



Dedicated to Providing High-Quality Water Service in a Cost-Effective and Environmentally Sensitive Manner

OFFICERS

President

**Glen D. Peterson**  
Director, Division 2  
MWD Representative

Vice President

**Charles P. Caspary**  
Director, Division 1

Secretary

**Jay Lewitt**  
Director, Division 5

Treasurer

**Lee Renger**  
Director, Division 3

**Leonard E. Polan**  
Director, Division 4

**David W. Pedersen, P. E.**  
General Manager

**Wayne K. Lemieux**  
Counsel

HEADQUARTERS  
4232 Las Virgenes Road  
Calabasas, CA 91302  
(818) 251-2100  
Fax (818) 251-2109

WESTLAKE  
FILTRATION PLANT  
(818) 251-2370  
Fax (818) 251-2379

TAPIA WATER  
RECLAMATION FACILITY  
(818) 251-2300  
Fax (818) 251-2309

RANCHO LAS VIRGENES  
COMPOSTING FACILITY  
(818) 251-2340  
Fax (818) 251-2349

www.LVMWD.com

MEMBER AGENCY OF THE  
METROPOLITAN WATER  
DISTRICT  
OF SOUTHERN CALIFORNIA

Call and Notice of Special Meeting of the Board of Directors of Las Virgenes Municipal Water District

A Special Meeting of the Board of Directors of Las Virgenes Municipal Water District is hereby called and notice of said Special Meeting is hereby given for **5:00 p.m. on Tuesday, December 18, 2018**, at Las Virgenes Municipal Water District, 4232 Las Virgenes Road, Calabasas, California 91302 to consider the following:

1. Call to Order and Roll Call
2. Special Meeting of December 18, 2018 (Agenda attached)
3. Adjourn

By Order of the Board of Directors

David W. Pedersen, P.E.  
Deputy Secretary of the Board

c: Each Director

Dated: December 12, 2018



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

**AGENDA**  
**SPECIAL 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, complete a speakers' card, and hand it to the Clerk of the Board. Speakers will be recognized in the order the 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 also present comments on matters on the agenda; speakers for agenda items will be recognized at the time the item is called up for discussion.

Materials prepared by the District in connection with the 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 request to the Clerk of the Board.

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5:00 PM

December 18, 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**

Matters listed under the Consent Calendar are considered to be routine, non-controversial and normally approved with one motion. If discussion is requested by a member of the Board on any Consent Calendar item, or if a member of the public wishes to comment on an item, that item will be removed from the Consent Calendar for separate action.

**A List of Demands: December 18, 2018 (Pg. 7)**

Ratify

**B Minutes: Special Meetings of November 12, 2018, November 15, 2018, November 26, 2018 and December 4, 2018 (Pg. 35)**

Approve

**C Directors' Per Diem: November 2018 (Pg. 66)**

Ratify

**D Monthly Cash and Investment Report: October 2018 (Pg. 72)**

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

**E Supply and Delivery of Water Meters: Contract Increase (Pg. 84)**

Authorize the General Manager to increase an annual purchase order to Zenner Performance Meters, Inc. by \$12,000, from \$34,970.99 to \$46,970.99, for the current term and four one-year renewal options for the supply and delivery of water meters.

**F Backflow Prevention Device Testing: Award (Pg. 86)**

Accept the bid from Verne's Plumbing, Inc., and authorize the General Manager to issue a one-year contract, in the amount of \$107,065, with four one-year renewal options for backflow prevention device testing services.

**G Landscape Maintenance Services: Contract Extension (Pg. 94)**

Authorize the General Manager to execute a six-month extension, in the amount of \$37,000, for the current agreement with Villa Esperanza Services for landscape maintenance services.

**H Designation of Applicant's Agents for California Governor's Office of Emergency Services (Pg. 96)**

Pass, approve, and adopt Cal OES 130, Designation of Applicant's Agent Resolution for Non-State Agencies, designating and authorizing the General Manager, Director of Finance and Administration, and Director of Facilities and Operations to represent the District with the California Governor's Office of Emergency Services.

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

**A Oath of Office for Jay Lewitt, Lynda Lo-Hill and Lee Renger**

- B **MWD Representative Report**
- C **Legislative and Regulatory Updates**
- D **Water Supply Conditions Update (Pg. 100)**

6 **TREASURER**

7 **BOARD OF DIRECTORS**

- A **Election of Officers: President, Vice-President, Secretary and Treasurer**  
Elect Directors to serve two-year terms as President, Vice-President, Secretary and Treasurer of the Board of Directors.
- B **Appointment of Deputy Secretaries and Deputy Treasurer (Pg. 102)**  
Appoint David W. Pedersen, General Manager, and Josie Guzman, Executive Assistant/Clerk of the Board, as Deputy Secretaries, and Donald Patterson, Director of Finance and Administration, as Deputy Treasurer.
- C **Consideration of Time Change for Regular Board Meetings (Pg. 103)**  
Consider the merits of changing the time of day for regular Board meetings and, if desired, pass, approve and adopt proposed Resolution No. 2547, adjusting the time of the meetings from 5:00 p.m. to 9:00 a.m. on the second and fourth Tuesday of each month.

**RESOLUTION NO. 2547**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE CODE) AS IT RELATES TO THE TIME OF DISTRICT MEETINGS**

(Reference is hereby made to Resolution No. 2545 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

8 **GENERAL MANAGER**

- A **Woolsey Fire Response and Recovery Effort: Continuation of Emergency and Progress Update (Pg. 108)**  
Approve the continuation of an emergency declaration due to the Woolsey Fire.

9 **FACILITIES AND OPERATIONS**

- A **8-Inch Water Main Break on Lewis and Clark Road in Hidden Hills: End of Emergency (Pg. 110)**  
Approve the end of an emergency declaration for the 8-Inch Water Main Break on Lewis and Clark Road in Hidden Hills.

10 **FINANCE AND ADMINISTRATION**

- A **2018 Miscellaneous Fees Study: Review (Pg. 112)**

Provide any feedback on the proposed miscellaneous fees, charges and penalties.

**B Federally Declared Emergency Purchasing Procedures: Adoption (Pg. 149)**

Pass, approve, and adopt proposed Resolution No. 2546, modifying the Las Virgenes Municipal Water District Code to add federally declared emergency purchasing procedures.

**RESOLUTION NO. 2546**

**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, SECTION 412 – FEDERALLY DECLARED EMERGENCY PURCHASING PROCEDURES**

(Reference is hereby made to Resolution Nos. 2546 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

**C Enterprise Resource Planning (ERP) System: Award (Pg. 156)**

Accept the proposal from Tyler Technologies and authorize the General Manager to execute a contract, in the total amount of \$1,462,545, for an Enterprise Resource Planning System; and accept the proposal from SDI Presence LLC and authorize the General Manger to execute a contact, in the amount of \$273,000, for consulting services associated with implementation of the Enterprise Resource Planning System.

**11 RESOURCE CONSERVATION AND PUBLIC OUTREACH**

**A Rancho Las Virgenes Farm Sprayfields Operation and Maintenance: Renewal of Agreement (Pg. 166)**

Authorize the General Manager to execute a one-year agreement, in an amount not-to-exceed \$250,000, with W. Litten Land Preparation for the operation and maintenance of the Rancho Las Virgenes Farm Sprayfields.

**12 INFORMATION ITEMS**

**A Reimbursable Expenses for Fiscal Year 2017-18 (Pg. 181)**

**B Claim by Richard Yost (Pg. 187)**

**13 NON-ACTION ITEMS**

**A Organization Reports/Agenda (Pg. 194)**

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

**C General Manager Reports**

(1) General Business

(2) Follow-Up Items

D **Director's Comments**

14 **FUTURE AGENDA ITEMS**

15 **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

16 **CLOSED SESSION**

A **Conference with Labor Negotiator (Government Code Section 54957.6):**

Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sherri Paniagua, Human Resources Manager; and Kristi Recchia, Liebert Cassidy Whitmore

Employee Organizations: General and Office Units represented by the Service Employees International Union Local 721

B **Conference with Labor Negotiator (Government Code Section 54957.6):**

Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sherri Paniagua, Human Resources Manager; and Kristi Recchia, Liebert Cassidy Whitmore

Employee Organization: Las Virgenes Manager, Supervisor, Professional and Confidential Employees Association

17 **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: December 18, 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. 80598 through 80712 were issued in the total amount of

\$ 668,358.38

Payments through wire transfers as follows:

Sub-Total Wires

\$ -

Total Payments

\$ 668,358.38

(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 12/18/18

Company Name	Company No.	Check No.		Amount	Total
		80598 thru 80656 12/04/18	80657 thru 80712 12/11/18		
Potable Water Operations	101	10,187.25	148,002.11	158,189.36	
Recycled Water Operations	102		514.94	514.94	
Sanitation Operations	130	3,785.28	5,262.24	9,047.52	
Potable Water Construction	201		4,646.25	4,646.25	
Water Conservation Construction	203				
Sani- Construction	230				
Potable Water Replacement	301	4,600.25	14,264.28	18,864.53	
Reclaimed Water Replace	302			-	
Sanitation Replacement	330				
Internal Service	701	88,514.09	113,013.18	201,527.27	
JPA Operations	751	24,558.38	198,972.49	223,530.87	
JPA Construction	752				
JPA Replacement	754	34,417.16	17,620.48	52,037.64	
	<b>Total Printed</b>	<b>166,062.41</b>	<b>502,295.97</b>	<b>668,358.38</b>	
<b>Voided Checks / payment stopped:</b>					
	<b>Net Total</b>	<b>166,062.41</b>	<b>502,295.97</b>	<b>668,358.38</b>	



Batch Number - 267161

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
80598	12/04/18	19269	ACC BUSINESS	SCADA MPLS 10/11~11/10/1 8	PV	161376	001	00701	1,449.44	183188413
80599	12/04/18	19269	ACC BUSINESS	SCADA MPLS 10/11~11/10/1 8	PV	161376	002	00701	800.19	183188413
80600	12/04/18	2317	ACORN NEWSPAPER	SCADA MPLS 10/11~11/10/1 8	PV	161376	003	00701	148.83	183188413
80601	12/04/18	6953	ALVIN ADELMAN	SCADA MPLS 10/11~11/10/1 8	PV	161376	005	00701	3,811.45	183188413
80602	12/04/18	19263	AFFORDABLE TABLES AND CHAIRS LLC	Payment Amount INTERNET 10/11~11/10/1 8	PV	161377	001	00701	916.45	183173803
80603	12/04/18	3077	AIRGAS USA, LLC	Payment Amount AD-TURN IRGTN DOWN	PV	161351	001	00101	1,071.60	120382
				Payment Amount RFND CR BAL-CLOSED A/C	PV	161342	001	00101	182.82	012499
				Payment Amount RENTAL-G.P. RETRMNT 12/1	PV	161394	001	00701	535.00	1169
				Payment Amount ANTIBACTERIAL SOAP	PV	161360	001	00701	293.68	9082311419
				Payment Amount WASTE OIL PICKUP	PV	161361	001	00701	1,951.29	9081861891
				Payment Amount WATERUSE BRFT	PV	161395	001	00701	50.00	06-11302
				Payment Amount WATERUSE BRFT	PV	161338	001	00751	35.00	I500-00386253
				Payment Amount WATERUSE BRFT	PV	161395	001	00701	50.00	06-11302

All Payee  
 6658 AIRGAS USA, LLC  
 P. O. BOX 7423  
 PASADENA CA 91109-7423

Batch Number - 267161  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
	11/15		OF WATER						
			AGENCIES						
80606	12/04/18	2869	AT&T	Payment Amount SRV 11/14-12/13/1 8	PV	161337	001 00701	50.00 45.46	4639/111418
				SRV 11/20-12/19/1 8	PV	161391	001 00101	45.45	2150/112018
				Payment Amount RLV CO GEN DSL 10/11-11/10/1 8	PV	161385	001 00751	90.91 55.00	5778/101018
80607	12/04/18	20424	AT&T	RLV CO GEN DSL 11/10-12/10/1 8	PV	161386	001 00751	64.25	5778/111018
				Payment Amount 10/31 FED LOBBYING 10/31 ST LOBBYING	PV	161372	001 00701	119.25 5,000.00	836004
80609	12/04/18	18080	BOOT BARN INC.	Payment Amount SFTY FTWEAR-LILLEY	PV	161352	001 00701	10,000.00 225.00	IVC0157284
80610	12/04/18	2964	CA DEPARTMENT OF TAX&FEE ADMINISTRATIO N	Payment Amount WTR RIGHTS-FY18/1 9	PV	161393	001 00101	299.46	0002 8342 187
80611	12/04/18	18533	CALIFORNIA LUTHERAN UNIVERSITY (CLU)	Payment Amount SUPV SKILLS TRNG-4 EE'S	PV	161353	001 00701	299.46 1,580.00	LVMWD 701
80612	12/04/18	5405	CALOLYMPIC SAFETY	Payment Amount RESPIRATOR	PV	161358	001 00701	1,580.00 395.65	373226
80613	12/04/18	20655	CANNON	Payment Amount PIE	PV	161415	001 00701	395.65 1,658.50	67424

Batch Number - 267161

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Itm	Key Co	Amount	Invoice Number
			CORPORATION	10/31-TWRF						
			REHAB							
			PIE 9/30		PV	161417	001	00701	4,000.25	67301-R
			SP/COR REHAB							
			PIE 9/30		PV	161417	002	00701	4,000.25	67301-R
			SP/COR REHAB							
			Payment Amount					9,659.00		
80614	12/04/18	19270	COMMUNICATION S RELAY, LLC	DEC'18 SITE	PV	161390	001	00101	983.74	57387
			RENT SCADA							
			Payment Amount					983.74		
80615	12/04/18	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	BLNK BOXES	PV	161379	001	00701	23.76	9009-781430
			BLNK BOXES							
			RELAYS/PSHBT							
			NS/BASES							
			Payment Amount					1,330.07		
80616	12/04/18	16364	D&H WATER SYSTEMS INC.	PARTS-W & T ANALZRS	PV	161387	001	00751	1,856.08	12018-1157
			EMISSION COMPLIANT CONTROLS CORP.							
			Payment Amount					1,856.08		
80617	12/04/18	14591	EMISSION COMPLIANT CONTROLS CORP.	EMISSION TSTG-CORNELL P/S	PV	161366	001	00701	1,629.00	PSO4385
			All Payee							
			15750 EMISSION COMPLIANT CONTROLS CORP.							
			P. O. BOX 16727							
			IRVINE CA 92623-6727							
			Payment Amount					1,629.00		
80618	12/04/18	8923	ENVIRONMENTAL EXPRESS, INC.	LOD VIALS	PV	161404	001	00701	574.53	1000532172
			Payment Amount					574.53		
80619	12/04/18	21149	SOHEILA FAHIMIRAD	RFND CR BAL-CLOSED A/C	PV	161346	001	00101	87.59	051124
			Payment Amount					87.59		
80620	12/04/18	2654	FAMCON PIPE	COUPLINGS	PV	161357	001	00701	2,583.11	213397
			Payment Amount					2,583.11		
80621	12/04/18	2655	FERGUSON ENTERPRISES	FLANGES	PV	161359	001	00701	4,406.47	0653307
			Payment Amount					4,406.47		
			CLA-VALS							
			Payment Amount					44,503.51		

Batch Number - 267161

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Alt Payee	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	lim	Co	Amount	Invoice Number
80622	12/04/18	3207	2660	FERGUSON ENTERPRISES, INC. #1083 P. O. BOX 740827 LOS ANGELES CA 90074-0827		PV	161401	001	00701	48,909.98	460.96	7718588
				FISHER SCIENTIFIC		PV	161402	001	00701		1,040.14	3475036
					OIL-GREASE DISKS/HEXANE	PD	161403	001	00701		453.77-	6880378
					RTRN-#1626307	PD	161410	001	00701		89.52-	5790245
					RTN-#3162216							
				FISHER SCIENTIFIC								
				FILE #50129								
				LOS ANGELES CA 90074-0129								
80623	12/04/18	6770	6770	G.I. INDUSTRIES		PV	161383	001	00701	957.81	583.43	2530660-0283-8
				TAPIA RAGS		PV	161405	001	00751		382.10	2880387-0283-4
				11/1-11/15/18								
				RANCHO								
				11/1-11/15/18								
				G.I. INDUSTRIES								
				P. O. BOX 541065								
				LOS ANGELES CA 90054-1065								
80624	12/04/18	2701	2701	GRAINGER, INC.		PV	161339	001	00751	965.53	1,071.56	9946425957
				GRAINGER, INC.								
				COMPRESSOR								
				GRAINGER, INC.								
				DEPT 805178142								
				PALATINE IL 60038-0001								
80625	12/04/18	2705	2705	HACH COMPANY		PV	161411	001	00701	1,071.56	2,121.45	11215474
				HACH COMPANY								
				TNT & DPD								
				REAGENT								
				HACH COMPANY								
				2207 COLLECTIONS CENTER DR								
				CHICAGO IL 60693								
80626	12/04/18	21150	21150	DON HOLLAND		PV	161347	001	00101	2,121.45	23.39	010342
				DON HOLLAND								
				RFND CR								
				BAL-CLOSED								
				A/C								

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key itm Co	Amount	Invoice Number
80627	12/04/18	8992	HOUSE SANITARY SUPPLY	Payment Amount TWLS/TOILET TISSUE	PV	161356	001 00701	1,966.53	209480
								23.39	
80628	12/04/18	2611	LA DWP	Payment Amount RECTIFIER 10/23-11/26/1 8	PV	161406	001 00101	40.36	851260/112718
								1,966.53	
80629	12/04/18	3038	LARRY WALKER & ASSOC	Payment Amount P/E 10/31 TAPIA CHL STDY	PV	161368	001 00701	3,457.25	00532.02-11
								40.36	
80630	12/04/18	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	Payment Amount L/S#2 10/11-11/14/1 8	PV	161408	001 00130	43.84	0570/112118
								3,457.25	
80631	12/04/18	2789	LIEBERT CASSIDY WHITMORE	Payment Amount SEIU NGTN P/E 10/31	PV	161413	001 00701	1,127.00	1468556
								85.09	
80632	12/04/18	2590	LOS ANGELES DAILY NEWS	Payment Amount MGMT NGTN P/E 10/31	PV	161414	001 00701	690.00	1468557
								1,817.00	
80633	12/04/18	17295	MAILFINANCE	Payment Amount AD-TURN IRGTN DOWN	PV	161350	001 00101	750.00	0000408084
								750.00	
80634	12/04/18	21151	FARID MAIWANDI	Payment Amount MAIL MCHN PMT 11/9-12/8/18	PV	161371	001 00701	325.50	N7419942
								325.50	
80635	12/04/18	2839	MOTION INDUSTRIES, INC.	Payment Amount RFND CR BAL-CLOSED A/C V-BELTS	PV	161348	001 00101	586.75	065952
								586.75	
								42.02	CA22-636619

Batch Number - 287161  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Alt Payee	Address Number	Name	Payment Stub Message	Document Ty Number	Key itm Co	Amount	Invoice Number
		10317		MOTION INDUSTRIES INC. FILE 749376 LOS ANGELES CA 90074					
80636	12/04/18	2846	NATIONAL PLANT SERVICES INC	VAC SRV-12 PITS-TAPIA	PV	161363 001 00701	42.02 2,200.00	14343	
				CLEAN WET WELL-L/S 2	PV	161364 001 00701	2,900.00	14392	
				Payment Amount			5,100.00		
80637	12/04/18	2302	OFFICE DEPOT	PEN REFILLS	PV	161370 001 00701	21.88	213218629001	
				Payment Amount			21.88		
80638	12/04/18	20555	PETTY CASH - MARY CAPPS	CASH-10/2016~ 9/2018	PV	161389 001 00701	19.70	112918	
				PTTY	PV	161389 002 00701	22.79	112918	
				CASH-10/2016~ 9/2018	PV	161389 003 00701	16.95	112918	
				PTTY	PV	161389 004 00701	27.30	112918	
				CASH-10/2016~ 9/2018	PV	161389 005 00701	17.46	112918	
				PTTY	PV	161389 006 00701	5.99	112918	
				CASH-10/2016~ 9/2018	PV	161389 007 00701	17.23	112918	
				PTTY	PV	161389 008 00701	12.00	112918	
				CASH-10/2016~ 9/2018	PV	161389 009 00701	28.00	112918	
				PTTY	PV	161389 010 00701	12.07	112918	
				CASH-10/2016~ 9/2018					

Batch Number - 267161  
Bank Account - 00146807 Cash-General

Payment . . . . . Number	Date	Address Number	Name	Payment Sub Message	Document . . . . . Ty Number	Key Item Co	Amount	Invoice Number
	9/20/18				PV 161389	011 00701	50.00	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	012 00701	42.95	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	013 00701	21.04	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	014 00701	28.78	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	015 00701	50.99	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	016 00701	20.00	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	017 00701	13.61	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	018 00701	30.35	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	019 00701	9.72	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	020 00701	12.92	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	021 00701	34.70	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	022 00701	30.08	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	023 00701	25.86	112918
				PTTY CASH-10/2016~				
	9/20/18				PV 161389	024 00701	25.04	112918
				PTTY CASH-10/2016~				

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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
				CASH-10/2016~						
				9/2018						
				PTTY	PV	161389	025	00701	42.84	112918
				CASH-10/2016~						
				9/2018						
				PTTY	PV	161389	026	00701	11.43	112918
				CASH-10/2016~						
				9/2018						
				PTTY	PV	161389	027	00701	16.62	112918
				CASH-10/2016~						
				9/2018						
				PTTY	PV	161389	028	00701	33.91	112918
				CASH-10/2016~						
				9/2018						
				PTTY	PV	161389	029	00701	21.29	112918
				CASH-10/2016~						
				9/2018						
				PTTY	PV	161389	030	00701	14.98	112918
				CASH-10/2016~						
				9/2018						
				Payment Amount					716.60	
80639	12/04/18	13645	PSOMAS	SRV-OCT18 RE	PV	161375	001	00701	600.00	146369
				STDBY						
				Payment Amount					600.00	
80640	12/04/18	2585	PURETEC	11/1/18-1/31/	PV	161367	001	00701	78.12	1675319
				19 DI						
				RNTL-WJK						
				11/1/18-1/31/	PV	161412	001	00701	257.99	1675127
				19 DI RNTL-TP						
				Payment Amount					336.11	
80641	12/04/18	16505	RAFTELIS FINANCIAL CONSULTANTS, INC.	P/E 10/31	PV	161374	001	00701	8,858.75	11131
				MISC FEE STDY						
				Payment Amount					8,858.75	
80642	12/04/18	16627	OLIVER ROULON	RFND CR	PV	161345	001	00101	14.41	061258
				BAL-CLOSED A/C						
				Payment Amount					14.41	
80643	12/04/18	6766	SAWYER PETROLEUM	PRICE	PD	161378	001	00751	284.19	V135523C
				ADJUST-V13552						



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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
						3				
				615 GAL RED DYE DIESEL	PV	161382	001	00701	2,230.97	V135523
				Payment Amount					1,946.78	
80644	12/04/18	20699	SDI PRESENCE LLC	P/E 10/31 ERP CONST SRV	PV	161369	001	00701	2,856.63	1556
				Alt Payee						
			20936 SDI PRESENCE LLC							
			29290 NETWORK PLACE							
			CHICAGO IL 60673-1292							
				Payment Amount					2,856.63	
80645	12/04/18	21152	MARIE SIGARI	RFND CR	PV	161349	001	00101	123.38	051802
				BAL-CLOSED						
				AVC						
				Payment Amount					123.38	
80646	12/04/18	2958	SOUTHERN CALIFORNIA GAS CO	CONDUIT	PV	161407	001	00101	15.78	8400/112618
				10/19-11/20/18						
				Payment Amount					15.78	
80647	12/04/18	3789	T & T TRUCK & CRANE SERVICE	CRANE-LIFT	PV	161365	001	00701	877.50	0138972-IN
				PMP @ TAPIA						
				Payment Amount					877.50	
80648	12/04/18	2737	TELEDYNE ISCO, INC.	VINYL TUBING	PV	161396	001	00751	402.96	S020289892
				C/O MCR TECHNOLOGIES						
				Alt Payee						
			5737 TELEDYNE ISCO, INC.							
			12497 COLLECTIONS CENTER DRIVE							
			CHICAGO IL 60693							
				Payment Amount					402.96	
80649	12/04/18	9851	GERSHAN THALBERG	RFND CR	PV	161343	001	00101	43.57	015422
				BAL-CLOSED						
				AVC						
				Payment Amount					43.57	
80650	12/04/18	20971	THOUSAND OAKS PLUMBING INC.	CLEAR	PV	161340	001	00751	1,100.00	17578621
				DRAINS-RLV						
				Payment Amount					1,100.00	
80651	12/04/18	15724	TIDWELL EXCAVATING ACQUISITION CO.	RFND CR	PV	161344	001	00101	952.81	9999442
				BAL-CLOSED						
				AVC						

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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
80652	12/04/18	20880	TPX COMMUNICATION S	Payment Amount	PV	161341	001	00701	2,191.95	110047414-0
				11/16-12/15/1						
				8					952.81	
				SRV	PV	161341	002	00701	348.10	110047414-0
				11/16-12/15/1						
				8						
				SRV	PV	161341	003	00701	346.40	110047414-0
				11/16-12/15/1						
				8						
				Payment Amount						
				P/E 10/31	PV	161416	001	00701	28,758.41	5411
				MLDG LV RES						
				ADMNT 1						
				Payment Amount						
				BOD BOTTLES	PV	161397	001	00701	249.17	8084329133
				SCIENTIFIC						
				POTASSIUM	PV	161398	001	00701	85.63	8084337317
				SULFATE						
				GLOVES &	PV	161399	001	00701	516.31	8084334685
				AUTOCLAVE						
				TAPE						
				GLOVES	PV	161400	001	00701	165.87	8084451525
				AIT Payee						
				3216 WVR INTERNATIONAL, INC						
				P. O. BOX 640169						
				PITTSBURGH PA 15264-0169						
				Payment Amount						
				2019	PV	161354	001	00701	1,685.25	D20191261
				ASSOCIATION						
				DUES						
				Payment Amount						
				CLAIM	PV	161355	001	00701	772.80	8029/CLAIM-JU
				SERV-JUL-OCT						L-OCT
				18						
				CLAIM	PV	161355	002	00701	119.60	8029/CLAIM-JU
				SERV-JUL-OCT						L-OCT
				18						
				CLAIM	PV	161355	003	00701	1,076.40	8029/CLAIM-JU
				SERV-JUL-OCT						L-OCT
				18						

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Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Number	Document	Key	Item	Co	Amount	Invoice Number
Payment Amount												
Total Amount of Payments Written											1,968.80	
Total Number of Payments Written											59	
Total Amount of Payments Written											166,062.41	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
80657	12/11/18	17361	ACCURATE FIRSTAID SERVICES	FIRSTAID SITE SRV-RLV	PV	161507	001	00701	296.64	B-2223
80658	12/11/18	2317	ACORN NEWSPAPER	FIRSTAID SITE SRV-TP Payment Amount	PV	161508	001	00701	312.02	B-2226
80659	12/11/18	15897	AMERICAN TELEBROKERS	AD-NIB/BKFLW TEST 11/1 Payment Amount	PV	161534	001	00701	108.00	M-0788/BIDS
80660	12/11/18	2383	AMERICAN WATER WORKS ASSOC	RPR 2 MITEL PHONES Payment Amount	PV	161517	001	00701	161.58	137007
80661	12/11/18	2387	AMERRAY HYDRAULICS CORP	2019 MEMBERSHIP DUES Payment Amount	PV	161533	001	00701	4,141.00	7001607997
80662	12/11/18	18160	ARC IMAGING RESOURCES	BSHNGS/NIPPLE SIELBOWS Payment Amount	PV	161481	001	00701	1,712.56	48272
80663	12/11/18	2869	AT&T	CANON IMAGEPRO TX-3000 MFP CANON IMAGEPRO TX-3000 MFP CANON IMAGEPRO TX-3000 MFP Payment Amount	PV	161424	001	00701	6,977.78	871676
				SRV 11/23-12/22/1 8	PV	161424	002	00701	345.00	871676
				SRV 11/23-12/22/1 8	PV	161424	005	00701	2,168.10	871676
				SRV 11/23-12/22/1 8	PV	161513	001	00701	49.06	1984/112318
				CORD/SDL PEAK	PV	161514	001	00101	159.39	7426/112318
					PV	161515	001	00101	165.13	2430/112318
80664	12/11/18	20655	CANNON	Payment Amount	PV	161526	001	00701	5,800.50	67544

