



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

MINUTES
REGULAR MEETING

5:00 PM

September 25, 2018

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Kristen Ruffell.

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. Josie Guzman, Clerk of the Board, conducted the roll call.

Present: Directors Charles Caspary, Jay Lewitt, Len Polan, Glen Peterson, and Lee Renger

Absent: None

Staff Present: David Pedersen, General Manager
David Lippman, Director of Facilities and Operations
Joe McDermott, Director of Resource Conservation and Public Outreach
Don Patterson, Director of Finance and Administration
Josie Guzman, Clerk of the Board
Wayne Lemieux, District Counsel

2. APPROVAL OF AGENDA

Director Renger moved to approve the agenda. Motion seconded by Director Caspary. Motion carried unanimously.

3. PUBLIC COMMENTS

Lynda Lo-Hill stated that while looking at the District’s website, information regarding the public’s ability to attend Board meetings was not clear. She suggested adding this information under the “I want to” tab. She also stated that the agenda language was not clear in explaining when the public may provide public comment or how someone could provide public comment on a Consent Calendar item. She also reminded the Board members to make sure their microphones are on when speaking because it was sometimes difficult to listen to them on the video recording.

4. CONSENT CALENDAR

A List of Demands: September 25, 2018: Ratify

B Minutes: Special Meeting of September 13, 2018: Approve

Director Lewitt moved to approve the Consent Calendar. Motion seconded by Director Polan. Motion carried unanimously.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A 60th Anniversary Recognition of Partner in Service: Los Angeles County Sanitation District

Mike McNutt, Public Affairs and Communications Manager, shared the history of the District’s partnership with Los Angeles County Sanitation Districts.

The Board presented the 60th Anniversary Recognition of Partner in Service Award to Kristen Ruffell, representing the Los Angeles County Sanitation Districts. Ms. Russell expressed her appreciation to the Board.

B Outreach Plan for Wintertime Irrigation System Adjustments

Joe McDermott, Director of Resource Conservation and Public Outreach, provided a PowerPoint presentation of the District’s Outreach Plan for Wintertime Irrigation System Adjustments. He presented a bar graph showing the number of customers exceeding 200 percent of their water budgets for the period of February 2016 through August 2018. He stated that the outreach plan would include:

- Implementing a Weather-based Irrigation Controller Program.
- Distributing and sending flyers and mailers in English and Spanish, reminding customers to turn down their sprinklers during fall and winter.
- Posting banners and yard signs at entrances to homeowners’ associations (with authorization) and on the roadside of District property.
- Writing articles in the newspapers and homeowners’ associations newsletters.
- Sending e-mail notifications.
- Sending letters to local landscapers.

- Posting information on social media and the District's website.
- Placing stickers on irrigation controllers written in English and Spanish, indicating "Do Not Adjust Controller without Owner's Permission."

Mr. McDermott also mentioned that potential future efforts could include advertising on local radio and commercial billboards, and contacting excessive water users by phone.

The Board provided the following input:

- Staff was asked to provide a modified bar graph showing the percentage of customers who continually exceed their water budget and the heat index.
- Support for sending information via e-notification and e-mail to customers, and having staff obtain statistics on how many customers open their e-notifications and e-mails sent by the District.
- Conduct a campaign to encourage customers to remind their neighbors regarding wintertime irrigation system adjustments.
- Non-support for billboards or radio advertising.
- Support for placing stickers on irrigation controllers in English and Spanish.
- Use of MWD's "El Protector del Agua Program."
- Consider giving away prizes to customers who complete a survey or trivia question in *The Current Flow*.
- Consider having staff produce a Spanish-language video specifically geared for landscapers so that District customers could send them the link via smartphone. The video would provide information on irrigation system adjustments.

Mr. McDermott noted that Field Customer Service Representatives would have a supply of flyers to distribute to local landscapers.

C Legislative and Regulatory Updates

Joe McDermott, Director of Resource Conservation and Public Outreach, stated that no action had yet been taken on SB 998 (Dodd) related to water system shutoffs. He noted that an editorial by the District was printed in *The Acorn* and another would appear in the *Ventura County Star*.

D Water Supply Conditions Update

No update was provided.

6. TREASURER

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

7. FACILITIES AND OPERATIONS

A Tapia Tertiary Filter Media Replacement: Authorization of Purchase Order

Authorize the General Manager to issue a purchase order to ERS Industrial Services, Inc., in the amount of \$83,350.98, for tertiary filter media replacement in Filter Nos. 1 and 2 at the Tapia Water Reclamation Facility.

