranch Tract No. 53138.

9 **FINANCE AND ADMINISTRATION**

A **Contractor Debarment Policy (Pg. 99)**

Pass, approve, and adopt Resolution No. 2538, modifying Las Virgenes Municipal Water District Code to establish a process for the Board to debar a contractor, prohibiting it from entering into any agreement with the District.

RESOLUTION NO. 2538

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ADOPTING LAS VIRGENES MUNICIPAL WATER DISTRICT CODE TITLE 2, CHAPTER 6, ARTICLE 4 – PURCHASING – AND REPEALING CONFLICTING SECTIONS OF RESOLUTION NO. 2468

(Reference is hereby made to Resolution Nos. 2538 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

10 **NON-ACTION ITEMS**

A **Organization Reports**

(1) MWD Representative Report/Agenda(s) **(Pg. 130)**

(2) Other

B **Director's Reports on Outside Meetings**

C **General Manager Reports**

(1) General Business

(2) Follow-Up Items

D **Director's Comments**

11 **FUTURE AGENDA ITEMS**

12 **PUBLIC COMMENTS**

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13 **CLOSED SESSION**

14 **OPEN SESSION AND ADJOURNMENT**

Pursuant to Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and applicable federal rules and regulations, requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the Executive Assistant/Clerk of the Board in advance of the meeting to ensure availability of the requested service or accommodation. Notices, agendas, and public documents related to the Board meetings can be made available in appropriate alternative format upon request.

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LEE RENGER, TREASURER

Payments for Board Meeting of: July 10, 2018

Deputy Treasurer has verified that all checks and wire transfers were issued in conformance with LVMWD Administrative Code Section 2-6.203.

Wells Fargo Bank A/C No. 4806-994448

Checks Nos. 79287 through 79369 were issued in the total amount of \$ 290,136.04

Payments through wire transfers as follows:

6/29/2018 Metropolitan Water District	Payment for water deliveries in the month of April 2018	\$ 1,346,193.53
	Sub-Total Wires	\$ 1,346,193.53
	Total Payments	\$ 1,636,329.57

(Reference is hereby to these demands on file in the District's Check Register and by this reference the same is incorporated herein and made a part hereof.)

**CHECK LISTING FOR BOARD MEETING
07/10/18**

Check No.
79287 thru 79369
06/26/18

Company Name	Company No.	Amount	Total
Potable Water Operations	101	31,278.81	31,278.81
Recycled Water Operations	102		
Sanitation Operations	130	309.37	309.37
Potable Water Construction	201	10,109.75	10,109.75
Water Conservation Construction	203		
Sani- Construction	230		
Potable Water Replacement	301	33,419.05	33,419.05
Reclaimed Water Replace	302		
Sanitation Replacement	330		
Internal Service	701	95,947.64	95,947.64
JPA Operations	751	86,541.30	86,541.30
JPA Construction	752		
JPA Replacement	754	38,162.19	38,162.19
Total Printed		295,768.11	295,768.11

Voided Checks/ payment stopped:

Check #78594	701	(4,315.56)	(4,315.56)
Check #72770	101	(7.51)	(7.51)
Check #73655	101	(1.00)	(1.00)
Check #73660	101	(1.00)	(1.00)
Check #73751	101	(1.00)	(1.00)
Check #73755	701	(147.13)	(147.13)
Check #73812	101	(256.50)	(256.50)
Check #74159	101	(25.76)	(25.76)
Check #74191	101	(317.39)	(317.39)
Check #74210	101	(51.40)	(51.40)
Check #74518	101	(36.41)	(36.41)
Check #74839	101	(100.00)	(100.00)
Check #75657	101	(51.47)	(51.47)
Check #75664	101	(203.77)	(203.77)
Check #76035	101	(96.57)	(96.57)
Check #76038	101	(19.60)	(19.60)
Total Voids		(5,632.07)	(5,632.07)
Net Total		290,136.04	290,136.04

Batch Number - 263363

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Slub Message	Document Number	Key Item	Key Co	Amount	Invoice Number
79287	06/26/18	20389	AIRGAS SPECIALTY PRODUCTS	31,320 LB AMMONIUM	158815	001	00701	3,086.59	131546533
All Payee									
		20559	AIRGAS SPECIALTY PRODUCTS P. O. BOX 934434 ATLANTA GA 31193-4434						
Payment Amount									
79288	06/26/18	3077	AIRGAS USA, LLC		158794	001	00701	464.20	9075955105
Payment Amount									
				RESP,MASK,GLV S & GLS	158794	005	00701	1,458.62	9075955105
				24 BLUE SFTY GLASSES	158795	001	00701	85.41	9075955106
				JUN'18 CYLINDER RENT	158817	001	00701	1,055.06	9954030237
All Payee									
		6658	AIRGAS USA, LLC P. O. BOX 7423 PASADENA CA 91109-7423						
Payment Amount									
79289	06/26/18	18941	AMERICAN COLLISION CENTER	REPAIR VEH#868 '05 CHEV	158833	001	00701	3,440.98	68350543
Payment Amount									
				PMP	158829	001	00701	1,047.99	1500-00335574
Payment Amount									
79290	06/26/18	16224	ASBURY ENVIRONMENTAL SERVICES	CLARIFIER/TRK WSH	158834	001	00701	225.00	06-10929
Payment Amount									
79291	06/26/18	5625	ASSOC. OF WATER AGENCIES OF VENTURA CO	REG-CONF SPACE WRKSHP 6/14					
Payment Amount									
79292	06/26/18	20695	AT&T	SRV 6/5-7/4/8	158714	002	00101	92.85	0051/060518
Payment Amount									
				SRV 6/5-7/4/8	158714	003	00101	147.69	0051/060518
				SRV 6/5-7/4/8	158714	004	00101	161.68	0051/060518
				SRV 6/5-7/4/8	158714	005	00101	1,522.60	0051/060518
				SRV 6/5-7/4/8	158714	006	00101	448.35	0051/060518
				SRV 6/5-7/4/8	158714	007	00101	147.40	0051/060518
				SRV 6/5-7/4/8	158714	008	00101	52.24	0051/060518
				SRV 6/5-7/4/8	158714	010	00101	147.40	0051/060518

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Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
				SRV 6/5-7/4/8	PV	158714	011	00101	147.40	0051/060518
				SRV 6/5-7/4/8	PV	158714	012	00101	147.40	0051/060518
				SRV 6/5-7/4/8	PV	158714	013	00101	147.40	0051/060518
				SRV 6/5-7/4/8	PV	158714	014	00101	147.40	0051/060518
				SRV 6/5-7/4/8	PV	158714	015	00101	147.40	0051/060518
				SRV 6/5-7/4/8	PV	158714	016	00101	147.40	0051/060518
				SRV 6/5-7/4/8	PV	158714	017	00101	147.40	0051/060518
				SRV 6/5-7/4/8	PV	158714	018	00101	73.70	0051/060518
				SRV 6/5-7/4/8	PV	158714	019	00101	73.70	0051/060518
				Payment Amount				3,899.41		
79293	06/26/18	2869	AT&T	SRV 6/7-7/6/18	PV	158707	001	00101	33.12	0124/060718
				SRV 6/7-7/6/18	PV	158708	001	00101	67.26	0123/060718
				SRV 6/7-7/6/18	PV	158709	001	00101	201.36	2045/060718
				SRV 6/7-7/6/18	PV	158710	001	00101	406.76	2043/060718
				SRV 6/7-7/6/18	PV	158711	001	00701	791.94	9268/060518
				SRV 6/5-7/4/18	PV	158712	001	00701	790.78	9065/060518
				SRV 6/5-7/4/18	PV	158713	001	00101	159.28	9054/060518
				Payment Amount				2,450.50		
79294	06/26/18	20424	AT&T	RLV CO-GEN	PV	158840	001	00751	55.00	5778/061018
				DSL 6/11-7/10/18				55.00		
				Payment Amount				55.00		
79295	06/26/18	9631	AT&T LONG DISTANCE	SRV 5/1-6/1/18	PV	158715	001	00701	14.04	806368136/060418
				SRV 5/1-6/1/18	PV	158715	002	00701	6.84	806368136/060418
				SRV 5/1-6/1/18	PV	158715	003	00701	1.06	806368136/060418
				SRV 5/1-6/1/18	PV	158715	004	00701	2.15	806368136/060418
				SRV 5/1-6/1/18	PV	158715	005	00701	7.73	806368136/060418
				SRV 5/1-6/1/18	PV	158715	006	00701	1.56	806368136/060418

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Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
79296	06/26/18	7965	B&B PALLET CO.	SRV	158715	007	00701	00701	4.48-	806368136/060418
				5/1--6/1/18						
				Payment Amount					.82	
				55 YDS WOOD	PV	158754	001	00701	583.00	357556
				CHIPS	PV	158755	001	00701	583.00	357558
				55 YDS WOOD	PV	158756	001	00701	583.00	357577
				CHIPS	PV	158757	001	00701	583.00	117830
				55 YDS WOOD	PV	158758	001	00701	583.00	117834
				CHIPS	PV	158759	001	00701	583.00	117835
				55 YDS WOOD	PV	158760	001	00701	583.00	117836
				CHIPS	PV	158761	001	00701	583.00	117837
				55 YDS WOOD	PV	158762	001	00701	583.00	117838
				CHIPS	PV	158763	001	00701	583.00	117831
				55 YDS WOOD	PV	158764	001	00701	583.00	117839
				CHIPS						
				Payment Amount					6,413.00	
79297	06/26/18	2425	BANK OF AMERICA	VISA CHG-FIN	PV	158716	001	00701	73.39	1670/060718
				ADM-MAY'18						
				VISA CHG-FIN	PV	158716	002	00701	660.00	1670/060718
				ADM-MAY'18						
				VISA CHG-FIN	PV	158716	003	00701	80.00	1670/060718
				ADM-MAY'18						
				VISA CHG-FIN	PV	158716	004	00701	78.37	1670/060718
				ADM-MAY'18						
				VISA CHG-FIN	PV	158716	005	00701	51.46	1670/060718
				ADM-MAY'18						
				VISA CHG-FIN	PV	158716	006	00701	500.00	1670/060718
				ADM-MAY'18						
				VISA CHG-FIN	PV	158717	001	00701	65.00	9919/060718
				ADM2-MAY'18						
				VISA	PV	158718	001	00101	29.78	7112/060718

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Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
				CHG-ALMAGUER- MAY'18	PV	158718	002 00101	81.50	7112/060718
				VISA					
				CHG-ALMAGUER- MAY'18	PV	158718	003 00101	75.00	7112/060718
				VISA					
				CHG-ALMAGUER- MAY'18	PV	158719	001 00101	443.00	8102/060718
				VISA					
				CHG-BOCKELMAN -MAY'18	PV	158719	002 00101	61.90	8102/060718
				VISA					
				CHG-BOCKELMAN -MAY'18	PV	158719	003 00101	363.00	8102/060718
				VISA					
				CHG-BOCKELMAN -MAY'18	PV	158720	001 00701	795.60	7651/060718
				VISA					
				CHG-CASPARY-M AY'18	PV	158721	001 00701	395.00	3954/060718
				VISA					
				CHG-GARMAN-MA Y'18	PV	158721	002 00701	495.00	3954/060718
				VISA					
				CHG-GARMAN-MA Y'18	PV	158721	003 00701	495.00	3954/060718
				VISA					
				CHG-GARMAN-MA Y'18	PV	158721	004 00701	495.00	3954/060718
				VISA					
				CHG-GARMAN-MA Y'18	PV	158721	005 00701	442.91	3954/060718
				VISA					
				CHG-GARMAN-MA Y'18	PV	158721	006 00701	234.00	3954/060718
				VISA					
				CHG-GARMAN-MA Y'18	PV	158722	001 00701	124.42	5151/060718
				VISA					
				CHG-GIL-MAY'1					

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Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
Number	Date	Number				Number	Co		Number
				VISA	PV	158722	002 00701	66.94	5151/060718
				CHG-GIL-MAY ¹					
				8					
				VISA	PV	158722	003 00701	383.07	5151/060718
				CHG-GIL-MAY ¹					
				8					
				VISA	PV	158722	004 00701	35.73	5151/060718
				CHG-GIL-MAY ¹					
				8					
				VISA	PV	158722	005 00701	22.97	5151/060718
				CHG-GIL-MAY ¹					
				8					
				VISA	PV	158722	006 00701	523.84	5151/060718
				CHG-GIL-MAY ¹					
				8					
				VISA	PV	158722	007 00701	29.31	5151/060718
				CHG-GIL-MAY ¹					
				8					
				VISA	PV	158723	001 00701	472.52	9411/060718
				CHG-GUZMAN-MA					
				Y ¹⁸					
				VISA	PV	158724	001 00701	93.50	3291/060718
				CHG-JOHNSON-M					
				AY ¹⁸					
				VISA	PV	158725	001 00701	112.98	3713/060718
				CHG-JONES-MAY					
				'18					
				VISA	PV	158725	002 00701	220.93	3713/060718
				CHG-JONES-MAY					
				'18					
				VISA	PV	158725	003 00701	635.35	3713/060718
				CHG-JONES-MAY					
				'18					
				VISA	PV	158725	004 00701	24.92	3713/060718
				CHG-JONES-MAY					
				'18					
				VISA	PV	158725	005 00701	398.94	3713/060718
				CHG-JONES-MAY					
				'18					
				VISA	PV	158725	006 00701	136.38	3713/060718
				CHG-JONES-MAY					
				'18					

Batch Number - 263363

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
	'18				PV	158725	007 00701	1,030.00	3713/060718
				VISA CHG-JONES-MAY					
	'18				PV	158725	008 00701	141.57	3713/060718
				VISA CHG-JONES-MAY					
	'18				PV	158726	001 00751	1,515.59	4465/060718
				VISA CHG-KORKOSZ-M AY'18					
	'18				PV	158726	002 00751	12.47	4465/060718
				VISA CHG-KORKOSZ-M AY'18					
	'18				PV	158726	003 00751	60.00	4465/060718
				VISA CHG-KORKOSZ-M AY'18					
	'18				PV	158727	001 00701	64.00	2372/060718
				VISA CHG-LIPPMAN-M AY'18					
	'18				PV	158728	001 00701	132.93	1975/060718
				VISA CHG-MCDERMOTT -MAY'18					
	'18				PV	158728	002 00701	9.84	1975/060718
				VISA CHG-MCDERMOTT -MAY'18					
	'18				PV	158728	003 00701	7.00	1975/060718
				VISA CHG-MCDERMOTT -MAY'18					
	'18				PV	158729	001 00101	93.13	6549/060718
				VISA CHG-MCNUUTT-MA Y'18					
	'18				PV	158729	002 00101	190.40	6549/060718
				VISA CHG-MCNUUTT-MA Y'18					
	'18				PV	158729	003 00101	5.00	6549/060718
				VISA CHG-MCNUUTT-MA Y'18					
	'18				PV	158730	001 00701	128.64	5953/060718
				VISA CHG-MEREDITH- MAY'18					
	'18				PV	158730	002 00701	118.53	5953/060718
				VISA					

Batch Number - 263363

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Slub Message	Document Ty	Number	Key Item	Co	Amount	Invoice Number
				CHG-MEREDITH-MAY'18						
				VISA	PV	158730	003	00701	35.28	5953/060718
				CHG-MEREDITH-MAY'18						
				VISA	PV	158730	004	00701	40.48	5953/060718
				CHG-MEREDITH-MAY'18						
				VISA	PV	158731	001	00701	133.96	4176/060718
				CHG-PANIAGUA-MAY'18						
				VISA	PV	158731	002	00701	649.00	4176/060718
				CHG-PANIAGUA-MAY'18						
				VISA	PV	158731	003	00701	349.00	4176/060718
				CHG-PANIAGUA-MAY'18						
				VISA	PV	158731	004	00701	73.41	4176/060718
				CHG-PANIAGUA-MAY'18						
				VISA	PV	158732	001	00701	62.00	6347/060718
				CHG-PATTERSON-MAY'18						
				VISA	PV	158732	002	00701	30.00	6347/060718
				CHG-PATTERSON-MAY'18						
				VISA	PV	158732	003	00701	1,590.00	6347/060718
				CHG-PATTERSON-MAY'18						
				VISA	PV	158732	004	00701	100.00	6347/060718
				CHG-PATTERSON-MAY'18						
				VISA	PV	158733	001	00101	147.96	3252/060718
				CHG-PETERS-MA Y'18						
				VISA	PV	158733	002	00101	518.27	3252/060718
				CHG-PETERS-MA Y'18						
				VISA	PV	158733	003	00101	362.10	3252/060718
				CHG-PETERS-MA Y'18						

Batch Number - 263363

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item	Co	Amount	Invoice Number
			VISA		PV	158734	001	00701	49.00	1595/060718
			CHG-SACCARECC							
			IA-MAY'18							
			VISA		PV	158734	002	00701	120.00	1595/060718
			CHG-SACCARECC							
			IA-MAY'18							
			VISA		PV	158734	003	00701	25.00	1595/060718
			CHG-SACCARECC							
			IA-MAY'18							
			VISA		PV	158735	001	00701	94.70	0751/060718
			CHG-VOLLMAR-M							
			AY'18							
			VISA		PV	158735	002	00701	24.04	0751/060718
			CHG-VOLLMAR-M							
			AY'18							
			VISA		PV	158736	001	00751	1,038.61	7926/060718
			CHG-WINK-MAY'							
			18							
			VISA		PV	158736	002	00751	96.00	7926/060718
			CHG-WINK-MAY'							
			18							
			VISA		PV	158736	003	00751	36.62	7926/060718
			CHG-WINK-MAY'							
			18							
			VISA		PV	158736	004	00751	348.48	7926/060718
			CHG-WINK-MAY'							
			18							
			VISA		PV	158736	005	00751	180.00	7926/060718
			CHG-WINK-MAY'							
			18							
			VISA		PV	158736	006	00751	508.25	7926/060718
			CHG-WINK-MAY'							
			18							
			VISA		PV	158737	001	00701	59.47	1162/060718
			CHG-PEDERSEN-							
			MAY'18							
			VISA		PV	158737	002	00701	581.94	1162/060718
			CHG-PEDERSEN-							
			MAY'18							
			VISA		PV	158737	003	00701	51.92	1162/060718
			CHG-PEDERSEN-							

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Itm	Key Co	Amount	Invoice Number
				MAY'18						
				VISA	PV	158737	004	00701	27.52	1162/060718
				CHG-PEDERSEN-						
				MAY'18						
				VISA	PV	158737	005	00701	20.00	1162/060718
				CHG-PEDERSEN-						
				MAY'18						
				VISA	PV	158737	006	00701	31.93	1162/060718
				CHG-PEDERSEN-						
				MAY'18						
				VISA	PV	158738	001	00701	138.36	7131/060718
				CHG-PETERSON-						
				MAY'18						
				VISA	PV	158738	002	00701	32.17	7131/060718
				CHG-PETERSON-						
				MAY'18						
				VISA	PV	158739	001	00701	575.00	5664/060718
				CHG-POLAN-MAY						
				'18						
				VISA	PV	158740	001	00751	135.65	9753/060718
				CHG-ROBERTS-M						
				AY'18						
				VISA	PV	158740	002	00751	708.60	9753/060718
				CHG-ROBERTS-M						
				AY'18						
				VISA	PV	158741	001	00751	58.01	8913/060718
				CHG-ROBINS-MA						
				Y'18						
				VISA	PV	158742	001	00701	154.42	0615/060718
				CHG-TRIPLETT-						
				MAY'18						
				VISA	PV	158742	002	00701	647.57	0615/060718
				CHG-TRIPLETT-						
				MAY'18						
				VISA	PV	158742	003	00701	1,442.64	0615/060718
				CHG-TRIPLETT-						
				MAY'18						
				VISA	PV	158742	004	00701	270.73	0615/060718
				CHG-TRIPLETT-						
				MAY'18						
				VISA	PV	158742	005	00701	16.62	0615/060718
				CHG-TRIPLETT-						
				MAY'18						
				VISA	PV	158742	005	00701	16.62	0615/060718

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
CHG-TRIPLETT-										
				MAY'18						
				VISA	PV	158743	001	00701	70.00	6218/060718
CHG-ZHAO-MAY'										
				18						
				VISA	PV	158743	002	00701	305.81	6218/060718
CHG-ZHAO-MAY'										
				18						
				VISA	PV	158743	003	00701	100.91	6218/060718
CHG-ZHAO-MAY'										
				18						
				VISA	PV	158743	004	00701	100.91	6218/060718
CHG-ZHAO-MAY'										
				18						
				Payment Amount						
79298	06/26/18	20481	BEST BEST & KRIEGER LLP	PIE 5/31 FED LOBBYING	PV	158807	001	00701	5,000.00	822989
				24,848.15						
				Payment Amount						
79299	06/26/18	4869	BIOVIR LABORATORIES, INC	CRYPTO TESTING	PV	158783	001	00101	365.00	180975
				10,000.00						
				Payment Amount						
79300	06/26/18	6670	DUANE BOCKELMAN	MEAL-ACE EXPO 6/13-14	PV	158786	001	00701	27.23	061418
				27.23						
				Payment Amount						
79301	06/26/18	19845	DAWN BUCHANAN	EXP-C/S WRKSHIP	PV	158790	001	00701	308.28	061418
				6/13-14						
				Payment Amount						
79302	06/26/18	18859	CALABASAS BLUE LLC	RFND BAL-CLOSED A/C	PV	158746	001	00101	2,189.86	9998557
				308.28						
				Payment Amount						
79303	06/26/18	19779	CALABASAS STYLE, LLC	JUL/AUG AD DISPLAY	PV	158831	001	00751	1,400.00	8779
				2,189.86						
				Payment Amount						
79304	06/26/18	20655	CANNON CORPORATION	PIE 5/31 DSGN SVC INTRCNT	PV	158769	001	00701	1,036.00	66294
				1,400.00						
				Payment Amount						
				PIE 5/31 TWRF	PV	158770	001	00701	1,644.00	66357

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
79305	06/26/18	18992	CDW GOVERNMENT	REHAB Payment Amount FIREWALL HRDWR/SOFTWR FIREWALL HRDWR/SOFTWR	PV	158766	001	00701	2,680.00	5,124.60	MZP8570
			19010	CDW GOVERNMENT 75 REMITTANCE DR., SUITE 1515 CHICAGO IL 60675-1515							
79306	06/26/18	2539	CITY OF SIMI VALLEY	Payment Amount PCH WTR 4/12-6/13/18 PCH WTR 4/12-6/13/18	PV	158841	001	00101	8,592.60	370.75	0092692742
79307	06/26/18	15755	CORE & MAIN LP	Payment Amount (10) 1/2" BALL VALVES CPLGS,ELLS,BS HG & NPLS NIPPLES & ADAPTERS	PV	158793	001	00701	9,484.04	91.32	1869219
			15948	CORE & MAIN LP P. O. BOX 28330 ST. LOUIS MO 63146							
79308	06/26/18	21038	WILLIAM DIXON	Payment Amount RFND BAL-CLOSED A/C	PV	158748	001	00101	2,604.16	125.44	073737
79309	06/26/18	2620	DRIVESHAFTPRO	Payment Amount MOWER DRIVESHFT RPR	PV	158853	001	00751	125.44	86.42	7191
79310	06/26/18	2638	ENVIRONMENTAL RESOURCE ASSOC	Payment Amount HFC,QC, MINERALS	PV	158782	001	00701	86.42	399.39	868144
79311	06/26/18	8173	EXCEL PRINT RESOURCES	Payment Amount 15-BOX BUS CRDS/CRD STCK	PV	158771	001	00701	399.39	509.17	2602B REV3
79312	06/26/18	2660	FISHER	Payment Amount BUFFERS	PV	158777	001	00701	508.17	338.38	9476181

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			SCIENTIFIC	4,7,10						
		All Payee	3202 FISHER SCIENTIFIC FILE #50129 LOS ANGELES CA 90074-0129							
79313	06/26/18	19088	FRITTS FORD	Payment Amount VEH #926-FORD ESCAPE	PV	158608	001	00701	23,945.98	81532
79314	06/26/18	21044	GUILLERMO GARCIA	Payment Amount EXP-C/S WRKSHIP 6/13-14	PV	158789	001	00701	265.95	061418
79315	06/26/18	21039	CHARLOTTE GAY	Payment Amount RFND BAL-CLOSED A/C	PV	158749	001	00101	344.62	074192
79316	06/26/18	2701	GRAINGER, INC.	Payment Amount 25' RUBBER CORD 6-24VDC INDICATOR LGHTS 1 HP MOTOR 2 PADLOCKS SAW BLADES (2) GREASE FITTINGS VERTICAL LIFE LINE FULL BODY HARNES-LG FULL BODY HARNES-MED ROPE GRAB SYSTEM BATTERIES & COOLERS SPRAY BOTTLES 24 RTV SEALANT	PV	158542	001	00101	43.32	9799468799
					PV	158661	001	00751	30.74	9794674938
					PV	158662	001	00101	309.25	9798346350
					PV	158663	001	00701	37.43	9803083212
					PV	158778	001	00751	185.72	9808013446
					PV	158779	001	00101	25.15	9810148016
					PV	158820	001	00701	88.48	9811663849
					PV	158821	001	00701	820.53	9811663856
					PV	158822	001	00701	410.26	9817435903
					PV	158823	001	00701	1,058.20	9817744379
					PV	158846	001	00701	503.72	9785109068
					PV	158847	001	00701	63.33	9785109068
					PV	158848	001	00701	290.04	9787838201