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
						Number	Item Co		
			CORPORATION	TNK REHAB	PV	161526	002 00701	5,800.50	67544
				CORD/SDL PEAK					
				TNK REHAB					
				Payment Amount			11,601.00		
80665	12/11/18	2513	CAPCO	OCT'18	PV	161524	001 00701	365.00	181922
			ANALYTICAL SERVICES	SAMPLING					
				Payment Amount			365.00		
80666	12/11/18	18107	CAROLLO ENGINEERING, INC	P/E	PV	161437	001 00701	8,588.73	0171629
				10/31-PURE					
				WTR DEMO					
				Payment Amount			8,588.73		
80667	12/11/18	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	MISC ELECT SUPPLIES	PV	161422	001 00701	340.51	9009-781265
				Payment Amount			340.51		
80668	12/11/18	15765	CORE & MAIN LP	HYDRANTS	PV	161479	001 00701	13,775.57	J813299
				HYDRANTS					
				Payment Amount			13,775.57		
			Alt Payee	15948					
			CORE & MAIN LP						
			P.O. BOX 28330						
			ST. LOUIS MO 63146						
				Payment Amount			19,042.87		
80669	12/11/18	20643	CSI SERVICES, INC.	INSP SRV-CLRF	PV	161425	001 00701	760.00	8590
				10/10 & 10/26					
				Payment Amount			760.00		
80670	12/11/18	16364	D&H WATER SYSTEMS INC.	PARTS-W & T ANALYZERS	PV	161499	001 00751	794.60	I 2018-1193
				Payment Amount			794.60		
80671	12/11/18	18111	ELECSYS INTERNATIONAL CORPORATION	DEC'18 MTR DVC MAINT	PV	161435	001 00701	310.00	184474
				Payment Amount			310.00		
80672	12/11/18	6770	G.I. INDUSTRIES	12/18 HQ/SHOP DISP	PV	161498	001 00701	686.85	2880626-0283-5
				SHOP BLDG					
				11/16-11/30/18					
				Payment Amount			1,227.43		
				11/16-11/30/18					
				Payment Amount			310.00		
				12/18 HQ/SHOP					
				DISP					
				SHOP BLDG					
				11/16-11/30/18					
				Payment Amount			1,227.43		
				12/18 DISP					
				WLK					
				Payment Amount			292.54		
				12/18 DISP					
				WLK					
				Payment Amount			292.54		

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
						Number	Lim Co		
Alt Payee	6771	G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065							
80673	12/11/18	2691	GIERLICH-MITC HELL, INC.	SPROCKETS	PV	161523	001 00701	2,590.00	15352
				SPROCKETS	PV	161523	002 00701	25.24	15352
Alt Payee	8003	GIERLICH-MITCHELL, INC. 179 NIBLUCK ROAD #210 PASO ROBLES CA 93446							
80674	12/11/18	2701	GRAINGER, INC.	BATTERIES	PV	161477	001 00701	289.69	9956332547
				WALL CLOCKS	PV	161505	001 00701	68.13	9956332554
Alt Payee	5453	GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001							
80675	12/11/18	2705	HACH COMPANY	ANLN INST	PV	161423	001 00701	20,049.45	11215837
Alt Payee	6442	HACH COMPANY 2207 COLLECTIONS CENTER DR CHICAGO IL 60693							
80676	12/11/18	7421	HAMNER, JEWELL AND ASSOCIATES	PIE 10/15-TWIN LK P/S	PV	161431	001 00701	3,318.75	9799
80677	12/11/18	8692	HOUSE SANITARY SUPPLY	TOWELS	PV	161478	001 00701	588.41	209480-01
80678	12/11/18	20856	INTERNATIONAL PRINTING & TYPESETTING INC	400 WTR AWARE CALNDRS	PV	161436	001 00701	1,787.04	21877
				"WOOSLEY FIRE" STAMPS	PV	161512	001 00101	312.08	21891
80679	12/11/18	21155	JENNIFER	REFUND-G.P.	PV	161532	001 00701	70.00	1025

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Key lim	Key Co	Amount	Invoice Number
			PERSIKE & COMPANY	RTMT PARTY					
80680	12/11/18	5230	KENNEDY/JENKS CONSULTANTS	Payment Amount P/E 10/26 MGT SRV CNTRT	PV	161427	001 00701	70.00 311.25	125754
				P/E 10/26 TWN LKS PS DSGN	PV	161527	001 00701	1,327.50	125743
80681	12/11/18	20642	MEAD AND HUNT, INC.	Payment Amount OCT'18 STDY-RES EAP	PV	161426	001 00701	1,638.75 735.09	284965
80682	12/11/18	20973	MERRIMAC ENERGY GROUP	Payment Amount 8,579 GAL REG GAS	PV	161525	001 00701	27,949.32	2184023
80683	12/11/18	2839	MOTION INDUSTRIES, INC.	Payment Amount SPHERICAL E BEARING	PV	161420	001 00701	3,498.34	CA22-636660
				GEARBOX	PV	161421	001 00701	2,650.20	CA22-636767
			Alt Payee 10317 MOTION INDUSTRIES INC. FILE 749376 LOS ANGELES CA 90074						
80684	12/11/18	2365	MSO TECHNOLOGIES	Payment Amount P/E 10/31 PLC PRGM-CNTRT	PV	161430	001 00701	6,148.54 691.20	6012
80685	12/11/18	2842	NAPA AUTO PARTS	Payment Amount BATTERIES L/S#1 DEP CR- #4206-901418 CABIN FLTRS-CHEVY TRKS	PV	161501	001 00701	616.82 691.20 154.44- 281.91	4206-901418 4206-901581 4206-901930
80686	12/11/18	2302	OFFICE DEPOT	Payment Amount PICTURE FRAMES FORM HOLDER/WALL CLOCK CALCULATOR SIGN-L	PV	161471	001 00701	744.29 234.88 36.17 65.52 19.70	228147780001 228147779001 228147778001 228147395001

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
						Number	Item Co		
			SHAPIRO		PV	161475	001 00701	308.57	238525201001
			FORM						
			HOLDERS/PADS/						
			PENS						
			PAPER/BILLCOU		PV	161476	001 00701	931.59	226488363001
			NTER						
			Payment Amount				1,596.43		
80687	12/11/18	16372	OLIN CORPORATION - CHLORALKALI		PV	161418	001 00701	3,977.90	2600617
			4,938 GAL						
			HYPOCHLORITE						
			4,666 GAL		PV	161419	001 00701	3,758.78	2603981
			HYPOCHLORITE						
			4,860 GAL		PV	161438	001 00701	3,915.07	2605394
			HYPOCHLORITE						
			OLIN CORPORATION - CHLORALKALI						
			P.O. BOX 402766						
			ATLANTA GA 30384-2766						
			Payment Amount				11,651.75		
80688	12/11/18	13986	ORACLE AMERICA, INC.		PV	161528	001 00701	17,942.99	44131045
			JDE MAINT						
			8/23-11/22/18						
			Payment Amount				17,942.99		
80689	12/11/18	18956	PETTY CASH - KAREN NORMAN		PV	161539	001 00701	34.95	111618
			EXP						
			3/22-11/16						
			PETTY CASH		PV	161539	002 00701	4.56	111618
			EXP						
			3/22-11/16						
			PETTY CASH		PV	161539	003 00701	6.01	111618
			EXP						
			3/22-11/16						
			PETTY CASH		PV	161539	004 00701	16.08	111618
			EXP						
			3/22-11/16						
			PETTY CASH		PV	161539	005 00701	18.69	111618
			EXP						
			3/22-11/16						
			PETTY CASH		PV	161539	006 00701	25.78	111618
			EXP						
			3/22-11/16						
			PETTY CASH		PV	161539	007 00701	20.15	111618
			EXP						



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Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document	Key itm Co	Amount	Invoice Number
				EXP					
	3/22-11/16			PETTY CASH	PV	161539	008 00701	10.90	111618
				EXP					
	3/22-11/16			PETTY CASH	PV	161539	009 00701	38.46	111618
				EXP					
	3/22-11/16			PETTY CASH	PV	161539	010 00701	15.88	111618
				EXP					
	3/22-11/16			PETTY CASH	PV	161539	011 00701	38.66	111618
				EXP					
	3/22-11/16			PETTY CASH	PV	161539	012 00701	38.54	111618
				EXP					
	3/22-11/16			PETTY CASH	PV	161539	013 00701	12.82	111618
				EXP					
	3/22-11/16			PETTY CASH	PV	161539	014 00701	30.63	111618
				EXP					
	3/22-11/16			PETTY CASH	PV	161539	015 00701	24.08	111618
				EXP					
	3/22-11/16			Payment Amount				336.19	
80690	12/11/18	21117	PHILVILLE RECORDS	BAL DUJ-SERV@	PV	161535	001 00701	700.00	006
				G.P. RTRMT					
				Payment Amount				700.00	
80691	12/11/18	8484	PRAXAIR DISTRIBUTION, INC	CYLINDER RENT 10/20-11/20/1	PV	161504	001 00101	166.28	86240393
				8					
				Alt Payee					
			8898	PRAXAIR DISTRIBUTION INC. DEPT. LA.21511 PASADENA CA 91185-1511					
				Payment Amount				166.28	
80692	12/11/18	20334	PRUDENTIAL OVERALL SUPPLY	11/18 UNFRMS/MATS/JT WLS	PV	161482	001 00701	60.90	170874047

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document		Key Item Co	Amount	Invoice Number
					Ty	Number			
11/18			UNFRMS/MATS/JT WLS		PV	161482	002 00701	61.87	170874047
11/18			UNFRMS/MATS/JT WLS		PV	161483	001 00701	60.90	170875524
11/18			UNFRMS/MATS/JT WLS		PV	161483	002 00701	61.87	170875524
11/18			UNFRMS/MATS/JT WLS		PV	161484	001 00701	60.90	170877029
11/18			UNFRMS/MATS/JT WLS		PV	161484	002 00701	61.87	170877029
11/18			UNFRMS/MATS/JT WLS		PV	161485	001 00701	60.90	170878934
11/18			UNFRMS/MATS/JT WLS		PV	161485	002 00701	61.87	170878934
11/18			UNFRMS/MATS/JT WLS		PV	161486	001 00701	9.60	170874042
11/18			UNFRMS/MATS/JT WLS		PV	161486	002 00701	21.44	170874042
11/18			UNFRMS/MATS/JT WLS		PV	161487	001 00701	9.60	170875519
11/18			UNFRMS/MATS/JT WLS		PV	161487	002 00701	21.44	170875519
11/18			UNFRMS/MATS/JT WLS		PV	161488	001 00701	9.60	170877024
11/18			UNFRMS/MATS/JT WLS		PV	161488	002 00701	21.44	170877024
11/18			UNFRMS/MATS/JT WLS		PV	161489	001 00701	9.60	170878929
11/18			UNFRMS/MATS/JT WLS		PV	161489	002 00701	21.44	170878929

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key itm Co	Amount	Invoice Number
				WLS					
	11/18			UNFRMS/MATS/T	PV	161489	002 00701	21.44	170878929
				WLS					
	11/18			UNFRMS/MATS/T	PV	161490	001 00701	244.83	170874045
				WLS					
	11/18			UNFRMS/MATS/T	PV	161491	001 00701	244.83	170875522
				WLS					
	11/18			UNFRMS/MATS/T	PV	161492	001 00701	244.83	170877027
				WLS					
	11/18			UNFRMS/MATS/T	PV	161493	001 00701	257.57	170878932
				WLS					
	11/18			UNFRMS/MATS/T	PV	161494	001 00701	32.60	170874046
				WLS					
	11/18			UNFRMS/MATS/T	PV	161494	002 00701	30.83	170874046
				WLS					
	11/18			UNFRMS/MATS/T	PV	161495	001 00701	32.60	170875523
				WLS					
	11/18			UNFRMS/MATS/T	PV	161495	002 00701	30.83	170875523
				WLS					
	11/18			UNFRMS/MATS/T	PV	161496	001 00701	32.60	170877028
				WLS					
	11/18			UNFRMS/MATS/T	PV	161496	002 00701	30.83	170877028
				WLS					
	11/18			UNFRMS/MATS/T	PV	161497	001 00701	32.60	170878933
				WLS					
	11/18			UNFRMS/MATS/T	PV	161497	002 00701	30.83	170878933
				WLS					
				Payment Amount					
								1,861.02	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document		Key	Amount	Invoice Number
					Ty	Number			
80693	12/11/18	21156	RESEDA SHADE CO.	12 MINI BLINDS-BLDG 7	PV	161540	001 00701	1,273.00	9803
				4 MINI BLINDS-BLDG 7	PV	161541	001 00701	510.00	9309
				Payment Amount				1,783.00	
80694	12/11/18	17174	ROTH STAFFING COMPANIES, LP	TEMP SRV W/E 11/2 T.P.	PV	161433	001 00701	1,024.00	13659637
				TEMP SRV W/E 11/9 T.P.	PV	161434	001 00701	780.80	13664355
				Payment Amount				1,804.80	
80695	12/11/18	20583	RT LAWRENCE CORPORATION	LOCKBOX FEES SEP'18	PV	161521	001 00701	2,655.03	42511
				LOCKBOX FEES OCT'18	PV	161522	001 00701	1,321.89	42512
				Payment Amount				3,976.92	
80696	12/11/18	3480	SIGN FACTORY	(4) BANNER SCRIM	PV	161510	001 00101	968.47	16261
				(20) IRRGTN SIGNS	PV	161511	001 00101	1,657.02	16250
				Payment Amount				2,625.49	
80697	12/11/18	2948	SMITH PIPE & SUPPLY	STRAW WTL/FENCE	PV	161429	001 00701	1,790.88	3376360
				SPLY					
				Payment Amount				1,790.88	
80698	12/11/18	2949	SNAP ON TOOLS	SHOP TOOLS	PV	161500	001 00701	193.71	11141853406
				Payment Amount				193.71	
80699	12/11/18	2957	SOUTHERN CALIFORNIA EDISON	ENERGY CHGS NOV'18	PV	161454	001 00101	2,219.85	161453
				ENERGY CHGS NOV'18	PV	161454	002 00101	400.12	161453
				ENERGY CHGS NOV'18	PV	161454	003 00101	24.99	161453
				ENERGY CHGS NOV'18	PV	161454	004 00101	70.03	161453
				ENERGY CHGS NOV'18	PV	161454	005 00101	19.18	161453
				ENERGY CHGS NOV'18	PV	161454	006 00101	16.11	161453
				ENERGY CHGS NOV'18	PV	161454	007 00101	10.74	161453

Batch Number - 257574

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Tr	Document Number	Key	Key	Amount	Invoice Number
						Number	lim	Co		
				ENERGY CHGS	PV	161454	008	00101	24.99	161453
				NOV'18						
				ENERGY CHGS	PV	161454	009	00101	28.08	161453
				NOV'18						
				ENERGY CHGS	PV	161454	010	00101	26.25	161453
				NOV'18						
				ENERGY CHGS	PV	161454	011	00101	2,522.01	161453
				NOV'18						
				ENERGY CHGS	PV	161454	012	00101	8,895.70	161453
				NOV'18						
				ENERGY CHGS	PV	161454	013	00101	9,702.16	161453
				NOV'18						
				ENERGY CHGS	PV	161454	014	00101	1,487.24	161453
				NOV'18						
				ENERGY CHGS	PV	161454	015	00101	24.73	161453
				NOV'18						
				ENERGY CHGS	PV	161454	016	00101	177.87	161453
				NOV'18						
				ENERGY CHGS	PV	161454	017	00101	3,940.16	161453
				NOV'18						
				ENERGY CHGS	PV	161454	018	00101	15,390.93	161453
				NOV'18						
				ENERGY CHGS	PV	161454	019	00101	61,563.71	161453
				NOV'18						
				ENERGY CHGS	PV	161454	020	00101	27.80	161453
				NOV'18						
				ENERGY CHGS	PV	161454	021	00101	646.94	161453
				NOV'18						
				ENERGY CHGS	PV	161454	022	00101	1,208.78	161453
				NOV'18						
				ENERGY CHGS	PV	161454	023	00101	4,529.33	161453
				NOV'18						
				ENERGY CHGS	PV	161454	024	00101	249.77	161453
				NOV'18						
				ENERGY CHGS	PV	161454	025	00101	930.35	161453
				NOV'18						
				ENERGY CHGS	PV	161454	026	00101	3,261.41	161453
				NOV'18						
				ENERGY CHGS	PV	161454	027	00101	28.78	161453
				NOV'18						
				ENERGY CHGS	PV	161454	028	00101	1,838.85	161453
				NOV'18						

Batch Number - 267574  
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document . . . Number	Key itm Co	Amount	Invoice Number
NOV'18				ENERGY CHGS	PV	161454	029 00101	29.50	161453
NOV'18				ENERGY CHGS	PV	161454	030 00101	27.37	161453
NOV'18				ENERGY CHGS	PV	161454	031 00101	7,836.78	161453
NOV'18				ENERGY CHGS	PV	161454	032 00101	5,701.45	161453
NOV'18				ENERGY CHGS	PV	161454	033 00101	2,293.09	161453
NOV'18				ENERGY CHGS	PV	161454	034 00101	1,323.35	161453
NOV'18				ENERGY CHGS	PV	161454	035 00101	2,570.23	161453
NOV'18				ENERGY CHGS	PV	161454	036 00101	12,175.99	161453
NOV'18				ENERGY CHGS	PV	161454	037 00101	2,329.65	161453
NOV'18				ENERGY CHGS	PV	161454	038 00101	4,620.22	161453
NOV'18				ENERGY CHGS	PV	161454	039 00101	2,178.91	161453
NOV'18				ENERGY CHGS	PV	161454	040 00101	516.63	161453
NOV'18				ENERGY CHGS	PV	161454	041 00101	24.48	161453
NOV'18				ENERGY CHGS	PV	161454	042 00101	116.63	161453
NOV'18				ENERGY CHGS	PV	161454	043 00101	694.22	161453
NOV'18				ENERGY CHGS	PV	161454	044 00101	1,386.61	161453
NOV'18				ENERGY CHGS	PV	161454	045 00101	3,068.88	161453
NOV'18				ENERGY CHGS	PV	161454	046 00101	24.99	161453
NOV'18				ENERGY CHGS	PV	161454	047 00101	28.64	161453
NOV'18				ENERGY CHGS	PV	161454	048 00101	28.78	161453

Batch Number - 267574

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
80700	12/11/18	2957	SOUTHERN CALIFORNIA EDISON	ENERGY CHGS NOV'18	PV	161454	049	00101	76.19	161453
				ENERGY CHGS NOV'18	PV	161454	050	00101	28.90	161453
				ENERGY CHGS NOV'18	PV	161454	051	00101	801.09	161453
				ENERGY CHGS NOV'18	PV	161454	052	00101	514.94	161453
				ENERGY CHGS NOV'18	PV	161454	053	00101	33.29	161453
				ENERGY CHGS NOV'18	PV	161454	054	00101	2,158.75	161453
				ENERGY CHGS NOV'18	PV	161454	055	00101	2,558.06	161453
				Payment Amount						
				RW P/S	PV	161530	001	00751	42,356.50	4500-42/11301
				10/29-11/29/1						8
				8 NEM						
				Payment Amount						
				RLV CMPST	PV	161531	001	00751	24,930.79	5165-46/11301
				10/29-11/29/1						8
				8						
				Payment Amount						
				ANNVRSY	PV	161509	001	00701	347.86	110144-18
				GIFT-JV						
				Payment Amount						
				ANNUAL ELAP	PV	161518	001	00701	5,294.00	EA0519-1533
				FEE 2019						
				Payment Amount						
				ASPLT	PV	161439	001	00701	47,344.13	11887
				RPR-JS/LEWIS						
				CLK						
				Payment Amount						
				PINNION	PV	161446	001	00701	338.71	023569
				SEAL/SRV #878						
				OIL/FLTRS/TRN	PV	161447	001	00701	440.78	023575
				S SRV #203						
				RPLC TAILGATE	PV	161448	001	00701	113.37	023587

Batch Number - 267574

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document	Key	Amount	Invoice Number
					Number	lim Co		
				REAL #817				
				RPLC AC	PV 161449	001 00701	779.69	023597
				CMRCSR #905				
				OIL/FLTRS/BRK	PV 161450	001 00701	280.19	023602
				SRV #903				
				OIL/FLTRS/BRK	PV 161451	001 00701	283.70	023605
				SRV #870				
				OIL/FLTRS/TRN	PV 161452	001 00701	486.08	023606
				S SRV #853				
				Payment Amount			2,722.52	
80706	12/11/18	3025	WATER & SANITATION SRV/VENTURA COUNTY	PCH WTR	PV 161516	001 00101	20,028.33	1703023
				10/16-11/20/18				
				Payment Amount			20,028.33	
80707	12/11/18	3042	WATER EDUCATION FOUNDATION	WTR ED FNDTN '19 MBRSHIP	PV 161519	001 00701	3,471.00	75/2019
				Payment Amount			3,471.00	
80708	12/11/18	3044	WATEREUSE ASSOCIATION	BRONZE CONF SPNSR'19	PV 161520	001 00701	1,500.00	CONF SPNSR/2019
				Payment Amount			1,500.00	
80709	12/11/18	18914	WECK LABORATORIES, INC.	UCMR4-8G19070	PV 161440	001 00701	75.00	W8K0775-LV
				RLV	PV 161441	001 00701	556.92	W8K0782-LV
				GRNDWTR-8J180				
				35				
				WLK-8J18038	PV 161442	001 00701	39.78	W8K1028-LV
				DIONIZED	PV 161443	001 00701	25.50	W8K1043-LV
				WTR-8K06113				
				DISTRIBUTION-8K06117	PV 161444	001 00701	99.96	W8K1120-LV
				TAPIA	PV 161445	001 00701	122.40	W8K1415-LV
				EFFLNT-8K0610				
				6				
				Payment Amount			919.56	
80710	12/11/18	3048	WEST COAST AIR CONDITIONING	HVAC REGISTERS	PV 161455	001 00701	1,141.00	S96972
				RPLC BELT	PV 161456	001 00701	16.02	S97003



Batch Number - 267574

Bank Account - 00146807 Cash-General

Payment . . . . . Number Date	Address Number	Name	Payment Stub Message	Ty	Document . . . . . Number	Key Item Co	Amount	Invoice Number
			BLDG 8					
			PM/FLTRS BLDG	PV	161457	001 00701	30.00	S96655
			2					
			PM/FLTRS/BELT	PV	161458	001 00701	265.00	S96656
			S BD 7					
			BELT BLDG 7	PV	161459	001 00701	23.91	S96998
			PM/FLTRS LV 2	PV	161460	001 00701	115.00	S96657
			PM/FLTRS	PV	161461	001 00701	50.00	S96659
			CORNELL P/S					
			PM/FLTRS-WFP	PV	161462	001 00701	45.00	S96658
			PM/FLTRS/BELT	PV	161463	001 00701	385.00	S96671
			S-RLV					
			MATERIALS-RPR	PV	161464	001 00701	21.90	S96994
			UNIT 2-RLV					
			PM/FLTRS-US	PV	161465	001 00701	108.00	S96667
			1					
			PM/FLTRS-US	PV	161466	001 00701	62.00	S96668
			2					
			PM/FLTRS/BELT	PV	161467	001 00701	650.00	S96648
			S-BD8					
			SRV/CALIBRATE	PV	161468	001 00701	244.00	S96833
			-TAPIA					
			PM/FLTRS/BELT	PV	161469	001 00701	135.00	S96670
			S-TAPIA					
			RPLC	PV	161470	001 00701	1,285.87	S97087
			THERMOCOUPLE-					
			TAPIA					
			Payment Amount				4,577.70	
80711	12/11/18	19537	P/E 10/31	PV	161428	001 00701	2,160.00	41148
			WUNDERLICH-MA					
			LEC SYSTEMS,					
			INC.					
			Payment Amount				2,160.00	
80712	12/11/18	3067	LEASE-11/18	PV	161537	001 00701	137.90	095333815
			XEROX					
			CORPORATION					
			5945APT-OPS					
			LEASE-11/18	PV	161537	002 00701	23.33	095333815
			5945APT-OPS					
			LEASE-11/18	PV	161537	003 00701	15.32	095333815
			5945APT-OPS					
			LEASE-11/18	PV	161537	004 00701	11.32	095333815
			5945APT-OPS					
			Payment Amount				187.87	

Batch Number - 267574

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Number	Document	Key Item	Co	Amount	Invoice Number
Total Amount of Payments Written											502,295.97
Total Number of Payments Written											56



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

**MINUTES**  
**SPECIAL MEETING**

10:00 AM

November 12, 2018

**PLEDGE OF ALLEGIANCE**

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

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at **10:00 a.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  
Keith Lemieux, District Counsel

There were no Public Comments.

**2. BRIEFING ON WOOLSEY FIRE RESPONSE AND RECOVERY EFFORT**

General Manager David Pedersen stated that the purpose of the special meeting was to brief the Board and the community on the Woolsey Fire incident and the District's response and recovery effort. He acknowledged the great hardship and loss the community

experienced over the past five days beginning with the deadly shooting at the Borderline Bar & Grill in Thousand Oaks. He noted that one of the District's employees, Spencer Lee, was at the Borderline Bar & Grill during the shooting, and two of his friends were killed. He also noted that many customers have lost their homes to the recent wildfires, including Board President Peterson. He asked for a moment of silence to recognize all of the people affected by the events of the previous five days.

General Manager David Pedersen presented a small plaque to Board President Peterson, which was signed by District employees. Board President Peterson thanked the staff and noted that he lived in his home for 37 years. He expressed his appreciation for everyone's thoughts and prayers.

General Manager David Pedersen shared some of the issues and challenges that the District experienced during the Woolsey Fire and items that would need to be addressed, including having the Board declare a state of emergency and authorizing actions to support the response and recovery effort, being mindful of customers and providing them some relief where fiscally possible, and supporting customers to rebuild as quickly and as easily as possible without any additional unnecessary costs. He noted that the District activated its Emergency Operations Center (EOC) on Thursday, November 8th at 4:00 p.m., and many of the District employees were prepared and ready to mobilize. He summarized the District's Emergency Response Plan organized under the Standardized Emergency Management System Incident Command Structure. He noted that the District's Headquarters was threatened by the fire, and fire damage occurred at the Rancho Las Virgenes Composting Facility and the Westlake Filtration Plant.

Joe McDermott, Director of Resource Conservation and Public Outreach, presented a slide show displaying the damage to key facilities. He noted that District employees were mobilized to shut off water service in burn areas to maintain water system pressure. He also noted that a boil water notice was issued in coordination with the Division of Drinking Water and County Public Health Department for the southwestern portion of the District's service area served by the Seminole Tank and Latigo Tank. He also noted that the fire caused damage to a bridge on Mulholland Highway where a water main is located, which caused water loss in the Seminole and Latigo Tanks. He stated that staff would need to conduct flushing and disinfection before the boil water notice could be lifted. He addressed the challenges experienced in accessing the burn areas.