General Manager David Pedersen presented the report.

Director Polan moved to approve Item 7A. Motion seconded by Director Renger.

Brett Dingman, Water Reclamation Manager, responded to questions related to the increase in cost of the media replacement since 2010 and meeting regulatory requirements.

General Manager David Pedersen responded to a question regarding the reason this item was brought before the LVWMD Board as opposed to the Las Virgenes – Triunfo Joint Powers Authority (JPA) by stating that the District has authority to approve items that are included in the JPA budget, and as the Administering Agent, the District works to be consistent with use of its authority based on the JPA agreement. He also stated that, if approved, a copy of the Board memo would be included as an information item on the next JPA agenda.

Motion carried unanimously.

B Replacement of Tapia Primary and Secondary Clarifier Drive Equipment: Authorization of Purchase Order

Authorize the General Manager to issue a purchase order to the Frost Company, in the amount of \$66,280, for the purchase and installation of three new drive units for the primary scum collection system and the conversion of a secondary sludge collection drive at the Bibbiguard system at the Tapia Water Reclamation Facility.

General Manager David Pedersen presented the report.

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

David Lippman, Director of Facilities and Operations, responded to a question regarding the vendor's \$9,500 quote to furnish labor, materials, tools, and supervision to purchase the Bibbiguards and clarified that verification would be obtained to ensure that the quote included installation of the new equipment.

Motion carried unanimously.

8. FINANCE AND ADMINISTRATION

A Renewal of Telecommunications Network Contract

Accept the proposal from TPx Communications and authorize the General Manager to execute a five-year agreement, in the annual amount of \$53,748.24 plus any applicable taxes and fees, to provide bundled telecommunication services to nine major facilities together with existing Internet and phone services.

General Manager David Pedersen presented the report.

Director Renger moved to approve Item 8A. Motion seconded by Director Lewitt.

Mike McIntyre, SCADA Systems Analyst, responded to questions related to the vendor's placement of security devices onsite to conduct daily queries and reporting.

Motion carried unanimously.

9. INFORMATION ITEMS

A Response from State Water Resources Control Board on Funding for Surface Water Augmentation Project

10. NON-ACTION ITEMS

A Organization Reports

(1) MWD Representative Report

Board President Peterson noted that the MWD Executive Committee and the Special Committee on Bay Delta met earlier in the day. He reported that a benefit-cost analysis for the California WaterFix was prepared by Dr. David Sunding, Professor from the University of California Berkley, who found \$3 billion in additional savings for the agencies involved. He noted that the study included information regarding sea level rise and resiliency as part of the project. He noted there was a discussion regarding Kern County potentially joining this effort. He also reported that he attended the MWD Executive Committee meeting and noted that Steve Blois, Michael Camacho, and Gloria Gray were running for the election of MWD Chairman. He thanked the Board for their vote of confidence in having him continue as the MWD representative after his retirement from the Board.

(2) Other

Director Caspary reported that he attended the Executive Committee Meeting of the Santa Monica Bay Restoration Commission on September 20th. He noted that the Committee established the Governing Board's agenda for October, which would include consideration of the Action Plan of the Santa Monica Bay National Estuary Program Comprehensive Conservation Management Plan. He also noted that the District would be submitting an application for Proposition 12 and Proposition 50 funds for the Pure Water Project Las Virgenes-Triunfo.

B Director's Reports on Outside Meetings

None.

C General Manager Reports

(1) General Business

General Manager David Pedersen reported that staff provided a tour of District facilities on September 24th for Director-elect Lynda Lo-Hill. He also reported that staff provided a similar tour earlier in the day for MWD Public Education staff. He referred to the Community Calendar and noted that the District would be participating in Reyes Adobe Days, the Calabasas Pumpkin Festival, and the State Water Project Inspection Trip.

(2) Follow-Up Items

D Directors' Comments

None.

11. FUTURE AGENDA ITEMS

None.

12. PUBLIC COMMENTS

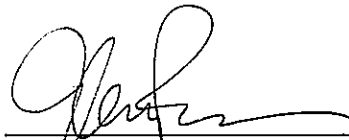
None.

13. CLOSED SESSION

None.

14. OPEN SESSION AND ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **6:16 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)