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		All Payee	5453 GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001							
79317	06/26/18	19548 GRM	INFORMATION MANAGEMENT SERVICES-CA	JUN'18 RECORDS STORAGE	PV	158767	001	00701	251.08	0359698
				Payment Amount					3,866.17	
				JUN'18 RECORDS STORAGE	PV	158768	001	00701	316.32	0359699
				Payment Amount					567.40	
79318	06/26/18	2705 HACH COMPANY		TRAINING 5/22,23 & 24	PV	158819	001	00701	625.00	10994107
		All Payee	6442 HACH COMPANY 2207 COLLECTIONS CENTER DR CHICAGO IL 60693							
				Payment Amount					625.00	
79319	06/26/18	7421 HAMNER, JEWELLAND ASSOCIATES		P/E 4/25-TWN LK P/S	PV	158810	001	00701	877.50	9440
				Payment Amount					8,196.25	9539
				P/E 5/29-TWN LK P/S	PV	158811	001	00701	8,196.25	9539
				Payment Amount					9,073.75	
79320	06/26/18	10102 INFOSEND INC.		MAY'18 BILL PMT/MLNG	PV	158601	001	00701	11,111.87	137615
				Payment Amount					11,111.87	
79321	06/26/18	3063 JCI JONES CHEMICALS, INC		4,195 GAL BISULFITE	PV	158607	001	00701	5,579.35	758331
		All Payee	13647 JCI JONES CHEMICALS, INC P.O. BOX 12549 NEWARK NJ 07101-3550							
				Payment Amount					5,579.35	
79322	06/26/18	21040 ROXANNE JENSEN		RFND BAL-CLOSED A/C	PV	158750	001	00101	6.91	072537
				Payment Amount					6.91	
79323	06/26/18	21041 MICHELLE JONES		RFND BAL-CLOSED	PV	158751	001	00101	130.00	074335

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A/C										
79324	06/26/18	5230	KENNEDY/JENKS CONSULTANTS	Payment Amount P/E 5/25 TITLE XVI STDY	PV	158816	001	00701	21,369.00	122351
79325	06/26/18	19054	L. NEWMAN DESIGN GROUP, INC.	Payment Amount LNDSCPARC SRV-3 SPRGS	PV	158765	001	00701	1,670.00	127979
79326	06/26/18	2611	LA DWP	Payment Amount RECTIFIER 5/11-6/12/18 RECTIFIER 5/14-6/13/18	PV	158837	001	00101	42.84	017698/061318
79327	06/26/18	20957	LANDSCAPE INTEGRITY FILMS & EDUCATION	Payment Amount 23-EPIISODE VIDEO SERIES	PV	158814	001	00701	5,000.00	S08-01
79328	06/26/18	3038	LARRY WALKER & ASSOC	Payment Amount P/E 5/31-TAPIA CHL STDY	PV	158809	001	00701	9,072.50	00532.02-6
79329	06/26/18	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	Payment Amount MORRSN P/S 4/26-5/30/18	PV	158701	001	00751	19.08	0331/060618
				Payment Amount IND HILLS 4/26-5/30/18 BD#7/RW 4/24-5/29/18 BD#8/RW 4/24-5/29/18 BD#8/RECL 4/24-5/29/18 RWPS 4/24-5/29/18 JED SMITH P/S 5/7-6/6	PV	158702	001	00751	19.08	0558/060618
					PV	158703	001	00701	160.35	2655/060618
					PV	158704	001	00701	60.64	2652/060618
					PV	158705	001	00701	161.50	2646/060618
					PV	158706	001	00701	108.52	2645/060618
					PV	158839	001	00101	41.25	0254/061318
				Payment Amount					570.42	

Las Virgenes Municipal Water
 A/P Auto Payment Register

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79330	06/26/18	17295	MAILFINANCE	MAIL MCHN PMT 6/9--7/8/18	PV	158602	001	00701	325.50	N7183451
79331	06/26/18	19464	MILLER MANAGEMENT & CONSULTING GROUP	Payment Amount REG-MMCA 8/22--8/24/18	PV	158664	001	00701	1,450.00	2018-08222018 -04
79332	06/26/18	3605	MITCHELL INSTRUMENT CO.	Payment Amount FLUKE METERS	PV	158784	001	00701	1,659.48	060818H03
79333	06/26/18	16717	ROBERT MUNDT	Payment Amount RFND BAL-CLOSED A/C	PV	158745	001	00101	198.87	056725
79334	06/26/18	16754	NATURAL SURROUNDINGS	Payment Amount JUN'18 FLORAL MAINT	PV	158603	001	00701	235.00	6979
79335	06/26/18	16372	OLIN CORPORATION - CHLOR ALKALI	Payment Amount 4,732 GAL HYPOCHLORITE	PV	158605	001	00701	2,922.98	2512722
				4,818 GAL HYPOCHLORITE	PV	158606	001	00701	2,976.10	2514633
				4,990 GAL HYPOCHLORITE	PV	158796	001	00701	3,082.35	2518638
				4,720 GAL HYPOCHLORITE	PV	158797	001	00701	2,915.57	2519243
				4,926 GAL HYPOCHLORITE	PV	158798	001	00701	3,042.81	2522480
Alt Payee	16373	OLIN CORPORATION - CHLOR ALKALI P.O. BOX 402766 ATLANTA GA 30384-2766		Payment Amount					14,939.81	
79336	06/26/18	2585	PURETEC	5/30 TNK EXCHG SRV	PV	158539	001	00701	240.85	1640410
79337	06/26/18	18505	RAFTELIS FINANCIAL CONSULTANTS,	Payment Amount P/E 5/31 '18 MISC FEE STDY	PV	158813	001	00701	3,253.75	10201

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
79338	06/26/18	20574	C DEAN RASMUSSEN	Payment Amount RFND BAL-CLOSED A/C	PV	158747	001	00101	3,253.75 884.05	9999307
79339	06/26/18	20661	RETRO-TEK ENERGY SERVICES, INC.	Payment Amount RETENTION-LIG HTING PRJ	PV	158835	001	00301	7,803.07	RTN RLS-10640/106 41
79340	06/26/18	20583	RT LAWRENCE CORPORATION	Payment Amount LOCKBOX FEES MAY'18	PV	158772	001	00701	22,952.26 1,295.59	RTN RLS-10640/106 41
79341	06/26/18	2820	S & S PAVING	Payment Amount RFND BAL-CLOSED A/C	PV	158744	001	00101	1,021.21	9999302
79342	06/26/18	20779	SAND MATERIALS & AGGREGATE SALES, INC	Payment Amount 14.82 3/4" CRSHD ROCK	PV	158638	001	00701	580.69	65503
79343	06/26/18	20898	SDI PRESENCE LLC	Payment Amount P/E 5/31 ERP CONSLT SRV	PV	158852	001	00701	580.69 2,975.00	700
79344	06/26/18	19115	SILVER STAR MOTOR CAR COMPANY	Payment Amount CAT CNVTR/OXG SNR#895	PV	158657	001	00701	2,975.00 596.23	560248
79345	06/26/18	2948	SMITH PIPE & SUPPLY	Payment Amount PVC PIPE CEMENT 30 GAL ROUND UP PRO	PV	158666	001	00701	596.23 362.08 1,401.60	3298480 3287828

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
79346	06/26/18	19265	AMANDA SMITH	Payment Amount EXP-C/S WRKSHIP	PV	158787	001	00701	394.87	061418
				6/13-14					1,763.68	
79347	06/26/18	2949	SNAP ON TOOLS	Payment Amount 8 MM WRENCH	PV	158658	001	00701	35.53	06061847955
79348	06/26/18	19093	SOLARCITY - AU SOLAR 1 (GS1)	Payment Amount RW P/S-MAY'18 SOLAR	PV	158851	001	00701	17,126.69	7752890
79349	06/26/18	2956	SOUTH COAST AIR QUALITY MGMT DIST	Payment Amount JBR ICE #65733	PV	158665	001	00101	406.79	3285790
				EMSN FEE #65733 18-19	PV	158666	001	00101	131.79	3287355
79350	06/26/18	2958	SOUTHERN CALIFORNIA GAS CO	Payment Amount CONDUIT 5/18-6/19/18	PV	158849	001	00101	15.78	8400/062118
79351	06/26/18	21042	T VIOLE CONSTRUCTION CO INC	Payment Amount RFND BAL-CLOSED A/C	PV	158752	001	00101	113.69	071198
79352	06/26/18	20811	T. BROOKS CONSTRUCTION INC.	Payment Amount GYM WALL-BLDG #8	PV	158604	001	00701	12,085.95	245
79353	06/26/18	16034	TASC	Payment Amount FSA CLM CRD & ADM FEE	PV	158776	001	00701	884.58	IN1271300
79354	06/26/18	20971	THOUSAND OAKS PLUMBING INC.	Payment Amount DRAIN RPR/FAUCET DRAIN CLRNG-TAPIA	PV	158659	001	00751	931.25	16727507
				Payment Amount GASB 75 VALUATION SRV	PV	158660	001	00751	170.00	16763499
79355	06/26/18	15196	TOTAL COMPENSATION SYSTEMS, INC.	Payment Amount GASB 75 VALUATION SRV	PV	158781	001	00701	900.00	6224
				Payment Amount					900.00	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Co	Amount	Invoice Number
79356	06/26/18	18651	TOYOTA-LIFT OF LOS ANGELES	PM SRV #304	PV	158567	001	00701	124.00	PSI-0075000
				BRK SRV #712	PV	158568	001	00701	140.05	PSI-0075001
				BRK SRV #708	PV	158569	001	00701	132.03	PSI-0075003
				PM SRV #723	PV	158570	001	00701	110.00	PSI-0075133
				PM SRV #134	PV	158571	001	00701	117.95	PSI-0075134
				PM SRV #305	PV	158572	001	00701	113.00	PSI-0075136
				PM SRV #202	PV	158573	001	00701	110.00	PSI-0075139
				PM SRV #306	PV	158574	001	00701	124.00	PSI-0075492
				PM SRV #306	PV	158575	001	00701	4.83	PSI-0075623
				Payment Amount				975.86		
79357	06/26/18	20880	TPX COMMUNICATION S	SRV 6/16-7/15/18	PV	158850	001	00701	1,926.22	104612487-0
				Payment Amount				1,926.22		
79358	06/26/18	3006	UNDERGROUND SERVICE ALERT	243 TICKETS MAY'18	PV	158857	001	00101	410.95	520180416
				Payment Amount				410.95		
79359	06/26/18	8764	UNITED IMAGING	(4) TONER CRTRDGS (8) TONER CRTRDGS	PV	158540	001	00701	1,424.54	1053195
				Payment Amount				410.95		
				Payment Amount				1,424.54		
				Payment Amount				1,664.36		1053194
79360	06/26/18	3429	UNITED PARCEL SERVICE	PKG DLVRD 4/12	PV	158630	001	00701	39.35	000025W02038
				Payment Amount				3,088.90		
				Payment Amount				39.35		
79361	06/26/18	2780	VALLEY NEWS GROUP	AD-AVOID WTR PNLTY 6/14	PV	158632	001	00101	300.00	6-14
				Payment Amount				300.00		
79362	06/26/18	20868	PATRICK VIDAL	EXP-C/S WRKSHIP 6/13-14	PV	158788	001	00701	101.03	061418
				Payment Amount				300.00		
				Payment Amount				101.03		
79363	06/26/18	2436	VINCE BARNES AUTOMOTIVE	OIL/FLTRS #893 OIL/FLTRS #903 BRKS/ROTORS #895 OIL/FLTRS	PV	158610	001	00701	97.95	023274
				Payment Amount				101.03		
				Payment Amount				97.95		023277
				Payment Amount				582.71		023281
				Payment Amount				108.46		023285

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document	Ty	Number	Key	Itm	Co	Amount	Invoice Number
#916												
				Payment Amount							887.07	
79364	06/26/18	3035	VWR SCIENTIFIC	DISH		PV	158541	001	00701		360.43	8082478885
				WGT/CULTURE								
				TUBE								
				REF 2 SC		PV	158824	001	00701		471.30	8082485048
				PIPETTOR								
				CLOSURE CAPS		PV	158825	001	00701		64.48	8082491927
				VACUUM PUMP		PV	158826	001	00701		651.47	8082567521
				3ML		PV	158827	001	00701		979.36	8082495294
				SYRINGE/AGAR								
				CR RET		PD	158828	001	00701		652.52	8082650021
				#8082495294								
All Payee 3216 VWR INTERNATIONAL, INC P. O. BOX 640169 PITTSBURGH PA 15264-0169												
Payment Amount 1,874.52												
79365	06/26/18	19685	W. LITTEN INC.	SPRYFLD		PV	158614	001	00701		5,718.48	18036
				5/27-6/2/18								
				SPRYFLD		PV	158799	001	00701		5,350.26	18038
				6/4-6/8/18								
				TRAIL		PV	158800	001	00701		295.08	18039
				MAINT-TAPIA								
Payment Amount 11,363.82												
79366	06/26/18	21043	RACHEL WALTUCH	RFND		PV	158753	001	00101		109.92	072727
				BAL-CLOSED								
				A/C								
Payment Amount 109.92												
79367	06/26/18	18914	WECK LABORATORIES, INC.	WTR		PV	158615	001	00701		28.56	W8F0362-LV
				DIST-8E22088								
				WLK		PV	158616	001	00701		122.40	W8F0363-LV
				RES-8E22090								
				TTHM/HAA5		PV	158617	001	00701		775.20	W8F0627-LV
				DIST-8E22089								
				TAPIA		PV	158801	001	00701		214.21	W8B0633-LV
				EFFLNT-880609								
				7								
				TAPIA		PV	158802	001	00701		20.40	W8C1010-LV
				EFFLNT-8C0610								

Batch Number - 263363
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Slub Message	Document	Key	Amount	Invoice Number
Number	Date	Number			Number	Item	Co	
8								
				FASTWTR	158804	001	00701	W8E1972-LV
				CT-8E09117				392.24
				TAPIA	158854	001	00701	W8E1970-LV
				EFFLNT-8E0911				57.12
				0				
				WESTLAKE-8E09	158855	001	00701	W8E1971-LV
				115				54.06
				ALKALINITY-8E	158856	001	00701	W8E2090-LV
				23118				32.00
				Payment Amount			1,696.19	
79368	06/26/18	3067	XEROX CORPORATION	LEASE-5/18	158836	001	00701	093425888
				5945APT-OPS				133.35
				LEASE-5/18	158836	002	00701	093425888
				5945APT-OPS				27.88
				LEASE-5/18	158836	003	00701	093425888
				5945APT-OPS				15.32
				LEASE-5/18	158836	004	00701	093425888
				5945APT-OPS				12.74
				Payment Amount			189.29	
79369	06/26/18	6248	ZENNER PERFORMANCE METERS, INC.	6" COMPOUND METER	157295	001	00701	004D043-IN
				Payment Amount			4,315.56	
				Total Amount of Payments Written			295,768.11	
				Total Number of Payments Written			83	



MWD
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
 700 North Alameda Street
 Los Angeles, CA, 90012-2944

INVOICE

Billed To:
 Las Virgenes Municipal Water District



Service Address
 4232 Las Virgenes Road
 Calabasas, CA 91302

April 2018	Page No. 1 of 1
Mailed: 05/10/2018	Due Date: 06/29/2018
Invoice Number: 9356	Revision: 0

NOTICE

The MWD Administrative Code Section 4507 and 4508 require that payment must be made in "Good Funds" by the due date or the payment will be considered delinquent and an additional charge shall be assessed.

DELIVERIES	Volume (AF)
Total Water Treated Delivered	1,177.1
Total Water Untreated Delivered	

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service	Tier 1 Supply Rate	1,177.1	\$209.00	\$246,013.90
	System Access Rate	1,177.1	\$299.00	\$351,952.90
	Water Stewardship Rate	1,177.1	\$55.00	\$64,740.50
	System Power Rate	1,177.1	\$132.00	\$155,377.20
	Treatment Surcharge	1,177.1	\$320.00	\$376,672.00
SUBTOTAL				\$1,194,756.50

OTHER CHARGES AND CREDITS	Rate (\$ /AF)
Capacity Charge(Payment Schedule: M)	\$33,422.50
Readiness To Serve Charge(Payment Schedule: M)	\$118,014.53
SUBTOTAL	\$151,437.03

ADDITIONAL INFORMATION	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Capacity Charge			5/30/2014	46.1
Purchase Order Firm Delivery To Date (Jan 2015 to Dec 2024)	62,224.0			
Tier 1 Annual Limit (For Current Calendar Year)	24,359.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	3,870.1	15.9		
Tier 1 Current Month Deliveries	1,177.1			
Purchase Order Commitment (Jan 2015 to Dec 2024)	162,390.0			

INVOICE TOTAL

Volume AF
1,177.1

Amount Now Due
\$1,346,193.53

Note: Amount Due is based on highlighted fields

Approved for Payment

 David W. Pedersen, P.E.
 05/15/18

Approved for Payment

 David R. Lippman
 5/14/18

P A I D
 wired @ 6/29/18
 (SC)



LAS VIRGENES MUNICIPAL WATER DISTRICT
4232 Las Virgenes Road, Calabasas CA 91302

MINUTES
REGULAR MEETG

5:00 PM

June 26, 2018

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by General Manager David W. Pedersen.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **5:00 p.m.** by Board President Peterson in the Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road, Calabasas, CA 91302. Mary Capps, Secretary, conducted the roll call.

Present: Directors Charles Caspary, Len Polan, Glen Peterson and Lee Renger
 Absent: Director Jay Lewitt
 Staff Present: David Pedersen, General Manager
 David Lippman, Director of Facilities and Operations
 Michael McNutt, Public Affairs and Communications Manager
 Don Patterson, Director of Finance and Administration
 Mary Capps, Secretary
 Wayne Lemieux, District Counsel

2. APPROVAL OF AGENDA

Director Renger moved to approve the agenda. Motion seconded by Director Caspary. Motion carried by the following vote:

AYES: Caspary, Polan, Renger, Peterson
 NOES: None
 ABSTAIN: None

ABSENT: Lewitt

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

A List of Demands: June 26, 2018: Ratify

B Minutes: Regular Meeting of June 12, 2018: Approve

C Request to Award Annual Purchase Orders

Authorize the General Manager to issue annual purchase orders, in the specified amounts, to the vendors listed in Table 1 for the period of July 1, 2018 through June 30, 2019; and authorize a 45-day extension, in the additional amount of \$6,000, for an existing purchase order with Vince Barnes Automotive.

D Fiscal Year 2018-19 Salary Resolution: Adoption

Pass, approve, and adopt Resolution No. 2537, establishing salaries for employees.

RESOLUTION NO. 2537

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ESTABLISHING SALARIES FOR EMPLOYEES

(Reference is hereby made to Resolution No. 2537 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

Director Caspary moved to approve the Consent Calendar. Motion seconded by Director Renger. Motion carried by the following vote:

AYES: Caspary, Polan, Renger, Peterson

NOES: None

ABSTAIN: None

ABSENT: Lewitt

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A 60th Anniversary Recognition of Partner in Service: Las Virgenes Enterprise

Board President Peterson shared some history about the District's partnership with the Las Virgenes Enterprise and thanked Kathleen Sterling, publisher of the newspaper for continuing the legacy of her husband, Rodger Sterling, since his death in 2009.

Ms. Sterling thanked the Board of Directors for the District's partnership, contributions to the community and for providing water resources education to the community.

B Legislative and Regulatory Updates

General Manager David Pedersen presented the report. He noted that the Legislature would be headed for summer recess and that any bills in policy committee would need to be referred to a fiscal committee by the end of the week. Mr. Pedersen explained that there would be ten statewide propositions on the November ballot. Of interest to the District would be two bond measures: one that would be discussed under item 8A, related to the water bond for \$8.87 billion dollars, and another for veteran housing and home loans. Additionally, he explained there would be an initiative to divide the state of California into three separate states; an initiative on Proposition 13, relating to transfer of tax base for replacement properties; and a voter initiative to repeal the gas tax.

Mr. Pedersen stated that SB 623, the water tax/public goods charge bill, remained in the Committee on Rules, and there had not been any movement on it. He explained that AB 2050, the bill sponsored by Eastern Municipal Water District called the Small System Water Authority Act, had moved through committee well and passed out of the Senate's Environmental Quality Committee. Senator Henry Stern sits on the committee and voted in favor of AB 2050, which passed on a 6 to 1 vote.

Mr. Pedersen explained that SB 998 is the bill that would prohibit water shut-offs for non-payment. He stated that the District continued to weigh in on the proposal as it moved forward. He explained that SB 998 had been amended several times so the language is better, but the bill still has some provisions that cause the District to remain opposed, along with most major water associations.

General Manager Pedersen responded to a request for clarification as to the location of SB 998 by stating that the bill had passed through the Senate and was currently with the Environmental Safety and Toxic Materials Committee, which is an Assembly committee.

C Water Supply Conditions Update

General Manager David Pedersen presented the report. He noted that the State Water Project Allocation remained at 35 percent.

Board President Peterson stated that the initiative to separate California into three states had a lot of peril because it says that the water stays in the state in which it fell, which could make a very dangerous situation for Southern California.

6. TREASURER

Director Renger stated that the Treasurer's report was in order.

7. FACILITIES AND OPERATIONS

A Pure Water Demonstration Project: Equipment Procurement

Waive the formal bidding requirement and authorize an informal, competitive process for procurement of the treatment equipment for the Pure Water Demonstration Project.

David Lippman, Director of Facilities and Operations, presented the report.

Director Renger moved to approve Item 7A. Motion seconded by Director Polan. Motion carried by the following vote:

AYES: Caspary, Polan, Renger, Peterson

NOES: None

ABSTAIN: None

ABSENT: Lewitt

B Tapia SCADA System Upgrade: Request for Proposals

Authorize the issuance of a Request for Proposals to develop plans and specifications for the Tapia SCADA system upgrade using either Rockwell Automation PLCs with the Schneider Wonderware HMI or Schneider Modicon PLCs with the Schneider Wonderware HMI.

David Lippman, Director of Facilities and Operations presented the report.

Director Polan moved to approve Item 7B. Motion seconded by Director Caspary.

Michael McIntyre, SCADA Analyst, responded to an inquiry regarding security by stating that the VPN performed encryption as well as two firewalls.

David Lippman, Director of Facilities and Operations, responded to a question about the assumed equipment life by stating that it was 20 years.

Motion carried by the following vote:

AYES: Caspary, Polan, Renger, Peterson

NOES: None

ABSTAIN: None

ABSENT: Lewitt

8. RESOURCE CONSERVATION AND PUBLIC OUTREACH

A Resolution in Support of the Water Supply and Water Quality Act of 2018

Pass, approve, and adopt Resolution No. 2536, expressing support for the Water Supply and Water Quality Act of 2018.

RESOLUTION NO. 2536

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT IN SUPPORT OF THE WATER SUPPLY INFRASTRUCTURE, WATER CONVEYANCE, ECOSYSTEM AND WATERSHED PROTECTION AND RESTORATION, AND DRINKING WATER PROTECTION ACT OF 2018.

(Reference is hereby made to Resolution No. 2536 on file in the District's Resolution book and by this reference the same is incorporated herein.)

Michael McNutt, Public Affairs and Communications Manager, presented the report.

Director Renger moved to approve Item 8A. Motion seconded by Director Caspary. Motion carried by the following vote:

AYES: Caspary, Polan, Renger, Peterson
NOES: None
ABSTAIN: None
ABSENT: Lewitt

B Celebration of District's 60th Anniversary: Title Sponsorship of Reyes Adobe Days

Authorize participation in Reyes Adobe Days, held October 11 through 14, 2018, as a title sponsor, in the amount of \$10,000.

Michael McNutt, Public Affairs and Communications Manager, presented the report.

Director Polan moved to approve Item 8B. Motion seconded by Director Caspary.

Michael McNutt, Public Affairs and Communications Manager, answered a question regarding whether or not the department had sufficient budget by stating that being a title sponsor would save the District budgeted staff time.

A discussion ensued about promoting the Pure Water Project Las Virgenes-Triunfo and promoting the District similarly at other community events.

Motion carried by the following vote:

AYES: Caspary, Polan, Renger, Peterson
NOES: None
ABSTAIN: None
ABSENT: Lewitt

9. INFORMATION ITEMS

A Las Angeles County Safe, Clean Water Program Funding Measure

B Community Choice Aggregation: Clean Power Alliance

10. NON-ACTION ITEMS

A Organization Reports

(1) MWD Representative Report

Board President Peterson reported that he attended meetings at MWD earlier in the day, including the Executive Committee meeting and the Special Committee on Bay-Delta. At the Executive Committee meeting, they discussed modifying the leases in Palos Verde to make them more effective in terms of water savings. Additionally, a future agenda item was proposed to discuss a position on the federal appropriations bill that would exempt the California WaterFix from lawsuits. At the Bay-Delta Committee meeting, he explained that they had a presentation on the Yolo Bypass notch and plans for the Longfin Smelt. Mr. Peterson also mentioned that MWD would be having a revote on the California WaterFix at its next Board meeting.