General Manager David Pedersen noted that the District worked with a unified group of partners during the fires, including the Fire Department, Sheriff's Department, Southern California Edison, Los Angeles County Waterworks District No. 29, local cities, and Cal Fire. He commended the Fire Department's Incident Command structure and acknowledged Maria Grycan for assisting with issues affecting the District. He reviewed the Woolsey Fire Response and Recovery priorities:

1. Restore and maintain water system operation
2. Restore and maintain wastewater treatment operation
3. Isolate all mainline leaks
4. Isolate all customer side leaks
5. Assess and document damages

6. Prepare an inventory of affected customers
7. Communicate the plan

Frank Almaguer, Water Systems Supervisor, provided a briefing regarding the water distribution system operations.

Steve Jackson, Chief Water Treatment Plant Operator, provided a briefing regarding operations and firefighting activities at the Westlake Filtration Plant, which sustained damage to the hypochlorite feed system.

General Manager David Pedersen displayed a map of the fire and burn areas. He noted that the public water system provides water to people and businesses and for structure fire protection for the largest single structure in the service area; however, it is not designed to fight wildfires. He stated that this does not mean that the public water system is not used to fight wildfires. He noted that the Fire Department uses all of the resources available, and the District does its best to support the use of the public water system to the fullest extent to protect life and safety in the District. He also stated that the system was being taxed beyond comprehension and performing at levels it was never intended to function. He spoke regarding damage to homes' plumbing systems, water main breaks including at the Mulholland Highway steel bridge near Peter Strauss Ranch, and ruptured water lines. He noted that issuance of a boil water notice is not unusual during disaster events, and the boil water order does not mean that the public water system is contaminated. He explained that the notice is issued as a precaution that there is a possibility that contamination could occur. He noted that no customers in the four cities in the District's service area were affected by the boil water notice.

Brett Dingman, Water Reclamation Manager, provided a briefing regarding wastewater operations and firefighting activities at the Rancho Las Virgenes Composting Facility and Tapia Water Reclamation Facility. He noted that recycled water levels were low because of the lack of wastewater due to mandatory evacuations.

Shawn Triplett, Facilities Maintenance Supervisor addressed how power outages affected the tanks during the wildfire, and recognized Mike Murphy from Quinn Power Systems for his assistance in securing generators and cables.

Jim Korkosz, Electrical/Instrumentation Supervisor, provided a briefing regarding the mobilization of generators from Quinn Power Systems and the City of Beverly Hills for use at the lift and pump stations. He noted it would be some time before power is restored to the Seminole Pump Station.

Director Caspary noted that the South Coast Air Quality Management District had severe restrictions on the amount of time allowed to test generators. He expressed concern that running a generator 20 minutes per month was not adequate to exercise or stress the equipment to determine if there could be eminent failures during operation.

General Manager David Pedersen responded to a question regarding the Southern California Edison (SCE) Public Safety Power Shutoff Program and noted that he met with the Vice President of SCE who confirmed that SCE did not employ any public safety power

shutdown during the wildfire. He displayed a photograph of the damaged bridge on Mulholland Highway, and noted that the water line is attached to the outside girder. He spoke regarding the efforts taken to deliver the generator loaned from Beverly Hills to the Seminole Pump Station. He also spoke regarding Metropolitan Water District of Southern California's (MWD) support while the District was experiencing lower than normal water pressure at the LV-2 Interconnection, including having the Eagle Rock Operations Center process additional water at the Jensen Water Treatment Plant and moving 40 CFS of water supply from West Valley Feeder No. 2 to West Valley Feeder No. 1. He acknowledged MWD for their support.

Larry Miller, Water System/Facilities Manager, provided a briefing regarding construction activities, leak repairs and administrative support during the wildfire. He acknowledged the Fire Department for their firefighting efforts in proximity to District Headquarters, which allowed the District to keep its Emergency Operations Center open on-site.

Darrell Johnson, Customer Service Manager, provided a briefing regarding field triage and customer service. He noted that staff had turned off 175 affected services, and customer service phone lines were opened to answer calls.

Dawn Buchanan, Office Customer Service Representative, shared her experience as a first responder when she accompanied her husband, Stan Buchanan, Compliance Inspector, to respond to leaks in the Malibou Lake area. She also discussed answering phone calls from customers and providing them comfort.

Doug Barrow, Technical Services Support Supervisor, provided a briefing regarding field triage in the canyons and turning off water services, checking the water mains for leaks, checking fire hydrants, and responding to Underground Service Alert tickets from SCE.

Mike McNutt, Public Affairs and Communications Manager, provided a briefing regarding public outreach and disseminating information to the local communities. He noted that this meeting was being live streamed via Facebook Live and YouTube Live. He also noted that Police and Fire were notified when the District's EOC was opened and staff offered assistance in disseminating information; utilized CalWARN to seek emergency generators; posted information on social media; and utilized the payment system, CIS system, and Call-Em-All phone and text messaging system to send information to District customers.

General Manager David Pedersen spoke regarding upcoming recovery efforts and financial reporting for Federal Emergency Management Agency (FEMA) reimbursements. He noted that Acting Governor Newsom issued a State of Emergency for Ventura and Los Angeles Counties, and sent a letter to the President requesting a Presidential Declaration.

Don Patterson, Director of Finance and Administration, provided a briefing regarding FEMA reimbursement, insurance claims and financial impacts. He spoke regarding Information Systems' efforts in setting up the EOC and monitoring the SCADA system, initiating the claims process for damages at the Westlake Filtration Plant and Rancho Las Virgenes Composting Facility, level of documentation needed for FEMA reimbursements, and a future agenda item for adoption of an emergency purchasing procedure that is FEMA compliant.

A discussion ensued regarding seeking assistance from elected officials and the District's lobbyists on recovery efforts. A discussion also ensued regarding canceling the November 13th Regular Board Meeting and scheduling a Special Board Meeting on November 15th at 5:00 p.m., for the items listed on the November 13th agenda, and preferably holding the meeting in the Board Room at District Headquarters or an alternate site within the District's service area should mandatory evacuation orders continue.

3. **PASS, APPROVE, AND ADOPT RESOLUTION NO. 2544, DECLARING A STATE OF EMERGENCY DUE TO THE WOOLSEY FIRE AND AUTHORIZING ACTIONS TO SUPPORT THE RESPONSE AND RECOVERY EFFORT**

General Manager provided an oral report and noted that proposed Resolution No. 2544 would declare the state of emergency and authorize actions to support the response and recovery effort.

Director Caspary moved to pass, approve, and adopt Resolution No. 2544. Motion seconded by Director Renger.

Keith Lemieux, District Counsel, advised that due to modifications to Proposition 218 stemming from the San Juan Capistrano case, that any fees waived that would otherwise be collected would be made from the use of penalty revenue. General Manager David Pedersen proposed that the Board approve the action with the understanding that discretionary revenue sources would be used for this purpose.

Director Caspary amended his motion to include approval with the use of use of discretionary revenue sources. Amended motion seconded by Director Renger.

Motion carried unanimously.

**RESOLUTION NO. 2544**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT DECLARING A STATE OF EMERGENCY DUE TO THE WOOLSEY FIRE AND AUTHORIZING ACTIONS TO SUPPORT THE RESPOSNE AND RECOVERY EFFORT**

(Reference is hereby made to Resolution No. 2544 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

4. **RECOGNITION OF DISTRICT EMPLOYEES**

Board President Peterson recognized all District employees for their efforts and stated that he was impressed with the District's EOC. He noted that Danny Dingman built his guest house and unfortunately his son was one of the victims who was killed at the Borderline Bar & Grill.

General Manager David Pedersen recognized all District employees and their families for their support.

**5. ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **12:42 p.m.**, in memory of Melissa Reinhardt.



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

ATTEST:

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

(SEAL)



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

**MINUTES**  
**SPECIAL MEETING**

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5:00 PM

November 15, 2018

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Joe McDermott.

**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**

General Manager David Pedersen asked that Items 5A, 5B, 5E, and 7B be removed from the agenda.

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

### **3. PUBLIC COMMENTS**

None.

### **4. CONSENT CALENDAR**

**A List of Demands: November 13, 2018: Ratify**

**B Minutes: Regular Meeting of October 23, 2018: Approve**

**C Directors' Per Diem – October 2018: Ratify**

**D Uniform Service Contract Renewal and Increase**

**Authorize the General Manager to increase the amount of the existing three-year contract by \$8,000, from \$66,000 to \$74,000, and execute a two-year contract renewal, for a not-to-exceed amount of \$50,000, for the supply of uniforms for District employees.**

**E Pavement Restoration for Water Main Break Repair at Jed Smith Road and Lewis and Clark Road: Approval of Purchase Order**

**Authorize the General Manager to issue a purchase order, in the amount of \$47,344.13, to Toro Enterprises for asphalt restoration work at the Intersection of Jed Smith Road and Lewis and Clark Road.**

**F Rancho Las Virgenes Composting Facility: Biofilter Maintenance**

**Authorize the General Manager to issue a purchase order to Viramontes Express, in the amount of \$43,426.88, for the supply of new biofilter media and removal/disposal of the spent media.**

**G 8-inch Water Main Break on Lewis and Clark Road in Hidden Hills: Continuation of Emergency**

**Approve the continuation of an emergency declaration for the 8–inch Water Main Break on Lewis and Clark rod in Hidden Hills.**

**H Resolution of Intent for Continuation of Potable Water Standby Charge**

**Pass, approve, and adopt the proposed Resolution of Intent for continuing the Standby Charge pursuant to the Municipal Water District Law of 1911; order notification of those properties that changed ownership since the last Standby Charge assessment; order publication of a Notice of Public Hearing in a newspaper of general circulation once a week for a two-week period; and set a public hearing on the matter for 5:00 p.m. on January 9, 2019.**

## **RESOLUTION NO. 2540**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT INITIATING PROCEEDINGS FOR THE CONTINUATION OF THE WATER AVAILABILITY OR STANDBY CHARGE FOR THE FISCAL YEAR COMMENCING JULY 1, 2019**

(Reference is hereby made to Resolution No. 2540 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

#### **I Financial Review: First Quarter of Fiscal Year 2018-19**

**Receive and file the financial review for the first quarter of Fiscal Year 2018-19.**

#### **J Reclassification of Vacant Public Affairs Associate Position**

**Reclassify an existing, vacant Public Affairs Associate position (Salary Grade M80) to a Public Affairs Association I/II position (Salary Grade M59/M74).**

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

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

**A Recognition of Float-Building Team for Reyes Adobe Days Parade (This item was removed from the agenda.)**

**B 60th Anniversary Recognition of Partners in Service: Conejo/Las Virgenes Future Foundation, Calabasas Chamber of Commerce, and Greater Conejo Valley Chamber of Commerce (This item was removed from the agenda.)**

#### **C Legislative and Regulatory Updates**

Joe McDermott, Director of Resource Conservation and Public Outreach, provided an update on local elections:

- Agoura Hills City Council: Deborah Klein Lopez, Chris Anstead, Denis Weber
- Calabasas City Council: David J. Shapiro, Mary Sue Maurer, James R. Bozajian
- Westlake City Council: Brad Halpern, Susan McSweeney, Ray Pearl
- United States Representative 25th District: Katie Hill
- State Assembly 45th District: Jesse Gabriel

Mr. McDermott reported that Proposition 3, the Bond for Water and Environmental Projects, had failed. He also reported that Proposition W, the Los Angeles County Flood Control District parcel tax for stormwater capture, had passed. He also reported that he contacted the District's Lobbyist, John Freshman, to discuss recovery efforts for the Woolsey Fire.

Don Patterson, Director of Finance and Administration, responded to a question regarding reimbursement from the Federal Emergency Management Agency (FEMA) by stating that once the President approves a major disaster declaration, the District may apply for FEMA Disaster Relief Funds. He noted that a damage assessment was conducted and an insurance adjustor would be coming to inspect the District's buildings. General Manager David Pedersen stated that a standing agenda item would be included on future agendas regarding the Woolsey Fire response and recovery efforts.

**D Water Supply Conditions Update**

Joe McDermott, Director of Resource Conservation and Public Outreach, reported that light rain was expected the following week.

**E Fiscal Year 2017-18 Comprehensive Annual Financial Report (This item was removed from the agenda.)**

**Receive and file the Fiscal Year 2017-18 Comprehensive Annual Financial Report.**

**F Proposed Memorial for Harold Helsley: Approval of Concept**

**Approve a concept to memorialize the life of Harold (Hal) Helsley at the Rancho Las Virgenes Compositing Facility.**

Joe McDermott, Director of Resource Conservation and Public Outreach, provided a PowerPoint presentation depicting a proposed memorial and two benches for installation at the Rancho Las Virgenes Compositing Facility to memorialize former LVMWD Director Hal Helsley.

A discussion ensued regarding the possibility of naming the building after Hal Helsley, the fact that the Board had not adopted a policy to name buildings after individuals, telling the story during tours of Hal Helsley and his role in conceiving the composting facility, and placing a plaque in his honor at the facility.

Director Caspary moved to approve the concept of a plaque and benches referencing Hal Helsley and placing them in a restful, beautiful location at the Rancho Las Virgenes Compositing Facility. Motion seconded by Director Polan.

Director Lewitt requested that an item be brought back on a future agenda to discuss the concept and philosophy of naming buildings after individuals.

Motion carried unanimously.

**6. BOARD OF DIRECTOR**

**A 2019 Board Meeting Calendar**

**Review the 2019 Board Meeting Calendar and make any scheduling adjustments.**

General Manager David Pedersen presented the report.

The Board discussed making the following adjustments to the 2019 Board Meeting calendar: cancel the January 22, 2019 meeting and schedule a special meeting on January 29, 2019; cancel the February 26, 2019 meeting; cancel the October 8, 2019 meeting and schedule a special meeting on October 10, 2019; cancel the October 22, 2019 meeting and schedule a special meeting on October 29, 2019; and cancel the December 24, 2019 meeting.

Director Polan moved to approve the 2019 Board Meeting calendar with the scheduling adjustments as discussed. Motion seconded by Director Renger. Motion carried unanimously.

**B Las Virgenes Municipal Water District Code: Update to Title 2, Chapter 2, Board of Directors**

**Pass, approved and adopted proposed Resolution No. 2543, updating Title 2, Chapter 2, Board of Directors.**

**RESOLUTION NO. 2543**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE CODE) AS IT RELATES TO THE BOARD OF DIRECTORS**

(Reference is hereby made Resolution No. 2543 on file in the District's Resolution book and by this reference the same is incorporated herein.)

General Manager David Pedersen presented the report.

Director Caspary moved to approve Item 6B. Motion seconded by Director Polan.

A discussion ensued regarding the proposed addition to Section 2-2.112(a) to ensure that any changes made to the agenda by the Board President prior to its distribution would be described to the entire Board at the Board meeting prior to approval of the agenda.

Motion carried by the following vote:

AYES: Caspary, Lewitt, Polan, Renger

NOES: None

ABSTAIN: Peterson

ABSENT: None

## **7. FINANCE AND ADMINISTRATION**

### **A Confirmation of Potable Water, Recycled Water, and Sanitation Rates for 2019**

**Pass, approve, and adopt Resolution No. 2542, updating potable water and sanitation rates.**

#### **RESOLUTION NO. 2542**

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT UPDATING POTABLE WATER AND SANITATION RATES**

(Reference is hereby made to Resolution No. 2542 on file in the District's Resolution book and by this reference the same is incorporated herein.)

Donald Patterson, Director of Finance and Administration, presented the report.

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

A discussion ensued regarding planning for the next rate study and that the following be taken into consideration: drought conditions; general reduction in water usage; recent water use trends; the fact that recycled water was not generated during the Woolsey Fire due to customers' mandatory evacuations; and the fact that the District's water system is needed to defend wildfires, which is not reimbursed by the Fire Department.

Motion carried unanimously.

### **B 2018 Miscellaneous Fees Study: Review (This item was removed from the agenda.)**

**Provide any feedback on the proposed miscellaneous fees, charges, and penalties.**

### **C Proposed Change of Dental Insurance Provider**

**Accept the proposal from MetLife Insurance Company, and authorize the General Manager to execute a two-year agreement, in the annual amount of \$149,281, to provide employee dental insurance coverage.**

General Manager David Pedersen presented the report.

Director Polan moved to approve Item 8C. Motion seconded by Director Lewitt.

Board President Peterson expressed concern with the tradition of chasing rates rather than having a provider provide good service with reasonable rates. He suggested the District consider ACWA/JPIA after this proposed agreement expires. General Manager David Pedersen responded that staff felt comfortable returning with MetLife, and he noted that there were some challenges with Cigna Insurance. He stated that staff could look into

making a better relationship with MetLife Insurance. Sherri Paniagua, Human Resources Manager, added that staff compared ACWA/JPIA rates when seeking proposals; however, ACWA/JPIA was unable to match the benefit levels that the District currently carries.

Motion carried unanimously.

## **8. RESOURCE CONSERVATION AND PUBLIC OUTREACH**

### **A Automated Meter Reading/Advanced Metering Infrastructure Consulting Services: Award**

**Accept the proposal from UtiliWorks Consulting, LLC, and authorize the General Manager to execute a professional services agreement, in the amount of \$120,042, for consulting services for the Automated Meter Reading/Advanced Metering Infrastructure Project.**

Joe McDermott, Director of Resource Conservation and Public Outreach, presented the report.

Director Renger moved to approve Item 9A. Motion seconded by Director Lewitt.

Lynda Lo-Hill spoke in support of the qualifications-based evaluation process used to select the recommended consultant.

Mr. McDermott responded to a question regarding how the ratepayers would access information regarding their water usage by stating that staff would explore software tools that would allow the ratepayers to access water usage through their smart phones or laptops/computers. He also responded to a question regarding whether the proposal could include a support system for follow-up and after-market services by stating that typically the installer is asked to enter into a long-term maintenance agreement.

Motion carried unanimously.

## **9. NON-ACTION ITEMS**

### **A Organization Reports**

- (1) MWD Representative Report/Agenda(s)

Board President Peterson reported that he attended the MWD Board of Directors and Committee meetings the previous week. He noted that Leticia Vasquez-Wilson was elected as the Secretary of the MWD Board for a two-year term, effective January 1, 2019. He also reported that recently a military helicopter was flying through a canyon near Parker Dam and collided with MWD's power transmission lines, causing \$150,000 in damages. He noted that service was restored in less than one week. He also reported that new Director Yazdan T. Emrani from the City of San Fernando was inducted to the MWD Board. He also reported that the Engineering and Operations Committee visited



the pumping plant in Burbank that was built by MWD and Calleguas Municipal Water District, the Garvey Reservoir, and the Advanced Water Treatment Demonstration Plant in Carson. He also reported that the MWD Board approved the seismic upgrades and building improvements for MWD's Headquarters Building.

(2) Other

Director Caspary reported that District staff submitted a \$1.1 million Proposition 12 grant application to the Santa Monica Bay Restoration Commission for the Pure Water Demonstration Project. He noted that the District could receive up to 75 percent of the grant request. He commended staff on their efforts in completing the grant application.

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

Director Polan reported that he and Director Lewitt attended the Association of Water Agencies of Ventura County (AWAVC) WaterWise Breakfast earlier that day where a water supply update was provided by the General Managers of Calleguas Municipal Water District (Calleguas), Casitas Municipal Water District, and United Water Conservation District. He noted that Susan Mulligan, General Manager of Calleguas, provided a discussion regarding the California WaterFix. He also noted that United Water Conservation District received Article 21 water, which was moved from the aqueduct system and put into the creeks.

Director Lewitt reported that he also attended the AWAVC WaterWise Breakfast. He acknowledged Susan Mulligan for her leadership efforts on the California WaterFix, and he expressed his concern with Governor-elect Gavin Newsom's lack of support for the project. He noted that Jay Spurgin, Public Works Director for the City of Thousand Oaks, spoke regarding the shooting at the Borderline Bar & Grill and the fact that 60 percent of Thousand Oaks residents were evacuated during the Hill Fire. Director Lewitt acknowledged Casitas Municipal Water District, Calleguas Municipal Water District, United Water Conservation District, and Las Virgenes Municipal Water District for their strong working relationship.

**C General Manager Reports**

(1) General Business

General Manager David Pedersen stated that staff would work with the Division of Drinking Water on lifting the boil water order by the end of the week. He reported that the water system was currently working well and back in full operation. He noted that the Seminole Tank was still running on back-up emergency power, the tank levels were healthy, the wastewater system was functioning completely, and biosolids were being dewatered. He also noted that temporary chemical pumps would need to be brought in to operate the Westlake Filtration Plant.

(2) Follow-Up Items

**D Directors' Comments**

None.

**10. CLOSED SESSION**

**A Conference with Labor Negotiator (Government Code Section 54957.6):**

**Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sherri Paniagua, Human Resources Director; and Kristi Recchia, Liebert Cassidy Whitmore**

**Employee Organizations: General and Office Units represented by the Service Employees International Union Local 721**

**B Conference with Labor Negotiator (Government Code Section 54957.6):**

**Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sherri Paniagua, Human Resources Director; and Kristi Recchia, Liebert Cassidy Whitmore**

**Employee Organization: Las Virgenes Manager, Supervisor, Professional and Confidential Employees Association**

The Board recessed to Closed Session at **6:16 p.m.** and reconvened to Open Session at **7:18 p.m.**

District Counsel Wayne Lemieux reported that the Board received a report in Closed Session regarding labor negotiations, and directed staff to proceed.

**11. OPEN SESSION AND ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **7:18 p.m.**, in memory of former LVMWD General Manager Hiram "Will" Stokes.

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

ATTEST:

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

(SEAL)



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

**MINUTES**  
**SPECIAL MEETING**

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9:00 AM

November 26, 2018

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by Angela Saccareccia.

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at **9:00 a.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  
Keith Lemieux, District Counsel

**2. APPROVAL OF AGENDA**

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

**3. PUBLIC COMMENTS**

None.

#### **4. ILLUSTRATIVE AND/OR VERBAL PRESENTATIONN AGENDA ITEMS**

##### **A Succession Plan**

###### **Receive and file the Succession Plan.**

Don Patterson, Director of Finance and Administration, presented a PowerPoint presentation. He reviewed the District's workforce by age; employee retirement eligibility; employee attrition rates and demographics; and total attrition, unemployment, and CPI. He also reviewed the Succession Plan implementation strategies, including attracting new employees, retention of current employees, and knowledge transfer. Lastly, he reviewed the initiatives for knowledge sharing, including formalizing a program to transfer knowledge, providing opportunities for training, and maintaining an employee onboarding process.

General Manager David Pedersen responded to a question regarding measuring the District's return on investment for staff's ongoing education by stating that staff could develop a matrix to track and examine the value of training.

Director Renger moved to receive and file the Succession Plan. Motion seconded by Director Polan. Motion carried unanimously.

#### **5. FINANCE AND ADMINISTRATION**

##### **A Final Classification and Total Compensation Study**

###### **Receive and file the Final Classification and Total Compensation Study.**

Lynda Lo-Hill addressed determining the 75th percentile and the median salary by using the box and whisker charts. She proposed a few options for the Board to consider should the Board wish to simplify and change the 90 percent of the 75th percentile compensation philosophy:

- Keep the existing compensation philosophy.
- Make exceptions when there is an inverted salary range.
- Go back to the history of the previous compensation philosophy from 16 years ago when the compensation philosophy was 10 percent below the 75th percentile to just the 75th percentile.
- Consider going from the 50th percentile to perhaps the 70th percentile to avoid salary inversions.
- Change the 50th percentile to 90 percent of the 75th percentile to a slightly higher percentage to solve the inversion issue, such as 50th percentile to 95 percent of the 75th percentile.
- Consider the median (50th percentile) and choose a salary range near this number.

Sherri Paniagua, Human Resources Manager, presented a PowerPoint presentation. She noted that the final study included corrections to grammatical errors, corrections to the dates of employees' interviews, and the addition of the box and whisker charts to the explanation page. She referenced Table 3, District-wide and Employee Group Base Salary and Total Compensation Results, showing the percent above/below labor market median based on the individual groups for base salary, total compensation, and total compensation without FICA, and stated that the table provided the best explanation of the District by market for each of the individual groups as of December 31, 2017.

Director Lewitt moved to receive and file the Final Classification and Total Compensation Study. Motion seconded by Director Caspary.

Ms. Paniagua responded to a question regarding whether the study was based on the labor market agency ranking provided on November 7, 2018. She further responded to a question regarding the use of market information from agencies located in Northern California by stating that the Board had historically agreed to use the information from the 18 agencies mentioned in the study. She noted that in working collaboratively with the District's employee association and union, the Board had approved using these 18 agencies for the study in April 2018.

Motion carried unanimously.

## **B Review and Discussion of Compensation Philosophy**

### **Consider an update to the District's compensation philosophy.**

General Manager David Pedersen provided an oral report and PowerPoint presentation. He noted that the Classification and Total Compensation Study results found that nearly 40 percent of the positions in the District resulted in an inverted range for the compensation philosophy, and he addressed the history of the District's compensation philosophy dating back to 1998. He referred to Director-elect Lo-Hill's suggestion to address the issue with inversion and simplify the compensation philosophy, and suggested that one option could be to continue with the median (50th percentile) but express the upper range in a percentile to eliminate the inversion. He also suggested a second option to use the approach taken in 2003 with 10 percent below the 75th percentile but not less than the median. He expressed concern that this option could become complicated because it could apply only at certain times, and it would make the median a single point as opposed to a range for certain positions. He stated that he believed the best approach would be to simply express it in terms of percentiles, and he recommended that the Board consider this approach.

A discussion ensued regarding seeking a value between the 75th percentile and the median in order to avoid the inversion issue, and setting a goal that all positions would be within the compensation philosophy.

Director Caspary moved to set the compensation philosophy between the median and the 75th percentile as an advisory policy. Motion seconded by Director Renger. Motion carried unanimously.

**6. CLOSED SESSION**

**A Conference with Labor Negotiator (Government Code Section 54957.6):**

**Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sherri Paniagua, Human Resources Director; and Kristi Recchia, Liebert Cassidy Whitmore**

**Employee Organizations: General and Office Units represented by the Service Employees International Union Local 721**

**B Conference with Labor Negotiator (Government Code Section 54957.6):**

**Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sherri Paniagua, Human Resources Director; and Kristi Recchia, Liebert Cassidy Whitmore**  
**Employee Organization: Las Virgenes Manager, Supervisor, Professional and Confidential Employees Association**

The Board recessed to Closed Session at **9:41 a.m.** and reconvened to Open Session at **11:40 a.m.**

Keith Lemieux, District Counsel, announced that that during the Closed Session the Board received a report regarding labor negotiations and there was no reportable action.

**7. OPEN SESSION AND ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **11:41 p.m.**

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

ATTEST:

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

(SEAL)





**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
4232 Las Virgenes Road, Calabasas CA 91302  
Teleconference Location: 1000 H Street NW, Washington DC 20001

**MINUTES  
SPECIAL MEETING**

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5:00 PM

December 4, 2018

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by Lynda Lo-Hill.

**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. Director Lewitt participated from the teleconference location at 1000 H Street NW, Washington DC 20001. 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

Josie Guzman, Clerk of the Board, announced that all action items would require a roll call vote due to the teleconference.

**2. APPROVAL OF AGENDA**

Director Renger moved to approve the agenda. Motion seconded by Director Polan. Motion carried unanimously upon roll call vote.

**3. PUBLIC COMMENTS**

None.

**4. CONSENT CALENDAR**

**A List of Demands: December 4, 2018: Receive and file**

**B Minutes: Special Meeting of November 7, 2018: Approve**

**C LVUSD Science Team Water-Related Curriculum for 4th and 5th Grade Education: Grant Agreement**

**Authorize the General Manager to execute a one-year agreement with Las Virgenes Unified School District for the Science Team Water-Related Curriculum for 4th and 5th Grade Education.**

**D CIS Software: Annual Support and Maintenance Agreement**

**Authorize the General Manager to execute an annual support and maintenance agreement with Advanced Utility Systems, in the amount of \$85,750.99, plus applicable taxes, for the District's Customer Information System software.**

**E 8-inch Water Main Break on Lewis and Clark Road in Hidden Hills: Continuation of Emergency**

**Approve the continuation of an emergency declaration for the 8-inch Water Main Break on Lewis and Clark Road in Hidden Hills.**

Director Caspary moved to approve the Consent Calendar. Motion seconded by Director Polan. Motion carried unanimously upon roll call vote.

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

**A Proclamation Recognizing Board President Glen Peterson for 32 Years of Service**

Vice President Caspary presented a proclamation and photo memory book to Board President Peterson in recognition of his 32 years of service to Las Virgenes Municipal Water District. Board President Peterson was also presented with a plaque to be placed at the oak tree planted in his honor in front of Building No. 1, the future location of the Pure Water Demonstration Plant.

The Board recessed to a break at 5:06 p.m. for a group photo at the newly planted oak tree, and reconvened in the Board Room at 5:15 p.m.

Board President Peterson stated that initially he was interested in politics following his efforts with the incorporation of the Las Virgenes area and working with the Chamber of Commerce; however, his interest changed when he was elected to the Las Virgenes Municipal Water District Board of Directors where he learned that policy was more important than politics. He thanked the Board and District staff for their support and for attending his retirement party the past weekend.

Linda Menges, accompanied by Mathy Wasserman, representing the Las Virgenes Unified School District Board of Trustees, presented a proclamation to Board President Peterson in recognition of his 32 years of service. She thanked him for his wealth of knowledge, for leading the MWD tours, and for being a partner with the school district. Board President Peterson thanked Board Trustees Menges and Wasserman for their recognition.

#### **B Recognition of Float-Building Team for Reyes Adobe Days Parade**

General Manager David Pedersen noted that the District celebrated its 60th anniversary this past year, and as part of the celebration the District was the title sponsor for the City of Agoura Hills' Reyes Adobe Days. He stated that District staff designed and built a float for the Reyes Adobe Days Parade depicting the District's past, present, and future, and the float won the Mayor's Choice Award. He recognized all of the employees who were involved in this effort: Frank Almaguer, Andy Arenas, Steven Baird, Doug Barrow, Duane Bockelman, Susan Brown, Dawn Buchanan, Guillermo Garcia, Travis Garman, Cason Gilmer, Josie Guzman, Jeff Helgager, Andrea Kajganic, Joe McDermott, Mike McNutt, Jon Meredith, Michelle Morrison, Deborah Peters, Board President Glen Peterson, Tonya Pruitt, Amanda Smith, Andrew Spear, Ray Vidal, and Jason Wilson.

Mike McNutt, Public Affairs and Communications Manager, acknowledged Michelle Morrison for her leadership and Cason Gilmer for building the majority of the float.

#### **C 60th Anniversary Recognition of Partners in Service: Conejo/Las Virgenes Future Foundation, Calabasas Chamber of Commerce, and Greater Conejo Valley Chamber of Commerce**

Mike McNutt, Public Affairs and Communications Manager, shared the history of the District's partnership with the Calabasas and Greater Conejo Valley Chambers of Commerce, and recognized them as the District's Partners in Service.

Pamela Kissel, representing the Calabasas Chamber of Commerce, congratulated Board President Peterson on his retirement. She noted that former District employee Jeff Reinhardt served on the Calabasas Chamber of Commerce Board of Directors, and she expressed her condolences upon learning of the passing of his wife, Melissa. She thanked the Board for acknowledging them as the District's Partner in Service.

Jill Lederer, representing the Great Conejo Valley Chamber of Commerce, thanked the Board for acknowledging them as the District's Partner in Service. She stated that the Chamber was happy to support the Pure Water Project Las Virgenes-Triunfo and the Calleguas-Las Virgenes Interconnection.

Mr. McNutt shared the history of the District's partnership with the Conejo/Las Virgenes Future Foundation and also recognized them as the District's Partner in Service. Jeff Rubin, Chair of the Conejo/Las Virgenes Future Foundation, thanked the Board for acknowledging them as the District's Partner in Service. He congratulated the District on its 60th anniversary, and congratulated Board President Peterson on his 32 years of service.

**D Proclamation Recognizing MWD Executive Legislative Representative Kathy Cole and State Legislative Update**

Kathy Cole, MWD Executive Legislative Representative, provided a PowerPoint presentation of the 2018 State Legislative Year accomplishments and a preview of the 2019 State Legislative Year.

Board President Peterson presented a proclamation to Ms. Cole in recognition of her retirement from the Metropolitan Water District of Southern California. Ms. Cole thanked the District for its support.

The Board recessed to a break at 6:14 p.m., and reconvened at 6:20 p.m.

**E Fiscal Year 2017-18 Comprehensive Annual Financial Report**

**Receive and file the Fiscal Year 2017-18 Comprehensive Annual Financial Report.**

Kenneth Pun, representing The Pun Group, provided a PowerPoint presentation and overview of the Fiscal Year 2017-18 Comprehensive Annual Financial Report, including the summary statement of net position; summary statements of revenues, expenses, and changes in net position; summary statement of cash flow; GASB 68 pension standards; other post-employment benefits plan (OPEB); and unmodified opinion audit results.

Director Caspary moved to receive and file the Fiscal Year 2017-18 Comprehensive Annual Financial Report. Motion seconded by Director Renger.

Mr. Pun responded to a question regarding the trend in OPEB funding by stating that the trend depends on whether agencies have a policy to fund OPEB. He noted that an average of 55 percent of agencies are funding OPEB. Don Patterson, Director of Finance and Administration, added that the Board made the decision to contribute an extra \$1 million in this year's budget towards the District's OPEB liability. He stated that the goal is to pay down the OPEB liability at a faster rate depending on future budget years.

Motion carried unanimously upon roll call vote.

## **F Water Supply Conditions Update**

Joe McDermott, Director of Resource Conservation and Public Outreach, reported that the Department of Water Resources announced on November 30th that it would be allocating ten percent for the State Water Project, which is lower than the 15 percent allocated the previous year. He noted that rain was expected locally and in the Sierra Mountains over the next few days.

### **6. TREASURER**

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

### **7. BOARD OF DIRECTORS**

#### **A Nomination of Officers: President, Vice President, Secretary, and Treasurer**

**Accept nominations for directors to serve two-year terms as President, Vice President, Secretary, and Treasurer of the Board.**

Lynda Lo-Hill, Director-elect, expressed her interest in serving as the Treasurer of the Board.

Director Caspary moved to nominate Jay Lewitt as President.

Director Renger moved to nominate Len Polan as Vice President.

Director Lewitt moved to nominate Charles Caspary as Vice President.

Director Caspary moved to nominate Len Polan as Secretary.

Director Renger moved to nominate Lynda Lo-Hill as Treasurer.

Board President Peterson noted that the election of officers would take place at the December 18, 2018 Special Board Meeting.

#### **B Reappointment of Representative to the Board of Directors of Metropolitan Water District of Southern California**

**Reappoint Glen Peterson as the District's representative to the Board of Directors of Metropolitan Water District of Southern California, and authorize the Vice President to execute a consultant services agreement, approved as to form by District Legal Counsel and in conformance with the provisions of the Las Virgenes Municipal Water District Code, to define the terms of Mr. Peterson's service.**

Director Caspary moved to approve Item 7B. Motion seconded by Director Renger. Motion carried by the following roll call vote:

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

Board President Peterson expressed his appreciation for his reappointment as the District's representative to MWD. He stated that he would provide an oral report on a monthly basis, and he would be available to make presentations at any time.

**8. GENERAL MANAGER**

**A Woolsey Fire Response and Recovery Effort: Continuation of Emergency and Progress Update**

**Approve the continuation of an emergency declaration due to the Woolsey Fire.**

General Manager David Pedersen presented the report.

Director Caspary moved to approve Item 8A. Motion seconded by Director Polan. Motion carried unanimously by roll call vote.

**B Pure Water Project Las Virgenes-Triunfo: Resolution for Pilot Project Grant Application to State Water Resources Control Board**

**Pass, approve, and adopt proposed Resolution No. 255, authorizing the General Manager to sign and file a financial assistance application for a pilot project grant from the State Water Resources Control Board for the Pure Water Project Las Virgenes-Triunfo: Demonstration Project.**

**RESOLUTION NO: 2545**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AUTHORIZING THE GENERAL MANAGER TO SIGN AND FILE A FINANCIAL ASSISTANCE APPLICATION FOR A PILOT PROJECT GRANT FROM THE STATE WATER RESOURCES CONTROL BOARD, WATER RECYCLING FUNDING PROGRAM FOR THE PURE WATER PROJECT LAS VIRGENES-TRIUNFO: DEMONSTRATION PLANT**

(Reference is hereby made to Resolution No. 2545 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

General Manager David Pedersen presented the report.

Director Polan moved to approve Item 8B. Motion seconded by Director Caspary. Motion carried unanimously by roll call vote.

## **9. NON-ACTION ITEMS**

### **A Organization Reports**

- (1) MWD Representative Report/Agenda(s)

Board President Peterson noted that the Colorado River Users Association Meeting would be held the following week. He stated that he would report back on MWD's Colorado River Drought Contingency Plan at the next Board Meeting.

- (2) Other

Director Caspary noted that the Santa Monica Bay Restoration Commission would meet on December 13, 2018.

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

Director Polan reported that he attended the Association of California Water Agencies (ACWA) Fall Conference in San Diego. He stated that the presentation regarding SB 998, Water Service Shut-offs, was very informative and there was discussion regarding technical issues regarding compliance with Propositions 218 and 26. He also stated that he and staff provided a presentation regarding the Pure Water Project Las Virgenes-Triunfo.

Director Renger reported that he also attended the ACWA Fall Conference. He noted that he attended a session regarding the need for solar energy storage systems to reduce the carbon footprint.

Director Caspary reported that he also attended the ACWA Fall Conference; however, he needed to leave early to attend a funeral. He stated that there were several items showcased at the trade show, and he met with representatives who specialize in smart irrigation meters and controllers.

Director Lewitt reported that he also attended the ACWA Fall Conference, where he participated in the Federal Affairs Committee meeting where outgoing ACWA Executive Director Tim Quinn provided a presentation.

### **C General Manager Reports**

- (1) General Business
- (2) Follow-Up Items

General Manager David Pedersen noted that an item would be brought back regarding back-up power for all District facilities.

**D Directors' Comments**

None.

**10. FUTURE AGENDA ITEMS**

None.

**11. PUBLIC COMMENTS**

None.

**12. CLOSED SESSION**

None.

**13. OPEN SESSION AND ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **6:47 p.m.**



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Glen Peterson, President  
Board of Directors  
Las Virgenes Municipal Water District

ATTEST:

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Jay Lewitt, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)

December 4, 2018

To: Payroll

From: David W. Pedersen  
General Manager

**RE: Per Diem Request – November 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>
8014	Charles Caspary	7	\$220.00	\$1,540.00
19447	Jay Lewitt	8	\$220.00	\$1,760.00
6905	Glen Peterson LVMWD* – 4 MWD** – 9	13	\$220.00	\$2,860.00
18856	Leonard Polan	8	\$220.00	\$1,760.00
14702	Lee Renger	9	\$220.00	\$1,980.00

\*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: Glen Peterson

Month of: NOVEMBER

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 <sup>2</sup> (Y/N)	Check One		Event Title
	Event	Travel <sup>1</sup>		Total	MWD	
NOV 2	✓			✓		NOTHER N CAUCUS.
NOV 5	✓			✓		COMMITTEE MEETINGS.
NOV 6	✓			✓		BOARD MEETING.
NOV 7	✓				✓	SPECIAL BOARD MEETING.
NOV 8	✓			✓		ENO TOUR
NOV 12	✓				✓	EMERGENCY BOARD MEETING
NOV 15	✓			✓		BOARD MEETING.
NOV 14	✓			✓		COLORADO RIVER BOARD MEETING
NOV 16	✓			✓		<del>ACWA</del> ACWA BOARD MEETING
NOV 26	✓				✓	SPECIAL BOARD MEETING.
NOV 28-30	✓			✓	✓	ACWA CONFERENCE
Total				9	4	
						Date Submitted: <u>12-5-18</u>

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.

Director Signature: Glen Peterson (via fax)







December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Monthly Cash and Investment Report: October 2018**

**SUMMARY:**

During the month of October, the value of the District's investment portfolio decreased from \$87,243,685, held on September 30, 2018, to \$86,483,740 held on October 31, 2018. One investment matured, and three investments were purchased, increasing the book value of the investment portfolio to \$54,029,312. The value of the District's Local Agency Investment Fund (LAIF) account decreased to \$29,614,900.

**RECOMMENDATION(S):**

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

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

Yes

**DISCUSSION:**

As of October 31, 2018, the District held \$86,483,740, up 19.62% year-over-year. The portfolio was down 0.73% from the previous month's total of \$87,243,685. The majority of the funds were held in the District's investment account, which had an October 31st book value of \$54,029,312. LAIF held the majority of the remaining funds, in the amount of \$29,614,900. A significant portion of the balance, \$2,779,456, was held in LAIF as required reserves for the bond refunding. The remaining funds were held in a money market account. The annualized yield for the District's investment portfolio was 2.07% in October 2018, up six basis points from September. The annualized yield on the District's LAIF funds was 2.14%, up as compared to September's 2.06%. The total yield on the District's accounts was 2.09%, up from 1.38% year-over-year.



The following investment matured during October 2018:

- FHLB bullet in the amount of \$1,000,000; YTM 1.30%.

The following investments were purchased during October 2018:

- Successor Agency to the Hesperia Redevelopment Agency municipal bond, in the amount of \$997,190 (par value \$1 million), maturing on 09/01/19; YTM 2.812%; Rated AA.
- FHLB callable bond, in the amount of \$1,000,000, maturing on 10/29/21; YTM 3.20%.
- State of California municipal bond, in the amount of \$963,725 (par value \$1 million), maturing on 10/01/23; YTM 3.092; Rated AA-.

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

- 10/02/18 – Withdraw in the amount of \$962,000.
- 10/09/18 – Deposit in the amount of \$1,300,000.
- 10/15/18 – Interest in the amount of \$175,966.86.
- 10/16/18 – Deposit in the amount of \$1,000,000.
- 10/25/18 – Withdraw in the amount of \$1,300,000.
- 10/29/18 – Withdraw in the amount of \$962,000.
- 10/30/18 – Withdraw in the amount of \$2,000,000.

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 October 31, 2018 and compares the balances to the adopted Financial Policies. As shown for October, the Potable Water Enterprise was \$10.7 million below the levels set forth in the District's Financial Policies. The Sanitation Enterprise had cash and investments that exceeded the District's Financial Policies and assignments by \$5.3 million, and the Recycled Water Enterprise had cash and investments that exceeded the District's Financial Policy levels and assignments by \$4.9 million. The Board has assigned \$5 million in funds from the Recycled Water Enterprise and \$10 million in funds from the Sanitation Enterprise for use on the Pure Water Project Las Virgenes-Triunfo. Cash in excess of required reserves and assignments is available for capital projects.

#### **GOALS:**

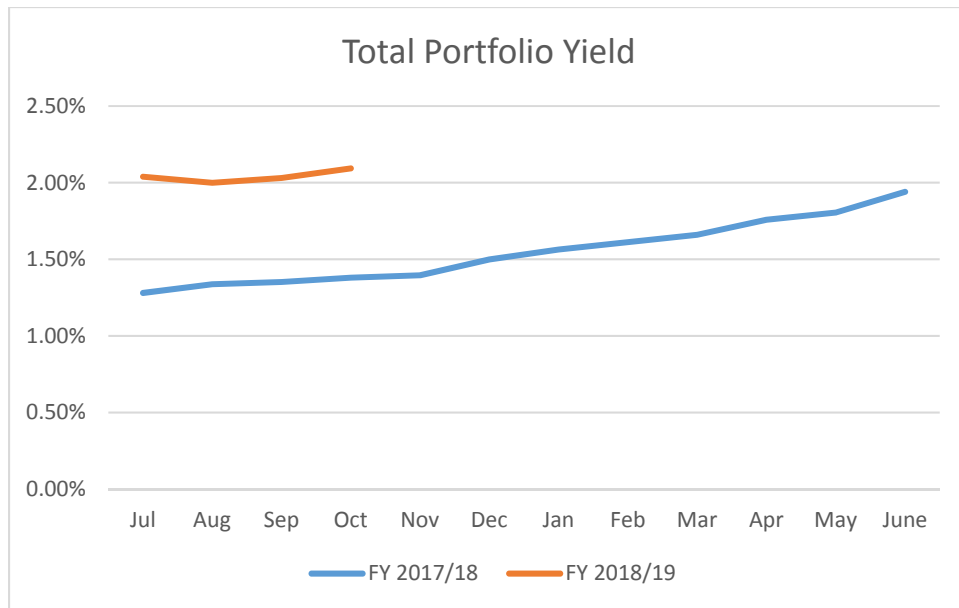
Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

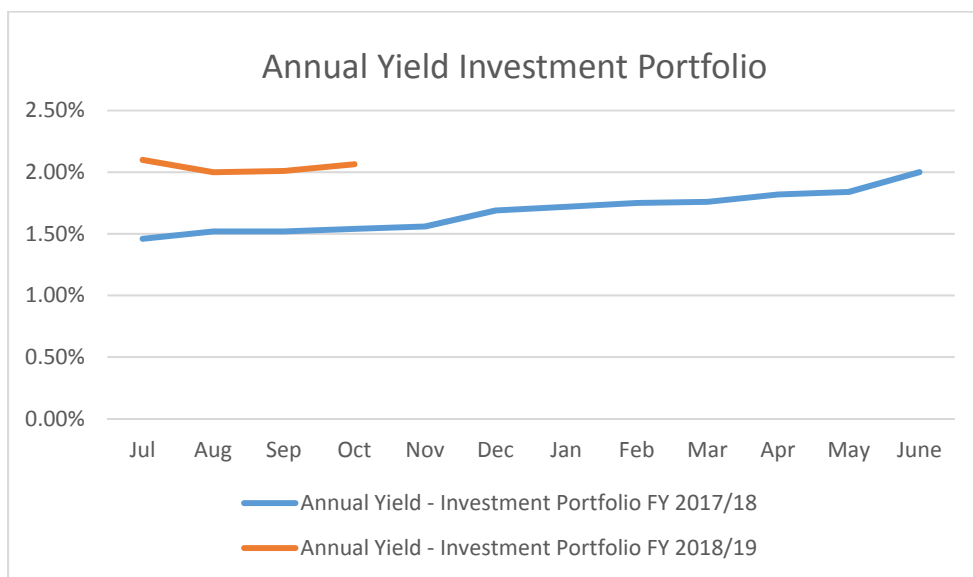
#### **ATTACHMENTS:**

Charts  
Investment Report  
Definitions  
Cash Report - Oct 2018

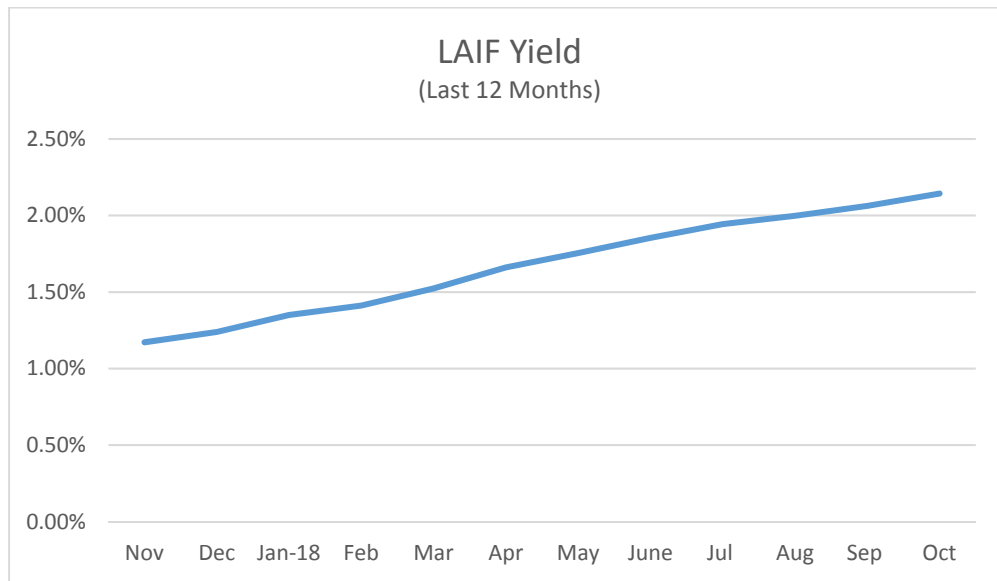
The District’s total yield varies depending on the percentage of the portfolio in LAIF versus the Investment Portfolio. As of October 31, 2018, at Book Value, LAIF held 34.24% of the District’s portfolio, the investment portfolio held 62.47%, and the refunding revenue bonds held 3.21%, with the remainder in a money market account. As can be seen in the chart below, the total yield in October 2018 was 2.09%, six basis points higher than September 2018 and up from 1.38% one year ago.



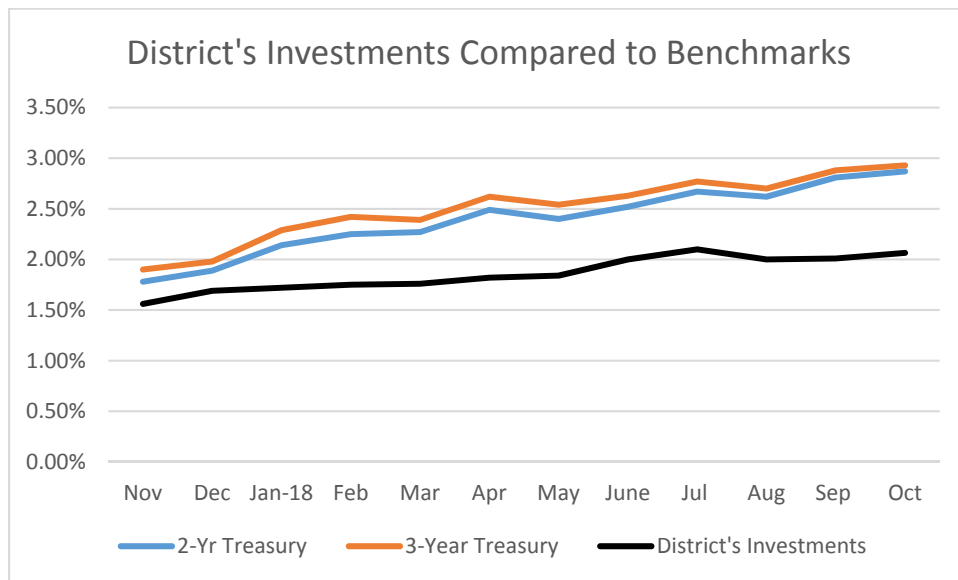
In October, the annualized yield for the District’s Investment Portfolio was up from September at 2.07% and up from 1.54% a year ago. The chart below shows annualized monthly yield over the past twelve months.



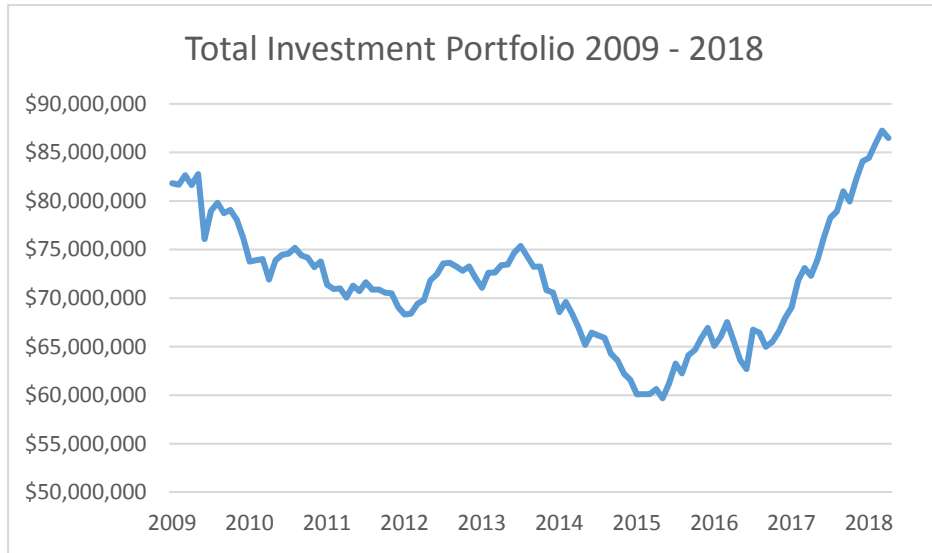
The following chart shows the average annualized LAIF yields over the past twelve months. In October, the LAIF yield was 2.14%, up from 2.06% in September and up from 1.14% a year ago.



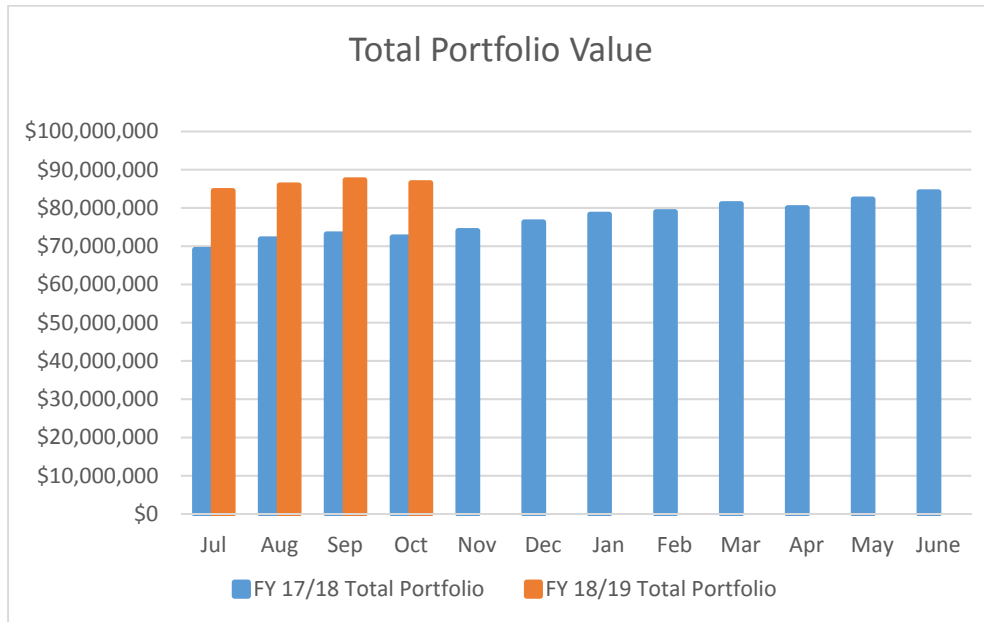
In order to benchmark how the District's portfolio is performing, it is useful to compare its investment portfolio with a comparable index. The District has historically compared its investment portfolio returns to the 2-Year and 3-Year Treasury notes. Because the District buys and holds its investments,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



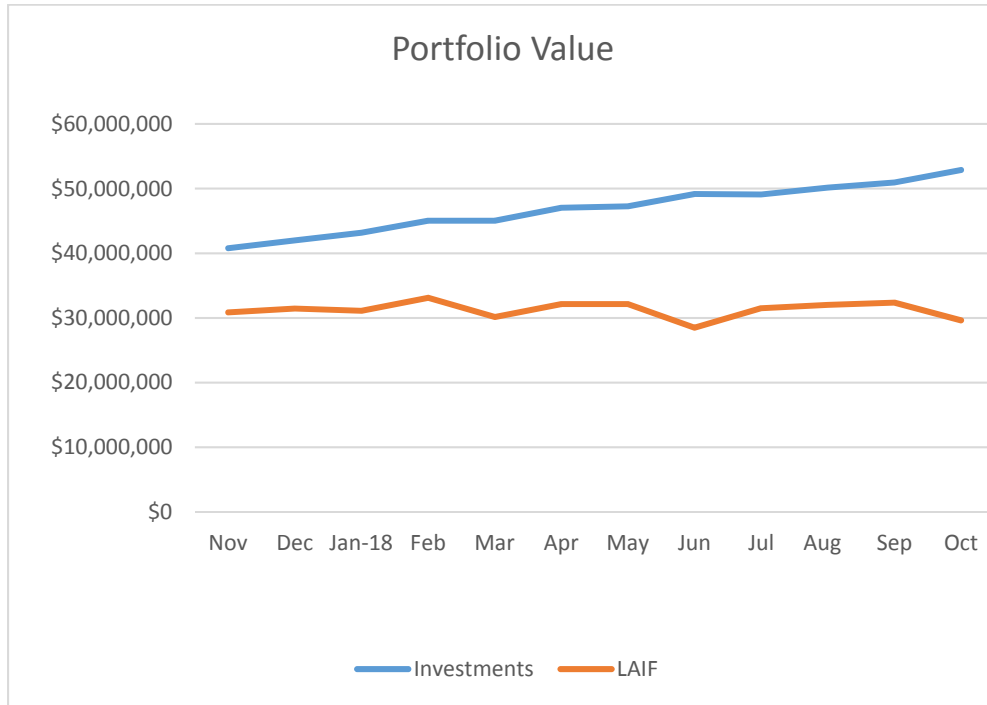
Equally important to monitoring performance is to monitor total portfolio value which includes the District's Investment Portfolio and LAIF accounts. The chart below shows the total portfolio value between 2009 and 2018. The significant reduction in 2014 is primarily because of the Torchwood Tank and other backbone improvement program projects. In October, the District's portfolio decreased 0.73% from September to \$86,483,740.