(2) Other

B Director's Reports on Outside Meetings

Director Caspary reported that he attended the Santa Monica Bay Restoration Commission meeting, the Santa Monica Bay Restoration Authority meeting and a Watershed Advisory Council meeting where they discussed changes to the work plan that had been requested by the Environmental Protection Agency, the primary funder of the Santa Monica Bay restoration efforts. He also explained that the third lawsuit in the last two years had been filed against the Bay Commission.

Director Lee Renger reported that he attended the AWAVC WaterWise Breakfast and noted that the Santa Clarita Water Agency had recently been formed through a merger of four smaller agencies. He explained that the agency planned to begin with a 15-member Board and would eventually bring it down to nine.

Director Len Polan reported that he also attended the AWAVC WaterWise Breakfast and noted that the Santa Clarita Water Agency had a 200-square-mile service area and 72,500 service connections. He explained that the agency covered groundwater, State Water Project water and water banking. He also stated that two private water companies were included in the make-up of the new Santa Clarita Water Agency.

C General Manager Reports

(1) General Business

General Manager David Pedersen reported that the District had completed its Annual Water Quality Report, and he recognized the efforts of the Resource Conservation and Public Outreach Department for putting together the report. He noted that normally the JPA meeting would be held on Monday, July 2, 2018, but that it has been rescheduled to July 11, 2018, in light of the Fourth of July holiday.

(2) Follow-Up Items

D Directors' Comments

None.

11. FUTURE AGENDA ITEMS

None.

12. PUBLIC COMMENTS

None.

13. CLOSED SESSION

A Conference with District Counsel – Anticipated Litigation (Government Code Section 54956.9(d)(2) and (e)(3): EEOC Complaint.

The Board recessed to Closed Session at **5:54 p.m.** and reconvened to Open Session at **6:48 p.m.**

District Counsel Wayne Lemieux announced that the Board of Directors authorized and directed District Counsel to proceed.

14. OPEN SESSION AND ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **6:48 p.m.**

GLEN PETERSON, President
Board of Directors
Las Virgenes Municipal Water District

ATTEST:

JAY LEWITT, Secretary
Board of Directors
Las Virgenes Municipal Water District

(SEAL)

July 2, 2018

To: Payroll

From: David W. Pedersen
General Manager

RE: Per Diem Request – June 2018

Attached are the Director statements of attendance for meetings, conferences and miscellaneous functions, which are summarized in the table below. If you have any questions, please contact me. Thank you.

On April 25, 2017, the Board adopted Resolution No. 2513, amending the per diem rate to \$220.

<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
Charles Caspary	4	\$220.00	\$880.00
Jay Lewitt	1	\$220.00	\$220.00
Glen Peterson LVMWD* – 4 MWD** – 7	11	\$220.00	\$2,420.00
Leonard Polan	4	\$220.00	\$880.00
Lee Renger	4	\$220.00	\$880.00

*LVMWD Code Section 2-2.106(a): “not exceeding a total of ten (10) days in any calendar month”

**LVMWD Code Section 2-2.106(b): MWD director “not exceeding a total of ten (10) additional days in any calendar month.”

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Josie Guzman, Clerk of the Board

Director's Name: Jay Lewitt

Month of: Jun-18

Division: 5

The following are Las Virgenes Municipal Water District Board of Directors Meetings, Committee Meetings/Conferences I have attended:

Date(s)	# of Days Claimed		Reimbursible Expenses ² (Y/N)	Check One		Event Title
	Event	Travel ¹		Total	MWD	
6/4/2018	1		N		X	JPA Board Meeting
TOTAL						

Date Submitted: 28-Jun-18
 Director Signature: Jay Lewitt

NOTES: 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach completed Statement of Account and Claim for Personally Incurred Expenses form.

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Josine De la Cruz

Director's Name: Petersen

Month of: June 2018

Division: 2

The following are Las Virgenes Municipal Water District Board of Directors Meetings, Committee Meetings/Conferences I have attended:


Date(s)	# of Days Claimed		Reimbursible Expenses ² (Y/N)	Check One		Event Title
	Event	Travel ¹		Total	MWD	
6-4-18	1				1	JFA meeting
6-6-18	1			1		EnvO committee planning
6-8-18	1			1		Northern Counties
6-11-18	1			1		Committee Mtg.
6-12-18	1			1	1	Committee of Bonds
6-13-18	1			1		Colorado River Board
6-19-18	1			1		Part of Long Beach MWD Committee
6-20-18	1			1		Special Bay Delta Planning
6-21-18	1				1	AWAVC
6-26-18	1			1	1	Committee of Bonds
6-27-18	1			1		Building Committee MWD ACWA
TOTAL				11	4	

Date Submitted: 6-28-18

Director Signature: [Signature]

NOTES: 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT

		To:	Dave Pedersen	Director's Name:	Lee Renger
		Month of:	JUNE 2018	Division:	3
		The following are Las Virgenes Municipal Water District Board of Directors Meetings, Committed Meetings/Conferences I have attended:			
Date(s)	Event	# of Days Claimed	Reimbursible Expenses ²	Check One	Event
		Travel 1	(Y/N)	MWD	LVMWD
		Total			
6/4/2018	1	1	N		X JPA BOARD MEETING
6/12/2018	1	1	N		X LVMWD BOARD MEETING
6/21/2018	1	1	N		X AWA MEETING
6/26/2018	1	1	N		X LVMWD BOARD MEETING
		TOTAL	4		
Date Submitted:					6/29/2018
Director Signature:					<i>Lee Renger</i>

NOTES: 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach completed Statement of Account and Claim for Personally Incurred Expenses form.



July 10, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Monthly Cash and Investment Report for May 2018

SUMMARY:

During the month of May, the value of the District's investment portfolio increased from \$79,949,126, held on April 30th, to \$82,219,414. One investment matured during the month, one sinkable investment was redeemed and two investments were purchased, increasing the book value to \$47,259,909. The value of the District's Local Agency Investment Fund (LAIF) account increased to \$32,137,882.

RECOMMENDATION(S):

Receive and file the Monthly Cash and Investment Report for May 2018.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

As of May 31, 2018, the District held \$82,219,414, up 23.56% year-over-year. The portfolio was up 2.84% from the previous month's total of \$79,949,126. The majority of the funds were held in the District's investment account, which had a May 31st book value of \$47,259,909. LAIF held the majority of the remaining funds, in the amount of \$32,137,882. A significant portion of the balance, \$2,766,288, was held in LAIF as required reserves for the bond refunding. The annualized yield for the District's investment portfolio was 1.84% in May 2018, up two basis points from April. The annualized yield on the District's LAIF funds was 1.76% in May, up as compared to April's 1.66%. The total yield on the District's accounts was 1.81%,

up from 1.25% year-over-year.

The following investment matured during May 2018.

- FHLMC agency bullet in the amount of \$1,000,000 matured on 5/22/18; Yield 0.95%.

The following sinkable investment was redeemed in May 2018:

- CASPWR municipal bond in the amount of \$19,716.07 was redeemed on 5/1/18; Yield 1.713%.

The following investments were purchased during May 2018:

- Citibank NA CD, in the amount of \$245,000, maturing on 5/11/23; Yield 3.15%.
- FHLMC agency callable, in the amount of \$1,000,000, maturing on 5/24/23; Steps starting at 3.00% up to 5.00%; YTM 3.329%.

The following transactions occurred in the District's LAIF account:

- 5/9/18 – Deposit in the amount of \$1,000,000.
- 5/25/18 – Deposit in the amount of \$1,000,000.

The District's investments are in compliance with the adopted Investment Policy, and the District has sufficient funds to meet expenditures during the next six months from funds held in LAIF.

Cash Analysis:

Another important aspect of the Monthly Cash and Investment Report is to monitor the District's performance as compared to its adopted Financial Policies. Attachment B shows the District's total cash and investments as of May 31, 2018 and compares the balances to the adopted Financial Policies. As shown for May, the Potable Water Enterprise was \$12.4 million below the levels set forth in the District's Financial Policies. The Sanitation Enterprise had cash and investments available for capital in the amount of \$14.5 million, and the Recycled Water Enterprise had cash and investments available for capital in the amount of \$8.4 million.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

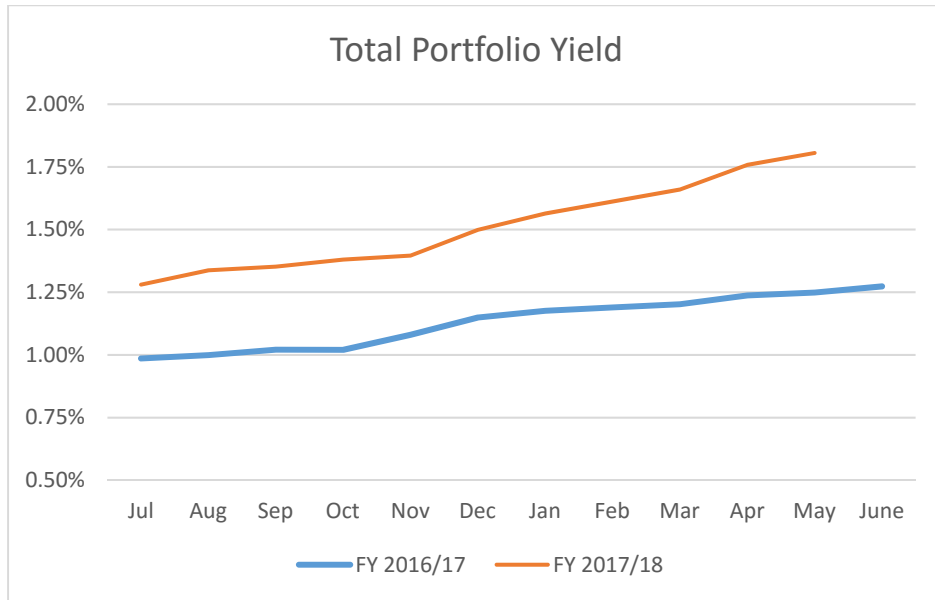
Charts

May Investment Report

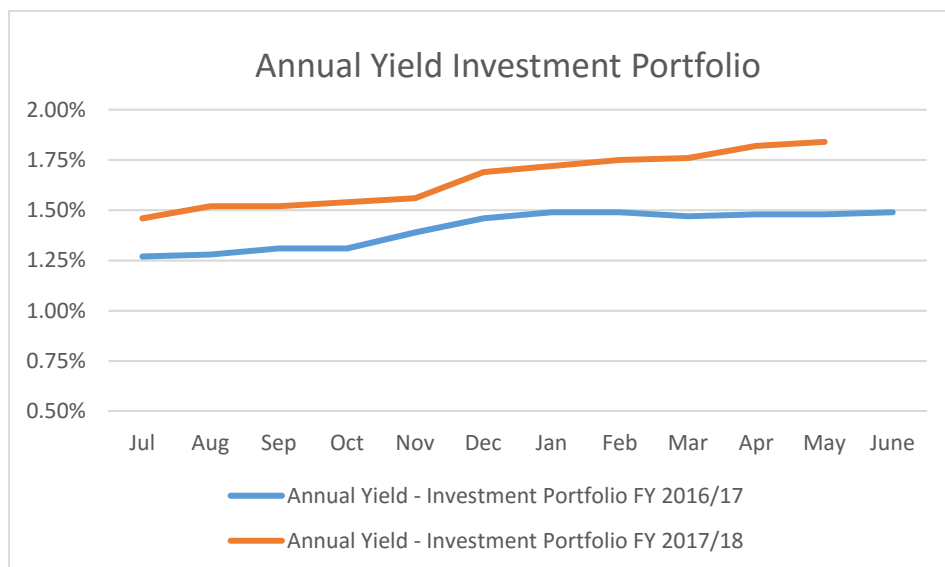
Definitions

Monthly Cash Report - May 2018

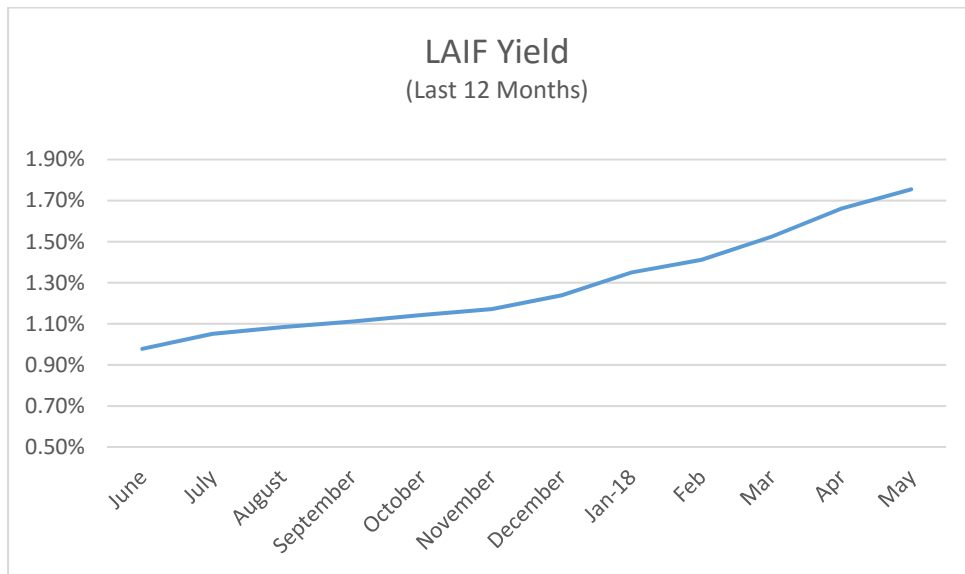
The District’s total yield varies depending on the percentage of the portfolio in LAIF versus the Investment Portfolio. If a higher percentage of the District’s funds are in LAIF, the lower the total yield since LAIF is more liquid, more conservative, and has significantly lower yields than bonds held in the Investment Portfolio. As of May 31, 2018, at Book Value, LAIF held 39.09% of the District’s portfolio, the investment portfolio held 57.48%, and the refunding revenue bonds held 3.36%, with the remainder in a money market account. As can be seen in the chart below, the total yield in May 2018 was 1.81%, five basis point higher than April 2018 and up from 1.25% one year ago.



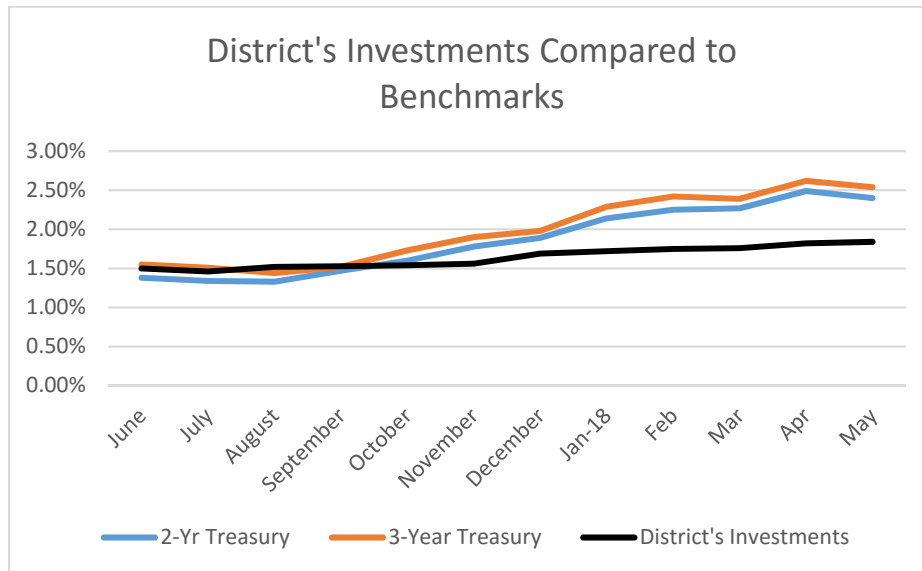
In May, the annualized yield for the District’s Investment Portfolio was up from April at 1.84% and up from 1.48% a year ago. The chart below shows annualized monthly yield of the current fiscal year compared with the same monthly yield over the previous year.



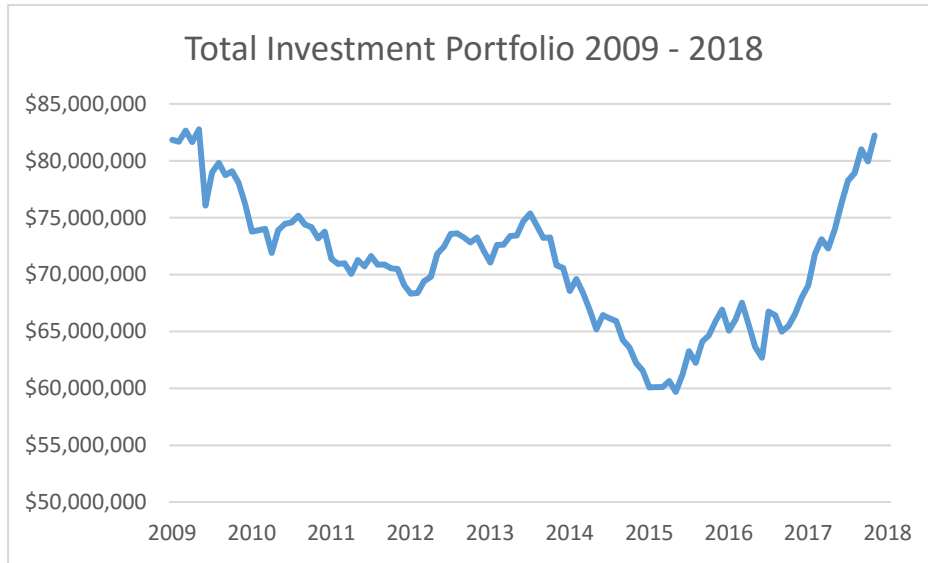
The following chart shows the average annualized LAIF yields over the past twelve months. In May, the LAIF yield was 1.76%, up from 1.66% in April and up from 0.93% a year ago.



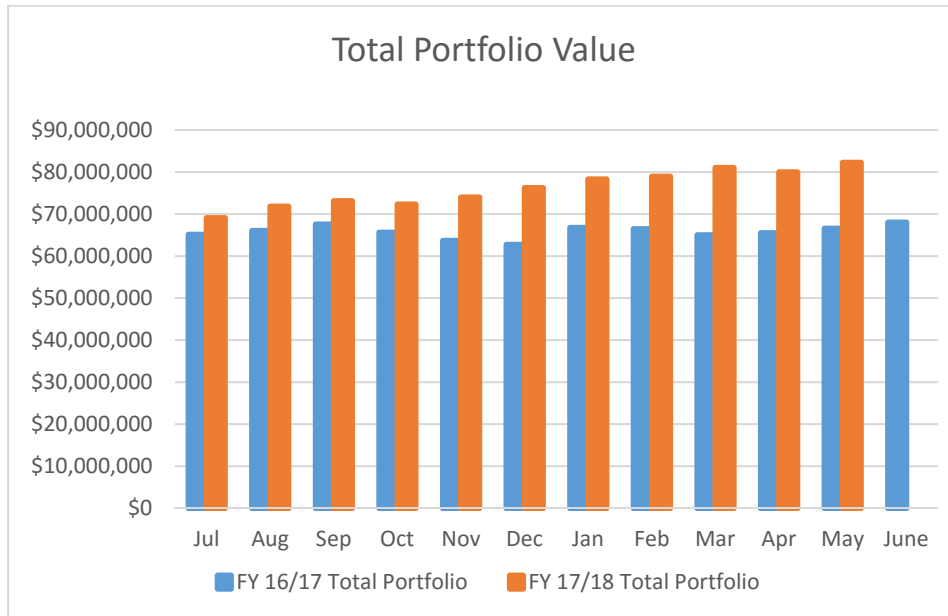
In order to benchmark how the District's portfolio is performing, it is useful to compare its investment portfolio with a comparable index. The District has historically compared its investment portfolio returns to the 2-Year and 3-Year Treasury notes. Because the District buys and holds its investments, the average portfolio yield should generally be flatter and trail the 2 and 3-year Treasuries.



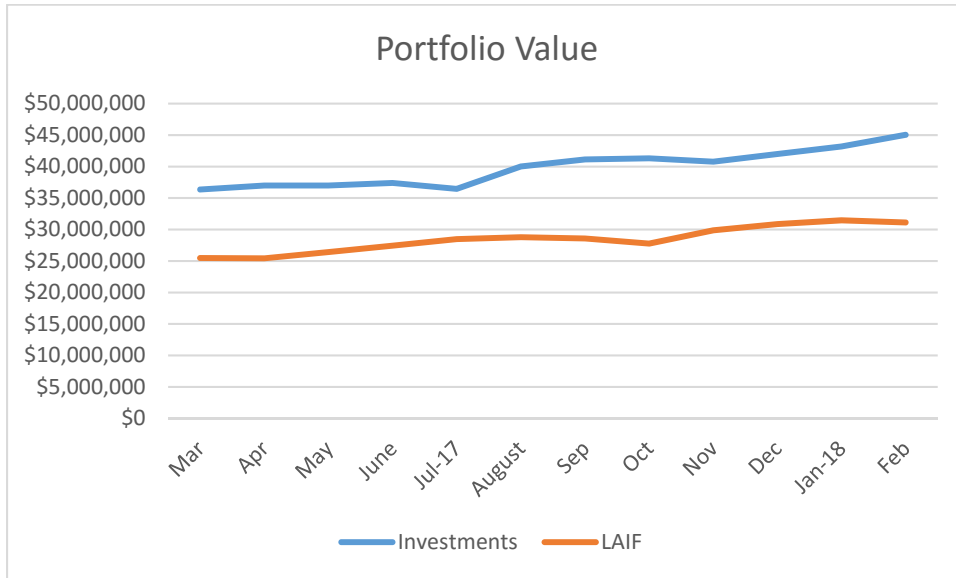
Equally important to monitoring performance is to monitor total portfolio value which includes the District's Investment Portfolio and LAIF accounts. The chart below shows the total portfolio value between 2009 and 2018. The significant reduction in 2014 is primarily because of the Torchwood Tank and other backbone improvement program projects. In May, the District's portfolio increased 2.84% from April to \$82,219,414.



The chart below compares total portfolio value in the current Fiscal Year, compared to the same period in the previous fiscal year.



The chart below shows the value of the District’s Investment and LAIF portfolios over the past twelve-month period. The District’s Investment Policy requires an amount equal to 6 months of operating budget to be kept in LAIF, which is \$24.6 million.