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 \$26.9 million



Date: November 15, 2018  
 To: David W. Pedersen, General Manager  
 From: Finance and Administration Department  
 Subject: Investment Report for the Month of October 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 Value Source
1.250%	1.250%		CASHGR-Muni Bond	03/09/17		11/01/18	360,000	360,000	360,000	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	999,340	Custodian
1.500%	0.983%		FHLB-Bullet	02/09/16		03/08/19	1,015,650	1,000,000	996,770	Custodian
1.600%	1.600%		Lake City Bank - CD	03/22/17		03/22/19	245,000	245,000	244,358	Custodian
			Sub-Total				2,620,650	2,605,000	2,600,468	

Investments Maturing After Six Months:

1.600%	1.600%	1.600%	FNMA-Bullet	05/19/15		05/19/20	1,000,000	1,000,000	981,300	Custodian
1.350%	1.350%	1.350%	FNMA-Callable Coupon	02/26/16	11/26/18	08/26/19	1,000,000	1,000,000	988,860	Custodian
1.300%	1.300%		FNMA-Bullet	02/24/16		02/24/20	1,000,000	1,000,000	980,660	Custodian
2.250%	1.732%		CONNECTICUT ST-MuniBo	02/17/16		09/01/20	1,119,649	1,095,000	1,070,012	Custodian
2.427%	1.779%		NEWSCD-MuniBond	03/17/16		08/01/20	934,688	910,000	896,669	Custodian
1.25%-Up	2.120%	1.250%	FHLMC-Callable Coupon	04/04/16	12/30/18	03/30/21	1,000,000	1,000,000	983,300	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	979,930	Custodian
1.500%	1.500%		CAL ST-MuniBond	04/28/16		04/01/21	1,000,000	1,000,000	962,830	Custodian
1.5%-Up	1.866%	1.625%	FHLMC-Callable Coupon	06/16/16	12/16/18	06/16/21	1,000,000	1,000,000	974,500	Custodian
2.387%	1.392%		SCVWTR-MuniBond	06/21/16		06/01/21	1,047,370	1,000,000	978,830	Custodian
1.400%	1.400%	1.400%	FHLMC-Bullet	06/27/16		12/27/19	1,000,000	1,000,000	983,990	Custodian
1.0%-Up	2.014%	1.000%	FHLB-Callable Coupon	06/30/16	12/30/18	06/30/21	1,000,000	1,000,000	979,080	Custodian
1.960%	1.960%	1.960%	MOUSCD-MuniBond	07/14/16		08/01/21	600,000	600,000	575,766	Custodian
1.180%	1.114%	1.039%	FFCB-Bullet	07/22/16		06/13/19	1,001,250	1,000,000	991,720	Custodian
1.550%	1.550%		CAPITAL ONE BANK - CD	08/10/16		08/10/21	245,000	245,000	233,965	Custodian
1.580%	1.501%	0.700%	FNMA-Callable Coupon	08/15/16	12/15/18	06/15/20	1,002,920	1,000,000	980,250	Custodian
1.400%	1.400%	1.400%	FNMA-Callable Coupon	08/24/16	11/24/18	08/24/20	1,000,000	1,000,000	972,430	Custodian
1.350%	1.350%		ALLY BANK-CD	09/08/16		09/09/19	245,000	245,000	242,045	Custodian
1.450%	1.450%		JP Morgan Chase BK-CD	09/16/16	12/16/18	09/16/20	245,000	245,000	237,354	Custodian
1.713%	1.713%		CASPRW-Muni Bond	09/28/16		05/01/21	964,737	964,737	935,390	Custodian
1.480%	1.480%	1.483%	FNMA-Callable Coupon	09/29/16	12/29/18	12/29/20	1,000,000	1,000,000	970,510	Custodian
1.25%-Up	2.115%	1.250%	FHLB-Callable Coupon	11/17/16	11/17/18	11/17/21	1,000,000	1,000,000	971,280	Custodian
1.3%-Up	2.116%	1.300%	FHLMC-Callable Coupon	11/22/16	11/22/18	11/22/21	1,000,000	1,000,000	972,900	Custodian
1.6%-Up	1.875%	1.600%	FHLB-Callable Coupon	12/09/16	12/09/18	12/09/21	1,000,000	1,000,000	966,340	Custodian
2.000%	2.046%	2.018%	FHLMC-Bullet	01/30/17		01/26/22	997,850	1,000,000	969,020	Custodian
1.800%	1.800%		MDS-Muni Bond	03/22/17		03/15/20	1,000,000	1,000,000	981,010	Custodian
1.610%	1.610%		FHLMC-Bullet	03/27/17		12/27/19	1,000,000	1,000,000	986,430	Custodian
2.350%	2.350%		Goldman Sachs Bank - CD	06/21/17		06/21/22	245,000	245,000	237,099	Custodian
2.350%	2.350%		Sallie Mae Bank/Salt LK-CD	06/21/17		06/21/22	245,000	245,000	237,099	Custodian
2.125%	2.124%	2.084%	FHLMC-Callable Coupon	08/09/17	12/29/18	06/29/22	1,000,050	1,000,000	964,390	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	960,200	Custodian
1.5%-Up	2.104%	1.465%	FHLMC-Bullet	08/16/17		06/29/22	1,000,300	1,000,000	973,280	Custodian
2.400%	2.400%		American Express - CD	08/29/17		08/29/22	245,000	245,000	234,869	Custodian

LVMWD Investment Report for the Month Ending October 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 Value Source
<b>Investments Maturing After Six Months (continued):</b>										
2.400%	2.400%		Capital One NA - CD	08/30/17		08/30/22	245,000	245,000	236,859	Custodian
1.750%	1.766%		FFCB-Bullet	09/13/17		09/13/22	999,250	1,000,000	952,910	Custodian
1.750%	1.750%		Neighbors FCU - CD	09/29/17		09/30/19	245,000	245,000	243,224	Custodian
1.700%	1.700%		Discover Bank - CD	10/04/17		10/04/19	245,000	245,000	243,067	Custodian
2.500%	2.604%		SFOFAC-Muni Bond	11/09/17		09/01/22	497,650	500,000	482,370	Custodian
2.230%	2.230%		FFCB-Callable Coupon	11/09/17	Cont. 11/1/18	11/01/22	1,000,000	1,000,000	964,460	Custodian
2.300%	2.300%		FHLB-Callable Coupon	11/28/17	11/28/18	11/28/22	1,000,000	1,000,000	966,500	Custodian
2.050%	2.050%		BMW Bank - CD	11/29/17		11/30/20	245,000	245,000	240,073	Custodian
2.500%	2.500%		Wells Fargo Bank - CD	12/08/17		12/08/22	245,000	245,000	234,734	Custodian
2.550%	2.550%		NYSDEV-Muni Bond	12/21/17		03/15/22	1,000,000	1,000,000	977,480	Custodian
2.300%	2.300%		FHLMC-Callable Coupon	12/27/17	12/27/19	12/27/22	1,000,000	1,000,000	970,310	Custodian
2.200%	2.200%		Merrick Bank-CD	01/09/18		01/11/21	245,000	245,000	240,477	Custodian
2.650%	2.650%		Morgan Stanley Bank-CD	01/11/18		01/11/23	245,000	245,000	237,942	Custodian
2.130%	2.338%		FAMCA-Bullet	01/24/18		01/24/23	990,240	1,000,000	962,160	Custodian
2.650%	2.650%		FHLB-Callable Coupon	02/28/18	02/28/20	02/28/23	1,000,000	1,000,000	983,650	Custodian
3.050%	3.050%		FHLMC-Callable Coupon	03/28/18	12/28/18	03/28/23	1,000,000	1,000,000	985,040	Custodian
2.700%	2.700%		FFCB-Bullet	04/11/18		04/11/23	1,000,000	1,000,000	984,300	Custodian
3.100%	3.100%		FHLMC-Callable Coupon	04/27/18	01/27/19	04/27/23	1,000,000	1,000,000	987,100	Custodian
3.150%	3.150%		CitiBank NA - CD	05/11/18		05/11/23	245,000	245,000	241,982	Custodian
3.0%-Up	3.329%		FHLMC-Callable Coupon	05/30/18	11/24/18	05/24/23	1,000,000	1,000,000	994,290	Custodian
3.297%	3.297%		UNVHGR-Muni Bond	06/05/18	Cont. 6/5/18	05/15/23	930,000	930,000	929,581	Custodian
3.0%-Up	3.359%		FHLMC-Callable Coupon	06/07/18	12/07/18	06/07/23	1,000,000	1,000,000	995,020	Custodian
2.630%	2.630%		FFCB-Callable Coupon	06/25/18	Cont. 9/25/18	06/25/20	1,000,000	1,000,000	994,480	Custodian
2.400%	2.400%		Ameris Bank - CD	06/29/18		06/27/19	245,000	245,000	245,012	Custodian
2.400%	2.400%		BMO Harris Bank - CD	06/29/18		07/01/19	245,000	245,000	245,002	Custodian
1.500%	2.407%		FHLB-Bullet	07/17/18		06/28/19	991,550	1,000,000	993,090	Custodian
2.900%	2.980%		FAMCA-Bullet	08/01/18		07/24/23	996,263	1,000,000	989,610	Custodian
2.700%	2.700%		1st Technology FCU - CD	08/30/18		08/30/19	245,000	245,000	245,424	Custodian
2.700%	2.700%		Affinity FCU - CD	08/31/18		08/30/19	245,000	245,000	245,402	Custodian
2.000%	3.063%		CASPWR-Muni Bond	09/24/18		05/01/22	963,980	1,000,000	963,380	Custodian
2.500%	2.812%		HESDEV-Muni Bond	10/02/18		09/01/19	997,190	1,000,000	996,380	Custodian
3.200%	3.200%		FHLB-Callable Coupon	10/29/18	04/29/19	10/29/21	1,000,000	1,000,000	999,480	Custodian
2.250%	3.092%		CAS-Muni Bond	10/31/18		10/01/23	963,725	1,000,000	958,040	Custodian
			Sub-Total				51,408,662	51,409,737	50,282,137	
			Total Investments				\$54,029,312	\$54,014,737	\$52,882,605	

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

1-CPNRT=1.25% to 3/18; 1.75% to 3/19; 2.25% to 3/20; 3.5% to 9/20; thereafter 5.5%  
 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%  
 3-CPNRT=1% to 12/17; 1.25% to 12/18; 1.5% to 12/19; 2% to 12/20; 4% to 5/21; thereafter 6%  
 4-CPNRT=1.25% to 11/18; 1.5% to 5/20; 2% to 11/20; 4% to 5/21; thereafter 6%  
 5-CPNRT=1.3% to 5/19; 1.5% to 5/20; 2% to 11/20; 4% to 5/21; thereafter 6%  
 6-CPNRT=1.5% to 6/18; thereafter 2.25%  
 7-CPNRT=1.5% to 6/18; thereafter 2.25%  
 8-CPNRT=3.0% to 5/21; 3.25% to 5/22; 4% to 1/22; thereafter 5%  
 9-CPNRT=3.0% to 6/19; 3.125% to 6/20; 3.25% to 6/21; 3.5% to 6/22; thereafter 4%

Interest earnings for the month were as followed:

	Amount Earned/Accrued	Current Yield
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon)	\$4,897	2.144%
Investments	88,899	2.066%
Local Agency Investment Fund (LAIF)	52,912	2.144%
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	99	1.820%
Sweep Accounts (Wells Fargo Bank/Bank of New York Mellon)	2,723	2.039%
<b>Total Earnings</b>	<b>\$149,530</b>	



LVMWD Investment Report for the Month Ending October 31, 2018

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)	\$54,029,312	62.47%	no limit
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	2,779,456	3.21%	1 yr debt pmt.
Local Agency Investment Fund (LAIF)	60,072	0.08%	no limit
	29,614,900	34.24%	65,000,000
<b>Total</b>	<b>\$86,483,740</b>	<b>100.00%</b>	

Note 1: The average weighted duration for investments, excluding LAIF, is 985 days, which is under the assumption that callable coupons will not be called and will be held until maturity.  
 Note 2: In October 2018, Joint Powers Authority's participation in investment is \$6,447,107.59, of which \$5,140,780.12 (or 79.73%) belongs to LV.

Bank Account Balances as of October 31, 2018:

Bank Name	Account Type	Amount
Wells Fargo Bank	Checking	\$152,388 (Note 3)
Wells Fargo Bank	Sweep	494,022
Bank of New York Mellon	Money Market	2,484,085 (Fund is available for Debt Service Payment due on November 1, 2018)
	<b>Total</b>	<b>\$3,130,495</b>

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 December 4, 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
  - CAL ST (CAS) – State of California
  - CASHGR – California State University
  - CASPWR – State of California Department of Water Resources
  - CON ST – State of Connecticut
  - HESDEV – Successor Agency to the Hesperia Redevelopment Agency
  - 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
  - UNVHGR – University of California

## LVMWD CASH ANALYSIS - October 31, 2018

	Restricted Cash	Cash Held by Policy	Policy Requirement	Available Funds
101 - Potable Water Operations		5,225,814	9,325,780	
201 - Potable Water Construction	(4,849,321)			
301 - Potable Water Replacement		10,945,756	12,491,431	
603 - Rate Stabilization Fund		7,750,000	8,000,000	
<b>Total Potable Water</b>	<b>(4,849,321)</b>	<b>23,921,570</b>	<b>29,817,211</b>	<b>(10,744,962)</b>
102 - Recycled Water Operations		6,822,795	1,024,329	
203 - Recycled Water Construction	(549,092)			
302 - Recycled Water Replacement		2,374,063	2,364,317	
Pure Water Project Assigned Funds		5,000,000		
<b>Total Recycled Water</b>	<b>(549,092)</b>	<b>14,196,859</b>	<b>3,388,646</b>	<b>5,259,120</b>
130 - Sanitation Operations		14,420,395	3,116,192	
230 - Sanitation Construction	(568,510)			
330 - Sanitation Replacement		5,567,922	11,404,152	
Pure Water Project Assigned Funds		10,000,000		
<b>Total Sanitation</b>	<b>(568,510)</b>	<b>29,988,317</b>	<b>14,520,344</b>	<b>4,899,463</b>
606 & 607 - Refunding Revenue Bonds - Reserve Fund	5,263,541			
701 - Vested Sick Leave Reserve	1,398,580			
720 - Insurance Reserve		7,574,302		
JPA	7,496,314			
Prepaid Connection Fees & Undistributed Interest	5,846,024			
<i>Subtotal</i>	<u>14,037,536</u>	<u>75,681,048</u>		
<b>TOTAL</b>	<b>89,718,584</b>			

**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.



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Supply and Delivery of Water Meters: Contract Increase**

**SUMMARY:**

In January 2018, a formal request for bids was issued for the annual supply and delivery of water meters. Zenner Performance Meters, Inc. submitted the lowest responsible bid, in the amount of \$31,550.31. As a result, the General Manager approved a purchase order to Zenner on February 16, 2018 for the annual supply of water meters with four one-year renewal options. In November 2018, a change order was processed to increase the amount of the purchase order to \$34,970.99. At this time, staff recommends Board approval to increase the purchase order by \$12,000 to \$46,970.99 for the current term and future renewal options to address District's needs for water meters.

**RECOMMENDATION(S):**

Authorize the General Manager to increase an annual purchase order to Zenner Performance Meters, Inc. by \$12,000, from \$34,970.99 to \$46,970.99, for the current term and four one-year renewal options for the supply and delivery of water meters.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The cost of this action is \$12,000 per year. Sufficient funds are available for the meters in the adopted Fiscal Year 2018-19 Budget and will be recommended in future year budgets. Meters are inventory items; the actual cost will be expensed when the items are used.

**DISCUSSION:**

In January 2018, a formal request for bids was issued for the annual supply and delivery of water meters. Two bids were received with Zenner submitting the lowest responsible bid, in the amount of \$31,550.31. As a result, the General Manager approved a purchase order with Zenner for the annual supply and delivery of water meters with four one-year renewal options. In November 2018, the General Manager approved a change order, increasing the purchase order amount to \$34,970.99. At this time, an additional increase is needed to accommodate the purchase of meters for the Deerlake Ranch Development Project prior to the February 2019 renewal date. Combined with previous meter purchases, the cumulative annual cost for meters exceeds the General Manager's authority, and Board approval is required.

The request for bids used an estimated number of water meters based on past use. A formal bid process was used for the initial purchase; therefore, an increase to the purchase order amount does not require additional bidding. Various sizes of water meters are stocked in the District's warehouse to allow quick access for repairs and installations. Actual usage of the meters was higher than anticipated, and the estimated quantities were reached nine months into the one-year contract. A change order within the General Manager's authority was issued; however, additional meters are now needed for the Deerlake Ranch Development Project. Approving the increase to the purchase order for the current term and future renewal options will reduce staff time and increase efficiency in the event the higher annual usage continues.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Gretchen Bullock, Purchasing Supervisor



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Backflow Prevention Device Testing: Award**

**SUMMARY:**

On October 31, 2018, a request for bids was issued for initial testing, certification and associated documentation of backflow prevention devices within the District's service area. Staff recommends accepting the bid from Verne's Plumbing, Inc., and authorizing the General Manager to execute a one-year contract, in the amount of \$107,065, with four one-year renewal options for backflow prevention device testing services.

**RECOMMENDATION(S):**

Accept the bid from Verne's Plumbing, Inc., and authorize the General Manager to issue a one-year contract, in the amount of \$107,065, with four one-year renewal options for backflow prevention device testing services.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total annual cost of the service is estimated to be \$107,065 for the first three years. The annual cost will increase by 5 percent in the fourth and fifth year of the contract if the 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:

Backflow prevention devices/assemblies are required for the protection of the potable water system where an alternate source of water is present on-site pursuant to the California Code of Regulations, Title 17, and Las Virgenes Municipal Water District Code 3-4.304. The backflow prevention assemblies prevent the contamination of the domestic water supply. Backflow protection is also required at sites where other contaminants, including water from private storage tanks, could enter the municipal water supply via backsiphonage or back pressure. Annual testing of these devices is required to ensure proper functionality. The tests must be conducted by certified testers that are approved by the Los Angeles County Department of Public Health.

The District currently has 1,338 installed backflow prevention devices that require annual testing. Some testing is performed by District staff; however, the bulk of the testing is outsourced and performed by a third-party. It is projected that 1,127 devices will require testing in 2019. The previous contract for this service expired, and a request for bids was issued. An annual contract is needed to ensure set pricing and to streamline the testing process.

Bid Process:

A request for bids was posted on the District’s website, advertised in *The Acom* and sent to twelve different vendors that previously expressed an interest in providing backflow device testing services. Bidders were given a listing of backflow device types and sizes requiring testing in 2019 and asked to provide pricing with a set inflationary factor, if any, for the renewal periods. One response was received and publicly opened.

Bid Summary:

<b>Bidder</b>	<b>Per Test Cost</b>	<b>Extended Total</b>	<b>Inflationary Factor</b>
Verne’s Plumbing Inc.	\$95	\$107,065	Pricing firm for 3 years; 5% increase in year 4 and 5

GOALS:

Ensure Effective Utilization of the Public’s Assets and Money

An annual contract will ensure pricing will remain firm and expedite the testing process, while adhering to current policy.

Prepared by: Gretchen Bullock, Purchasing Supervisor

ATTACHMENTS:

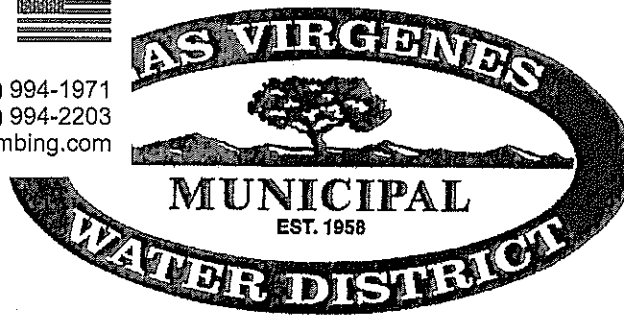
Verne's Plumbing Bid

**VERNE'S**  
**PLUMBING**  
License #674077  
8561 Whitaker St  
Buena Park CA 90621

**Shari Ferguson**  
Secretary



P (714) 994-1971  
F (714) 994-2203  
shari@vernesplumbing.com



*Shari / Got w/ me please*

# Request for Bids

## Annual Backflow Testing Service

### November 2018

Las Virgenes Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302  
818-251-2115

*Bid form  
BF Certification  
CSLB*

Request for Information Deadline: November 15, 2018  
Bids Due: November 27, 2018; 2:00 p.m.



**RP**

Bid Item	Size	Quantity	*Unit Price	Extended Cost
1	3/4"	20	95.000	1,900.00
2	1"	193	95.000	18,335.00
3	1 1/4"	25	95.000	2,375.00
4	1 1/2"	147	95.000	13,965.00
5	2"	239	95.000	22,705.00
6	2 1/2"	13	95.000	1,235.00
7	3"	32	95.000	3,040.00
8	4"	21	95.000	1,995.00
9	6"	6	95.000	570.00
10	8"	3	95.000	285.00
11	10"	1	95.000	95.00

**DCDA**

Bid Item	Size	Quantity	*Unit Price	Extended Cost
12	2 1/2"	17	95.000	1,615.00
13	3"	2	95.000	190.00
14	4"	55	95.000	5,225.00
15	6"	75	95.000	7,125.00
16	8"	68	95.000	6,460.00
17	10"	12	95.000	1,140.00

**DC (DCDA bypass)**

Bid Item	Size	Quantity	*Unit Price	Extended Cost
18	3/4"	133	95.000	12,635.00

**Single Check (DCDA bypass)**

Bid Item	Size	Quantity	*Unit Price	Extended Cost
19	3/4"	19	95.000	1,805.00

>>>continued on next page<<<

**DC**

Bid Item	Size	Quantity	*Unit Price	Extended Cost
20	1 1/4"	4	95.000	380.00
21	2"	34	95.000	3,230.00
22	2 1/2"	3	95.000	285.00
23	4"	1	95.000	95.00

**PVB**

Bid Item	Size	Quantity	*Unit Price	Extended Cost
24	1"	3	95.000	285.00
25	2"	1	95.000	95.00

\*Unit of measure is test; refer to Bid Scope & Specifications for details

DCDA=Double Check Detector Assembly

DC=Double Check

PVB=Pressure Vacuum Breaker

RP=Reduced Pressure Principal Assembly

**Extended Bid Total**

\$

107,065.00

**Written Total Bid Amount:**

One hundred seven thousand Sixty five dollars and no/100.

**State Inflation Indicator** (refer to Instructions to Bidders Item 16 for details):

Good for 3 years, 4th year + 5%, 5th year +5%

**Notes or Exceptions:**

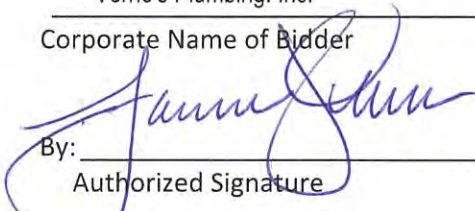
Addendum Acknowledgement:

Addendum #1  Signed: None  
Addendum #2  Signed: \_\_\_\_\_  
Addendum #3  Signed: \_\_\_\_\_

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**Bidder:**

Verne's Plumbing, Inc. \_\_\_\_\_ 11-21-18 \_\_\_\_\_  
Corporate Name of Bidder Date

 \_\_\_\_\_ Title: President  
By: Authorized Signature

Lawrence J. Verne \_\_\_\_\_ Larry@vernesplumbing.com \_\_\_\_\_  
Print Name E-mail

\_\_\_\_\_ 714-994-1971 \_\_\_\_\_  
Phone

8561 Whitaker St., Buena Park, Ca. 90621 \_\_\_\_\_  
Address Mobile

P10000678 \_\_\_\_\_ 674077. C36 \_\_\_\_\_

LA County Health Dept. Backflow Prevention Device Tester Number CSLB License Number & Designation

EMPLOYER:  
VERNE'S PLUMBING

**CERTIFIED  
BACKFLOW TESTER  
GENERAL**

**OSCAR RUIZ**

**TESTER #: PI0000678**

**EXPIRES: 06/20/2020**



Certified by:  
Cross Connection & Water Pollution  
Control Program  
626-430-5290





CONTRACTORS  
STATE LICENSE BOARD  
ACTIVE LICENSE



License Number **674077**

Entity **CORP**

Business Name **VERNE'S PLUMBING INC**

Classification(s) **C34 C36 B**

Expiration Date **07/31/2019**

[www.cslb.ca.gov](http://www.cslb.ca.gov)





December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Resource Conservation & Public Outreach

**Subject : Landscape Maintenance Services: Contract Extension**

**SUMMARY:**

For approximately 13 years, the District has contracted with Villa Esperanza Services for landscape maintenance at its major facilities. Villa Esperanza is a non-profit organization that provides job training and work experience for intellectually/developmentally disabled individuals. Although Villa Esperanza has provided excellent service to the District, the cost of the work has escalated in recent years such that a competitive solicitation is warranted. Staff recommends a six-month extension, in the amount of \$37,000, for the current agreement with Villa Esperanza to allow sufficient time for staff to seek competitive proposals for work.

**RECOMMENDATION(S):**

Authorize the General Manager to execute a six-month extension, in the amount of \$37,000, for the current agreement with Villa Esperanza Services for landscape maintenance services.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The estimated cost of the services is \$37,000. Sufficient funds are available in the adopted Fiscal Year 2018-19 Budget for the work.

**DISCUSSION:**

Since 2005, the Board has authorized the General Manager to execute contracts with Villa

Esperanza Services for landscape maintenance services at the District's major facilities. The current annual contract is for a not-to-exceed amount of \$73,260 and is set to expire shortly. As part of the agreement, Villa Esperanza provides a three-person crew and job coach to deliver full-time landscape maintenance service at a cost of \$6,105 per month.