Date: June 20, 2018
 To: David W. Pedersen, General Manager
 From: Finance and Administration Department
 Subject: Investment Report for the Month of May 2018

Summary of Investments

Investments Maturing Within Six Months:

Disc./Cpn Rate	Yield To Maturity	Yield To Call	Investment Type	Date Invested	Next Call Date	Date Matures	Book Value	Par Value	Market Value	Market Source
1.250%	1.250%		FHLB-Bullet	06/26/13		06/26/18	1,000,000	1,000,000	999,580	Custodian
2.000%	0.911%		AMAWTR-Muni Bond	11/17/16		06/01/18	508,305	500,000	500,000	Custodian
1.810%	1.810%		COTSCD-Muni Bond	04/19/17		08/01/18	545,000	545,000	544,286	Custodian
			Sub-Total				2,053,305	2,045,000	2,043,866	

Investments Maturing After Six Months:

1.300%	1.300%	1.300%	FHLB-Bullet	03/30/15		10/30/18	1,000,000	1,000,000	996,740	Custodian
1.600%	1.600%	1.600%	FNMA-Bullet	05/19/15		05/19/20	1,000,000	1,000,000	983,750	Custodian
1.150%	1.150%	1.150%	FFCB-Callable Coupon	02/23/16	Cont. 5/23/16	11/23/18	1,000,000	1,000,000	995,090	Custodian
1.500%	0.983%		FHLB-Bullet	02/09/16		03/08/19	1,015,650	1,000,000	994,460	Custodian
1.350%	1.350%	1.350%	FNMA-Callable Coupon	02/26/16	08/26/18	08/26/19	1,000,000	1,000,000	988,170	Custodian
1.300%	1.300%		FNMA-Bullet	02/24/16		02/24/20	1,000,000	1,000,000	981,120	Custodian
2.250%	1.732%		CONNECTICUT ST-MuniBo	02/17/16		09/01/20	1,119,649	1,095,000	1,073,637	Custodian
2.427%	1.779%		NEWSCD-MuniBond	03/17/16		08/01/20	934,688	910,000	900,955	Custodian
1.25%-Up	1.250%	1.250%	FHLMC-Callable Coupon	04/04/16	06/30/18	03/30/21	1,000,000	1,000,000	987,720	Custodian
1.400%	1.400%	1.400%	FFCB-Callable Coupon	04/13/16	Cont. 4/13/17	04/13/20	1,000,000	1,000,000	978,350	Custodian
1.500%	1.500%	1.500%	CAL ST-MuniBond	04/28/16		04/01/21	1,000,000	1,000,000	963,970	Custodian
1.5%-Up	1.866%	1.625%	FHLMC-Callable Coupon	06/16/16	06/16/18	06/16/21	1,000,000	1,000,000	978,090	Custodian
2.387%	1.392%		SCVWTR-MuniBond	06/21/16		06/01/21	1,047,370	1,000,000	985,070	Custodian
1.400%	1.400%	1.400%	FHLMC-Bullet	06/27/16		12/27/19	1,000,000	1,000,000	984,690	Custodian
1.0%-Up	2.014%	1.000%	FHLB-Callable Coupon	06/30/16	06/30/18	06/30/21	1,000,000	1,000,000	978,610	Custodian
1.960%	1.960%	1.960%	MOUSCD-MuniBond	07/14/16		08/01/21	600,000	600,000	578,394	Custodian
1.180%	1.114%	1.039%	FFCB-Bullet	07/22/16		06/13/19	1,001,250	1,000,000	988,570	Custodian
1.550%	1.550%		CAPITAL ONE BANK - CD	08/10/16		08/10/21	245,000	245,000	233,632	Custodian
1.580%	1.501%	0.700%	FNMA-Callable Coupon	08/15/16	06/15/18	06/15/20	1,002,920	1,000,000	982,570	Custodian
1.400%	1.400%	1.400%	FNMA-Callable Coupon	08/24/16	08/24/18	08/24/20	1,000,000	1,000,000	973,830	Custodian
1.350%	1.350%		ALLY BANK-CD	09/08/16		09/09/19	245,000	245,000	240,908	Custodian
1.450%	1.450%		JP Morgan Chase BK-CD	09/16/16	06/16/18	09/16/20	245,000	245,000	236,621	Custodian
1.713%	1.713%		CASPWR-Muni Bond	09/28/16		05/01/21	964,737	964,737	933,856	Custodian
1.480%	1.480%	1.483%	FNMA-Callable Coupon	09/29/16	06/29/18	12/29/20	1,000,000	1,000,000	974,380	Custodian
1.25%-Up	2.115%	1.250%	FHLB-Callable Coupon	11/17/16	08/17/18	11/17/21	1,000,000	1,000,000	975,210	Custodian
1.3%-Up	2.116%	1.300%	FHLMC-Callable Coupon	11/22/16	08/22/18	11/22/21	1,000,000	1,000,000	975,400	Custodian
1.6%-Up	1.875%	1.600%	FHLB-Callable Coupon	12/09/16	06/09/18	12/09/21	1,000,000	1,000,000	971,910	Custodian
2.000%	2.046%	2.018%	FHLMC-Bullet	01/30/17		01/26/22	997,850	1,000,000	977,080	Custodian
1.250%	1.250%		CASHGR-Muni Bond	03/09/17		11/01/18	360,000	360,000	358,801	Custodian
1.600%	1.600%		Lake City Bank - CD	03/22/17		03/22/19	245,000	245,000	243,885	Custodian
1.800%	1.800%		MDS-Muni Bond	03/22/17		03/15/20	1,000,000	1,000,000	986,510	Custodian
1.610%	1.610%		FHLMC-Bullet	03/27/17		12/27/19	1,000,000	1,000,000	987,370	Custodian
2.350%	2.350%		Goldman Sachs Bank - CD	06/21/17		06/21/22	245,000	245,000	238,478	Custodian
2.350%	2.350%		Sallie Mae Bank/Salt LK-CD	06/21/17		06/21/22	245,000	245,000	238,478	Custodian
2.125%	2.124%	2.084%	FHLMC-Callable Coupon	08/09/17	06/29/18	06/29/22	1,000,050	1,000,000	972,160	Custodian
2.000%	2.000%	2.000%	FHLB-Callable Coupon	08/10/17	08/10/20	08/10/22	1,000,000	1,000,000	969,920	Custodian

LVMWD Investment Report for the Month Ending May 31, 2018

Disc./Cpn Rate	Yield To Maturity	Yield To Call	Investment Type	Date Invested	Next Call Date	Date Matures	Book Value	Par Value	Market Value	Market Source
Investments Maturing After Six Months (Continued):										
1.5%-Up	2.104%	1.465%	FHLMC-Callable Coupon	08/16/17	06/29/18	06/29/22	1,000,300	1,000,000	976,410	Custodian
2.400%	2.400%		American Express - CD	08/29/17		08/29/22	245,000	245,000	236,506	Custodian
2.400%	2.400%		Capital One NA - CD	08/30/17		08/30/22	245,000	245,000	238,299	Custodian
1.750%	1.766%		FFCB-Bullet	09/13/17		09/13/22	999,250	1,000,000	961,260	Custodian
1.750%	1.750%		Neighbors FCU - CD	09/29/17		09/30/19	245,000	245,000	242,778	Custodian
1.700%	1.700%		Discover Bank - CD	10/04/17		10/04/19	245,000	245,000	242,582	Custodian
2.500%	2.604%		SFOFAC-Muni Bond	11/09/17		09/01/22	497,650	500,000	486,350	Custodian
2.230%	2.230%	2.230%	FFCB-Callable Coupon	11/09/17	11/01/18	11/01/22	1,000,000	1,000,000	973,470	Custodian
2.300%	2.300%	2.300%	FHLB-Callable Coupon	11/28/17	11/28/18	11/28/22	1,000,000	1,000,000	975,930	Custodian
2.050%	2.050%		BMW Bank - CD	11/29/17		11/30/20	245,000	245,000	240,213	Custodian
2.500%	2.500%		Wells Fargo Bank - CD	12/08/17		12/08/22	245,000	245,000	237,153	Custodian
2.550%	2.550%		NYSDEV-Muni Bond	12/21/17		03/15/22	1,000,000	1,000,000	985,650	Custodian
2.300%	2.300%		FHLMC-Callable Coupon	12/27/17	12/27/19	12/27/22	1,000,000	1,000,000	980,450	Custodian
2.200%	2.200%		Merrick Bank-CD	01/09/18		01/11/21	245,000	245,000	240,761	Custodian
2.650%	2.650%		Morgan Stanley Bank-CD	01/11/18		01/11/23	245,000	245,000	239,652	Custodian
2.130%	2.338%		FAMCA-Bullet	01/24/18		01/24/23	990,240	1,000,000	977,750	Custodian
2.650%	2.650%	2.650%	FHLB-Callable Coupon	02/28/18	02/28/20	02/28/23	1,000,000	1,000,000	995,630	Custodian
3.050%	3.050%	3.050%	FHLMC-Callable Coupon	03/28/18	09/28/18	03/28/23	1,000,000	1,000,000	997,410	Custodian
2.700%	2.700%		FFCB-Bullet	04/11/18		04/11/23	1,000,000	1,000,000	996,990	Custodian
3.100%	3.100%	3.100%	FHLMC-Callable Coupon	04/27/18	07/27/18	04/27/23	1,000,000	1,000,000	1,000,220	Custodian
3.150%	3.150%		CitiBank NA - CD	05/11/18		05/11/23	245,000	245,000	244,147	Custodian
3.0%-Up	3.329%	3.000%	FHLMC-Callable Coupon	05/30/18	08/24/18	05/24/23	1,000,000	1,000,000	1,000,170	Custodian
Sub-Total							45,206,604	45,104,737	44,278,166	
Total Investments							\$47,259,909	\$47,149,737	\$46,322,032	

Note: Gov. Agency Coupon Notes will distribute interest every six month.

1-CPNRT=1.25% to 3/18; 1.75% to 9/19; 2.25% to 3/20; 3.5% to 9/20; thereafter 5.5%.

3-CPNRT=1% to 12/17; 1.25% to 12/18; 1.5% to 12/19; 2% to 6/20; 4% to 12/20; thereafter 6%.

5-CPNRT=1.3% to 5/19; 1.5% to 5/20; 2% to 11/20; 4% to 5/21; thereafter 6%.

7-CPNRT=1.5% to 6/18; thereafter 2.25%.

2-CPNRT=1.5% to 6/17; 1.625% to 6/18; 1.75% to 6/19; 2.0% to 6/20; thereafter 2.5%.

4-CPNRT=1.25% to 11/18; 1.5% to 5/20; 2% to 11/20; 4% to 5/21; thereafter 6%.

6-CPNRT=1.6% to 12/19; 1.75% to 6/20; 2% to 12/20; 2.5% to 6/21; thereafter 3%.

8-CPNRT=3.0% to 5/21; 3.25% to 5/22; 4% to 11/22; thereafter 5%.

Interest earnings for the month were as followed:

Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon)	Amount Earned/Accrued	Current Yield
Investments	\$4,463	1.755%
Local Agency Investment Fund (LAIF)	72,156	1.840%
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	47,136	1.755%
Sweep Accounts (Wells Fargo Bank/Bank of New York Mellon)	340	1.320%
	1,786	1.571%
Total Earnings	\$125,881	

Schedule of Investment Balance Limitations (Per District investment policy)

The source of the market valuation is as followed:

Investments (Note 1)	Total Amount Invested	% of Total	Max. Limit Allowed
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon/LAIF)	\$47,259,909	57.48%	no limit
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	2,766,288	3.36%	1 yr debt pmt.
Local Agency Investment Fund (LAIF)	55,335	0.07%	no limit
	32,137,882	39.09%	65,000,000
Total	\$82,219,414	100.00%	

(Note 2)

Note 1: The average weighted duration for investments, excluding LAIF, is 1,054 days, which is under the assumption that callable coupons will not be called and will be held until maturity.
 Note 2: In May 2018, Joint Powers Authority's participation in investment is \$5,696,552.18, of which \$4,113,736.53 (or 72.21%) belongs to LV.

Bank Account Balances as of May 31, 2018:

Bank Name	Account Type	Amount
Wells Fargo Bank	Checking	\$100,577 (Note 3)
Wells Fargo Bank	Sweep	1,358,193
Bank of New York Mellon	Money Market	378
	Total	\$1,459,148

Note 3: This is bank balance without adjusting for outstanding checks. The total amount of outstanding checks is unavailable at the time of reporting.

"All District investments are included in this report and all investments, except those relating to debt issues and deferred compensation programs funds, conform to District investment policy. All investment transactions within the period covered by this report, except for the exceptions noted above, conform to District investment policy. Deferred compensation program funds are not included in this report; their investment is directed by individual employees participating in the deferred compensation program and not by the District. Debt issue funds are included in this report; their investment is controlled by specific provisions of the issuance documents and not by the District."

"The deposits and investments of the District safeguard the principal and maintain the liquidity needs of the District, providing the District with the ability to meet expenditure requirements for the next six months. The maturity dates are compatible with foreseeable cash flow requirements. The deposits and investments can be easily and rapidly converted into cash without substantial loss of value."

Approved for July 10, 2018 Agenda:



David W. Pedersen, General Manager

I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT

TO THE BEST OF MY KNOWLEDGE

Lee Renger, Treasurer

Definitions

- Disc./Cpn Rate – The yield paid by a fixed income security.
- Yield to Call (YTC) – The rate of return of a security held to call when interest payments, market value and par value are considered.
- Yield to Maturity (YTM) – The rate of return of a security held to maturity when interest payments, market value and par value are considered.
- Bullet – A fixed income security that cannot be redeemed by the issuer until the maturity date.
- Callable – A fixed income security that can be redeemed by the issuer before the maturity date.
- Book Value – The price paid for the security.
- Par Value – The face value of a security.
- Market Value – The current price of a security.
- Sinking Bond – In the case of the CASPWR Bond held by the District, a sinking bond pays a portion of principal on a defined schedule throughout the life of the bond.
- Custodian – The financial institution that holds securities for an investor.

Investment Abbreviations

- FHLB – Federal Home Loan Bank
- FHLMC – Federal Home Loan Mortgage Corporation (Freddie Mac)
- FNMA – Federal National Mortgage Association (Fannie Mae)
- FFCB – Federal Farm Credit Bank
- FAMCA – Federal Agricultural Mortgage Corporation (Farmer Mac)
- Bonds
 - AMAWTR – Amador Water Agency
 - CAL ST – State of California
 - CASHGR – California State University
 - CASPWR – State of California Department of Water Resources
 - CON ST – State of Connecticut
 - COTSCD - Cotati-Rohnert Park Unified School District
 - MDS – State of Maryland
 - MOUSCD – Mountain View Unified School District
 - NEWSCD – Newark, CA Unified School District
 - NYSDEV – New York State Urban Development Revenue Bond
 - SCVWTR – Santa Clara Valley Water District
 - SFOFAC – City and County of San Francisco Community Facilities District

LVMWD CASH ANALYSIS - May 31, 2018

	Restricted Cash	Cash Held by Policy	Policy Requirement	Over (Short) Policy By Enterprise
101 - Potable Water Operations		9,608,256	8,376,511	
201 - Potable Water Construction	(1,701,933)	1,314,157	13,020,658	
301 - Potable Water Replacement		7,750,000	8,000,000	
603 - Rate Stabilization Fund	(1,701,933)	18,672,413	29,397,169	(12,426,689.29)
Total Potable Water		9,989,768	765,534	
102 - Recycled Water Operations*	(808,702)			
203 - Recycled Water Construction		2,313,977	2,319,566	
302 - Recycled Water Replacement*	(808,702)	12,303,745	3,085,100	8,409,943.09
Total Recycled Water		23,121,477	2,959,797	
130 - Sanitation Operations*	(1,156,332)			
230 - Sanitation Construction		6,932,744	11,408,452	
330 - Sanitation Replacement*	(1,156,332)	30,054,221	14,368,249	14,529,640.68
Total Sanitation				
606 & 607 - Refunding Revenue Bonds - Reserve Fund	2,766,665			
701 - Vested Sick Leave Reserve	1,416,515			
720 - Insurance Reserve		7,421,881	7,378,555	43,326.05
JPA	6,035,042			
Prepaid Connection Fees & Undistributed Interest	8,226,584			
<i>Subtotal</i>	14,777,840	68,452,259		
TOTAL		83,230,099		

Financial Policy - Cash required to comply with District's adopted Financial Policy.

Restricted Cash - Revenue restricted to a particular purpose.

Bond Covenants - Money relating to bond financing that is restricted in use and required by promises made in bond documents.

Funds are reconciled at year-end.



July 10, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject : Annual Report: Records Review and Destruction

SUMMARY:

Pursuant to Title 2, Section 2-7.507 of the Las Virgenes Municipal Water District Code, the Board Secretary is required to report at least annually, in writing, to the Board at a public meeting concerning District records. A records retention schedule, which has been approved by the Board, is maintained by the Executive Assistant/Clerk of the Board. A list of documents proposed for destruction based on the records retention schedule was presented to the Department Heads, General Manager, District Counsel and Board Secretary for review and approval. The records destruction list was prepared based on the District's records retention schedule and the Las Virgenes Municipal Water District Code.

Attached is the proposed listing of records scheduled for destruction upon Board approval.

RECOMMENDATION(S):

Authorize the destruction of records in accordance with the District's records retention schedule and the Las Virgenes Municipal Water District Code.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds for shredding services are available in the adopted Fiscal Year 2018-19 Budget.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Josie Guzman, CMC, Executive Assistant/Clerk of the Board

ATTACHMENTS:

Requests for Authority to Destroy Obsolete Records

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
 == Records Eligible for Destruction in 2018 ==
 ONSITE

RRS: Accounting

RRS RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
Description of Record or File			

272 ACCOUNTS PAYABLE POSTING REPORT (2)

- ▶ A/P Voucher Journal and Posting Reports (July 2014 - Apr 2015)
- ▶ A/P Voucher Journal and Posting Reports (May-Jun 2015)

20 ACCOUNTS RECEIVABLE RECORDS (5)

- ▶ LVMWD Utility Billing Aged Arrears by Customer 6/30/2010
- ▶ LVMWD Utility Billing Aged Arrears by Customer 6/30/2011
- ▶ LVMWD Utility Billing Aged Arrears by Customer 6/30/2012

34 CHECK REGISTERS (2)

- ▶ A/P Payment Posting 2014 (Jan-Jun)
- ▶ A/P Payment Posting FY 2014/15
- ▶ A/P Payment Register FY 2014/15

40 DAILY CASH RECORDS (1)

- ▶ Daily Cash Records 2014 (Jan-Jun)
- ▶ Daily Cash Records FY 2014/15
- ▶ Daily Cash Records FY 2015/16

52 INVENTORY RECORDS (5)

- ▶ Inventory Records

Approved by Manuel Sison

Approved by Manuel Sison

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

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APPROVALS

DEPARTMENT HEAD: 

DATE: 5/23/18 GENERAL MANAGER: 

DATE: 05/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2018 ==

OFFSITE

RRS: Accounting

RRS ITEM	Box Description	From Date	To Date	Date Eligible	Comments
19 ACCOUNTS PAYABLE RECORDS (5)					
▶	A/P VOUCHERS (MISCELLANEOUS)	11/25/1997	5/8/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (A - AR)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (AR - AT)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (AT - BA)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (BA - BU)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (C - DA)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (DE - FI)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (FL - H)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (I - LA)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (LU - O)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (P - SI)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (SM - SU)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (T - V)	7/1/2011	6/30/2012	12/31/2017	
▶	A/P VOUCHERS FY 2011/12 (W-Z)	7/1/2011	6/30/2012	12/31/2017	
25 BANK RECONCILIATIONS (5)					
▶	BANK RECONCILIATIONS FY 2011/12	7/1/2011	6/30/2012	12/31/2017	

Approved per Manual Stamp

Approved

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]*

DATE: 5/23/18 GENERAL MANAGER: *Paul W. Johnson*

DATE: 05/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2018 ==
OFFSITE

RRS: Accounting

RRS ITEM	Box Description	From Date	To Date	Date Eligible	Comments
41 DEPOSITS (5)					
▶	CUSTOMER SERVICE DEPOSITS FY 2011/12 JAN-FEB (PAYMENT DETAIL LISTING)	1/1/2012	2/29/2012	12/31/2017	
▶	CUSTOMER SERVICE DEPOSITS FY 2011/12 JULY-AUG (PAYMENT DETAIL LISTING)	7/1/2011	8/31/2011	12/31/2017	
▶	CUSTOMER SERVICE DEPOSITS FY 2011/12 MAR-APR (PAYMENT DETAIL LISTING)	3/1/2012	4/30/2012	12/31/2017	
▶	CUSTOMER SERVICE DEPOSITS FY 2011/12 MAY-JUNE (PAYMENT DETAIL LISTING)	5/1/2012	6/30/2012	12/31/2017	
▶	CUSTOMER SERVICE DEPOSITS FY 2011/12 NOV-DEC (PAYMENT DETAIL LISTING)	10/1/2011	12/31/2011	12/31/2017	
▶	CUSTOMER SERVICE DEPOSITS FY 2011/12 SEPT-OCT (PAYMENT DETAIL LISTING)	9/1/2011	10/31/2011	12/31/2017	
56 INVESTMENT RECORDS (5)					
▶	PURCHASE OF SHORT-TERM INVESTMENTS	1/1/2008	12/31/2012	12/31/2017	
295 JOURNAL ENTRIES – JE, JG, JI, JK, JM, JN, JP, JR, JS, JT, IA, II, OV, PI (5)					
▶	JOURNAL ENTRIES FY 2011/12 JE, JG, JI, JK, JM (FULL YEAR)	7/1/2011	6/30/2012	12/31/2017	
▶	JOURNAL ENTRIES FY 2011/12 JN, JR, JP, JS, JT, IA, II, OV, PI (FEB-JUNE)	2/1/2012	6/30/2012	12/31/2017	
▶	JOURNAL ENTRIES FY 2011/12 JN, JR, JP, JS, JT, IA, II, OV, PI (JULY-JAN)	7/1/2011	1/31/2012	12/31/2017	

Approved for Manual Search

Number of Offsite Boxes Eligible for Destruction: 25

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: 

DATE: 5/23/18 GENERAL MANAGER: 

DATE: 05/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2018 ==
 ONSITE

RRS: Accounting - Payroll

RRS ITEM	Description of Record or File	From Date	To Date	Comments
284 PAYROLL JOURNAL ENTRIES (2)				
	▶ JD Edwards Payroll Journal Entries 2015	1/1/2015	12/31/2015	
259 PAYROLL REGISTERS (3)				
	▶ Payroll Check Registers 2014	1/1/2014	12/31/2014	
73 PAYROLL REPORTS (2)				
	▶ Payroll Reports 1/2015 - 6/2015	1/1/2015	6/30/2015	
	▶ Payroll Reports 7/2015 - 12/2015	7/1/2015	12/31/2015	
75 TAX FORMS (7)				
	▶ IRS 941 Quarterly Reporting 2010	1/1/2010	12/31/2010	
	▶ State of California - EDD Quarterly Reporting 2010	1/1/2010	12/31/2010	
77 W-2 FORMS (5)				
	▶ 2012 W2's and Year-End Reports	1/1/2012	12/31/2012	

Approved for Manual Review

58 The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: 

GENERAL MANAGER: 

DATE: 5/23/18

DATE: 05/21/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
== Boxes Eligible for Destruction in 2018 ==
OFFSITE

RRS: Accounting - Payroll

RRS ITEM	Box Description	From Date	To Date	Date Eligible	Comments
71 PAYROLL LIABILITIES (5)					
	▶ PAYROLL LIABILITIES 2012 (BOX 1 OF 2)	1/1/2012	12/31/2012	12/31/2017	<i>Approved by [Signature]</i>
	▶ PAYROLL LIABILITIES 2012 (BOX 2 OF 2)	1/1/2012	12/31/2012	12/31/2017	

Number of Offsite Boxes Eligible for Destruction: 2

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

59 APPROVALS

DEPARTMENT HEAD: *[Signature]* DATE: 5/23/18 GENERAL MANAGER: *David M. Padua* DATE: 5/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
== Records Eligible for Destruction in 2018 ==
ONSITE

RRS: Purchasing

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Comments
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123 PURCHASE ORDER FILES (5)

- ▶ Annual Orders (OX)
- ▶ Pressure Regulator Bid Documents

124 REQUISITION LOG (5)

- ▶ PUR-2 OR LOG, FY 2011/12

12/1/2003 12/31/2010
 1/1/2011 5/31/2011
 7/1/2011 6/30/2012

Approved by [Signature]

8 The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]*

DATE: 5/23/18

GENERAL MANAGER:

David W. Johnson

DATE: 05/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
== Boxes Eligible for Destruction in 2018 ==
OFFSITE

RRS: Purchasing

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Box Description	From Date	To Date	Date Eligible	Comments
123	PURCHASE ORDER FILES (5)					
	▶ PURCHASE ORDER FILES - 2011-2012		1/1/2011	12/31/2012	12/31/2017	Approved per [Signature]
	▶ PURCHASE ORDER FILES - FY 2009/10 (OS), FY 2010/11 (OS), FY 2011/12 (OP)		7/1/2009	6/30/2012	12/31/2017	Approved [Signature]

Number of Offsite Boxes Eligible for Destruction: 2

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: [Signature] DATE: 5/23/18 GENERAL MANAGER: David W. Johnson DATE: 05/21/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
 == Records Eligible for Destruction in 2018 ==
ONSITE

RRS: Human Resources

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Comments
115 DEFERRED COMPENSATION FILES (6)					
▶ BEN-4	DEFERRED COMPENSATION 2010		1/1/2010	12/31/2010	
▶ BEN-4	DEFERRED COMPENSATION 2011		1/1/2011	12/31/2011	
234 INS FORM I-9 (Employment Eligibility Verification Form) (T+1)					
▶ I-9 FORMS	2013-2014		1/1/2013	12/31/2014	
119 PERSONNEL FILES (T+3)					
▶ BROWN, MICHAEL	(DOH: 11/11/1985 DOT: 12/30/2010)		11/11/1985	12/30/2010	
▶ CARROLL, GERALD	(DOH: 6/8/1993 DOT: 10/28/2010)		6/8/1993	10/28/2010	
▶ CHO, JIMMIE	(DOH: 3/17/2008 DOT: 4/16/2009)		3/17/2008	4/16/2009	
▶ CLOVER, NEAL	(DOH: 7/2/1979 DOT: 12/30/2010)		7/2/1979	12/30/2010	
▶ IPPOLITO, ANDREA	(DOH: 6/22/2009 DOT: 8/19/2009)		6/22/2009	8/19/2009	
▶ LOFT, LINDSAY	(DOH: 4/25/2005 DOT: 6/11/2009)		4/25/2005	6/11/2009	
▶ MORRISON, ROBERT	(DOH: 11/14/2006 DOT: 5/28/2009)		11/14/2006	5/28/2009	
▶ RAHMATI, ALI	(DOH: 3/31/2008 DOT: 7/16/2010)		3/31/2008	7/16/2010	
▶ RINEHART, JAMIE	(DOH: 6/4/2007 DOT: 7/6/2009)		6/4/2007	7/6/2009	
▶ VALDEZ, HECTOR	(DOH: 10/21/2002 DOT: 7/8/2010)		10/21/2002	7/8/2010	
▶ VALENCIA, JUAN	(DOH: 8/22/2005 DOT: 10/23/2010)		8/22/2005	10/23/2010	
▶ VARGAS, FRANK	(DOH: 8/18/1969 DOT: 12/30/2010)		8/18/1969	12/30/2010	
▶ VELASQUEZ, JOSEPH	(DOH: 12/18/2000 DOT: 3/10/2010)		12/18/2000	3/10/2010	
▶ WILLIAMS, BONNIE	(DOH: 10/19/1991 DOT: 7/24/2009)		10/19/1991	7/24/2009	
235 REIMBURSEMENTS (2)					
▶ BEN-5-2	CERTIFICATION REIMBURSEMENTS 2011-2015		1/1/2011	12/31/2015	
▶ BEN-5-3	EDUCATION REIMBURSEMENTS 2011-2015		1/1/2011	12/31/2015	
▶ BEN-5-7	SAFETY FOOTWEAR REIMBURSEMENTS 2014-2015		1/1/2014	12/31/2015	

Approved per Manual Section

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]* DATE: 5/23/11 GENERAL MANAGER: *[Signature]* DATE: 05/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2018 ==
OFFSITE

RRS: Human Resources

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Box Description	From Date	To Date	Date Eligible	Comments
121	WORKERS' COMPENSATION FILES (AS+5)					Approved per Manuel Garcia
	▶ STATE COMPENSATION AND OPTIONAL BENEFIT PLAN RECORDS (DUPLICATES)		1/1/1981	12/31/1993	12/31/2017	
Number of Offsite Boxes Eligible for Destruction:						1

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: 

DATE: 5/23/18 GENERAL MANAGER:



DATE: 05/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
== Records Eligible for Destruction in 2018 ==
ONSITE

RRS: Facilities and Operations (Operations - Rancho)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Comments
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287 COMPOST RECORDS (5)

▶ ADM-8-3 WEEKLY COMPOST INVENTORY - 2012

1/1/2012 12/31/2012

Approved per
Manuel Sempin

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD:



DATE: 5/16/18 GENERAL MANAGER:



DATE: 05/15/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2018 ==

ONSITE

RRS: Facilities and Operations (Operations - Tapia)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Comments
131	DAILY PLANT LOGS (10)				
	▶ GEN-6-6 TAPIA DAILY JOURNAL (2007)		1/1/2007	12/31/2007	
	▶ GEN-6-7 LIFT STATION #1 DAILY JOURNAL (2007)		1/1/2007	12/31/2007	
	▶ GEN-6-7 LIFT STATION #2 DAILY JOURNAL (2007)		1/1/2007	12/31/2007	
276	ODOR COMPLAINTS (10)				
	▶ GEN-8 ODOR COMPLAINTS - RANCHO 2007		1/1/2007	12/31/2007	
144	REPORTS (3)				
	▶ STA-2-4 NON-NPDES ORDER #79-107 RLV MONTHLY RPTS 2014		1/1/2014	12/31/2014	
	▶ STA-2-4 NON-NPDES PERMIT #64-104 RECLAIMED WATER QTRLY RPTS 2014		1/1/2014	12/31/2014	
	▶ STA-2-4 NPDES PERMIT #CA0056014 EFFLUENT DISPOSAL MONTHLY RPTS JAN - JUN 2014		1/1/2014	6/30/2014	
	▶ STA-2-4 NPDES PERMIT #CA0056014 EFFLUENT DISPOSAL MONTHLY RPTS JUL - DEC 2014		7/1/2014	12/31/2014	
	▶ STA-2-4 NPDES PERMIT #CAG994004 TAPIA GROUNDWATER QTRLY RPTS 2014		1/1/2014	12/31/2014	
	▶ STA-2-4 NPDES REQUIREMENT #CA0056014 PRETREATMENT SEMI-ANNUAL RPTS 2013 #2		7/1/2013	12/31/2013	
	▶ STA-2-4 PEPPERDINE ORDER #94-055 RECLAIMED WATER QTRLY RPTS 2014		1/1/2014	12/31/2014	

Approved by Manuel Sempere

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]* DATE: 5/16/18 GENERAL MANAGER: *[Signature]* DATE: 05/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2018 ==

ONSITE

RRS: Facilities and Operations (Operations - Westlake)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Comments
175	MONITORING FILES (5)				
	▶ FAC-8-4	WESTLAKE RESERVOIR AERATION COMPRESSOR LOG (2010 - 2012)	1/1/2010	12/31/2012	
293	REPORTS (3)				
	▶ WRQ-2-1	WESTLAKE RESERVOIR MONTHLY REPORTS 2014	1/1/2014	12/31/2014	
	▶ WRQ-3-6	WESTLAKE PLANT REPORTS 2014 (MONTHLY)	1/1/2014	12/31/2014	

Approved by: [Signature]
Approved by: [Signature]

86 The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]* DATE: 5/16/18 GENERAL MANAGER: *[Signature]* DATE: 05/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2018 ==
ONSITE

RRS: Resource Conservation - Customer Service

RRS ITEM	Description of Record or File	From Date	To Date	Comments
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94 RETURNED CHECK FILES (1)

- ▶ CUS-9 RETURNED CHECKS - 2015
- ▶ CUS-9 RETURNED CHECKS - 2016

		1/1/2015	12/31/2015	<i>Approved per [Signature]</i>
		1/1/2016	12/31/2016	

Approved [Signature]

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]*

DATE: 5/22/18 GENERAL MANAGER: *[Signature]*

DATE: 05/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2018 ==
ONSITE

RRS: Resource Conservation

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Comments
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185 SUBJECT & CORRESPONDENCE FILES (2AR)

▶ DIS-2-1	CORRESPONDENCE 2008-2009		1/1/2008	12/31/2009	
▶ DIS-2-1	CORRESPONDENCE 2010		1/1/2010	12/31/2010	
▶ DIS-2-1	CORRESPONDENCE 2012		1/1/2012	12/31/2012	
▶ DIS-2-1	CORRESPONDENCE 2013		1/1/2013	12/31/2013	
▶ DIS-2-1	CORRESPONDENCE 2014		1/1/2014	12/31/2014	

Approved per [Signature]
Approved [Signature]

88 The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]* DATE: *5/22/18* GENERAL MANAGER: *[Signature]* DATE: *05/31/18*

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2018 ==
 ONSITE

RRS: General Manager

RRS ITEM	Description of Record or File	From Date	To Date	Comments
7 CONTRACT FILES (CM+4)				
▶	CON-1 AECOM - 1235-FT BACKBONE IMPS REYES ADOBE BRIDGE CROSSING CHANGES IN SCOPE 03/03/11-11/03/11	---	11/30/2011	<p><i>Approved per Manual Sample</i></p> <p><i>Approved per Manual Sample</i></p>
▶	CON-1 AECOM TECHNICAL SERVICES - AS NEEDED ENGINEERING SERVICES, INCLUDING TASK ORDERS 07/01/12 - 06/30/13	---	6/30/2013	
▶	CON-1 AECOM TECHNICAL SERVICES - AS NEEDED ENGINEERING SERVICES, INCLUDING TASK ORDERS 08/01/11 - 06/30/12	---	6/30/2012	
▶	CON-1 AECOM TECHNICAL SERVICES - BID DOCUMENT 1235-FT BACKBONE IMPR 5 MG TANK 11/13/12 - 03/31/13	---	3/31/2013	
▶	CON-1 AECOM TECHNICAL SERVICES - ELECTRICAL SUPPORT SERVICES 1 MW SOLAR PROJECT 08/08/13 - 08/23/13	---	8/23/2013	
▶	CON-1 AECOM TECHNICAL SERVICES - PREQUAL BIDDING PKG 1235-FT BACKBONE IMPR 5MG TANK 07/01/13 - 10/31/13	---	10/31/2013	
▶	CON-1 AECOM USA - AS NEEDED ENGINEERING SERVICES 07/01/10 - 06/30/11	---	12/31/2011	
▶	CON-1 AGROMIN, INC. - SUPPLY & DELIVER COMPOST AMENDMENT FOR COMPOST PICKUP & DISPOSAL 05/06/13 - 10/12/13	---	10/12/2013	
▶	CON-1 ASSOCIATED SOUTHERN INVESTMENT CO. - LICENSE FOR WATER DISTRIBUTION LINE 09/27/65 - 09/27/67	---	9/27/1967	
▶	CON-1 ASSOCIATED SOUTHERN INVESTMENT CO. - RECLAIMED WATERLINE 03/28/66 - 07/11/73	---	7/11/1973	
▶	CON-1 BOYLE ENGINEERING - ENGINEERING SERVICES & TASK ORDERS 07/10/2001 - 06/30/02	---	6/30/2002	
▶	CON-1 BOYLE ENGINEERING - ENGINEERING SERVICES 07/01/04 - 01/31/06	---	1/31/2006	
▶	CON-1 BOYLE ENGINEERING - TAPIA WATER RECLAMATION FACILITY BIOLOGICAL NUTRIENT REDUCTION 04/02/07-12/31/08	---	12/31/2008	
▶	CON-1 BOYLE ENGINEERING - TASK ORDER WESTLAKE DAM STABILITY & SAFETY EVALUATION 04/09/03 - 06/30/03	---	6/30/2003	

89 The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]*

DATE: 5/16/18

GENERAL MANAGER: *[Signature]*

DATE: 05/31/18

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2018 ==
 ONSITE

RRS: General Manager

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Comments
7 CONTRACT FILES (CM+4)					
▶	CON-1 BOYLE ENGINEERING - TASK ORDERS ISSUED UNDER AGREEMENT DATED 09/29/02 - 06/30/04		---	6/30/2004	
▶	CON-1 CALIFORNIA FUJI (MALIBU COUNTRY CLUB) - MEMORANDUM UNDERSTANDING RECYCLED WATER MALIBU CC 01/15/03 -		---	1/5/2008	
▶	CON-1 CALIFORNIA, STATE OF - DIVISION OF HIGHWAYS BLANKET CONTRACT E-7852 07/01/70 - 06/30/72		---	6/30/1972	
▶	CON-1 CALIFORNIA, STATE OF - DIVISION OF HIGHWAYS CONTRACT U-7797 03/01/65 - 06/30/65		---	6/30/1965	
▶	CON-1 CIVILTEC ENGINEERING INC.- MALIBU BOWL WATERLINE PROJECT 04/22/13 - 05/30/13		---	5/30/2013	
▶	CON-1 ENR DESIGN ARCHITECTURE - DESIGN PHASE 1 BUILDING NO. 1 IMPROVEMENTS 03/06/12 - 03/31/12 - 05/31/13		---	5/31/2013	
▶	CON-1 G.I. INDUSTRIES - PROVIDE RUBBISH SERVICES 03/15/06 - 03/14/07		---	3/14/2007	
▶	CON-1 GEOLABS WESTLAKE VILLAGE - 18" RAW PIPELINE TAPIA STATE PARK-CAMP DAVID GONZALES 02/19/13 - 06/30/13		---	6/30/2013	
▶	CON-1 GEOLABS WESTLAKE VILLAGE - GEOTECH SERVICES MALIBU BOWL WATER REPLACEMENT 08/28/12 - 02/28/13		---	2/28/2013	
▶	CON-1 HDR ENGINEERING - 18-INCH RAW PIPE CONSTRUCTION PHASE 02/04/13 - 09/30/13		---	9/30/2013	
▶	CON-1 HDR ENGINEERING - EQUESTRIAN TANK INSPECTION 09/25/12 - 02/28/13		---	2/28/2013	
▶	CON-1 HDR ENGINEERING - RESERVOIR 2 IMPROVEMENTS STUDY 10/02/12 -		---	3/1/2013	
▶	CON-1 HDR ENGINEERING - SURVEY DAMAGE TO SOLAR GENERATION PROJECT PROPERTY 11/07/13 - 12/02/13		---	12/2/2013	
▶	CON-1 JCI JONES CHEMICALS - SODIUM HYPOCHLORITE 08/09/12 - 09/03/13		---	9/3/2013	
▶	CON-1 KENNEDY/JENKS CONSULTANTS - 1235-FT BACKBONE IMPR PROG CALABASAS AGOURA HILLS 01/26/10 - 01/31/13		---	1/31/2013	

Approved for Manual Search

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

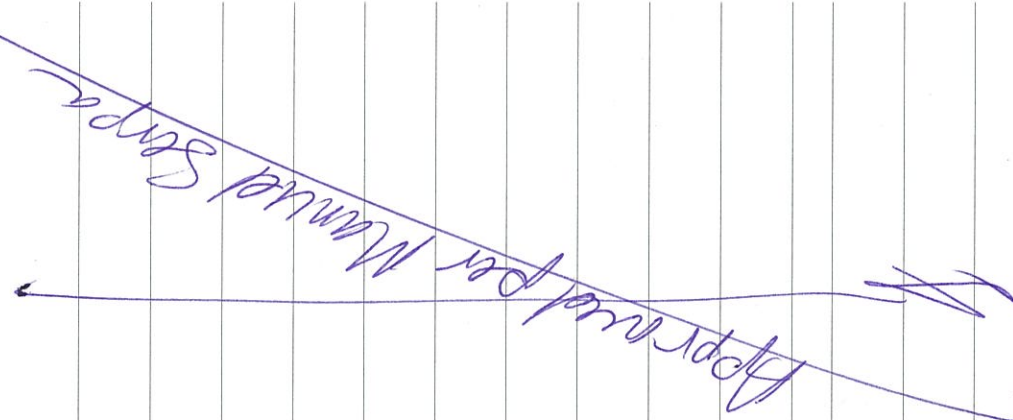
APPROVALS

DEPARTMENT HEAD: *Josely Dyman* DATE: *5/16/18* GENERAL MANAGER: *David M. Johnson* DATE: *05/31/18*

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2018 ==
 ONSITE

RRS: General Manager

RRS ITEM	Description of Record or File	From Date	To Date	Comments
7 CONTRACT FILES (CM+4)				
▶	CON-1 KENNEDY/JENKS CONSULTANTS - 1235-FT BACKBONE IMPR PROG CALABASAS PIPELINE 02/12/13 - 06/30/13	---	6/30/2013	<i>Approved per Manual Section</i> 
▶	CON-1 KENNEDY/JENKS CONSULTANTS - DESIGN REPLACEMENT 10-INCH WATER LINE CALABASAS ROAD 05/20/13 - 09/08/13	---	9/8/2013	
▶	CON-1 KENNEDY/JENKS CONSULTANTS - WESTLAKE VILLAGE BUSINESS PARK SPECIFIC PLAN 03/13/13 - 05/24/13	---	5/24/2013	
▶	CON-1 LVUSD/LVMWD WEATHER STATION - PERMIT TO USE LAND 12/24/96 - 12/24/98	---	12/24/1998	
▶	CON-1 MNS ENGINEERS, INC. - TAPIA RECLAMATION FACILITY PRIMARY CLARIFIER REHAB 06/13/13 - 10/31/13	---	10/31/2013	
▶	CON-1 MSO TECHNOLOGIES - TASK ORDER RAMERA RIDGE PRESSURE REDUCING STATION AUTOMATION 01/28/03 - 06/30/03	---	6/30/2003	
▶	CON-1 MSO TECHNOLOGIES - TASK ORDER TAPIA FILTER AUTOMATION 03/29/04 - 06/30/05	---	6/30/2005	
▶	CON-1 MSO TECHNOLOGIES - WESTLAKE FILTRATION PLANT & PUMP STATION CONTROLS UPGRADE 05/22/01 - 06/30/02	---	6/30/2002	
▶	CON-1 MWD - ALTERNATIVE IRRIGATION SCHEDULING LETTER AGREEMENT 19139 01/01/99 - 12/31/99	---	12/31/1999	
▶	CON-1 MWH - UPDATE NUTRIENT REDUCTION MEASURE LOW N AND P 01/22/13 - 03/26/13	---	3/26/2013	
▶	CON-1 NAI CAPITAL - NEGOTIATE LEASE 02/16/11 - 08/14/13	---	8/14/2013	
▶	CON-1 PADRE ASSOCIATES - IMPLEMENTATION MITIGATION MEAS MULHOLLAND POTABLE WATERLINES 07/25/06-07/31/07	---	7/31/2007	
▶	CON-1 PHOENIX CIVIL ENGINEERING - CALABASAS PARK ESATES WATER SYSTEM EVALUATION 03/06/13 - 03/29/13	---	3/29/2013	
▶	CON-1 PIERCE COLLEGE - LEASE OF FARM LANDS RANCHO LAS VIRGENES 03/01/85 - 03/01/86	---	3/1/1986	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *Joselyne* DATE: *5/16/18* GENERAL MANAGER: *David W. Johnson* DATE: *05/31/18*

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
 == Records Eligible for Destruction in 2018 ==
 ONSITE

RRS: General Manager

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Comments
7	CONTRACT FILES (CM+4)				
▶	CON-1 PIERCE COLLEGE - LEASE OF FARM LANDS RANCHO LAS VIRGENES 06/01/01 - 05/31/11		---	5/31/2011	<i>Approved for Manual Review</i>
▶	CON-1 PIERCE COLLEGE - LEASE OF FARM LANDS RANCHO LAS VIRGENES 06/01/02 - 05/31/11		---	5/31/2011	
▶	CON-1 POLYDYNE, INC. - SUPPLY & DELIVER POLYMER 09/12/12 - 09/30/13		---	9/30/2013	
▶	CON-1 RBF CONSULTING - LEGAL DESCRIPTIONS & EXHIBITS SOLAR ENERGY PROJECT 04/02/13 - 04/16/13		---	4/16/2013	
▶	CON-1 RBF CONSULTING - TENTATIVE SUBDIVISION MAP 4232 LAS VIRGENES ROAD 10/25/12 - 04/11/13		---	4/11/2013	
▶	CON-1 RINCON CONSULTANTS - OAK TREE SURVEY FOR 5-MILLION GALLON TANK 06/19/13 - 08/31/13		---	8/31/2013	
▶	CON-1 RMC WATER & ENVIRONMENT - MODIFICATIONS TO FLOW DIVERSION STRUCTURE EL CAJON AVE 03/24/09 - 06/23/09		---	6/23/2009	
▶	CON-1 SALVATION ARMY - TAPIA WRF LEASE OF RECREATION LAND 06/04/12 - 06/04/13		---	6/4/2013	
▶	CON-1 W.A. LITTEN - RANCHO LAS VIRGENES AGRICULTURAL SERVICES - 06/27/1994- 06/27/99		---	6/27/1999	
18	SUBJECT & CORRESPONDENCE (2AR)				
▶	ADM-1-1 GENERAL MANAGER CORRESPONDENCE - 2010-2013		---	12/31/2013	
▶	ADM-1-1 GENERAL MANAGER CORRESPONDENCE - 2014		---	12/31/2014	
▶	BRD-1-2 BOWMAN, JOSEPH - CORRESPONDENCE 2009 - 2011		---	12/31/2011	
▶	BRD-1-2 STEINHARDT, BARRY - CORRESPONDENCE 2010 - 2011		---	12/31/2011	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *Ledyggyman* DATE: *5/16/18* GENERAL MANAGER: *Daniel M. Johnson* DATE: *05/31/18*
WRB

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
== Boxes Eligible for Destruction in 2018 ==
OFFSITE

RRS: General Manager

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Box Description	From Date	To Date	Date Eligible	Comments
1	AGENDA PACKETS (10)	▶ AGENDA PACKETS 2007	1/9/2007	12/25/2007	12/31/2017	Approved per Manuel Serran

Number of Offsite Boxes Eligible for Destruction: 1

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]* DATE: *05/31/18*
 GENERAL MANAGER: *[Signature]* DATE: *05/31/18*



July 10, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Annual Print Services: Award

SUMMARY:

On May 16, 2018, a request for bids was issued for annual print services. The services were divided into three categories to allow flexibility for bidders that may not be able to provide all of the services, while the award basis was left to the discretion of the District, by category or comprehensively, depending on the option deemed to be most fiscally prudent. A sampling of known print items was used for the basis of bidding, while funds for additional items are proposed to be included in the final purchase order. Staff recommends a comprehensive award to International Printing and Typesetting, Inc. (ITP), for an annual amount not to exceed \$50,000.

RECOMMENDATION(S):

Accept the bid from International Printing and Typesetting, Inc., and authorize the General Manager to issue a purchase order for an annual amount not to exceed \$50,000 with four one-year renewal options.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total annual cost of printing is estimated to be \$50,000. The cumulative total would be \$250,000, if all renewal options are exercised. Sufficient funds are available in the adopted Fiscal Year 2018-19 Budget and will be proposed in future year budgets.

DISCUSSION:

Background:

The District requires several different types of printing services for various forms, envelopes, letterhead, business cards, door hangers, tags and brochures throughout the year. Rather than seeking individual quotes on a case-by-case basis, a request for bids was issued to ensure consistent pricing for the duration of the purchase order, streamline the ordering process, reduce turn-around time to allow for expedited delivery and secure a volume discount for the District.

Print services were separated into three categories and the request for bids was structured to allow for multiple award, if financially prudent, so as not to exclude a potential bidder that may not be able to provide services for all three categories.

Bid Process:

A request for bids was posted on the District's website, advertised in *The Acom* and sent to 11 different vendors that previously expressed interest in printing services. Three responses were received and publicly opened. IPT submitted the lowest, responsible comprehensive bid, based on the sample quantities specified for the basis of bidding, in the amount of \$42,355.47.

To create an even bid comparison platform, three categories were created based on historical service needs of the District. Each category of service included a list of items and quantities typically required over a one-year period. The requested purchase order approval amount of \$50,000 exceeds the bid total to allow for fluctuations in need and to reflect actual print orders during the fiscal year.

A "market-basket" approach, based on repeat purchases and current anticipated print jobs, was used for this bid. The services were divided into the following three categories: (1) letterhead, envelopes and labels, (2) billing supplies, brochures and informational items, and (3) door hangers, tags and padded forms. Bidders were not required to bid on all three categories of work. In accordance with the Instructions to Bidders, the bids were evaluated by category and comprehensively.

A comprehensive award to IPT is recommended as the most cost-effective approach. There would be a minimal cost-savings of \$106.46 for Category 2 services offered by Minuteman Press, but any savings would be offset by the additional cost of maintaining two separate purchase orders.

IPT submitted a bid for all three sample quantity categories totaling \$42,355.47, with \$30,677.28 for Category 2 services. Minuteman Press submitted a bid in the amount of \$30,570.82 for Category 2 services only. An additional bid was received from Jano Graphics; however, the bid was disqualified for irregularities identified during the review process.

A copy of the bid submitted by IPT is attached.

Bid Summary:

Bidder	Cat. 1	Cat. 2	Cat. 3	Total Bid
IPT	\$ 3,854.40	\$ 30,677.28	\$ 7,823.79	\$ 42,355.47
Minuteman Press		\$ 30,570.82		n/a
Jano (DQ*)	\$ 3,598.60	\$ 36,406.95	\$ 5,475.27	\$ 45,480.82

* DQ=Disqualified

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

An annual purchase order for print services provides staff with a streamlined process for placing print orders, while ensuring competitive pricing and adherence to the District's purchasing policies.

Prepared by: Gretchen Bullock, Purchasing Supervisor

ATTACHMENTS:

Bid from International Printing and Typesetting, Inc.

Las Virgenes Municipal Water District
Bid Form-Schedule
Annual Print Services

The undersigned states and declares as follows: that the bidder has carefully read and examined the Bid Documents; Bid Notice; Instruction to Bidders; Bid Specifications including exhibits; Bid Form-Schedule; and that the bidder will comply with the bid terms and conditions. The undersigned agrees to supply and deliver materials in strict conformity with the specifications and instructions enclosed with the Invitation for Bids for the prices set forth below in this bid schedule.

It is understood that this bid shall remain open and shall not be withdrawn for a period of ninety (90) days from the date prescribed for the opening of the bid.

It is further agreed that the materials/services to be furnished under this bid shall be delivered at such time and in such quantities as called for by the Las Virgenes Municipal Water District. The duration of the order shall be one year with four possible one-year renewals for a maximum period of five years.

Materials/Services to be furnished under this bid shall be delivered FOB Destination Freight Pre-Paid and Allowed to Las Virgenes Municipal Water District, Building 7, 4232 Las Virgenes Road, Calabasas, CA 91302, or designated District vendor delivery address, within 20 days after receipt of order (ARO) release.

All bidders are required to submit with their bid:

- a. Completed Bid Form-Schedule (10 pages)
- b. Qualification Summary (1 page maximum)
- c. References (1 page maximum)
- d. Specific Inflation Indicator

The bidder's authorized officer identified below hereby declares that the representations in this bid are true and correct and of my own personal knowledge, and that these representations are made under penalty of perjury under the laws of the State of California, and that I am duly authorized to bind this bidder to this bid.