Villa Esperanza Services is a non-profit organization that provides job training and work experience for intellectually/developmentally disabled individuals. Historically, Villa Esperanza has provided these services to the District at a sub-minimum wage rate. However, the District received a request in 2017 from Villa Esperanza to move these services to minimum wage rates consistent with State-mandated increases to the minimum wage. This request was based upon Villa Esperanza's desire to be consistent with the State minimum wage laws and to make recruitment for open positions more appealing to potential applicants. The General Manager authorized a 10% increase to the agreement at that time. The proposed extension, in the amount of \$37,000, accounts for increases associated with minimum wage.

This agreement extension is limited to a six-month period rather than continuing with an annual agreement to provide staff with enough time to prepare and circulate a Request for Proposals (RFP) for the services. Staff proposes to complete the RFP over the next few months to ensure that the District receives the current level of service at the most competitive rate.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Dave Roberts, Resource Conservation Manager



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject : Designation of Applicant's Agents for California Governor's Office of Emergency Services**

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**SUMMARY:**

Following state and federally declared disasters, the California Governor's Office of Emergency Services requires that agencies seeking certain financial assistance formally designate personnel who are authorized to represent their organization for the coordination of emergency resources and funding. Staff recommends that the Board designate and authorize the General Manager, Director of Finance and Administration, and Director of Facilities and Operations to represent the District with the California Governor's Office of Emergency Services.

**RECOMMENDATION(S):**

Pass, approve, and adopt Cal OES 130, Designation of Applicant's Agent Resolution for Non-State Agencies, designating and authorizing the General Manager, Director of Finance and Administration, and Director of Facilities and Operations to represent the District with the California Governor's Office of Emergency Services.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**DISCUSSION:**

For state and federally declared disasters, only authorized agents designated by the Board may submit for reimbursement, file forms, and conduct other business with the California Governor's Office of Emergency Services (OES). The designation and authorization is made by title to ensure that the District can conduct business with OES during the three-year life of



the disaster designation, regardless of the position incumbent.

Staff recommends that the General Manager, Director of Finance and Administration, and Director of Facilities and Operations be designated and authorized as agents to represent the District with OES. If approved as proposed, Cal OES Form 130 will be returned together with a letter signed by the Board President stating the names of the current incumbents for the designated positions.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

**ATTACHMENTS:**

Cal OES Form 130

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board OF THE Las Virgenes Municipal Water District  
(Governing Body) (Name of Applicant)

THAT General Manager, OR  
(Title of Authorized Agent)

Director of Finance & Administration, OR  
(Title of Authorized Agent)

Director of Facilities & Operations  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Las Virgenes Municipal Water District, a public entity  
(Name of Applicant)  
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Las Virgenes Municipal Water District, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

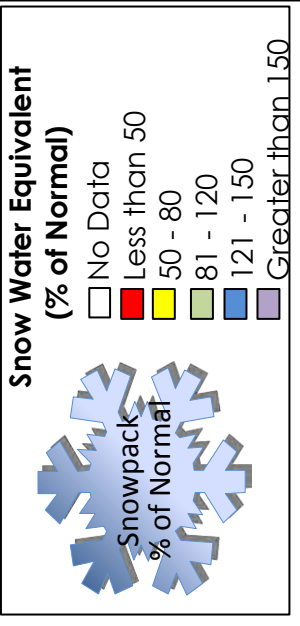
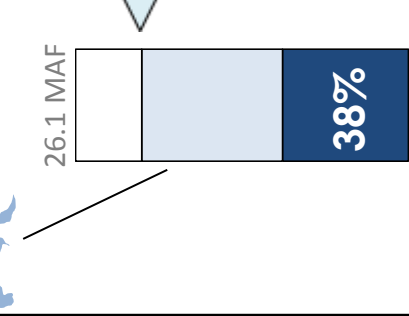
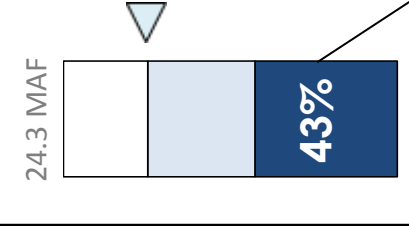
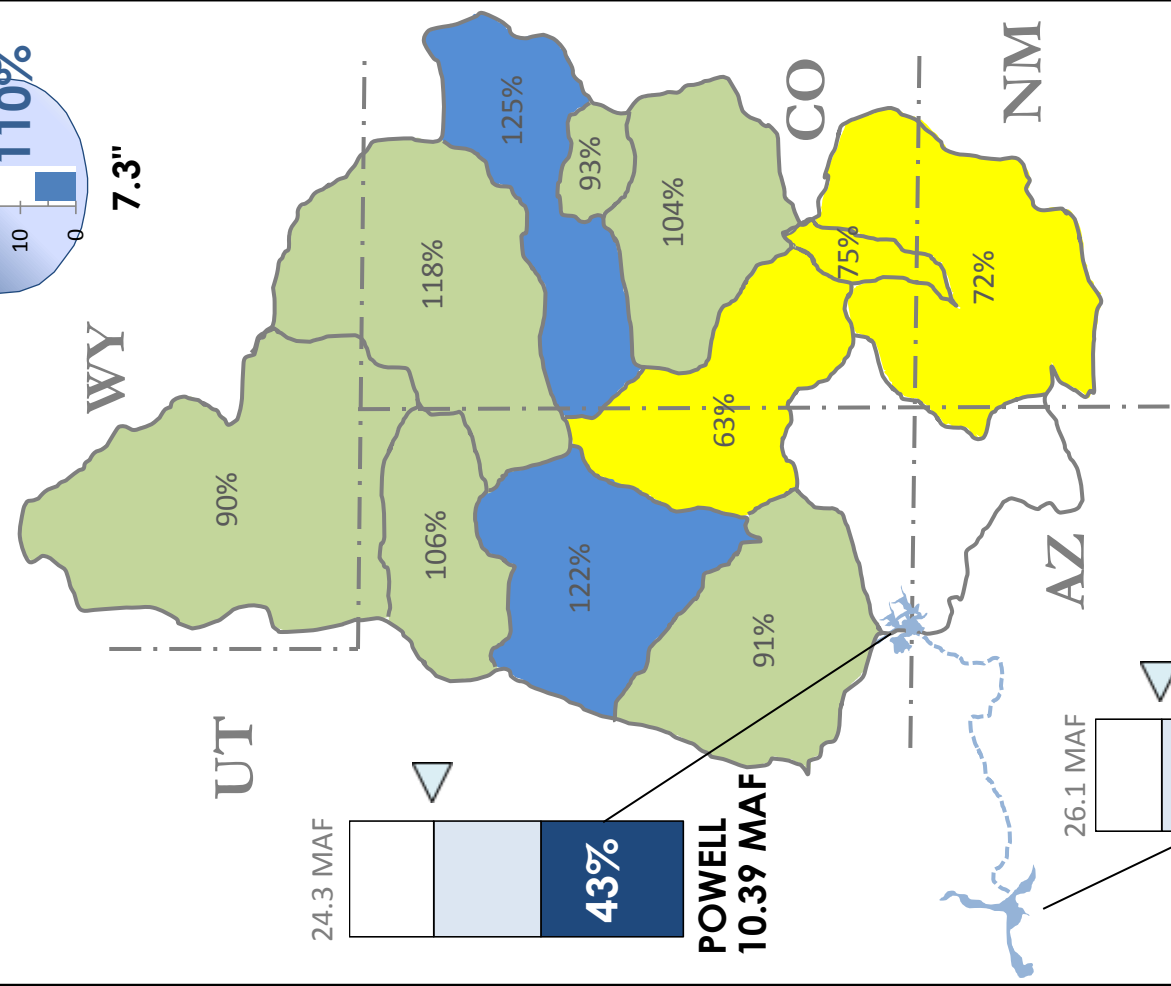
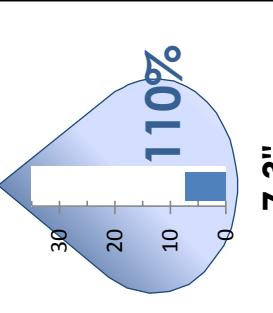
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.

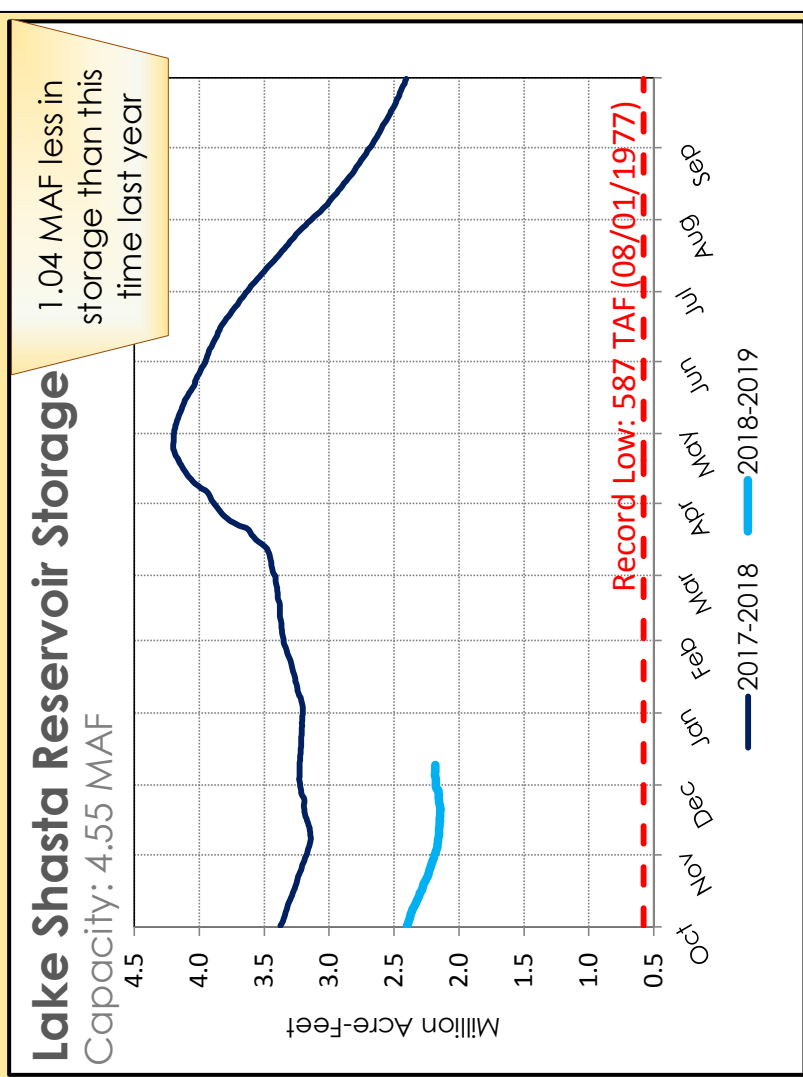
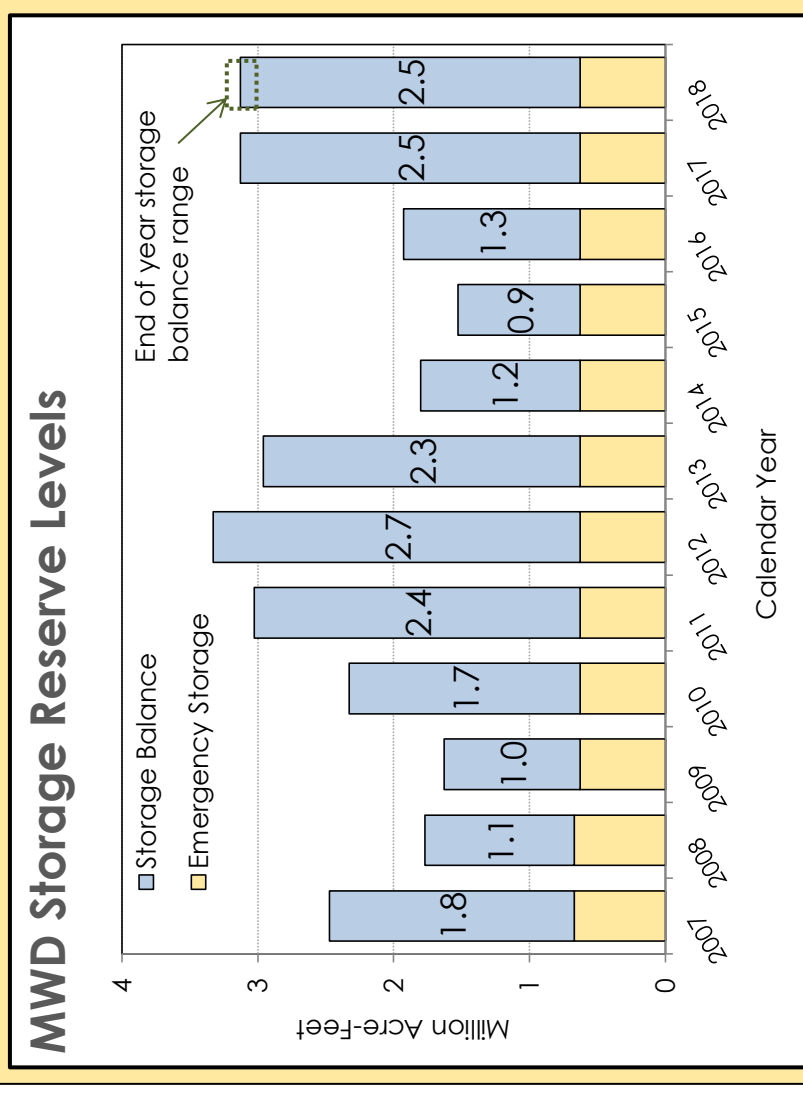
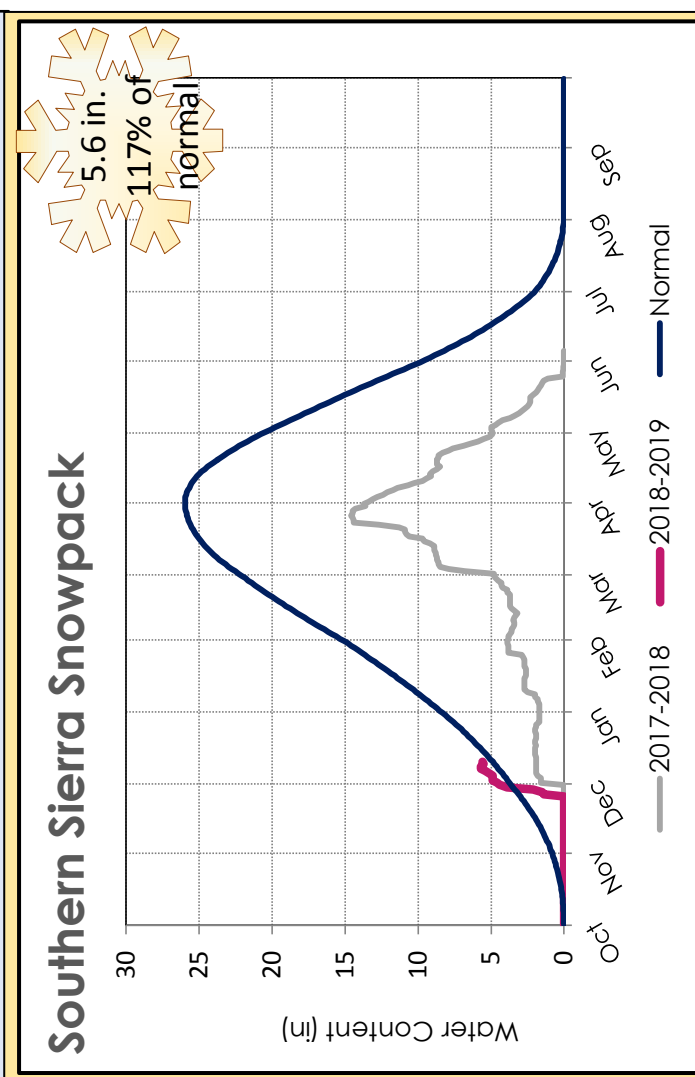
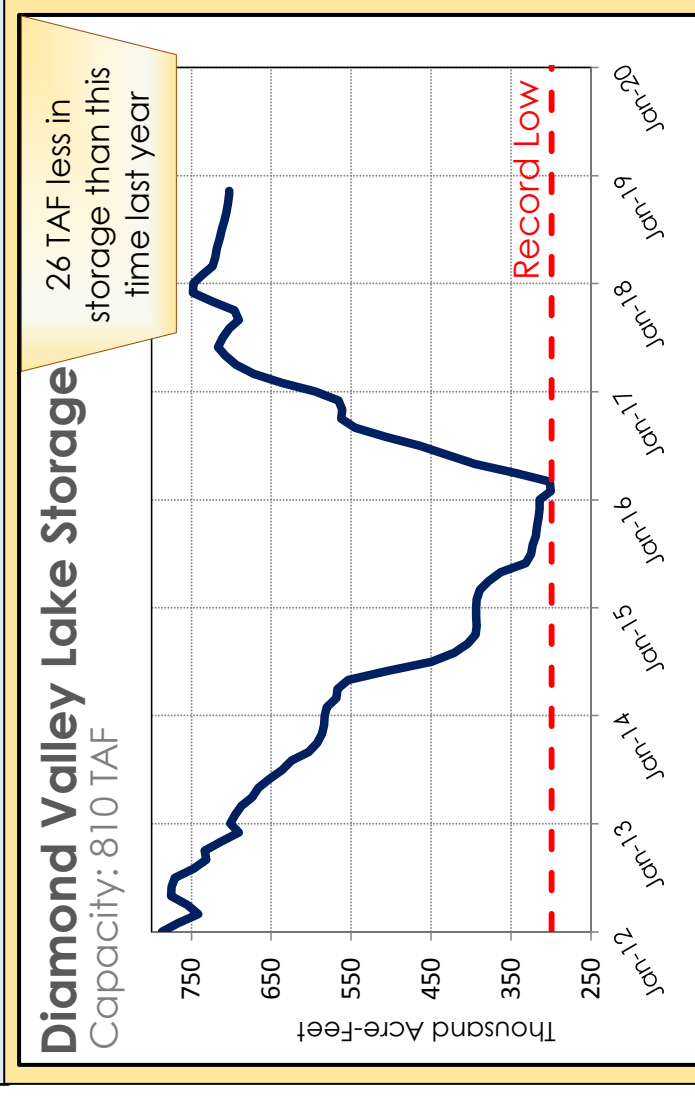
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

**2018 Colorado River**  
910,537 AF  
73% of full CRA  
Does not include storage withdrawals

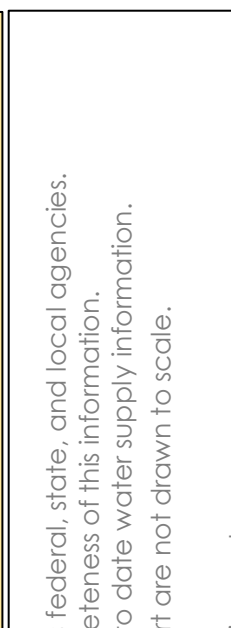
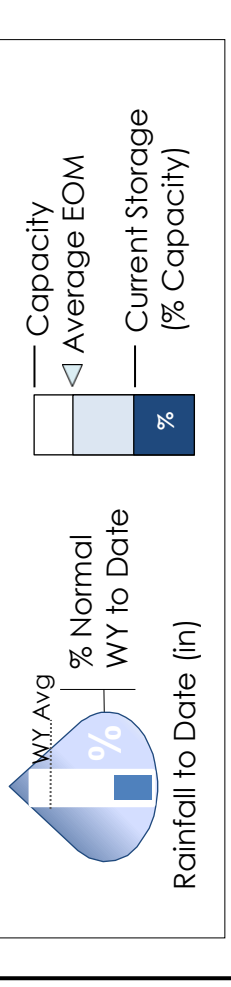
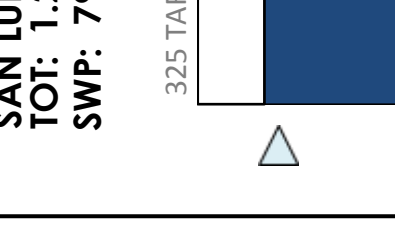
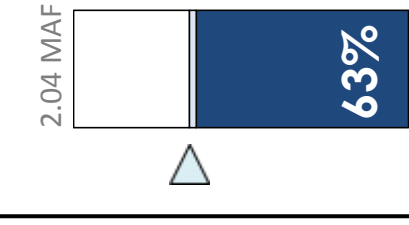
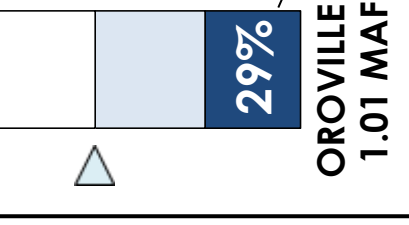
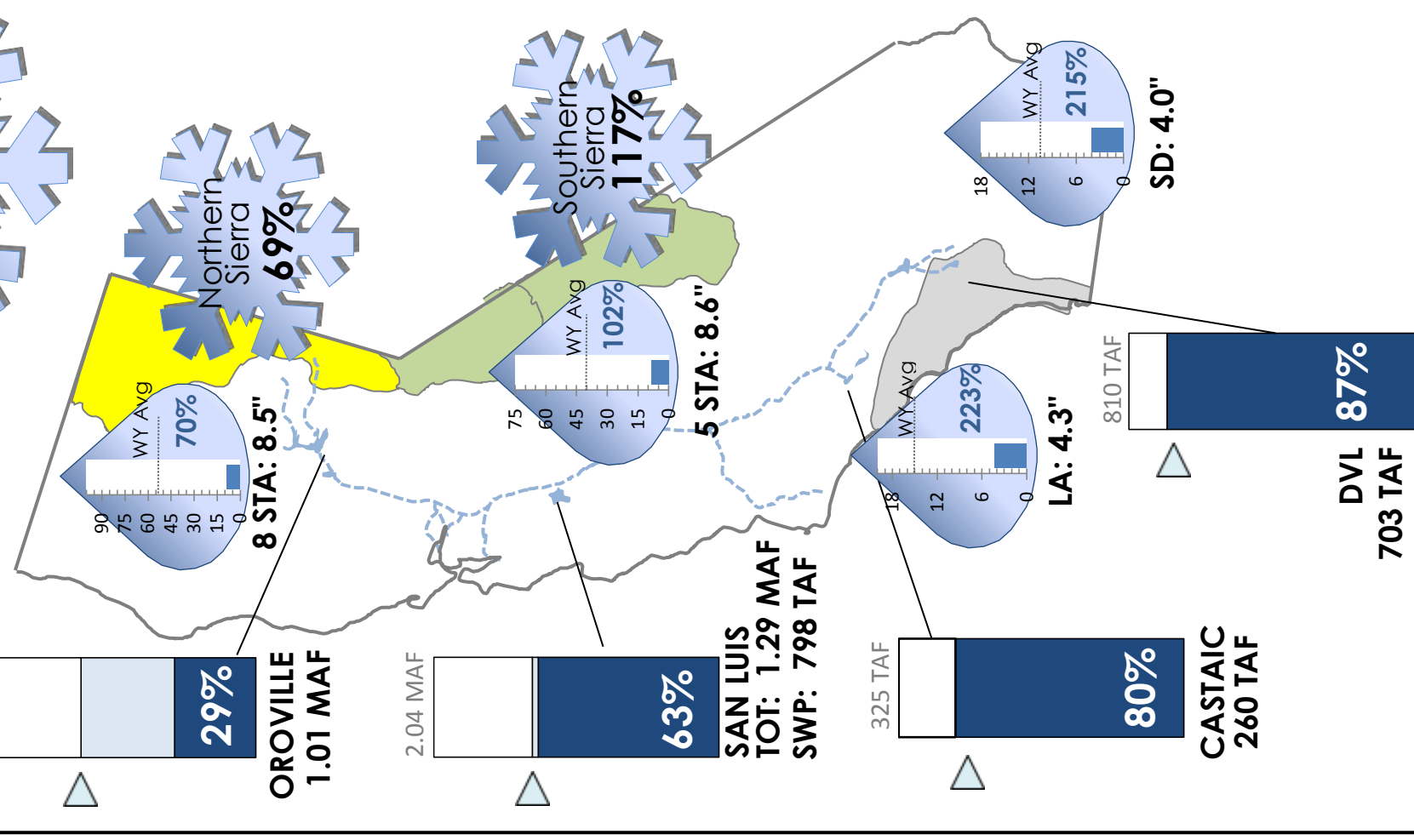
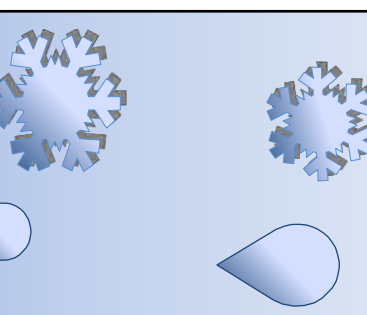


**Highlights**

- Northern Sierra snowpack is at 69% of normal
- Northern Sierra precipitation is at 70% of normal
- Upper Colorado River Basin snowpack is at 104% of normal



**2018 SWP Allocation**  
669,025 AF  
35% of Table A



This report is produced by the Water Resource Management Group and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, federal, and local agencies for additional or the most up to date water supply information. Reservoirs, lakes, aqueducts, maps, watersheds, and all other visual representations on this report are not drawn to scale.