>>>continued on next page<<<

Category 1: Letterhead, Envelopes, & Business Cards					
Bid Item No.	Projected Annual Quantity	Unit of Measure UOM	Description Refer to Bid Scope & Specifications for detailed description	Unit Price	Extended Price
1-1	5000	sheet	Letterhead Estimated on 24# Strathmore Writing	0.15	750.00
		lump sum	Set-up Fee Initial		30.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
			LA County Sales Tax (9.5%)		74.10
			Total Cost Bid Item 1-1		\$ 854.10
1-2	5000	each	Envelope #10	0.13	650.00
		lump sum	Set-up Fee Initial		30.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
			LA County Sales Tax (9.5%)		64.60
			Total Cost Bid Item 1-2		\$ 744.60
1-3	20	box	Business Cards-Box of 500	48.00	960.00
		lump sum	Set-up Fee Initial		30.00
		lump sum	Blank Stock Master (if applicable one-time fee for stated quantity)		420.00
		lump sum	Set-up Fee Recurring Run		0.00

		lump sum	Miscellaneous		0.00
			LA County Sales Tax (9.5%)		133.95
			Total Cost Bid Item 1-3		\$ 1,543.95
1-4	2000	sheets	Mailing Labels—sheets of 6	0.31	620.00
		lump sum	Set-up Fee Initial		30.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
			LA County Sales Tax (9.5%)		61.75
			Total Cost Bid Item 1-4		\$ 711.75
Category 1: Letterhead, Envelopes, & Business Cards					
Total Bid Amount					\$ 3,854.40
Category 1 Written Bid Amount:					
Three Thousand Eight Hundred Fifty-Four Dollars and Forty Cents					

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Category 2: Billing Supplies, Brochures and Informational Items

Bid Item No.	Projected Annual Quantity	Unit of Measure UOM	Description Refer to Bid Scope & Specifications for detailed description	Unit Price	Extended Price
2-1	183,000	each	The Current Flow Newsletter	0.09	16,470.00
		lump sum	Set-up Fee Initial		0.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
			Tax on 3000 pieces only LA County Sales Tax (9.5%)		25.65
			Total Cost Bid Item 2-1		\$ 16,495.65
2-2	42,000	each	Annual Water Quality Report	0.17	7,140.00
		lump sum	Set-up Fee Initial		0.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
			Tax on 500 pieces only LA County Sales Tax (9.5%)		8.08
			Total Cost Bid Item 2-2		\$ 7,148.08
2-3	400	each	Water Awareness Calendar	4.08	1,632.00
		lump sum	Set-up Fee Initial		0.00
		lump sum	Set-up Fee Recurring Run		0.00

		lump sum	Miscellaneous		0.00
			LA County Sales Tax (9.5%)		155.04
			Total Cost Bid Item 2-3		\$ 1,787.04
2-4	5000	each	Full Color Multi-fold Brochure	0.17	850.00
		lump sum	Set-up Fee Initial		0.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
			LA County Sales Tax (9.5%)		80.75
			Total Cost Bid Item 2-4		\$ 930.75
2-5	1500	packet	Welcome Packets	0.42	630.00
		lump sum	Set-up Fee Initial		80.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
			LA County Sales Tax (9.5%)		67.45
			Total Cost Bid Item 2-5		\$ 777.45
2-6	1200	sheet	Bill Insert Three Color	0.37	444.00
		lump sum	Set-up Fee Initial		30.00

		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
			LA County Sales Tax (9.5%)		45.03
			Total Cost Bid Item 2-6		\$ 519.03
2-7	100,500	each	Bill Insert Full Color	0.03	3,015.00
		lump sum	Set-up Fee Initial		0.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
			Tax on 1500 pieces only LA County Sales Tax (9.5%)		4.28
			Total Cost Bid Item 2-7		\$ 3,019.28
Category 2: Billing, Brochures, & Informational Items					
Total Bid Amount					\$ 30,677.28
Category 2 Written Bid Amount:					
Thirty Thousand Six Hundred Seventy-Seven Dollars and Twenty-Eight Cents					

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Category 3: Miscellaneous—Door Hangers, Tags, & Padded Forms

Bid Item No.	Projected Annual Quantity	Unit of Measure UOM	Description Refer to Bid Scope & Specifications for detailed description	Unit Price	Extended Price
3-1	2500	each	Vinyl Tag 1 sided print	0.47	1,175.00
		lump sum	Set-up Fee Initial		30.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
			LA County Sales Tax (9.5%)		114.48
			Total Cost Bid Item 3-1		\$ 1,319.48
3-2	2500	each	Vinyl Tag 2 sided print	0.89	2,225.00
		lump sum	Set-up Fee Initial		30.00
		lump sum	Set-up Fee Recurring Run		
		lump sum	Miscellaneous		
			LA County Sales Tax (9.5%)		214.23
			Total Cost Bid Item 3-2		\$ 2,469.23
3-3	2500	each	Small Vinyl Tag 1 sided print	0.47	1,175.00
		lump sum	Set-up Fee Initial		30.00
		lump sum	Set-up Fee Recurring Run		0.00

		lump sum	Miscellaneous		0.00
		lump sum			
			LA County Sales Tax (9.5%)		114.48
			Total Cost Bid Item 3-3		\$ 1,319.48
3-4	12,500	each	Door Hanger 2 sided print, black	0.12	1,500.00
		lump sum	Set-up Fee Initial		20.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
		lump sum			
			LA County Sales Tax (9.5%)		144.40
			Total Cost Bid Item 3-4		\$ 1,664.40
3-5	5000	each	Door Hanger 2 sided print, color	0.16	800.00
		lump sum	Set-up Fee Initial		30.00
		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
		lump sum			
			LA County Sales Tax (9.5%)		78.85
			Total Cost Bid Item 3-5		\$ 908.85
3-6	40	pads	Application for Water/Sewer Service	2.75	110.00
		lump sum	Set-up Fee Initial		20.00

		lump sum	Set-up Fee Recurring Run		0.00
		lump sum	Miscellaneous		0.00
		lump sum			
			LA County Sales Tax (9.5%)		12.35
			Total Cost Bid Item 3-6		\$ 142.35
Category 3: Miscellaneous—Door Hangers, Tags, & Padded Forms					\$ 7,823.79
Total Bid Amount					
Category 3 Written Bid Amount:					
Seven Thousand Eight Hundred Twenty-Three Dollars and Seventy-Nine Cents					

Additional Fees			
Bid Item No.	Unit of Measure UOM	Description Refer to Bid Scope & Specifications Additional Conditions 6. for details	Unit Price
5-1	hourly	Computer Time/File Intervention - Hourly Rate billable in increments of .25	\$ 45.00
5-2	each proof	High Resolution Proof Fee (if any)	\$ 40.00
5-3	Inflation Indicator for renewal periods (if any): Bureau of Labor Statistics Consumer Price Index		

List any exceptions to bid specifications or notes in space below and continue to next page for signatures:

Qualifications Page Attached

Reference Page Attached

Addendum Acknowledgement (*check box and sign for each addendum issued, leave blank if no addendum issued*):

Addendum #1

Signed: 

Addendum #2

Signed: _____

Addendum #3

Signed: _____

Addendum #4

Signed: _____

Bidder:

International Printing & Typesetting

06/18/2018

Corporate Name of Bidder

Date

By: 

Authorized Signature

Title: _____

President

Todd Wallace

twallace@iptexpress.com

Print Name

E-mail

17411 Chatsworth St. Suite 102,

(818) 363-7931

Phone

Granada Hills, CA 91344

(818) 606-8155

Address

Mobile

>>>All 10 pages of this Bid-Form Schedule MUST be submitted<<<

(When not submitting a bid for a category indicate "NO BID" in Category Total Bid Amount section)



July 10, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject : CASA Annual Business Meeting: Board of Directors Election and Dues Resolution

SUMMARY:

On August 9, 2018, the California Association of Sanitation Agencies (CASA) will hold its annual business meeting during the 63rd Annual Conference in Monterey. The agenda for the meeting includes election of four directors and approval of a dues resolution for Fiscal Year 2019. Based on CASA bylaws, members are asked to approve a slate of four directors recommended by a Nominating Committee. Attached is a memo from CASA President Paul Bushee, which includes background information on the recommended slate of directors and the proposed dues resolution.

RECOMMENDATION(S):

Designate and authorize a Board Member to cast the District's vote in favor of the four-member slate of directors and approval of the dues resolution for Fiscal Year 2019 for the California Association of Sanitation Agencies.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The proposed resolution reflects a four percent increase in member dues, which corresponds to approximately \$771 annually for the District. Sufficient funds are available in the adopted Fiscal Year 2018-19 Budget for the membership dues.

GOALS:

Lead in Sanitation and Recycled Water Services Focusing on Maximum Reuse

Prepared by: David W. Pedersen, General Manager

ATTACHMENTS:

Memo from CASA President Paul Bushee



June 22, 2018

TO: CASA Member Agencies
FROM: Paul Bushee, President
SUBJECT: **CASA ANNUAL BUSINESS MEETING—AUGUST 9-10, Monterey Marriott, Monterey, CA**

CASA Members,

CASA will hold its annual business meeting on August 9-10, 2018 during the Annual Conference at the Monterey Marriott in Monterey. The agenda for the meeting is as follows:

Election of the Directors for FY 2018

The membership will be asked to approve a slate of four nominees for the open seats on the Board of Directors. The Directors will serve three year terms. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are:

- Tim Becker, Oro Loma Sanitary District (Director-North)
- Craig Elitharp, Director, Vallecitos Water District (Director-South)
- Georgean Vonheeder-Leopold, Dublin San Ramon Services District (Director-North)
- Roland Williams, Castro Valley Sanitary District (Manager-North)

Brief biographies of the nominees are attached.

The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President. If elected, the four Directors will join eight incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Layne Baroldi from Synagro, to a one-year term.

The election will take place by written ballot at the conference. Agency representatives attending the meeting may cast their votes up until 5:00 p.m. on Thursday, August 9, 2018.

The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms.

Approval of the Dues Resolution for FY 2019

The attached dues resolution proposes a four percent (4%) increase in member dues to reflect the change in the CPI. CASA's dues were last increased by vote of the membership in August 2016. The additional revenue is needed to allow CASA to continue to provide excellent service to the membership. The FY 2019 budget includes other revenue enhancements such as new member dues and fees for specialty seminars.

The members will be asked to approve the dues resolution during the conference luncheon.

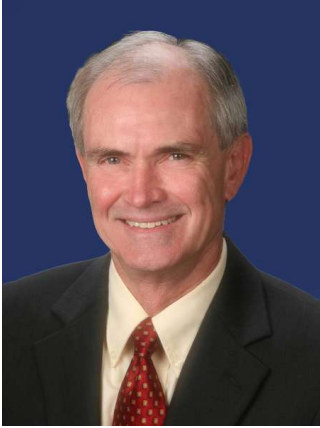
In addition to the action items, at the conference members will receive for their information the FY 2019 Budget, approved by the Board on June 18, 2018, and year-end FY 2018 Treasurer's Report.

During my term as President, CASA's influence and effectiveness have grown. We have assembled a talented and dedicated team of professionals that continues to perform at a high level on behalf of our members. CASA has been the recognized leader on multiple legislative, regulatory and policy issues. Increasingly, our partners look to us to lead the way on issues as diverse as microplastics, accessory dwelling units, organics diversion and energy. Legislators, regulators, and policymakers are increasingly reaching out to CASA for input on complex issues. CASA has helped to shape several key initiatives, including the SB 1383 organics diversion regulations, the SRF implementation plan, the revised recycled water policy and many others.

I look forward to seeing you in Monterey to explore the new basics for wastewater utilities.

Nominees for the CASA Board of Directors FY 2019

Timothy Becker



Timothy Becker has more than 30 years of experience providing environmental consulting services to both the public and private sectors related to hazardous waste, solid waste and wastewater issues. He serves as president and principal scientist for Environmental Guidance, Inc.

In 2007, Tim was appointed to the Oro Loma Sanitary District Board of Directors, was elected to the position in 2008 and was re-elected in 2010 and 2014. He is Chairman of the Construction Committee and a member of the Operations & Maintenance Committee. Tim was appointed as a Commissioner to the East Bay Dischargers Authority (EBDA) in July 2016. Tim chairs the Regulatory Affairs Committee and is a member of the Personnel Committee. EBDA serves a population of approximately 800,000 in the East Bay region of the San Francisco Bay Area.

Tim received his Bachelor of Business Administration from the University of Texas at El Paso, and a Master of Science in geology from the University of Oregon.

Craig Elitharp



Craig Elitharp was elected to the Division 3 seat of the Vallecitos Water District Board of Directors in 2014 and served as Board President in 2017. He was appointed to the Board of the Encina Wastewater Authority in 2014 as one of two Vallecitos Water District representatives and currently serves as Chairman of the Encina Wastewater Authority Policy and Finance Committee.

Craig retired from the Rancho California Water District with nearly 25 years of experience there in the roles of Civil Engineer, Operations Manager and Director of Operations and Maintenance. Prior experience includes 4 years as a Civil Engineer with the Navy Public Works Center in San Diego and 6 years as a Civil Engineer with the US Forest Service on National Forests in Arkansas and Virginia.

Craig is a Registered Civil Engineer in California and holds State Water Resources Control Board certifications as a Grade 5 Water Distribution Operator and Grade 3 Water Treatment Operator. He is a 1979 graduate of the College of Environmental Sciences and Forestry at Syracuse University, receiving a Bachelor of Science degree in Forest Engineering.

Georgean Vonheeder-Leopold, Director



Georgean Vonheeder-Leopold has been an active member of CASA for more than 15 years. Also a Director on the Dublin San Ramon Services District Board, she brings years of public service and experience to the CASA Board. In 1977, while raising four children, Georgean became active in local government, scouting, and youth sports. She worked on the campaign to incorporate Dublin and San Ramon as cities and then served on the first Dublin Planning Commission, which was tasked with writing the first General Plan. She then became a member of the Dublin City Council, just in time to approve the General Plan.

Active in public service for more than 35 years, Georgean has served on various city and county commissions as well as a host of nonprofit boards. She has lived in Dublin since 1971 and recently retired from a long career in tax accounting.

Roland Williams, Director



Roland Williams is the General Manager of the Castro Valley Sanitary District (CVSan). He has been with CV San 19 years, 12 years as the General Manager. Prior to coming to CVSan, Roland worked for Harris and Associates as a project manager and owner's representative on wastewater treatment plant projects. He has served on the CASA Utility Leadership Committee and is a member of CWEA, WEF, APWA, and has held various volunteer roles with these organizations. He is a father of two adult children and grandfather of two. His hobbies include fitness training, reading, travel, and spending time with family.



CASA Annual Membership Dues

Annual membership dues shall be determined as follows:

1. **Active Member.** Dues are based on the member agency's annual operations and maintenance budget. The dues schedule for calendar year 2019 shall be:

Agency Operations & Maintenance Budget	2019 Dues
Up to \$500,000	\$ 890
\$500,001 - \$1,000,000	\$ 1671
\$1,000,001 - \$2,500,000	\$ 4456
\$2,500,001 - \$5,000,000	\$ 8913
\$5,000,001 - \$10,000,000	\$ 13,370
\$10,000,001 - \$20,000,000	\$ 16,711
\$20,000,001 - \$100,000,000	\$ 20,053
\$100,000,001 and over	\$ 27,851

2. **Associate Member.** Dues for associate members shall be:

Associate member firms with 1-5 employees	\$ 475
Associate member firms with 6-15 employees	\$ 957
Associate member firms with 16-29 employees	\$ 1,427
Associate member firms with 30-74 employees	\$ 1,906
Associate member firms with 75-120 employees	\$ 2,396
Associate member firms with over 121 employees	\$ 2,875

3. **Honorary Member.** There shall be no dues for honorary members.

Adopted by the California Association of Sanitation Agencies at its annual conference held in Monterey, California on August 10, 2018.

ATTEST:

X _____

Tim Becker
Secretary - Treasurer



July 10, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject : Deerlake Ranch Tract No. 53138: District Financial Participation in Storage and Pumping Facilities

SUMMARY:

On September 12, 2017, the Board approved the Water System Design Report (WSDR) for Tract No. 53138, Deerlake Ranch, including financial participation for construction of the following facilities as part of the development:

- a 600,000-gallon potable water storage tank concurrent with Phase 2, and
- 900 gallon per minute (gpm) of additional pumping capacity at the Twin Lakes Pump Station, consisting of 500 gpm of stand-by pumping capacity concurrent with Phase 2 and 400 gpm of additional pumping capacity concurrent with Phase 3.

The cost of these required improvements was incorporated into the calculation of the capacity fees required to be paid by the developer, which was the reason for the Board's approval of financial participation described in the WSDR. However, the WSDR did not include a determination of the level of financial participation. Based on the analyses described in this report, staff recommends approval of a maximum total level of financial participation in the amount of \$2,352,225, consisting of a not-to-exceed amount of \$1,425,244 for the tank and a not-to-exceed amount of \$926,981 for pumping improvements.

A participation agreement would be prepared to define the limits and conditions of financial participation, approved as to form by District Legal Counsel, and executed by the developer and General Manager. The total amount of capacity fees for the project are estimated to be \$4,738,574.

RECOMMENDATION(S):

Approve a maximum total level of financial participation in the amount of \$2,352,225, consisting of a not-to-exceed amount of \$1,425,244 for a potable water storage tank and a not-to-exceed amount of \$926,981 for pumping improvements; and authorize the General Manager to prepare and execute a participation agreement to define the limits and conditions

of the financial participation, in a form approved by District Legal Counsel, for Deerlake Ranch Tract No. 53138.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The adopted Fiscal Year 2018-19 Budget includes \$465,000, and the Fiscal Year 2019-20 Budget Plan includes \$700,000, for financial participation in Deerlake Ranch Tract 53138. As the costs are better defined, any necessary appropriations will be recommended for approval by the Board.

DISCUSSION:

Rational for Financial Participation:

The 2014 Potable Water Master Plan Update identified an additional 1.5 million gallons of storage and 1,878 gallons per minute of pumping capacity that would be needed for the Twin Lakes Subsystem to meet future demand. The estimated cost of these future improvements was included in the total estimated cost of \$32,159,050 for facilities needed to support future demands in the District. This total cost was escalated to 2015 dollars and used in the District's 2016 Capacity Fee Study to determine the incremental portion of the potable water capacity fee.

The developer of Deerlake Ranch Tract No. 53138 is required to pay a capacity fee for each water meter that will be installed, including the incremental portion that is intended to fund facilities for future growth in the District such as those identified for the Twin Lakes Subsystem. Table 1 below shows the various components of the total potable water capacity fee of \$15,809 for a 3/4-inch meter without a regulator, effective on July 1, 2019. Larger meters have a higher capacity fee, and the developer will be required to pay fees based on the actual sizes of the meters installed.

Table 1

Construction (91%)		Conservation (9%)
Incremental (20%)	Buy - In (71%)	
\$3,018	\$10,715	\$1,358

Admin, meter and meter installation costs add \$719.

Based on 3/4-inch meter without a regulator, effective July 1, 2019.

Tract No. 53138 consists of 314 residential lots that will be constructed in three phases. Assuming 3/4-inch meters will be installed and that the capacity fees are taken to revenue after July 1, 2019, the capacity fee would be \$4,738,574 (not including the cost of administration,

meter and meter installation), including an incremental portion of \$947,652. However, it should be noted that the District uses a “postage stamp” model for its capacity fees, meaning that the same fee is paid throughout the District regardless of the location of the facilities needed to meet future demands.

Storage Contribution:

The WSDR determined that an additional 600,000 gallons of storage would be required in the Twin Lakes Subsystem to serve Tract No. 53138. The 2014 Master Plan Update did not specifically address proposed Tract No. 53138 but rather evaluated the total future needs in the Twin Lakes Subsystem.

In estimating the costs for storage, the Master Plan Update developed a base cost of storage per subsystem and added a 35% allowance to account for engineering, environmental review, administrative cost and a contingency.

As shown below in Tables 6-7 and 6-13 of the Master Plan Update, the base cost identified for future storage totaling 1,510,000 gallons for the Twin Lakes Subsystem was \$2,596,000, which corresponds to approximately \$1.72 per gallon. For 600,000 gallons of storage, the base cost would be \$1,032,000 with a 35% allowance of \$361,200. The 2016 Capacity Fee Study escalated the 2014 estimates by 2.3% to represent 2015 dollars, resulting in an estimated base cost of \$1,055,736 for the 600,000 gallons of storage and an allowance of \$369,508, totaling \$1,425,244.

The Master Plan Update estimates did not include site development, site acquisition, access road or inlet/outlet piping. Therefore, the cost of these items is not proposed to be covered by the District's financial participation.

Table 6-7: Summary of Storage Projects for Future Demand Conditions

Pressure Zone	Total Storage Needed (gallons)	Increase in Storage Needed from Existing Conditions (gallons)	Base Cost	Base Cost + 35%
Jed Smith	1,430,000	600,000	\$1,039,000	\$1,403,000
McCoy	300,000	N/A	\$518,000	\$699,000
Mulwood	180,000	N/A	\$313,000	\$423,000
Seminole	1,170,000	N/A	\$2,926,000	\$3,951,000
Twin Lakes	1,510,000	N/A	\$2,596,000	\$3,504,000
Upper Oaks	150,000	N/A	\$266,000	\$360,000
Upper Woolsey	470,000	N/A	\$813,000	\$1,098,000
Wamer	1,040,000	N/A	\$1,789,000	\$2,415,000
Total	6,250,000	600,000	\$ 10,260,000	\$13,853,000

Pumping Contribution:

The WSDR determined that an additional 900 gallons per minute (gpm) of pumping capacity would be required for the Twin Lakes Subsystem to serve Tract No. 53138. The 2014 Master Plan Update did not specifically address proposed Tract No. 53138 but rather looked at the total future pumping needs for the Twin Lakes Subsystem.

In estimating the costs for pumping improvements, the Master Plan Update developed a base cost per subsystem and added a 45% allowance to account for engineering, environmental review, construction management, administrative cost and a contingency.

As shown in Tables 6-9 and 6-13 of the Master Plan Update, the base cost for future pumping capacity totaling 1,878 gpm for the Twin Lakes Subsystem was \$1,304,000, which corresponds to approximately \$694.36 per gpm. For an additional 900 gpm, the base cost would be \$624,924 with a 45% allowance of \$281,216. The 2016 Capacity Fee Study escalated the 2014 estimates by 2.3% to represent 2015 dollars, resulting in an estimated base cost of \$639,297 for the 900 gpm pumping capacity and an allowance of \$287,684, totaling \$926,981.

The Master Plan Update estimates included stand-by pumping and, in this case, a stand-by pump of 500 gpm is required. As a result, the participation is appropriately based on 900 gpm (500 gpm stand-by and 400 gpm additional capacity).

Table 6-9: Summary of Pumping Needs for Future Conditions

Pressure Zone	Pumping Needed (hp)	Base Cost	Base Cost + 45%
Jed Smith/Mountain Gate	47	\$451,000	\$653,950
Mulwood	25	\$240,000	\$348,000
Seminole	79	\$731,000	\$1,059,950
Twin Lakes	163	\$1,304,000	\$1,890,800
Total		\$2,726,000	\$3,952,700

Table 6-13: Future CIP by Pressure Zone

Zone	Project	Type	Quantity	Units	Cost
McCoy	---	Storage	300,000	Gallons	\$699,000
McCoy	---	Pumping	981	gpm	\$804,750
Mountain Gate	FT-03	Piping	2,181	LF	\$553,000
Adamor/Mountain Gate	FT-04	Piping	1,520	LF	\$365,000
Jed Smith	FT-06	Piping	1,650	LF	\$446,000
Jed Smith	FT-07	Piping	1,851	LF	\$500,000
Jed Smith	---	Storage	1,430,000	Gallons	\$1,403,000
Jed Smith & MG	---	Pumping	987	gpm	\$653,950
Mulwood	---	Storage	180,000	Gallons	\$423,000
Mulwood	---	Pumping	485	gpm	\$348,000
Seminole	FT-01	Piping	6,769	LF	\$2,571,000
Main Zone/Seminole	FT-02	Piping	14,165	LF	\$5,375,000
Seminole	---	Storage	1,170,000	Gallons	\$3,951,000
Seminole	---	Pumping	2,934	gpm	\$1,059,950
Twin Lakes	FT-05	Piping	838	LF	\$226,000
Twin Lakes	---	Storage	1,510,000	Gallons	\$3,504,000
Twin Lakes	---	Pumping	1,878	gpm	\$1,890,800
Upper Oaks	---	Storage	150,000	Gallons	\$360,000
Upper Woolsey	---	Storage	470,000	Gallons	\$1,098,000
Warner	---	Storage	1,040,000	Gallons	\$2,415,000

Recommended Maximum Contributions:

As shown below in Table 2, the recommended maximum contributions for storage and pumping are \$1,425,244 and \$926,981, respectively, totaling \$2,352,225. However, it is recommended that the base cost contributions be applied to construction, and the allowances be applied to engineering, environmental analyses and the District's administrative cost.

Table 2

	Storage	Pumping
Base Cost	\$ 1,055,736	\$ 639,297
Allowances	\$ 369,508	\$ 287,684
Total	\$ 1,425,244	\$ 926,981

Participation Timing:

The developer will be starting construction of the water distribution system to serve Phase 1 shortly. The increased storage and a portion of the increased pumping capacity is not required until water service is needed for Phase 2. The remaining increased pumping capacity of 400 gpm is not needed until Phase 3. Although the timing of Phase 2 is dependent on the completion of Phase 1, the developer has started the process of the design and environmental analyses for the additional storage and pumping capacity. Because of the uncertainty of the timing for Phase 2, it is unlikely that any reimbursement will be required in Fiscal Year 2018-19.

Recommended Participation Agreement Terms:

A participation agreement defining the maximum amount of reimbursement and the associated terms will be prepared, approved as to form by District Legal Counsel, and executed by the developer and General Manager. Following is a list of the recommended terms that would be included in the participation agreement.

- The recommended contributions are maximums.
- The contributions shall be made on a reimbursement basis, supported by actual and substantiated costs and shall not exceed actual costs.
- The base cost contribution shall be applied toward construction costs.
- The base cost for the tank does not apply to site development, site acquisition, the access road or the inlet/outlet piping.
- The base cost for the pumping includes a required 500-gpm stand-by pump.
- The allowance shall be applied to consultant contracts for engineering, environmental analyses and the District's administrative costs.
- At least three bids shall be provided for construction and equipment procurement contracts.
- Progress payments will be made less actual District administrative costs only once proof of payment and release of mechanics liens are provided.
- The District shall approve all change orders that affect the base cost.
- The District will have the discretion to determine out of scope items that will not be reimbursed from either the base cost or allowance.
- Reimbursement of costs associated with consultant contracts for engineering and environmental analyses will only be made once assurances that the construction will proceed have been provided, i.e. an executed construction contract.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: David R. Lippman, P.E., Director of Facilities and Operations



July 10, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Contractor Debarment Policy

SUMMARY:

On April 12, 2016, the Board adopted significant revisions to the Las Virgenes Municipal Water District Code related to purchasing. Since that time, staff has periodically reviewed the provisions and identified areas to strengthen the Code. At this time, staff recommends the addition of provisions to establish a process for the Board to debar a contractor, prohibiting it from entering into any agreement with the District.