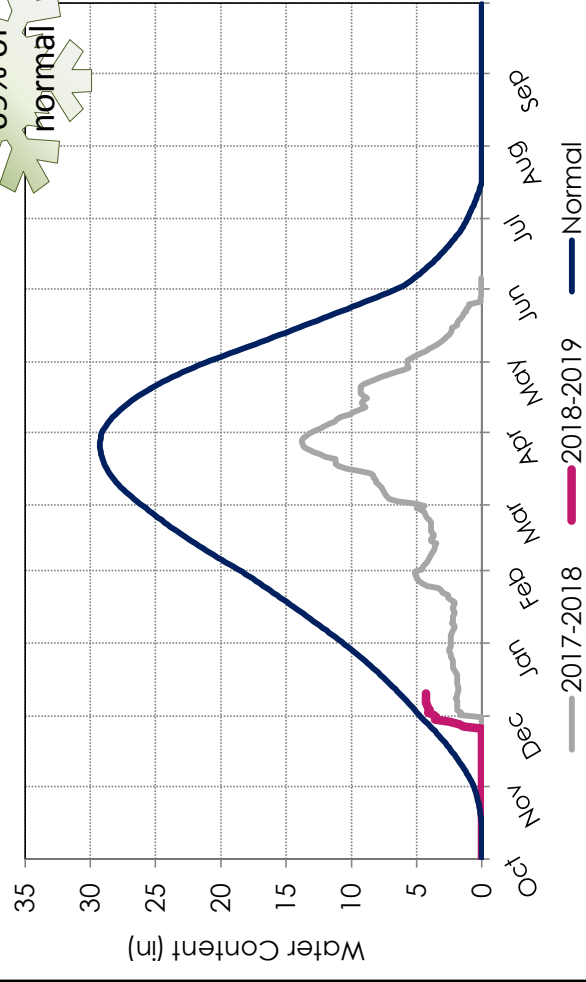
<http://www.mwdh2o.com/WSCR>

# State Water Project Resources

As of: 12/09/2018

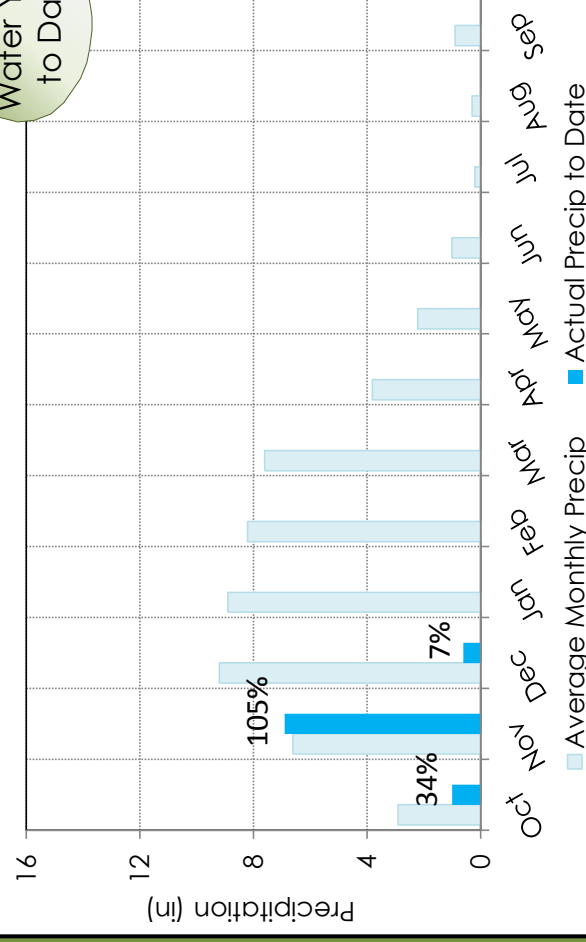
## Northern Sierra Snowpack

4.3 in.  
69% of normal



## 8 Station Index Precip

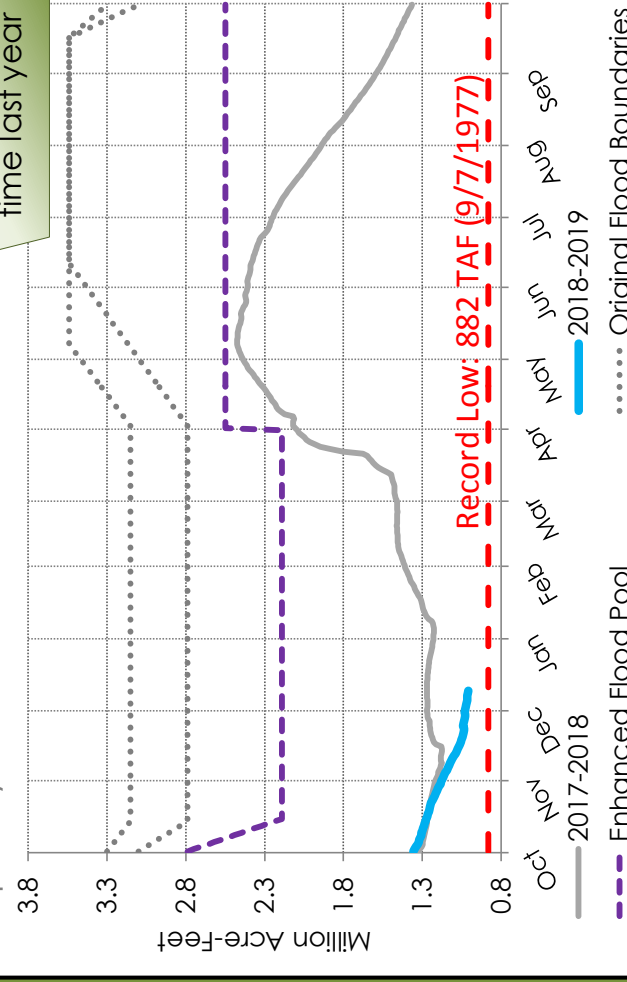
8.5 in.  
Water Year to Date



## Oroville Reservoir Storage

263 TAF less in storage than this time last year

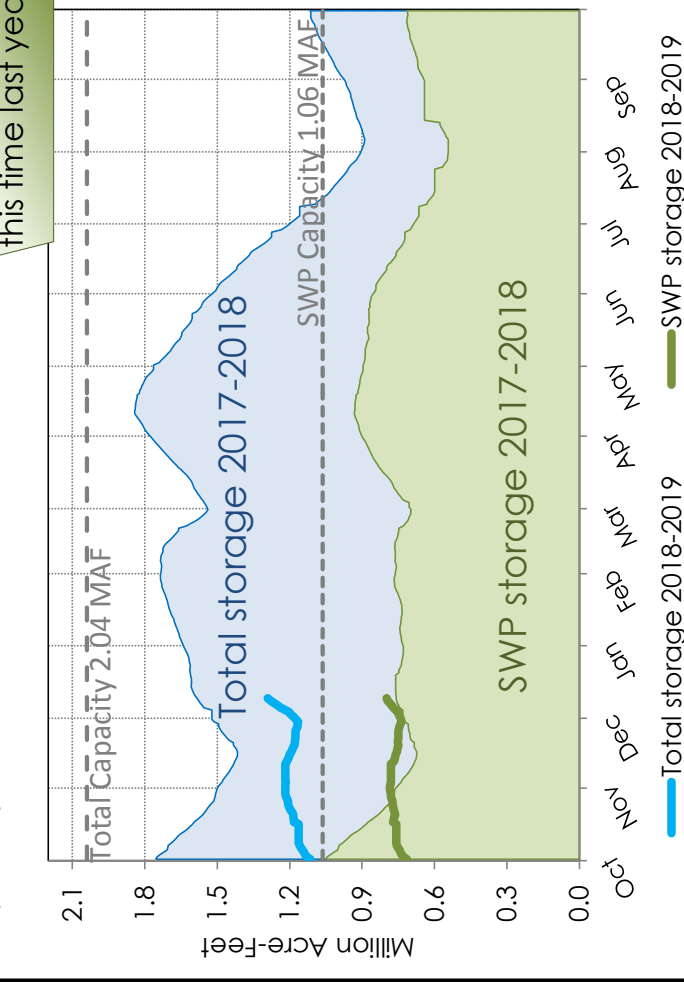
Capacity: 3.5 MAF



## San Luis Reservoir Storage

39 TAF more in SWP storage than this time last year

Capacity: 2.04 MAF

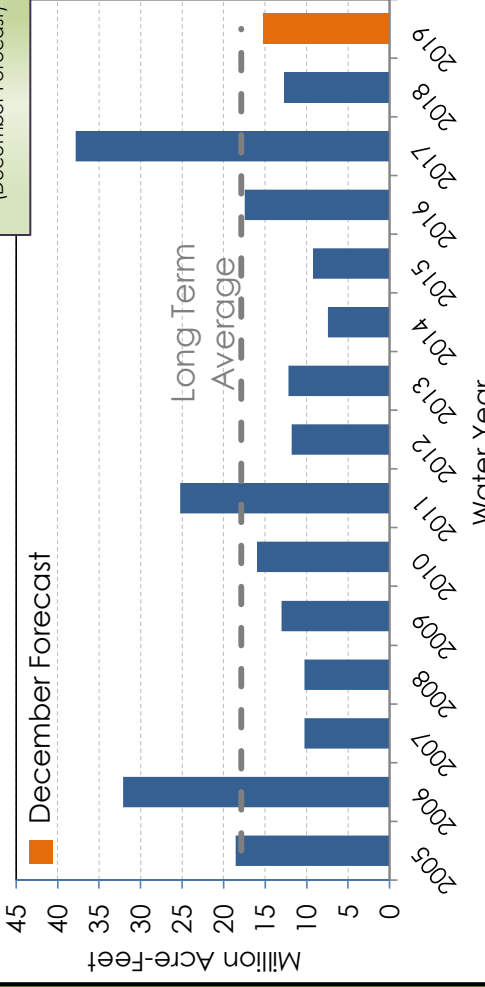


## Other SWP Contract Supplies for 2018 (AF)

Transfer/Exchanges	14,000
Article 14b	27,500
Pool A/B (Purchased)	0
Carryover Supplies	297,000

## Sacramento River Runoff

WY 2019  
85% of normal  
(December Forecast)

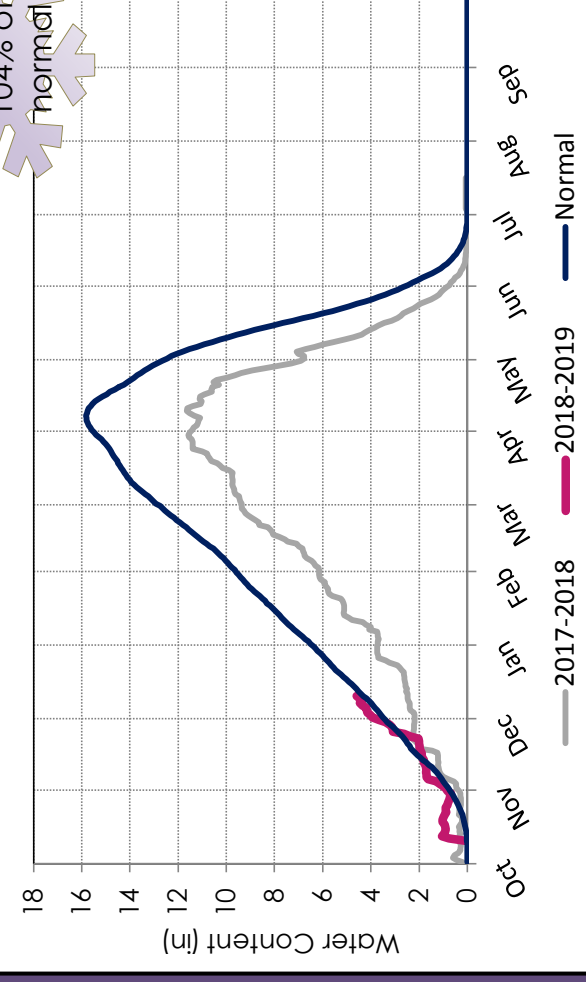


# Colorado River Resources

As of: 12/09/2018

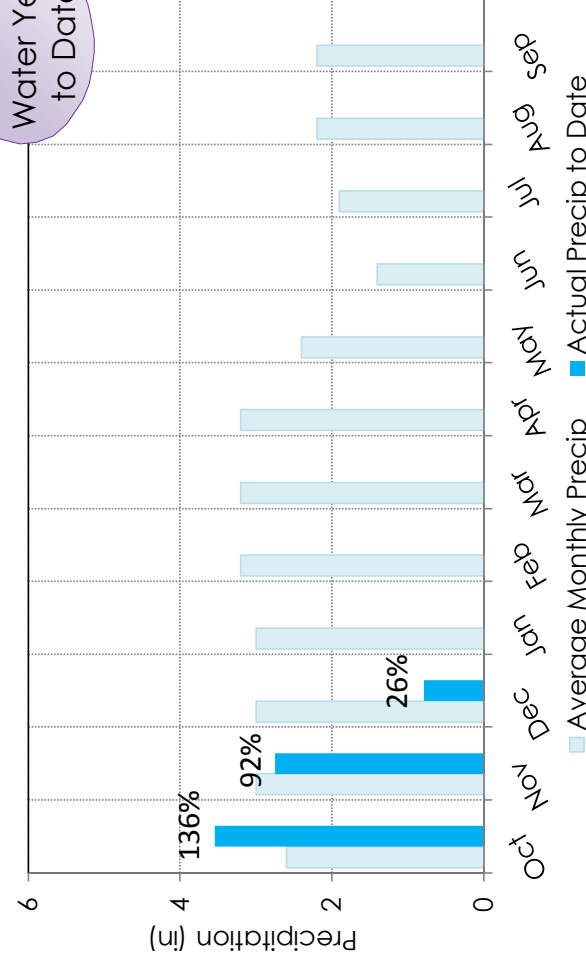
## Upper Colorado Basin Snowpack

4.6 in.  
104% of normal

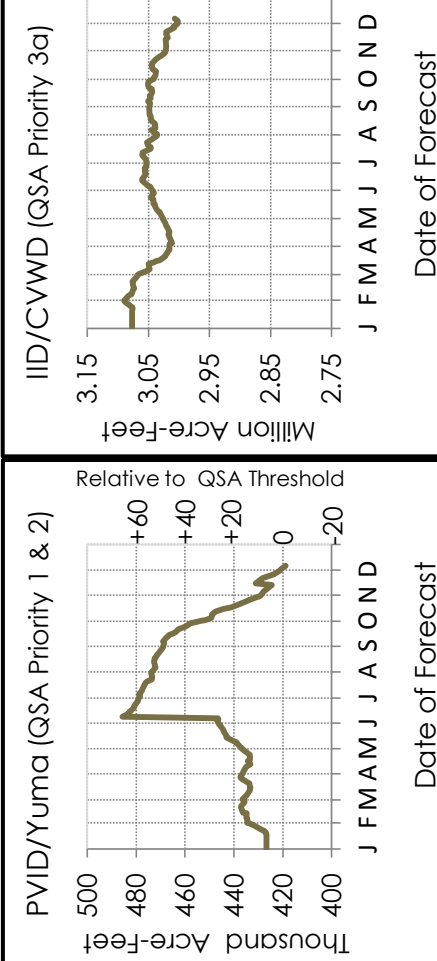


## Upper Colorado Basin Precip

7.3 in.  
Water Year to Date



## 2018 Colorado River Ag Use



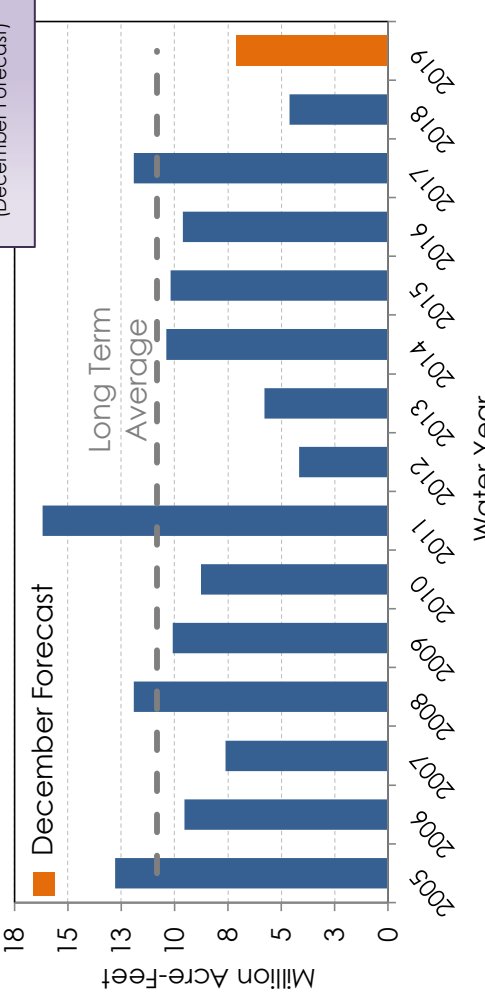
## Lake Mead Shortage/Surplus Outlook

Shortage	2019	2020	2021	2022	2023
Surplus	0%	57%	68%	70%	65%
	0%	0%	3%	5%	7%

Likelihood based on results from the August 2018 CRSS model run.

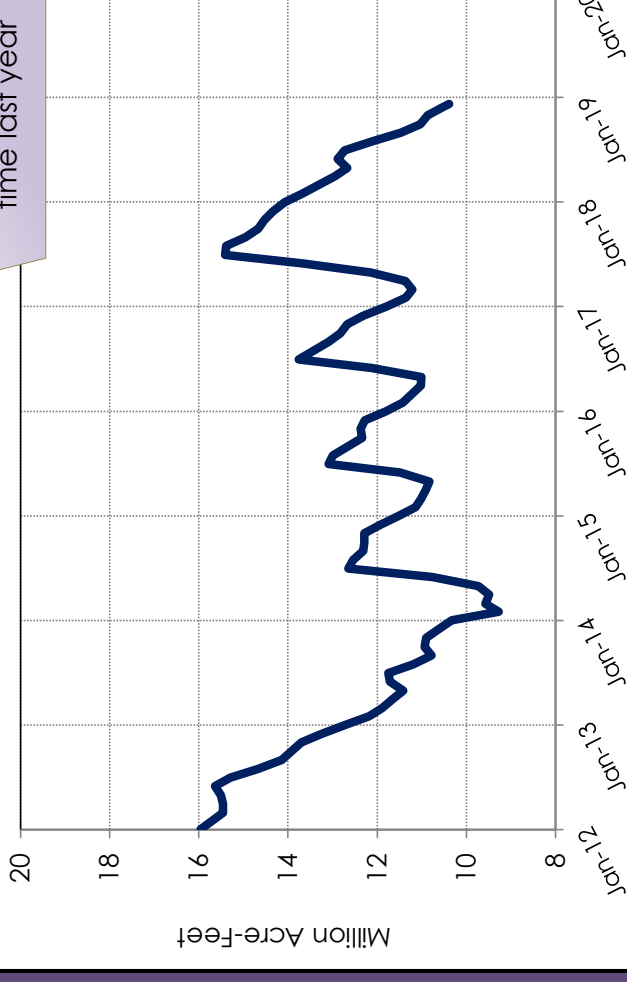
## Powell Unregulated Inflow

WY 2019  
66% of normal  
(December Forecast)



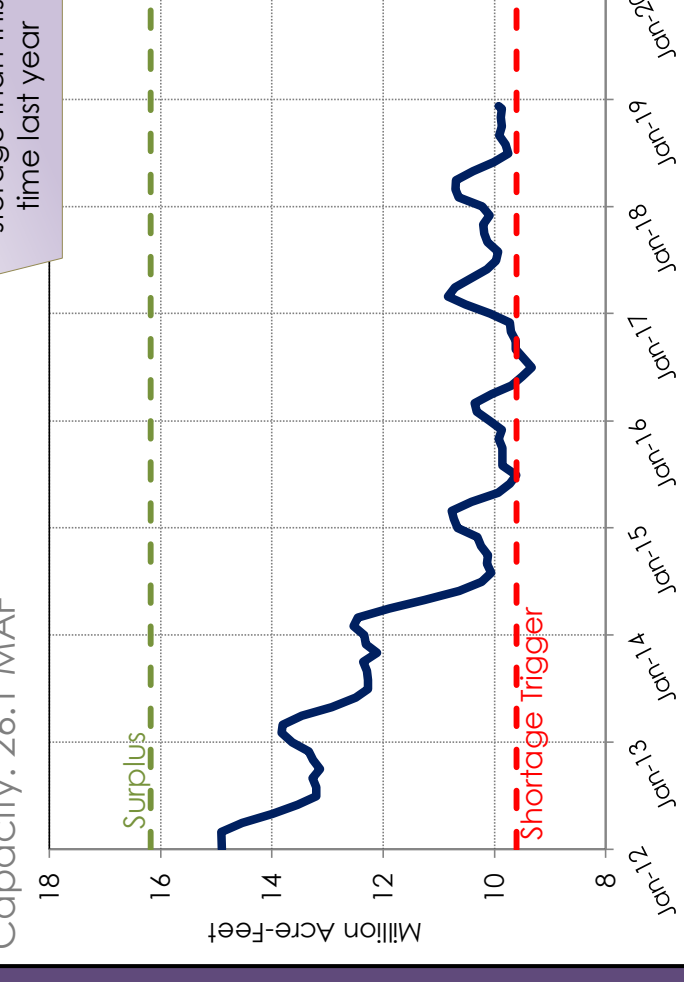
## Lake Powell Storage

Capacity: 24.3 MAF



## Lake Mead Storage

Capacity: 26.1 MAF





December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

---

**Subject : Appointment of Deputy Secretaries and Deputy Treasurer**

---

**SUMMARY:**

Pursuant to Water Code Section 71340, the Board may appoint deputy officers for the positions of secretary and treasurer to serve at the pleasure of the Board. Traditionally, the Board has appointed the General Manager and Executive Assistant/Clerk of the Board as Deputy Secretaries and the Director of Finance and Administration as Deputy Treasurer. By appointing District employees as deputies for these officers, the Board authorizes the employees to perform routine, day-to-day functions of the officers subject to any limitations specified by the Secretary, Treasurer, and/or Board.

**RECOMMENDATION(S):**

Appoint David W. Pedersen, General Manager, and Josie Guzman, Executive Assistant/Clerk of the Board, as Deputy Secretaries, and Donald Patterson, Director of Finance and Administration, as Deputy Treasurer.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

Prepared by: David W. Pedersen, General Manager



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

**Subject : Consideration of Time Change for Regular Board Meetings**

**SUMMARY:**

Director Jay Lewitt requested that the Board consider a potential change in the time of day for its regular meetings. Las Virgenes Municipal Water District Code Section 2-2.109 provides that the Board shall hold its regular meetings on the second and fourth Tuesday of each month at 5:00 p.m. at the District's headquarters. Director Lewitt suggested that holding the meetings during normal business hours may facilitate attendance by staff members who give presentations on recommendations to the Board. Also, the use of technology such as video-streaming may improve public participation and engagement.

**RECOMMENDATION(S):**

Consider the merits of changing the time of day for regular Board meetings and, if desired, pass, approve and adopt proposed Resolution No. 2547, adjusting the time of the meetings from 5:00 p.m. to 9:00 a.m. on the second and fourth Tuesday of each month.

**RESOLUTION NO. 2547**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE CODE) AS IT RELATES TO THE TIME OF DISTRICT MEETINGS**

(Reference is hereby made to Resolution No. 2545 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

There is no financial impact associated with this action.

**DISCUSSION:**

Las Virgenes Municipal Water District Code Section 2-2.109 provides that the Board shall hold its regular meetings on the second and fourth Tuesday of each month at 5:00 p.m. at the District's headquarters. The Board has discretion in setting the day and time of its regular meetings. The decision to hold the meetings at 5:00 p.m. was made in 2007 and intended to support greater public participation in the meetings. Public participation in Board meetings has varied over the years, partly dependent on the subject matter, but has not generally increased over time.

Changing the time of the day for the Board meetings from 5:00 p.m. to normal business hours (i.e. 9:00 a.m.) would facilitate attendance by staff members who give presentations on recommendations to the Board. It may also reduce the cost of attendance by consultants who frequently need to stay overnight when traveling to attend the District's Board meetings in the evening.

The following other water agencies currently hold their Board meetings during normal business hours:

<b>Agency</b>	<b>Board Meeting Time</b>
Three Valleys Municipal Water District	8:00 a.m.
Municipal Water District of Orange County	8:30 a.m.
Eastern Municipal Water District	9:00 a.m.
Western Municipal Water District	9:30 a.m.
Inland Empire Utilities Agency	10:00 a.m.
Central Basin Municipal Water District	10:00 a.m.
Metropolitan Water District of Southern California	12:00 p.m.
West Basin Municipal Water District	1:00 p.m.
Foothill Municipal Water District	3:00 p.m.

One concern that may arise with changing the Board meetings to the daytime is that it could make attendance difficult for customers who work during normal business hours. To mitigate this concern, the District could explore opportunities to better leverage technology to support public participation and engagement. Videostreaming and virtual participation in Board meetings may present opportunities to this end. Also, the District's demographics indicate that a large number of customers are retired and/or operate home business, so daytime attendance at Board meetings may not always be problematic.

If a change to the Board meeting time is recommended, staff would propose to monitor the



level of public participation at the meetings and evaluate the effects of the change in the time of the level of participation. Also, it would be advisable to consider holding meetings and/or workshops on potentially controversial items in the evening to ensure that the largest number of customers could attend.

**GOALS:**

Sustain Community Awareness and Support

Prepared by: David W. Pedersen, General Manager

**ATTACHMENTS:**

Proposed Resolution No. 2547

**RESOLUTION NO. 2547**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES  
MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468  
(ADMINISTRATIVE CODE) AS IT RELATES TO THE TIME OF DISTRICT  
MEETINGS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LAS VIRGENES  
MUNICIPAL WATER DISTRICT AS FOLLOWS:**

**1. Purpose.**

The purpose of this resolution is to amend the time for conducting regular meetings of the Board of Directors of the District.

**2. Amendment.**

Section 2-2.109 of Resolution No. 2468 is hereby amended as follows:

**2-2.109 REGULAR AND SPECIAL MEETINGS**

(a) The Board shall hold regular meetings on the second and fourth Tuesday of each month at the hour of 9 o'clock a.m. at the District's headquarters.

(b) The President, Vice President or Secretary may call a special meeting upon a twenty-four-hour actual notice to each Director.

(c) An emergency meeting may be called by a majority of the Board on less than twenty-four-hour notice and without an agenda to deal with disruption or threatened disruption of service by work stoppage, crippling disaster or other event severely impairing public health or safety.

**3. Other.**

Except as provided herein, Resolution No. 2468 is reaffirmed and readopted.

**PASSED, APPROVED AND ADOPTED** on \_\_\_\_\_, 2018.

\_\_\_\_\_  
\_\_\_\_\_, President

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Keith Lemieux, District Counsel

[Seal]



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

**Subject : Woolsey Fire Response and Recovery Effort: Continuation of Emergency and Progress Update**

**SUMMARY:**

On November 12, 2018, the Board declared a state of emergency due to the Woolsey Fire that broke out on the afternoon of Thursday, November 8, 2018 in Ventura County near the Santa Susana Field Laboratory. The fire quickly spread into the District's service area due to low relative humidity, strong Santa Ana winds and a large amount of dry vegetation. Mandatory evacuations were required for approximately 200,000 people in Ventura and Los Angeles counties and hundreds of homes were threatened and/or destroyed. The District's facilities experienced significant damage that required immediate action without delay to restore normal water and wastewater service to the region's customers. At the meeting, staff will provide the Board with an update on the District emergency response and recovery effort and recommends that the Board approve a continuation of the emergency declaration.

**RECOMMENDATION(S):**

Approve the continuation of an emergency declaration due to the Woolsey Fire.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

There is no direct financial impact associated with continuing the emergency declaration.

**DISCUSSION:**

Section 2-6.402 of the Las Virgenes Municipal Water District Code requires that once the Board has declared an emergency, the Board must determine by a four-fifths vote at each subsequent regular Board meeting whether to continue or terminate the authorization for the emergency. Staff recommends that the emergency declaration be continued until the work has been completed, which is anticipated to be early next year.

**GOALS:**

Provide Safe and Quality Water with Reliable Services

Prepared by: David W. Pedersen, General Manager



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

---

**Subject : 8-Inch Water Main Break on Lewis and Clark Road in Hidden Hills: End of Emergency**

---

**SUMMARY:**

On October 23, 2018, the Board declared an emergency due to the failure of an 8-inch water main on Lewis and Clark Road. The emergency declaration authorized staff to proceed with transferring the existing water services, fire hydrants and a mainline connection to Bill Cody Road to a newer, parallel 12-inch water main. The work has been completed at a cost of \$106,763.90.

Staff coordinated the work with the City of Hidden Hills and the Hidden Hills Community Association. Also, staff notified the affected residents. Additionally, Director Charles Caspary attended the Hidden Hills City Council meeting on November 13, 2018 to provide an update on the work.

Section 2-6.402 of the Las Virgenes Municipal Water District Code requires that once the Board has declared an emergency, the Board must determine by a four-fifths vote at each subsequent regular Board meeting whether to continue or terminate the authorization for the emergency.

**RECOMMENDATION(S):**

Approve the end of an emergency declaration for the 8-Inch Water Main Break on Lewis and Clark Road in Hidden Hills.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

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

**GOALS:**

Construct, Manage and Maintain All Facilities and Provide Services to Assure System Reliability and Environmental Compatibility

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



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

---

**Subject : 2018 Miscellaneous Fees Study: Review**

---

**SUMMARY:**

In addition to rates for water and wastewater services, the District has miscellaneous fees and charges for non-property related services that apply only to those who request the services. The District also has penalties for items incur additional costs for the District or when the District seeks to discourage certain behavior. Under Proposition 26, the fees and charges analyzed by the attached report must have a reasonable relationship to the cost the District incurs to provide the service. However, the Board may opt to subsidize the cost of the services, which would result in all ratepayers covering the subsidized portion. Penalties, on the other hand, are not necessarily required to have a relationship to the cost of the service and are generally set by Board policy to discourage certain behavior.