RECOMMENDATION(S):

Pass, approve, and adopt Resolution No. 2538, modifying Las Virgenes Municipal Water District Code to establish a process for the Board to debar a contractor, prohibiting it from entering into any agreement with the District.

RESOLUTION NO. 2538

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ADOPTING LAS VIRGENES MUNICIPAL WATER DISTRICT CODE TITLE 2, CHAPTER 6, ARTICLE 4 – PURCHASING – AND REPEALING CONFLICTING SECTIONS OF RESOLUTION NO. 2468

(Reference is hereby made to Resolution Nos. 2538 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

Debarment is a process whereby a contractor is prohibited from conducting business with the District due a demonstrated lack of integrity or an inability to perform responsibly. Criteria for debarment could include failure to fulfill the terms of a previous contract, fraud, criminal conviction, loss of license, bribery or other specified action. The process ensures that business using public funds is conducted with responsible parties and maintains the integrity of the District's purchasing process. Debarment also provides protection for the District and its JPA by assuring that successful contractors for works of improvement are responsive and responsible bidders.

The proposed debarment policy would add Section 2-6.405 to the Las Virgenes Municipal Water District Code, specifying a process to debar contractors that meet certain conditions from performing future work for the District. Addition of the debarment policy requires renumbering all subsequent sections of the purchasing code.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Proposed Resolution No. 2538 - Redlined Version

Proposed Resolution No. 2538 - Clean Version

RESOLUTION NO. 2538

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
LAS VIRGENES MUNICIPAL WATER DISTRICT
ADOPTING LAS VIRGENES MUNICIPAL WATER DISTRICT CODE TITLE 2, CHAPTER 6,
ARTICLE 4 – PURCHASING – AND REPEALING CONFLICTING SECTIONS OF
RESOLUTION NO. 2468**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LAS VIRGENES
MUNICIPAL WATER DISTRICT as follows:**

1. Purpose.

This resolution adopts the revised Las Virgenes Municipal Water District Code Title 2, Chapter 6, Article 4 and repeals the former Title 2, Chapter 6, Article 4 of Las Virgenes Code.

2. Adoption.

The Las Virgenes Municipal Water District Code Title 2, Chapter 6, Article 4, as set forth on Exhibit "A" attached hereto and hereby incorporated by this reference is hereby adopted.

3. Repeal.

The portions of Resolution No 2468 related to Title 2, Chapter 6, Article 4 are hereby repealed.

4. Effective Date.

This resolution is effective upon adoption.

PASSED, APPROVED AND ADOPTED on _____, 2018.

President

ATTEST

Secretary

Article 4 - Purchasing⁹

2-6.401 PURPOSE AND SCOPE

(a) This Article provides direction regarding the procurement of supplies, equipment, works of improvement, professional services, and other goods and services to ensure the District will receive high quality goods and services at a fair price. The following terms are defined for the purposes of this Article:

(1) "Formal bidding" means the solicitation of bids with written specifications and pursuant to publication of a Notice Inviting Bids at least once a week for two successive weeks in a newspaper of general circulation, the last publication to be made not less than two weeks nor more than six weeks prior to the opening of bids.

(2) "Informal bidding" means the solicitation of at least three quotations after approval of specifications by the General Manager pursuant to a notice to potential bidders as determined by the General Manager.

(3) "Request for proposals" means the solicitation of a written scope, schedule and cost of the work to be accomplished by a service provider.

(4) "Goods" means a tangible product, not including a work of improvement.

(5) "Service" means an intangible product.

(6) "Work of improvement" means the construction of works, structures, and equipment, the furnishing of labor, and the acquisition of real or personal property for works.

(7) "Designated qualified vendor" means a vendor selected for the purchase of certain items or classes of items as a result of a formal or informal bid process to fulfill an on-going need.

(8) "Emergency" means procurement of goods or services that are estimated to cost \$35,000 or more necessary for the repair of public facilities caused by a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment

⁹ Article 4 of Title 2, Chapter 6 amended by Reso. No. 2490 on July 1, 2016.

of life, health, property or essential public services.

(9) "Urgent" means a procurement of works of improvement, professional services or goods and services that are estimated to cost less than \$35,000 and necessary for the repair of public facilities of the District, damaged by unanticipated calamity where expeditious action is required to prevent potential interruption of service, restore required redundancy or avoid additional damages.

2-6.402 EMERGENCIES

(a) Emergency purchases of \$35,000 or more may be made without formal bids, informal bids, or requests for proposals, if this Section is followed.

(1) When a meeting of the Board can be commenced in a timely manner to authorize emergency action, by 4/5's vote, the Board shall be requested to authorize procurement of works of improvement, professional services, or goods and services without formal bids, informal bids, or requests for proposal. Such authorization shall be based on substantial evidence set forth in the minutes of the meeting that the emergency will not permit delay and action is necessary to respond to the emergency. Until the emergency subsides or the work is complete, at each subsequent regular meeting the board shall determine by 4/5's vote whether to continue to terminate the authorization for emergency.

(2) When a meeting of the Board cannot be commenced in a timely manner to authorize emergency action, the General Manager may authorize procurement of works of improvement, professional services, or goods or services without formal bids, informal bids, or requests for proposal. The General Manager shall report to the board within 7 days of the emergency or at the next regular meeting scheduled within 14 days after the procurement. The report shall describe the emergency and present evidence that the emergency did

not permit delay and action was necessary to respond to the emergency. Until the emergency subsides or the work is complete, at each subsequent regular meeting following the General Manager's action, the board shall determine by 4/5's vote whether the need for emergency action continues.

(b) Urgent purchases under \$35,000 may be made without informal bids or requests for proposals following procedures established by the General Manager.

2-6.403 WORKS OF IMPROVEMENT

(a) The District shall procure works of improvement in accordance with Public Contract Code, Section § 20640, et seq.

(b) Works of improvement estimated to cost less than \$35,000 may be procured through the informal bid process. If the work is included in the current year budget, the General Manager may solicit informal bids without prior Board approval. If the work is not included in the current year budget, Board approval shall be obtained before informal bids are solicited.

(c) Works of improvement estimated to cost \$35,000 or more shall be procured through the formal bid process. The General Manager may solicit formal bids only with prior Board approval.

2-6.404 PREQUALIFICATION OF BIDDERS

(a) The General Manager may designate works of improvement that require specialized skills which cost in excess of five million (\$5,000,000) to be subject to prequalification of bidders.

(b) To become a prequalified bidder, a contractor must submit to the District a prequalification application consisting of a standardized questionnaire, financial statement, and statement of experience as part of the prequalification bidding packet.

(c) The questionnaires and financial statements submitted by prospective contractors are not public records and are not subject to public inspection.

Records of the names of contractors applying for prequalification status are public records and subject to disclosure. Documents submitted by a prospective contractor will be submitted under penalty of perjury.

(d) The District will rate prospective contractors in accordance with a rating system based on (1) Public Contract Code § 20101 and (2) the model guidelines and standardized questionnaire created by the Department of Industrial Regulations, as modified by the District to address the needs of the particular project, or projects, to which they are to be applied.

(e) The District will devise the questions, process and scoring for the rating system, to best evaluate a contractor's ability to successfully complete a particular project. This information will be provided as part of the prequalification bidding packet. The rating system will be applied uniformly and objectively to prospective contractors, which have submitted properly completed documents in accordance with this policy. The District may determine only a certain number of the top scoring pass-rated contractors shall be considered prequalified for a specific project. This determination shall be made prior to issuing the Notice Inviting Prequalification for the specific project.

(f) When the District uses this prequalification process, the only contractors eligible to submit a bid are prequalified contractors. Further, such contractors shall submit bids only naming a prequalified subcontractor when subcontractors are prequalified. A bid received listing an unqualified subcontractor will be disqualified as nonresponsive. No bid shall be accepted for the project from unqualified contractors.

(g) A contractor's prequalification status will immediately terminate if: (1) The contractor fails to give the District written notice of change in the information previously provided within 10 days before a bid opening; (2) the contractor's license is suspended or terminated by the California State Licensing Board; (3) the contractor is convicted of a crime of moral turpitude; (4) the contractor's application contains materially false information; or (5) the contractor's control over a public works contract, whether within the District's jurisdiction or otherwise is terminated for cause.

(h) The District shall give written notice to each contractor of the prequalification determination for that contractor. A contractor may appeal a rating of "not qualified", including a decision to revoke a previous qualified rating. There is no appeal from a finding that a contractor is not prequalified because of a failure to submit required information or failure to submit required information in a timely manner.

(1) Contractor may appeal the decision as follows:

a. By giving written notice of appeal to the General Manager no later than ten days after receipt of the not qualified rating.

b. The notice of appeal shall contain at least the following:

(i) The name, address and telephone number of the person making the appeal.

(ii) A description of the determination which is the subject of the appeal, and the date of the Notice of Determination; or

(iii) A brief description of the grounds for the appeal.

(2) The District will provide the contractor with a written statement of the basis for the not qualified determination and supporting evidence received from others or adduced as a result of investigation.

(3) Within 14 days of sending the response to the contractor, the General Manager shall hear the appeal. The hearing shall be an informal one. The contractor may rebut evidence which is the basis for the determination and present evidence why the contractor is qualified.

(4) The General Manager or designee may affirm the earlier determination or reverse the determination and assign an alternate rating. This decision will be in writing containing a summary of the facts that led to the decision. The decision of the General Manager is final. A contractor shall have no right to appeal the decision to the Board.

a. The General Manager may cancel the prequalification process at any time during the prequalification process, even after receiving and scoring applications. If the prequalification process is cancelled, the normal competitive bidding rules will apply. The District assumes no liability for the cost a prospective contractor may have incurred by submitting an application for

prequalification, and the submittal of a prequalification application is a waiver to claim any such cost or losses due to cancellation of the process.

2-6.405 DEBARMENT

(a) The District shall have the right to debar a contractor, prohibiting it from entering into any agreements with the District. Debarment of a contractor is not meant to be a punishment, but a procedure to ensure that publicly funded business is conducted legally with responsible parties, maintaining the integrity of the District's procurement process.

(b) Reasons for debarment.

(1) A finding by the District that a contractor has within the last three (3) years demonstrated a lack of integrity that could jeopardize the District's interest if the District were to contract with the contractor.

Factors which may result in a finding that a contractor is not able to perform responsibly include, but are not limited to, any of the following:

(i) A conviction of a criminal offense incident to the application for or performance of a contract or subcontract with a public agency.

(ii) A conviction of a criminal offense which negatively reflects on the contractor's business integrity, including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, negligent misrepresentation, price-fixing, bid-rigging, or a violation of state or federal anti-trust statutes.

(iii) A loss or suspension of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

(iv) A conviction of a criminal offense or other violation of other state or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the District indicates that the contractor is unable to perform responsibly or which reflects a lack of integrity that could negatively impact or reflect upon the District

(2) A finding by the District that the contractor is not able to perform responsibly, based upon any of the following upon the sole judgement and at the discretion of the District:

(i) Violation by the contractor of bid solicitation procedures or violations of the terms of a solicitation after bid submission.

(ii) Failure by the contractor to substantially perform a public contract or subcontract according to its terms, conditions, and specifications within specified time limits.

(iii) Refusal by the contractor to provide information or documents required by a contract, including but not limited to, information or documents necessary for the District to monitor contract compliance.

- (iv) Failure by the contractor to respond to requests for information regarding its performance or accumulating repeated substantiated complaints regarding performance of a contract or purchase order.
- (v) Failure of the contractor to perform a public contract or subcontract in a manner consistent with any applicable state or federal law, rule, or regulation.
- (vi) Repeated unsafe work practices that have put workers, the District employees and/or the general public at risk.
- (vii) An inferior finished work product/poor workmanship that does not comply with the contract specifications or what is considered generally acceptable workmanship by industry standards that is not remedied at the request of the District.
- (viii) Any contract in which the contractor's Surety is requested by the District to satisfactorily perform or complete the work as specified in the contract.
- (ix) Violations of Division of Industrial Relations requirements including but not limited to non-payment of prevailing wages.

(c) Debarment Procedure

(1) The District will issue a notice of proposed debarment to a contractor subject to debarment by certified mail, return receipt requested, or by courier service. All of the following shall be included in the notice:

- (i) A statement that proposed debarment action is being considered by the District.
- (ii) A description of the reasons for the proposed debarment in sufficient detail to put the contractor on notice of the conduct and causes upon which proposed debarment is based.
- (iii) A statement indicating that within thirty (30) calendar days from the date of the notice, the contractor may submit, in writing, information in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts and any mitigating circumstances.
- (iv) Explanation that the contractor has thirty (30) calendar days to request a hearing.
- (v) A statement that failure by the contractor to respond with a written request for a hearing within thirty (30) calendar days, will result in debarment by the District without a hearing.
- (vi) A description of the potential implications of debarment.

(2) If debarment is imposed, the contractor shall be given prompt notice by certified mail, return receipt requested, or by courier service. The notice of debarment shall include the following information:

- (i) Reference to the notice of debarment.
- (ii) Specific reasons for debarment.
- (iii) The period and scope of debarment including the effective dates.
- (iv) An explanation that the vendor has ten (10) business days after receipt of the notice of debarment to protest the debarment in writing to the District.

(3) If debarment is not imposed, the official shall promptly notify the contractor by certified mail, return receipt requested, or by courier service.

(D) Debarment Protest:

(1) A debarred contractor may protest the debarment action by written submission to the District stating in detail the reasons that debarment is in error. The written protest shall be received within ten (10) business days after the date of the notice of debarment. The District shall review all facts on which the debarment was based and the contractor's protest, and shall make a decision within thirty (30) calendar days after receipt of the protest to either uphold or overturn the debarment. The contractor shall be notified in writing of the decision.

(2) The District may reduce the debarment period, upon the debarred contractor's request, supported by documentation for the following reasons:

- (i) Newly discovered material evidence.
- (ii) Reversal of the conviction or civil judgment upon which the debarment was based.
- (iii) A good faith change in ownership or management.
- (iv) Elimination of other causes for which the debarment was imposed.

(E) Period of Debarment:

(1) Debarment shall be for a period commensurate with the seriousness of the contractor's actions and causes for debarment. After the debarment period expires, the vendor may reapply for inclusion on bidder lists through the regular application process.

(F) Effect and Scope Debarment:

(1) Debarment affects all divisions or other organizational units of the contractor, unless the debarment decision is limited by its terms to specific divisions or organizational units. The debarment decision may extend to any affiliates of the contractor or named individuals, if the affiliate or individual is specifically named in the notice of debarment and given written notice of the proposed debarment and an opportunity to respond. Contractors debarred are excluded from receiving contracts, and the District shall not solicit offers from, award contracts to, or consent to subcontracts with these contractors. Bids or proposals received that name or indicate an

intention to use any debarred subcontractors, affiliates or individuals shall be deemed non-responsible and rejected. Awarded contracts later discovered to utilize debarred subcontractors, affiliates or individuals shall immediately cease from utilizing them and will be subject to cancellation of the contract with monetary penalties as permitted by law including but not limited to the forfeiture of any monies due to the contractor for work in progress. Notwithstanding the debarment or proposed debarment of a contractor, contracts or subcontracts in existence at the time a contractor is debarred may continue unless cancelled pursuant to the cancellation clause of the contract. However, contracts with debarred contractors may not be renewed or otherwise extended.

2-6.405406 PREQUALIFICATION OF VENDORS

- (a) The GM may establish a list of qualified vendors for goods or services which the district frequently purchases. The list will be valid for 5 years and vendors who prove to be unqualified shall be removed and vendors who demonstrate their qualifications may be added.
- (b) The GM may purchase good or services from qualified vendors on the list described above with further bidding if the amount of the purchase is less than \$35,000. The board must approve purchases from qualified vendors if the amount of the purchase is \$35,000 or more.

2-6.406407 SERVICES

- (a) The District shall procure professional services, such as legal, medical, engineering, architectural, financial, human resources, labor relations, and educational, in accordance with the procedures recommended by the ethics of the discipline involved and taking into consideration quality of work, performance, and price.
- (b) The District shall procure contractual services, such as those for custodial work and landscaping, in accordance with procedures that allow for consideration of the quality of work, warranty and establishment of performance standards in addition to price.
- (c) If the service is estimated to cost less than \$35,000, the General Manager may informally solicit proposals and enter into contracts without Board approval.

(d) If the service is estimated to cost \$35,000 or more and is included in the current year budget, the General Manager may solicit formal proposals without Board approval. Formal proposals are solicited with a written request for proposals made publically available on the District's website for at least 2 weeks.

(e) If the service is not in the current year budget, the General Manager may solicit proposals and enter into contracts only with prior Board approval.

(f) All contracts of \$35,000 or more require Board approval.

2-6.407408 GOODS

(a) The District shall procure goods, other than works of improvement and services, as mentioned above, pursuant to this Section.

(b) Goods included in the current year budget and estimated to cost less than \$35,000 shall be purchased without further Board action following informal bidding procedures.

(c) Goods and services included in the current year budget and estimated to cost \$35,000 or more shall be purchased by the formal bidding process.

(d) The General Manager may solicit formal bids for items estimated to cost more than \$35,000 without prior Board approval only if the amount is included in the current year budget.

(e) All contracts of \$35,000 or more require Board approval.

2-6.408409 EXCEPTIONS

(a) The General Manager may approve changes to contracts ("change orders") for the procurement of supplies, equipment, contracts for professional services, and other goods and services provided;

(1) The change order is within the scope of the approved contract by the board, the cost of the changed work does not exceed the adopted budget; and,

(2) The cumulative change orders are within 10% of the original contract amount; and

(3) Other parameters set by the Board are followed.

(b) The General Manager may approve change orders for works of improvement provided the changed work is within the scope of the project approved by the board, the cost of the changed work does not exceed the

budget for the work approved by the board, and:

(1) For contracts less than or equal to \$1,000,000:

a. a single change order does not exceed \$50,000;

b. the total of all change orders does not exceed \$100,000;

(2) For contracts greater than \$1,000,000:

a. a single change order does not exceed 5% of the original amount awarded by the board;

b. the total of all change orders do not exceed 10% of the original amount awarded by the board; and

(3) For contracts regardless of amount:

a. a time extension up to 25% of the time stated in the contract; and

b. a deduction change order within the foregoing parameters, but a deduction change order shall not offset the above amounts.

(c) The General Manager shall file a written notice with the clerk when a change order is approved by the General Manager pursuant to this sub-section. The clerk shall distribute to the board as an information item at the next board meeting.

(d) Bidding shall not be required for goods or services in the following circumstances:

(1) Goods and services included in the current year budget and that have an estimated value less than \$2,500.

(2) A vendor is the sole source for the goods or services as determined by the General Manager.

(3) If the vendor has been selected during the past twelve consecutive months as the designated qualified vendor for the items, or classes of items, to be purchased.

(4) Emergency or urgent purchases, as defined.

(e) The procurement procedures set forth in this Article do not apply if the cost of goods or services is established by federal, state or local regulation, such as is the case with utility services and the supplies and appurtenant equipment.

(f) If competitive bid procedures have already been utilized, such as in purchasing from federal, state, county, city or special district governmental agencies, or from cooperative purchasing consortiums consisting of such agencies, and these materials and services are supplied to the District at the same or better price, the informal or formal bidding procedures specified herein may be waived.

2-6.409410 MISCELLANEOUS

(a) Goods and services shall be procured from the responsive vendor who provides the greatest value as determined by the criteria specified in the Notice Inviting Bids, the written specifications, or the request for proposal.

(b) The procedures, personnel, and system of forms to be used by District employees in the procurement of goods and services shall be determined by the General Manager and set forth in clean and concise written form consistent with the provisions of this Article. The directive shall be made available to employees and shall become the process for the procurement of goods and services.

2-6.410411 SURPLUS

The General Manager may declare supplies, materials or equipment as surplus, obsolete or unused and authorize its disposal. The General Manager shall implement procedures to ensure that the District receives fair value for surplus items.

RESOLUTION NO. 2538

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
LAS VIRGENES MUNICIPAL WATER DISTRICT
ADOPTING LAS VIRGENES MUNICIPAL WATER DISTRICT CODE TITLE 2, CHAPTER 6,
ARTICLE 4 – PURCHASING – AND REPEALING CONFLICTING SECTIONS OF
RESOLUTION NO. 2468**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LAS VIRGENES
MUNICIPAL WATER DISTRICT as follows:**

1. Purpose.

This resolution adopts the revised Las Virgenes Municipal Water District Code Title 2, Chapter 6, Article 4 and repeals the former Title 2, Chapter 6, Article 4 of Las Virgenes Code.

2. Adoption.

The Las Virgenes Municipal Water District Code Title 2, Chapter 6, Article 4, as set forth on Exhibit "A" attached hereto and hereby incorporated by this reference is hereby adopted.

3. Repeal.

The portions of Resolution No 2468 related to Title 2, Chapter 6, Article 4 are hereby repealed.

4. Effective Date.

This resolution is effective upon adoption.

PASSED, APPROVED AND ADOPTED on _____, 2018.

President

ATTEST

Secretary

Article 4 - Purchasing⁹

2-6.401 PURPOSE AND SCOPE

(a) This Article provides direction regarding the procurement of supplies, equipment, works of improvement, professional services, and other goods and services to ensure the District will receive high quality goods and services at a fair price. The following terms are defined for the purposes of this Article:

(1) "Formal bidding" means the solicitation of bids with written specifications and pursuant to publication of a Notice Inviting Bids at least once a week for two successive weeks in a newspaper of general circulation, the last publication to be made not less than two weeks nor more than six weeks prior to the opening of bids.

(2) "Informal bidding" means the solicitation of at least three quotations after approval of specifications by the General Manager pursuant to a notice to potential bidders as determined by the General Manager.

(3) "Request for proposals" means the solicitation of a written scope, schedule and cost of the work to be accomplished by a service provider.

(4) "Goods" means a tangible product, not including a work of improvement.

(5) "Service" means an intangible product.

(6) "Work of improvement" means the construction of works, structures, and equipment, the furnishing of labor, and the acquisition of real or personal property for works.

(7) "Designated qualified vendor" means a vendor selected for the purchase of certain items or classes of items as a result of a formal or informal bid process to fulfill an on-going need.

(8) "Emergency" means procurement of goods or services that are estimated to cost \$35,000 or more necessary for the repair of public facilities caused by a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment

⁹ Article 4 of Title 2, Chapter 6 amended by Reso. No. 2490 on July 1, 2016.

of life, health, property or essential public services.

(9) "Urgent" means a procurement of works of improvement, professional services or goods and services that are estimated to cost less than \$35,000 and necessary for the repair of public facilities of the District, damaged by unanticipated calamity where expeditious action is required to prevent potential interruption of service, restore required redundancy or avoid additional damages.

2-6.402 EMERGENCIES

(a) Emergency purchases of \$35,000 or more may be made without formal bids, informal bids, or requests for proposals, if this Section is followed.

(1) When a meeting of the Board can be commenced in a timely manner to authorize emergency action, by 4/5's vote, the Board shall be requested to authorize procurement of works of improvement, professional services, or goods and services without formal bids, informal bids, or requests for proposal. Such authorization shall be based on substantial evidence set forth in the minutes of the meeting that the emergency will not permit delay and action is necessary to respond to the emergency. Until the emergency subsides or the work is complete, at each subsequent regular meeting the board shall determine by 4/5's vote whether to continue to terminate the authorization for emergency.

(2) When a meeting of the Board cannot be commenced in a timely manner to authorize emergency action, the General Manager may authorize procurement of works of improvement, professional services, or goods or services without formal bids, informal bids, or requests for proposal. The General Manager shall report to the board within 7 days of the emergency or at the next regular meeting scheduled within 14 days after the procurement. The report shall describe the emergency and present evidence that the emergency did

not permit delay and action was necessary to respond to the emergency. Until the emergency subsides or the work is complete, at each subsequent regular meeting following the General Manager's action, the board shall determine by 4/5's vote whether the need for emergency action continues.

(b) Urgent purchases under \$35,000 may be made without informal bids or requests for proposals following procedures established by the General Manager.

2-6.403 WORKS OF IMPROVEMENT

(a) The District shall procure works of improvement in accordance with Public Contract Code, Section § 20640, et seq.

(b) Works of improvement estimated to cost less than \$35,000 may be procured through the informal bid process. If the work is included in the current year budget, the General Manager may solicit informal bids without prior Board approval. If the work is not included in the current year budget, Board approval shall be obtained before informal bids are solicited.

(c) Works of improvement estimated to cost \$35,000 or more shall be procured through the formal bid process. The General Manager may solicit formal bids only with prior Board approval.

2-6.404 PREQUALIFICATION OF BIDDERS

(a) The General Manager may designate works of improvement that require specialized skills which cost in excess of five million (\$5,000,000) to be subject to prequalification of bidders.

(b) To become a prequalified bidder, a contractor must submit to the District a prequalification application consisting of a standardized questionnaire, financial statement, and statement of experience as part of the prequalification bidding packet.

(c) The questionnaires and financial statements submitted by prospective contractors are not public records and are not subject to public inspection.

Records of the names of contractors applying for prequalification status are public records and subject to disclosure. Documents submitted by a prospective contractor will be submitted under penalty of perjury.

(d) The District will rate prospective contractors in accordance with a rating system based on (1) Public Contract Code § 20101 and (2) the model guidelines and standardized questionnaire created by the Department of Industrial Regulations, as modified by the District to address the needs of the particular project, or projects, to which they are to be applied.

(e) The District will devise the questions, process and scoring for the rating system, to best evaluate a contractor's ability to successfully complete a particular project. This information will be provided as part of the prequalification bidding packet. The rating system will be applied uniformly and objectively to prospective contractors, which have submitted properly completed documents in accordance with this policy. The District may determine only a certain number of the top scoring pass-rated contractors shall be considered prequalified for a specific project. This determination shall be made prior to issuing the Notice Inviting Prequalification for the specific project.

(f) When the District uses this prequalification process, the only contractors eligible to submit a bid are prequalified contractors. Further, such contractors shall submit bids only naming a prequalified subcontractor when subcontractors are prequalified. A bid received listing an unqualified subcontractor will be disqualified as nonresponsive. No bid shall be accepted for the project from unqualified contractors.

(g) A contractor's prequalification status will immediately terminate if: (1) The contractor fails to give the District written notice of change in the information previously provided within 10 days before a bid opening; (2) the contractor's license is suspended or terminated by the California State Licensing Board; (3) the contractor is convicted of a crime of moral turpitude; (4) the contractor's application contains materially false information; or (5) the contractor's control over a public works contract, whether within the District's jurisdiction or otherwise is terminated for cause.

(h) The District shall give written notice to each contractor of the prequalification determination for that contractor. A contractor may appeal a rating of "not qualified", including a decision to revoke a previous qualified rating. There is no appeal from a finding that a contractor is not prequalified because of a failure to submit required information or failure to submit required information in a timely manner.

(1) Contractor may appeal the decision as follows:

a. By giving written notice of appeal to the General Manager no later than ten days after receipt of the not qualified rating.

b. The notice of appeal shall contain at least the following:

(i) The name, address and telephone number of the person making the appeal.

(ii) A description of the determination which is the subject of the appeal, and the date of the Notice of Determination; or

(iii) A brief description of the grounds for the appeal.

(2) The District will provide the contractor with a written statement of the basis for the not qualified determination and supporting evidence received from others or adduced as a result of investigation.

(3) Within 14 days of sending the response to the contractor, the General Manager shall hear the appeal. The hearing shall be an informal one. The contractor may rebut evidence which is the basis for the determination and present evidence why the contractor is qualified.

(4) The General Manager or designee may affirm the earlier determination or reverse the determination and assign an alternate rating. This decision will be in writing containing a summary of the facts that led to the decision. The decision of the General Manager is final. A contractor shall have no right to appeal the decision to the Board.

a. The General Manager may cancel the prequalification process at any time during the prequalification process, even after receiving and scoring applications. If the prequalification process is cancelled, the normal competitive bidding rules will apply. The District assumes no liability for the cost a prospective contractor may have incurred by submitting an application for

prequalification, and the submittal of a prequalification application is a waiver to claim any such cost or losses due to cancellation of the process.

2-6.405 DEBARMENT

(a) The District shall have the right to debar a contractor, prohibiting it from entering into any agreements with the District. Debarment of a contractor is not meant to be a punishment, but a procedure to ensure that publicly funded business is conducted legally with responsible parties, maintaining the integrity of the District's procurement process.

(b) Reasons for debarment.

(1) A finding by the District that a contractor has within the last three (3) years demonstrated a lack of integrity that could jeopardize the District's interest if the District were to contract with the contractor.

Factors which may result in a finding that a contractor is not able to perform responsibly include, but are not limited to, any of the following:

(i) A conviction of a criminal offense incident to the application for or performance of a contract or subcontract with a public agency.

(ii) A conviction of a criminal offense which negatively reflects on the contractor's business integrity, including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, negligent misrepresentation, price-fixing, bid-rigging, or a violation of state or federal anti-trust statutes.

(iii) A loss or suspension of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

(iv) A conviction of a criminal offense or other violation of other state or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the District indicates that the contractor is unable

to perform responsibly or which reflects a lack of integrity that could negatively impact or reflect upon the District

(2) A finding by the District that the contractor is not able to perform responsibly, based upon any of the following upon the sole judgement and at the discretion of the District:

- (j) Violation by the contractor of bid solicitation procedures or violations of the terms of a solicitation after bid submission.
- (ii) Failure by the contractor to substantially perform a public contract or subcontract according to its terms, conditions, and specifications within specified time limits.
- (iii) Refusal by the contractor to provide information or documents required by a contract, including but not limited to, information or documents necessary for the District to monitor contract compliance.
- (iv) Failure by the contractor to respond to requests for information regarding its performance or accumulating repeated substantiated complaints regarding performance of a contract or purchase order.
- (v) Failure of the contractor to perform a public contract or subcontract in a manner consistent with any applicable state or federal law, rule, or regulation.
- (vi) Repeated unsafe work practices that have put workers, the District employees and/or the general public at risk.
- (vii) An inferior finished work product/poor workmanship that does not comply with the contract specifications or what is considered generally acceptable workmanship by industry standards that is not remedied at the request of the District.
- (viii) Any contract in which the contractor's Surety is requested by the District to satisfactorily perform or complete the work as specified in the contract.
- (ix) Violations of Division of Industrial Relations requirements including but not limited to non-payment of prevailing wages.

(c) Debarment Procedure

(1) The District will issue a notice of proposed debarment to a contractor subject to debarment by certified mail, return receipt requested, or by courier service. All of the following shall be included in the notice:

- (i) A statement that proposed debarment action is being considered by the District.
- (ii) A description of the reasons for the proposed debarment in sufficient detail to put the contractor on notice of the conduct and causes upon which proposed debarment is based.
- (iii) A statement indicating that within thirty (30) calendar days from the date of the notice, the contractor may submit, in writing, information in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts and any mitigating circumstances.
- (iv) Explanation that the contractor has thirty (30) calendar days to request a hearing.
- (v) A statement that failure by the contractor to respond with a written request for a hearing within thirty (30) calendar days, will result in debarment by the District without a hearing.
- (vi) A description of the potential implications of debarment.

(2) If debarment is imposed, the contractor shall be given prompt notice by certified mail, return receipt requested, or by courier service. The notice of debarment shall include the following information:

- (i) Reference to the notice of debarment.
- (ii) Specific reasons for debarment.
- (iii) The period and scope of debarment including the effective dates.
- (iv) An explanation that the vendor has ten (10) business days after receipt of the notice of debarment to protest the debarment in writing to the District.

(3) If debarment is not imposed, the official shall promptly notify the contractor by certified mail, return receipt requested, or by courier service.

(D) Debarment Protest:

(1) A debarred contractor may protest the debarment action by written submission to the District stating in detail the reasons that debarment is in error. The written protest shall be received within ten (10) business days after the date of the notice of debarment. The District shall review all facts on which the debarment was based and the contractor's protest, and shall make a decision within thirty (30) calendar days after receipt of the protest to either uphold or overturn the debarment. The contractor shall be notified in writing of the decision.

(2) The District may reduce the debarment period, upon the debarred contractor's request, supported by documentation for the following reasons:

- (i) Newly discovered material evidence.
- (ii) Reversal of the conviction or civil judgment upon which the debarment was based.
- (iii) A good faith change in ownership or management.
- (iv) Elimination of other causes for which the debarment was imposed.

(E) Period of Debarment:

(1) Debarment shall be for a period commensurate with the seriousness of the contractor's actions and causes for debarment. After the debarment period expires, the vendor may reapply for inclusion on bidder lists through the regular application process.

(F) Effect and Scope Debarment:

(1) Debarment affects all divisions or other organizational units of the contractor, unless the debarment decision is limited by its terms to specific divisions or organizational units. The debarment decision may extend to any

affiliates of the contractor or named individuals, if the affiliate or individual is specifically named in the notice of debarment and given written notice of the proposed debarment and an opportunity to respond. Contractors debarred are excluded from receiving contracts, and the District shall not solicit offers from, award contracts to, or consent to subcontracts with these contractors. Bids or proposals received that name or indicate an intention to use any debarred subcontractors, affiliates or individuals shall be deemed non-responsible and rejected. Awarded contracts later discovered to utilize debarred subcontractors, affiliates or individuals shall immediately cease from utilizing them and will be subject to cancellation of the contract with monetary penalties as permitted by law including but not limited to the forfeiture of any monies due to the contractor for work in progress. Notwithstanding the debarment or proposed debarment of a contractor, contracts or subcontracts in existence at the time a contractor is debarred may continue unless cancelled pursuant to the cancellation clause of the contract. However, contracts with debarred contractors may not be renewed or otherwise extended.

2-6.406 PREQUALIFICATION OF VENDORS

(a) The GM may establish a list of qualified vendors for goods or services which the district frequently purchases. The list will be valid for 5 years and vendors who prove to be unqualified shall be removed and vendors who demonstrate their qualifications may be added.

(b) The GM may purchase good or services from qualified vendors on the list described above with further bidding if the amount of the purchase is less than \$35,000. The board must approve purchases from qualified vendors if the amount of the purchase is \$35,000 or more.

2-6.407 SERVICES

(a) The District shall procure professional services, such as legal, medical, engineering, architectural, financial, human resources, labor relations, and educational, in accordance with the procedures recommended by the ethics of the discipline involved and taking into consideration quality of work, performance, and price.

(b) The District shall procure contractual services, such as those for custodial work and landscaping, in accordance with procedures that allow for consideration of the quality of work, warranty and establishment of performance standards in addition to price.

(c) If the service is estimated to cost less than \$35,000, the General Manager may informally solicit proposals and enter into contracts without Board approval.

(d) If the service is estimated to cost \$35,000 or more and is included in the current year budget, the General Manager may solicit formal proposals without Board approval. Formal proposals are solicited with a written request for proposals made publically available on the District's website for at least 2 weeks. If the service is not in the current year budget, the General Manager may solicit proposals and enter into contracts only with prior Board approval.

(e) All contracts of \$35,000 or more require Board approval.

2-6.408 GOODS

(a) The District shall procure goods, other than works of improvement and services, as mentioned above, pursuant to this Section.

(b) Goods included in the current year budget and estimated to cost less than \$35,000 shall be purchased without further Board action following informal bidding procedures.

(c) Goods and services included in the current year budget and estimated to cost \$35,000 or more shall be purchased by the formal bidding process.

(d) The General Manager may solicit formal bids for items estimated to cost more than \$35,000 without prior Board approval only if the amount is included in the current year budget.

- (e) All contracts of \$35,000 or more require Board approval.

2-6.409 EXCEPTIONS

(a) The General Manager may approve changes to contracts ("change orders") for the procurement of supplies, equipment, contracts for professional services, and other goods and services provided;

- (1) The change order is within the scope of the approved contract by the board, the cost of the changed work does not exceed the adopted budget; and,

- (2) The cumulative change orders are within 10% of the original contract amount; and

- (3) Other parameters set by the Board are followed.

(b) The General Manager may approve change orders for works of improvement provided the changed work is within the scope of the project approved by the board, the cost of the changed work does not exceed the budget for the work approved by the board, and:

- (1) For contracts less than or equal to \$1,000,000:

- a. a single change order does not exceed \$50,000;

- b. the total of all change orders does not exceed \$100,000;

- (2) For contracts greater than \$1,000,000:

- a. a single change order does not exceed 5% of the original amount awarded by the board;

- b. the total of all change orders do not exceed 10% of the original amount awarded by the board; and

- (3) For contracts regardless of amount:

- a. a time extension up to 25% of the time stated in the contract; and

- b. a deduction change order within the foregoing parameters,

but a deduction change order shall not offset the above amounts.

(c) The General Manager shall file a written notice with the clerk when a change order is approved by the General Manager pursuant to this sub-section. The clerk shall distribute to the board as an information item at the next board meeting.

(d) Bidding shall not be required for goods or services in the following circumstances:

(1) Goods and services included in the current year budget and that have an estimated value less than \$2,500.

(2) A vendor is the sole source for the goods or services as determined by the General Manager.

(3) If the vendor has been selected during the past twelve consecutive months as the designated qualified vendor for the items, or classes of items, to be purchased.

(4) Emergency or urgent purchases, as defined.

(e) The procurement procedures set forth in this Article do not apply if the cost of goods or services is established by federal, state or local regulation, such as is the case with utility services and the supplies and appurtenant equipment.

(f) If competitive bid procedures have already been utilized, such as in purchasing from federal, state, county, city or special district governmental agencies, or from cooperative purchasing consortiums consisting of such agencies, and these materials and services are supplied to the District at the same or better price, the informal or formal bidding procedures specified herein may be waived.

2-6.410 MISCELLANEOUS

(a) Goods and services shall be procured from the responsive vendor who provides the greatest value as determined by the criteria specified in the Notice Inviting Bids, the written specifications, or the request for proposal.

(b) The procedures, personnel, and system of forms to be used by District employees in the procurement of goods and services shall be determined by the

General Manager and set forth in clean and concise written form consistent with the provisions of this Article. The directive shall be made available to employees and shall become the process for the procurement of goods and services.

2-6.411 SURPLUS

The General Manager may declare supplies, materials or equipment as surplus, obsolete or unused and authorize its disposal. The General Manager shall implement procedures to ensure that the District receives fair value for surplus items.



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

MWD MEETING AGENDA

Board Meeting

July 10, 2018

12:00 p.m. – Boardroom

July 10, 2018 Meeting Schedule		
9:00 a.m.	L&C	Rm. 2-145
10:00 a.m.	RP&AM	Rm. 2-456
12:00 p.m.	Board Meeting	Boardroom

MWD Headquarters Building

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700 N. Alameda Street

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Los Angeles, CA 90012

1. Call to Order

- (a) Invocation: James Vanden Akker, Real Estate Representative II,
Real Property Group
- (b) Pledge of Allegiance: Director Glen Peterson,
Las Virgenes Municipal Water District

2. Roll Call

3. Determination of a Quorum

- 4. Opportunity for members of the public to address the Board on matters within the Board's jurisdiction. (As required by Gov. Code § 54954.3(a))

5. OTHER MATTERS

- A. Approval of the Minutes of the Meeting for June 12, 2018
(A copy has been mailed to each Director)
Any additions, corrections, or omissions
- B. Report on Directors' events attended at Metropolitan expense for month of June
- C. Approve committee assignments
- D. Chairman's Monthly Activity Report
- E. Adopt motion to adjourn to a Special Board Meeting to be held jointly with the Finance and Insurance Committee on August 20, 2018 to establish tax rate; and adjourn the Regular August Board Meeting to August 21, 2018. (Committees to meet on August 20 and 21, 2018)

- F. Induction of new Director Phillip D. Hawkins from Central Basin Municipal Water District
 - (a) Receive credentials
 - (b) Report on credentials by General Counsel
 - (c) File credentials
 - (d) Administer Oath of Office
 - (e) File Oath

- G. Approve Commendatory Resolution for Director William C. Gedney representing Central Basin Municipal Water District

6. DEPARTMENT HEADS' REPORTS

- A. General Manager's summary of activities for the month of June
- B. General Counsel's summary of activities for the month of June
- C. General Auditor's summary of activities for the month of June
- D. Interim Ethics Officer's summary of activities for the month of June

7. CONSENT CALENDAR ITEMS — ACTION

- 7-1 Adopt CEQA determination and appropriate \$800,000; and authorize installation of internal seals within the San Diego Pipeline No. 1 (Appropriation No. 15503). (E&O)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is statutorily and categorically exempt; and

- a. Appropriate \$800,000; and**
- b. Authorize installation of internal seals in San Diego Pipeline No. 1.**

- 7-2** Adopt CEQA determination and authorize granting a lease to the Western Center Community Foundation, a California Nonprofit Public Benefit Corporation doing business as Western Science Center for the construction, operation, and maintenance of a new sign on Metropolitan fee-owned property near Diamond Valley Lake in the city of Hemet within the county of Riverside. (RP&AM)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is categorically exempt; and

Authorize granting a lease to the Western Science Center for construction, operation, and maintenance of a new double-faced illuminated sign at the southwest corner of Domenigoni Parkway and Searl Parkway in the city of Hemet.

END OF CONSENT CALENDAR

8. OTHER BOARD ITEMS — ACTION

- 8-1** Adopt CEQA determination and appropriate \$2.3 million; and authorize: (1) final design to replace the domestic water treatment systems at the Colorado River Aqueduct pumping plants; and (2) final design to replace the roadway pavement at the pumping plant villages (Appropriation No. 15483). (E&O)

Recommendation:

Option #1:

Adopt the CEQA determination that Projects No. 1 and No. 2 were previously determined to be categorically exempt, and that no further environmental analysis or documentation is required; and

- a. Appropriate \$2.3 million;**
- b. Authorize final design to replace the domestic water treatment systems at the CRA pumping plants; and**
- c. Authorize final design to replace roadway pavement in the pumping plant villages.**

- 8-2** Adopt CEQA determination and appropriate \$3.06 million; and authorize: (1) design and construction of dewatering and monitoring upgrades for Palos Verdes Reservoir; and (2) design of a drainage system for the reservoir site (Appropriation No. 15417). (E&O)

Recommendation:

Option #1:

Review and consider the information contained in Addendum No. 3 to the MND for the project, adopt Addendum No. 3; and

- a. Appropriate \$3.06 million;**
- b. Authorize design and construction of dewatering and monitoring upgrades at Palos Verdes Reservoir; and**
- c. Authorize design of a drainage system for the reservoir site.**

- 8-3** Adopt CEQA determination and express support for the Water Supply and Water Quality Act of 2018. (C&L) **(To be mailed separately)**

- 8-4** Adopt CEQA determination and authorize payments of up to \$4.48 million for participation in the State Water Contractors, Inc. and the State Water Project Contractors Authority for fiscal year 2018/19. (WP&S) **(Two-thirds vote required)**

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed actions are not defined as a project under CEQA and, by a two-thirds vote; and

- a. Authorize the General Manager to make payment of \$3.63 million to the State Water Contractors; and**
- b. Authorize the General Manager to make payment up to \$0.85 million to the State Water Project Contractors Authority.**

8-5 Adopt CEQA determination and authorize amendments to Palo Verde Valley farming leases in the Counties of Riverside and Imperial for Cox and Wegis Land Company, LLC, Joseph Albert Deconinck, Hayday Farms Ventures, LLC, and River Valley Ranches. (RP&AM) **(To be mailed separately)**

[Conference with real property negotiators; agency negotiators: Karen Donovan and Kevin Donhoff; negotiating parties: Cox and Wegis Land Company, LLC, Joseph Albert Deconinck, Hayday Farms Ventures, LLC, and River Valley Ranches; for approximately 18,000 acres of land in the Palo Verde Valley area of California, both north and south of Interstate 10 near Blythe, California (see posted vicinity map), also known as Riverside County Assessor Parcel Nos. 878-081-001, 878-081-002, 878-081-004, 878-081-005, 878-081-006, 878-081-012, 878-082-001, 878-082-007, 878-111-004, 878-111-016, 878-111-017, 878-112-014, 878-112-015, 878-120-013, 878-120-015, 878-130-010, 878-130-011, 878-161-014, 878-161-015, 878-162-002, 878-162-003, 878-191-004, 878-192-001, 878-192-002, 878-192-003, 878-192-004, 878-193-004, 878-193-007, 878-193-011, 878-193-012, 878-193-013, 878-193-014, 878-201-001, 878-220-005, 878-220-014, 878-220-015, 878-220-016, 878-230-001, 878-230-006, 878-230-007, 878-230-008, 878-230-009, 878-230-010, 878-240-021, 879-210-026, 879-240-007, 879-240-029, 879-240-032, 879-240-033, 879-261-004, 879-262-005, 879-262-011, 879-262-014, 879-262-015, 866-130-001, 866-130-002, 866-130-003, 866-130-004, 866-210-006, 866-210-010, 866-240-004, 866-240-009, 866-250-008, 866-250-009, 866-250-011, 869-130-001, 869-270-006, 869-270-010, 869-291-002, 869-291-003, 869-291-005, 869-291-009, 869-292-001, 869-292-002, 869-292-003, 872-080-006, 872-080-007, 872-080-008, 872-090-005, 872-090-006, 872-090-007, 872-090-008, 872-100-001, 872-340-014, 872-340-018, 872-352-003, 872-352-010, 872-352-017, 872-360-001, 872-360-003, 872-370-002, 872-370-008, 872-370-013, 872-370-014, 872-370-016, 872-370-018, 875-021-001, 875-021-002, 875-021-006, 875-021-007, 875-021-008, 875-021-013, 875-021-014, 875-022-003, 875-022-004, 875-022-005, 875-022-006, 875-022-012, 875-030-012, 875-030-014, 875-030-027, 875-030-028, 875-040-006, 875-071-001, 875-071-002, 875-071-003, 875-071-004, 875-071-005, 875-071-006, 875-071-007, 875-071-012, 875-071-013, 875-071-014, 875-071-015, 875-131-005, 875-131-006, 875-131-009, 875-131-010, 875-171-001, 875-171-002, 875-250-010, 878-040-008, 878-050-003, 878-050-004, 878-050-005, 878-050-006, 878-050-010, 878-050-011, 878-050-012, 878-050-013, 878-060-002, 878-070-001, 878-092-003, 878-092-016, 878-092-017, 878-092-018, 878-101-004, 878-101-005, 878-151-004, 878-151-005, 878-152-003, 878-152-031, 878-202-003, 878-202-005, 878-240-009, 878-240-010, 878-240-011, 878-240-012, 821-100-018, 821-100-019, 821-150-018, 821-160-012, 821-160-013, 824-200-048, 863-140-002, 863-150-001, 863-170-005, 863-170-006, 863-180-003, 863-180-004, 863-180-005, 863-220-005, 866-040-004, 866-040-005, 866-040-007, 866-040-008, 866-080-001, 866-080-002, 866-080-003, 866-080-005, 866-080-012, 866-090-002, 866-090-009, 866-090-010, 866-090-013, 866-090-014, 872-150-005, 872-160-006, 872-160-007, 872-160-008, 872-160-009, 872-180-006, 872-180-009, 878-020-004, 878-020-005, 878-020-008, 878-030-009, 878-030-016, 878-091-001, 878-091-005, 878-091-006, 833-210-006, 833-210-012, 833-260-001, 833-260-003, 833-260-004, 833-260-005, 833-270-003, 833-270-004, 833-270-005, and Imperial County Assessor Parcel Nos. 006-090-003, 006-220-034, 006-220-010, 006-220-013, 006-220-058, 006-220-021, 006-220-022, 006-210-029, 006-210-009, 006-210-021, 006-220-019, 006-090-009, 006-090-010, 006-090-008, 006-090-013, 006-120-089, 006-090-012, 006-090-011, 006-220-057, 006-090-029, and 006-150-065; under negotiation: price and terms of payment; to be heard in closed session pursuant to Gov. Code Section 54956.8]

- 8-6** Adopt CEQA determination and rescind Board action taken on April 10, 2018 approving Board Item 8-7, which authorized Metropolitan to, inter alia, fund up to 64.6% of the total project costs of California WaterFix.

Adopt CEQA determinations and authorize Metropolitan to provide additional financial support of California WaterFix sufficient to fully fund the unsubscribed share of the project up to 64.6% of total project costs; authorize General Manager to execute certain agreements and agreement amendments related to financing, pre-construction and construction activities for California WaterFix; authorize funding of up to \$86 million for further contributions for study, review, planning, engineering, design, and other preconstruction capital costs subject to certain conditions; and authorize General Manager to negotiate draft terms and conditions for one or more multi-year transfers of State Water Project water supplies. **(To be mailed separately)**

(More detailed information about California WaterFix is available at <http://www.mwdh2o.com/DocSvcsPubs/WaterFix/> and <https://www.californiawaterfix.com/>.)

- 8-7** Report on May 7, 2018 Notice of Brown Act Violation, adopt CEQA determination and authorize an increase in maximum amount payable under contract for legal services with Miller Barondess, LLP by \$250,000 to an amount not to exceed \$350,000. (L&C)

[Conference with legal counsel –significant exposure to litigation; to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(2) and 54956.9(e)(3)]

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is not defined as a project and is not subject to the provisions of CEQA, and

Authorize an increase in the maximum amount payable under the contract with Miller Barondess, LLP by \$250,000 to an amount not to exceed \$350,000.

9. BOARD INFORMATION ITEMS

- 9-1** Update on Conservation Program

10. FOLLOW-UP ITEMS

11. FUTURE AGENDA ITEMS

12. ADJOURNMENT

NOTE: Each agenda item with a committee designation will be considered and a recommendation may be made by one or more committees prior to consideration and final action by the full Board of Directors. The committee designation appears in parentheses at the end of the description of the agenda item e.g., (E&O, F&I). Committee agendas may be obtained from the Board Executive Secretary.

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <http://www.mwdh2o.com>.

Requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.