It has been more than five years since the District reviewed its miscellaneous fees, charges and penalties. The District contracted with Rafetelis Financial Consultants, Inc. (Rafetelis) to complete a comprehensive review of the District's miscellaneous fees, charges and penalties. The results of this analysis are provided in the attached 2018 Miscellaneous Fee Study Report. The report details the sound principles and defensible methodologies used to update the District's miscellaneous fees, charges and penalties.

**RECOMMENDATION(S):**

Provide any feedback on the proposed miscellaneous fees, charges and penalties.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**



There is no financial impact associated with providing feedback on the proposed miscellaneous fees, charges and penalties. Any financial impact will be analyzed when the revised fees, charges and penalties are recommended for approval by the Board.

## **DISCUSSION:**

District staff and Rafetelis worked closely to develop the recommended 2018 Miscellaneous Fees Study Report. The report describes the method and approach used to calculate new miscellaneous fees in accordance with the California Government Code and Proposition 26.

The fees are categorized as either penalty fees or user fees. Penalty fees are charged when users violate the terms of an agreement/service, law or other regulations. Penalty fees are intended to not only recover costs but also to discourage a certain behavior. The penalty fees have a clear trigger and, according to Proposition 26, do not require a nexus linking the costs of providing the service to the fee itself. The Board may set all penalty fees, except where limitations are noted. User fees, however, are intended to recover the cost of providing a service. The basic concept of user fees is to determine the “reasonable cost” of each service provided by the District. The full cost of providing a service is typically seen as an objective basis for determining the fee. Each fee is discussed in detail in the attached report.

### Noteworthy Proposed Changes:

While most calculations result in proposals to update the fees to current cost, some proposed fees are significantly different or new.

- Board Room Rental – The District allows local organizations to utilize its Board Room for events and meetings. Use of the Board Room costs the District for staff time, utilities and other miscellaneous cost. Staff reviewed policies for the use of similar facilities within the District and found that all others charge for use of their facilities. The proposed fees are the lower than for comparable spaces within the nearby area. In addition, the fees would be waived when the District participates in the meeting.
- Unauthorized Use of Detector Check – The detector check unauthorized use fee is charged when theft of water occurs through a fire service connection. The current penalty is \$75 plus usage at the highest tier rate. The current fee has historically not been sufficient to deter the theft of water. Staff proposes a first occurrence penalty of \$2,500 plus usage at the highest tier rate, and for subsequent occurrences, a penalty of \$10,000 plus usage at the highest tier. The large penalty reflects the fact that water theft is a serious offense, and the improper use of a detector check can compromise public health and safety.
- Late fees – The District’s current late fee is 2%, which is a small deterrent for those who do not pay the District’s bill on time. This fee is the lowest of nearby agencies with 10% being the average late fee and many agencies having minimum amounts of \$20 or \$25. Staff proposes a 10% late fee. Staff has the authority to waive late fees when extenuating circumstances result in late payments by customers.
- Landscape Plan Check Fee – The proposed fee of \$45 reflects the estimated cost to provide the service. The current fee of \$500 to \$1,000 appears to reflect a significantly more complex process that is no longer applicable. There is no record of any customer being charged this large fee.
- Fire Flow Certification – The District does not currently charge for fire flow certifications,

which require staff time to complete, review and approval. The proposed fee is \$120 to recover the cost of staff time for the service.

- Fire Flow Testing – The District does not currently charge for fire flow testing, which requires staff time to travel to and from site to witness the test that is performed by others. The proposed fee is \$100 to recover the cost of staff time for the service.
- Water Audits – Water audits are customer specific and not included as part of the District's rates. Recognizing the importance of water audits to assist customers in achieving efficient water use, one free water audit is proposed for each customer every three years. However, customers who request more frequent audits would be charged the cost of providing the service, \$180.

#### Next Steps:

After receiving feedback from the Board, staff will finalize the report and bring back a recommendation to adjust the fees in December. The new fees would be implemented beginning on February 1, 2019. Finance staff would work with public outreach staff to provide notice of the new and revised fees.

Going forward, a comprehensive fee resolution would be proposed to the Board as part of each two-year budget plan. This process would ensure the fees are current and minimize the need for large adjustments in the future. A comprehensive study would be completed every five years to ensure cost are properly captured. Individual fees may require a more detailed or frequent analysis as conditions or operations change.

#### **GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Angela Saccareccia, Finance Manager

#### **ATTACHMENTS:**

2018 Miscellaneous Fees Study

# LAS VIRGENES MUNICIPAL WATER DISTRICT

## **2018 Miscellaneous Fees Study**

Draft Report / November 2, 2018





November 2, 2018

Ms. Angela Saccareccia  
Finance Manager  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302

**Subject: Miscellaneous Fees Study**

Dear Ms. Saccareccia,

Raftelis Financial Consultants, Inc. (Raftelis) is pleased to provide this Miscellaneous Fees Study Report (Report) to Las Virgenes Municipal Water District (District). This report details the sound principles and defensible methodologies used to update the District's miscellaneous fees. We are confident that the recommendations and summaries presented in this report will result in fair and equitable fees for the District's customers.

Raftelis worked closely with District staff to develop the recommended fee schedules. Miscellaneous fees were developed based on estimates of direct costs, such as time and materials, and indirect costs, such as overhead. It has been a pleasure working with you, and we thank you and the District staff for the support provided during the course of this study.

Sincerely,  
***RAFTELIS FINANCIAL CONSULTANTS, INC.***

Andrea Boehling  
**Project Manager**

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### Appendix B: Room Rental Comparison



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# 1. Executive Summary

Las Virgenes Municipal Water District (District) contracted with Raftelis Financial Consultants, Inc. (Raftelis) to conduct a Miscellaneous Fees Study (Study). This report describes the method and approach used to calculate new miscellaneous fees in accordance with the California Government Code and Proposition 26.

For the purpose of this report, the District’s miscellaneous fees are categorized as either penalty fees or user fees. Penalty fees are charged when users violate terms of agreement/service, a law, or other regulations. These fees are intended to not only recover costs, but also change a behavior. User fees, on the other hand, are intended to simply recover the cost of providing a service. The basic concept of user fees is to determine the “reasonable cost” of each service provided by the District. The full cost of providing a service is typically seen as an objective basis for determining the fees, although there may be instances where it is reasonable and prudent to set fees below the full cost. Full cost recovery typically includes:

- Salaries and benefits of staff working directly on the service,
- Departmental costs including supplies, materials, time, mileage, and third-party contract costs,
- Indirect costs or support services

## 1.1. Existing Miscellaneous Fees

Table 1 and Table 2 summarize the existing miscellaneous fees that are categorized as penalty fees and user fees, respectively. These fees have not been adjusted in recent years and no longer recover the costs incurred to provide the services to customers.

**Table 1: Existing Penalty Fees**

Fee Description	Existing Penalty Fees
Broken Meter Seal or Lock	\$100
Credit Card Chargeback Fee	\$0
DC Unauthorized Use	\$75
Disconnect Deposit Requirement	\$50
Disconnect Notice (door tag)	\$100
Disconnect/Reconnect Water Service	\$50 / \$75
Illegal Water Consumption	\$200 - \$500
Late Fees	2% of bill balance
Rejected ACH Transaction	\$0
Rejected CC Transaction	\$0
Returned Checks	\$20
Un-Notified Fire Service Testing	\$75

**Table 2: Existing User Fees**

Fee Description	Existing User Fees
AMR / AMI Opt Out fee	\$25
Backflow Prevention Device Installation	\$50
Backflow Testing	\$0
Board Room Rental (office hours)	\$100
Board Room Rental (after hours)	\$100
Compost Loading Fees	\$8 / cu. yd
Complex Plan Check/ Inspection Installation/New Service	Actual Cost
Fire Flow Certification	\$0
Fire Flow Testing	\$0
Landscape Plan Check	\$500-\$1,000
Re-Inspection of Moved Meter Box	\$40
Service Initiation Fee	\$20
Temporary Meter Deposit	
Up to 2 1/2"	\$500
2 1/2" and Above	\$1,500
Temporary Meter Installation Fee	
3/4" & 1"	\$50
1 1/2" - 4"	\$50
6" - 10"	\$50
Temporary Meter Relocation Fee	\$40
Water Audits	\$0
Water Meter Testing	\$50-\$150

## 1.2. Proposed Miscellaneous Fees

This Study utilized time and material estimates, salary and benefit information, and indirect overhead costs to determine the adequate fees to cover the costs associated with each service. The proposed fees were determined based on discussions with District staff, research, and policy direction. The proposed penalty fees and user fees are summarized in Table 3 and Table 4, respectively. Each fee is discussed in detail later in the report.

**Table 3: Proposed Penalty Fees**

Fee Description	Proposed Penalty Fees <sup>1</sup>	
Broken Meter Seal or Lock	\$200	
Credit Card Chargeback Fee	\$30-\$40	\$30 – 1 <sup>st</sup> occurrence, \$40 – each subsequent occurrence
DC Unauthorized Use	\$2,500-\$10,000	\$2,500 – 1 <sup>st</sup> occurrence, \$10,000 each subsequent occurrence plus usage billed at highest tier
Disconnect Deposit Requirement	\$100	\$100 – 1 <sup>st</sup> occurrence, 3 x the average bill – each subsequent occurrence
Disconnect Notice (door tag)	\$100	
Disconnect/Reconnect Water Service	\$100 / \$150	\$100 for standard business hours, \$150 for non-business hours
Illegal Water Consumption	\$2,500-\$10,000	\$2,500 – 1 <sup>st</sup> occurrence, \$10,000 each subsequent occurrence plus usage billed at highest tier rate
Late Fees	10% of Bill Balance	
Rejected ACH Transaction	\$30-\$40	\$30 – 1 <sup>st</sup> occurrence, \$40 – each subsequent occurrence
Rejected CC Transaction	\$30-\$40	\$30 – 1 <sup>st</sup> occurrence, \$40 – each subsequent occurrence
Returned Checks	\$25-\$35	\$25 – 1 <sup>st</sup> occurrence, \$35 – each subsequent occurrence
Un-Notified Fire Service Testing	\$75	

**Table 4: Proposed User Fees<sup>2</sup>**

Fee Description	Proposed User Fees <sup>1</sup>	
AMR / AMI Opt Out fee	\$25	
Backflow Prevention Device Installation	\$65	Not including backflow device
Backflow Testing	\$60	
Board Room Rental (office hours)	\$50	Flat fee, no setup or break down
Board Room Rental (after hours)	\$135	\$135 per hour
Compost Loading Fees	\$8	\$8 per cubic yard
Complex Plan Check/ Inspection Installation/New Service	Actual Cost	Deposit to recover time & materials. Estimate provided by District Staff.
Fire Flow Certification	\$120	
Fire Flow Testing	\$100	Witness of flow test
Landscape Plan Check	\$45	
Re-Inspection of Moved Meter Box	\$100	
Service Initiation Fee	\$50	
Temporary Meter Deposit		
Up to 2 1/2"	\$250	
2 1/2" and Above	\$500	
Temporary Meter Installation Fee		
3/4" & 1"	\$110	
1 1/2" - 4"	\$125	
6" - 10"	\$150	
Temporary Meter Relocation Fee	\$100	
Water Audits	\$0-\$180	1 free every 3 years, \$180 thereafter
Water Meter Testing	\$100	

<sup>1</sup> See Section 4 for details.

<sup>2</sup> See Section 5 for details.

## 2. Introduction

The purpose of this report is to develop updated miscellaneous fees for the District. The basic concept of a fee study is to determine the “reasonable cost” of each service provided by the District for which it charges fees. This report documents the data, methodology, and results of the Miscellaneous Fee Study.

### 2.1. Background

The District’s miscellaneous fees were developed over the course of many years and have not been adjusted annually to keep pace with rising costs. As part of the District’s review of rates and fees, a comprehensive miscellaneous fee update study was undertaken. Raftelis began by reviewing the District’s existing overhead allocation methodology and miscellaneous fees schedule and calculations. The Cost Allocation Plan (CAP) was reviewed and was determined to reasonably distribute overhead costs, such as finance, accounting, administration, and human resources, to the water, wastewater, and recycled water services provided by the District and, additionally, to the Virgenes-Triunfo Joint Powers Authority (JPA). Finally, a Fee Calculator was developed to calculate the fees for specific services, activities, or penalties provided to or charged to the District’s water, wastewater, and recycled water customers.

### 2.2. Miscellaneous Fees

The basic statutory standards governing miscellaneous fees are embodied by California Government Code Sections 66013, 66016, 66022 and 66023. The Code requires that the District Board adopt fees by either ordinance or resolution and that any fees which exceed the estimated full cost of rendering the related services be approved by a popular vote of two-thirds; as a fee that exceeds the estimated full cost would be considered a tax and not a fee. The fees in this Study either do not exceed the estimated full cost or are considered a penalty and, therefore, are not considered a tax and do not require a popular two-thirds vote<sup>3</sup>.

The standard fee limitation established in California law for miscellaneous fees is the “estimated, reasonable cost” principle. The total cost of each service included in this analysis is primarily based on the fully burdened hourly rates (FBHR’s) that were determined for District personnel directly involved in providing each service. FBHR’s are then used in conjunction with time, material, travel, and indirect overhead estimates. The calculation of the FBHR’s is discussed further in Section 3.2.

The District’s miscellaneous fees are categorized as either penalty fees or user fees. Penalty fees are charged when users violate terms of agreement/service, a law, or other regulations. User fees are intended to recover the cost of providing a service.

### 2.3. Existing Fees

As previously described, the existing fees have been categorized as either penalty fees or user fees. Table 5 and Table 6 summarize the existing penalty fees and user fees.

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<sup>3</sup> Raftelis does not practice law nor does it provide legal advice. The above discussion is to provide a general review of apparent state institutional constraints. The District should consult with its counsel for clarification and/or specific review of any of the above or other matters.

**Table 5: Existing Penalty Fees**

Fee Description	Existing Penalty Fees
Broken Meter Seal or Lock	\$100
Credit Card Chargeback Fee	\$0
DC Unauthorized Use	\$75
Disconnect Deposit Requirement	\$50
Disconnect Notice (door tag)	\$100
Disconnect/Reconnect Water Service	\$50 / \$75
Illegal Water Consumption	\$200 - \$500
Late Fees	2% of bill balance
Rejected ACH Transaction	\$0
Rejected CC Transaction	\$0
Returned Checks	\$20
Un-Notified Fire Service Testing	\$75

**Table 6: Existing User Fees**

Fee Description	Existing User Fees
AMR / AMI Opt Out fee	\$25
Backflow Prevention Device Installation	\$50
Backflow Testing	\$0
Board Room Rental (office hours)	\$100
Board Room Rental (after hours)	\$100
Compost Loading Fees	\$8 / cu. yd
Complex Plan Check/ Inspection Installation/New Service	Actual Cost
Fire Flow Certification	\$0
Fire Flow Testing	\$0
Landscape Plan Check	\$500-\$1,000
Re-Inspection of Moved Meter Box	\$40
Service Initiation Fee	\$20
Temporary Meter Deposit	
Up to 2 1/2"	\$500
2 1/2" and Above	\$1,500
Temporary Meter Installation Fee	
3/4" & 1"	\$50
1 1/2" - 4"	\$50
6" - 10"	\$50
Temporary Meter Relocation Fee	\$40
Water Audits	\$0
Water Meter Testing	\$50-\$150

### 3. Miscellaneous Fee Calculations

Miscellaneous fees are necessary to ensure that customers are compensating the District for the cost of various services they are provided that are customer-specific and which are not recovered from rates. The miscellaneous fees that have been updated include penalty fees and user fees and are discussed in Sections 4 and 5, respectively. The proposed miscellaneous fees are calculated based on full cost recovery assumptions and includes: allocated overhead costs, salaries and benefits of staff directly working on the service, and departmental costs such as supplies, materials, and mileage. The following sections describe how these components were determined.

#### 3.1. Overhead Rate

In addition to recovering the direct cost of labor and materials associated with processing and administering miscellaneous fees, it is common for agencies to recover support costs. Support costs are those costs relating to central service providers such as: the general manager, human resources, information systems, finance and accounting, and administration. These central services costs are detailed in the District’s cost allocation plan and represent services provided by other employees whose primary function is to support other District Staff and the operating departments. The overhead rate was calculated using the Fiscal Year 2018 budget. Central service costs were identified and divided by the total salaries and benefits to arrive at the general overhead rate of 36% show in Table 7. A table summarizing the central service providers and their costs can be found in Appendix A – Exhibit A.

**Table 7: Overhead Rate Calculation**

Overhead Rate Calculation	
Total Central Service Costs	\$6,851,245
Total Salaries & Benefits	\$19,269,049
<b>Overhead Rate (%)</b>	<b>36%</b>

#### 3.2. Fully Burdened Hourly Rate

The fully burdened hourly rate is the cost to employ District personnel including wages, taxes, benefits, and supplies. The 36% overhead rate shown in Table 7 is the amount ascribable for departmental support and supervision and is also included in the FBHR’s. The FBHR’s are calculated based on an assumption of productive hours for full and part-time employees. Productive hours are those hours where staff have the potential to work on fee-related activities or functions and take into account non-productive hours such as holidays, paid time-off, and training. The number of assumed productive hours for full-time employees is 1,900 per year. The first step in calculating the FBHR is to take the total yearly salaries and benefits for an employee and add the 36% overhead rate. Next the full costs including the overhead is divided by the assumed productive hours to determine the FBHR. A table summarizing the FBHR by job title can be found in Appendix A – Exhibit B. The total cost of each service included in this analysis is primarily based on the FBHR’s that were determined for District personnel directly involved in providing each service. If more than one employee holds the same job title, the average of the FBHR for that job title was used in the fee calculation.

### 3.3. Other Considerations

Other costs included in this analysis are time, travel costs, and materials. Direct labor costs were determined by multiplying the FBHR by the estimated hours of labor for each position or employee that works on the service. District staff were consulted to determine the average time needed to complete the service for each penalty or user fee calculated in the following sections. Travel costs were calculated by multiplying the average round-trip distance of 16 miles by the mileage rate of \$0.545 as determined by the California Department of Human Resources for 2018. Travel costs help recover the costs of operating a standard vehicle. Material costs include estimated office supplies, meters, etc. These costs may vary by the size of the meter.



## 4. Penalty Fee Calculations

Penalty fees are charged when users violate terms of agreement/service, a law, or other regulations. These fees are intended to not only recover costs, but also change a behavior. These penalty fees have a clear trigger and, according to Proposition 26, do not require a nexus linking the costs of providing the service and the fee. The Board may set all penalty fees, except where limitations are noted.

### 4.1. Broken Meter Seal or Lock Fee

The broken meter seal or lock fee is charged when a customer breaks a lock to gain water service after disconnection. This fee recovers the cost of District’s staff time, traveling to and from the site, minimal materials costs to replace the lock, and an additional \$80 fee to deter customers from vandalizing and stealing District property and resources. Table 8 summarizes the determination of the Direct Labor costs and Table 9 summarizes the total fee calculation. The proposed fee of \$200 has been rounded to the nearest whole dollar for ease of administration.

**Table 8: Broken Meter Seal or Lock Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Field Customer Service Representative II	\$90.91	1.00	\$90.91
<b>Total</b>			<b>\$90.91</b>

**Table 9: Broken Meter Seal or Lock Fee**

Fee Calculation	Broken Meter Seal or Lock Fee
Direct Labor (Table 8)	\$90.91
Travel (16 miles x \$0.545)	\$8.72
Materials	\$20.00
District Policy	\$80.00
<b>Total</b>	<b>\$199.63</b>
<b>Proposed Fee</b>	<b>\$200.00</b>

### 4.2. Credit Card Chargeback Fee

The credit card chargeback fee is charged when a customer disputes a credit card charge. The proposed fee of \$30 is for the first occurrence and subsequent occurrences will incur a fee of \$40. Table 10 summarizes the fee based on the occurrence.

**Table 10: Credit Card Chargeback Fee**

Fee Calculation	Credit Card Chargeback Fee
<b>Proposed Fee (1<sup>st</sup> occurrence)</b>	<b>\$30.00</b>
Proposed Fee (subsequent occurrences)	\$40.00

### 4.3. DC Unauthorized Use Fee

The DC unauthorized use fee is charged when theft of water through a fire service connection occurs. Theft of this nature creates substantial interruptions and additional work for District staff. For this reason, the District desires to eliminate and deter theft of this nature. The proposed fee is \$2,500 for the first occurrence and \$10,000 for subsequent occurrences. In addition to the penalty, the water used will be billed at the highest tiered rate. Table 11 summarizes the fee by occurrence.

**Table 11: DC Unauthorized Use Fee**

Fee Calculation	DC Unauthorized Use Fee
<b>Proposed Fee (1<sup>st</sup> occurrence)</b>	<b>\$2,500 + Usage @ Highest Tier Rate</b>
Proposed Fee (subsequent occurrence)	\$10,000 + Usage @ Highest Tier Rate

### 4.4. Disconnect Deposit Requirement

The disconnect deposit requirement is the deposit required after service has been disconnected due to non-payment, returned checks, or credit card chargebacks. This fee is proposed to be \$100 for the first occurrence. Subsequent occurrences will incur a fee of up to three times the average water bill. Table 12 summarizes the proposed fee by occurrence.

**Table 12: Disconnect Deposit Requirement**

Fee Calculation	Disconnect Deposit Requirement
<b>Proposed Fee (1<sup>st</sup> occurrence)</b>	<b>\$100.00</b>
Proposed Fee (subsequent occurrence)	3x Average Bill

### 4.5. Disconnect Notice Fee (Door Tag)

The disconnect notice (door tag) is the fee charged to notify customers that service will be disconnected due to non-payment, returned checks, or credit card chargebacks. This fee is proposed to be set at \$100 as shown in Table 13.

**Table 13: Disconnect Notice Fee**

Fee Calculation	Disconnect Notice Fee (Door Tag)
<b>Proposed Fee</b>	<b>\$100.00</b>

#### 4.6. Disconnect / Reconnect Water Service Fee

The disconnect/reconnect water service is the fee charged to disconnect or reconnect water service due to non-payment, returned checks, or credit card chargebacks. The proposed fee of \$100 is for disconnect/reconnect services rendered during business hours. For disconnect/reconnect services rendered after business hours the fee increase to \$150. Table 14 summarizes the fee based on the time of the service.

**Table 14: Disconnect / Reconnect Water Service Fee**

Fee Calculation	Disconnect/Reconnect Water Service Fee
<b>Proposed Fee (business hours)</b>	<b>\$100.00</b>
Proposed Fee (non-business hours)	\$150.00

#### 4.7. Illegal Water Consumption

The illegal water consumption fee is charged when theft of water occurs. The proposed fee has been set at \$2,500 for the first occurrence and subsequent occurrences will incur a fee of \$10,000. In addition to the penalty, the water usage will be billed at the highest tiered rate. Table 15 summarizes the fee by occurrence.

**Table 15: Illegal Water Consumption Fee**

Fee Calculation	Illegal Water Consumption Fee
<b>Proposed Fee (1<sup>st</sup> occurrence)</b>	<b>\$2,500 + Usage @ Highest Tier Rate</b>
Proposed Fee (subsequent occurrence)	\$10,000 + Usage @ Highest Tier Rate

#### 4.8. Late Fee

A late fee is charged to customers for making a required payment after the due date. The proposed fee is set at 10% of the bill balance as shown in Table 16. Note this fee will vary by customer based on their outstanding bill.

**Table 16: Late Fees**

Fee Calculation	Late Fee
<b>Proposed Fee</b>	<b>10% of Bill Balance</b>

#### 4.9. Rejected ACH Transaction Fee

The rejected ACH transaction fee is charged when a bank rejects an ACH transaction. The fees charged to the District vary according to the transaction code. To ease administration, it is recommended the District implement one set fee. The proposed fee is set at \$30 for the first occurrence and \$40 for subsequent occurrences. Table 17 summarizes the fee by occurrence.

**Table 17: Rejected ACH Transaction Fee**

Fee Calculation	Rejected ACH Transaction Fee
<b>Proposed Fee (1<sup>st</sup> occurrence)</b>	<b>\$30.00</b>
Proposed Fee (subsequent occurrences)	\$40.00

#### 4.10. Rejected Credit Card Transaction Fee

The rejected credit card transaction penalty fee is charged when a merchant processor rejects a credit card transaction. Similar to the rejected ACH Transaction fee, the proposed fee is \$30 for the first occurrence and subsequent occurrences will incur a fee of \$40. Table 18 summarizes the proposed fee by occurrence.

**Table 18: Rejected Credit Card Transaction Fee**

Fee Calculation	Rejected Credit Card Transaction Fee
<b>Proposed Fee (1<sup>st</sup> occurrence)</b>	<b>\$30.00</b>
Proposed Fee (subsequent occurrences)	\$40.00

#### 4.11. Returned Check Fee

The returned check fee is charged when a bank returns a check for non-sufficient funds. This fee has been determined by the California Civil Code. Table 19 summarizes the proposed fee of \$25 for the first occurrence and \$35 for subsequent occurrences.

**Table 19: Returned Check Fee**

Fee Calculation	Returned Check Fee
<b>Proposed Fee (1<sup>st</sup> occurrence)</b>	<b>\$25.00</b>
Proposed Fee (subsequent occurrences)	\$35.00

**4.12. Un-Notified Fire Service Testing Fee**

The un-notified fire service testing fee is charged when a customer conducts fire service testing without notification to the District. This fee recovers the cost of District’s staff time researching and contacting the customer and includes a penalty fee of \$30. Table 20 summarizes the determination of the Direct Labor costs and Table 21 summarizes the total fee calculation. The proposed fee of \$75 has been rounded to the nearest whole dollar for ease of administration.

**Table 20: Un-Notified Fire Service Testing Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Customer Service Representative	\$89.97	0.50	\$44.94
<b>Total</b>			<b>\$44.94</b>

**Table 21: Un-Notified Fire Service Testing Fee**

Fee Calculation	Un-Notified Fire Service Testing Fee
Direct Labor (Table 20)	\$44.94
District Policy	\$30.00
<b>Total</b>	<b>\$74.94</b>
<b>Proposed Fee</b>	<b>\$75.00</b>

## 5. User Fee Calculations

User fees are intended to recover the cost of providing a service. The basic concept of user fees is to determine the “reasonable cost” of each service provided by the District. The full cost of providing a service is typically seen as an objective basis for determining the fees. Each user fee calculation is discussed in the following subsections.

### 5.1. AMR/AMI Opt Out Fee

The AMR/AMI Opt Out Fee is for those customers that opt-out of the advanced metering system. These customers will require a manual meter read each billing cycle which will require District staff travel to and from the customers site to read the meter. The estimated cost of this service has been determined in Table 22 and Table 23 . However, based on District Policy, the proposed fee was set at \$25 on May 22, 2012, which is below the fully burdened cost.

**Table 22: AMR/AMI Opt Out Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Field Customer Service Representative II	\$90.91	0.50	\$45.45
<b>Total</b>			<b>\$45.45</b>

**Table 23 AMR/AMI Opt Out Fee**

Fee Calculation	AMR/AMI Opt Out Fee
Direct Labor (Table 22)	\$45.45
Travel (16 miles x \$0.545)	\$8.72
<b>Total</b>	<b>\$54.17</b>
<b>Proposed Fee (Policy Decision)</b>	<b>\$25.00</b>

### 5.2. Backflow Prevention Device Installation

The backflow prevention installation recovers the cost of District’s staff working with customers, traveling to and from the site to perform installations, and material costs. Table 24 summarizes the determination of the Direct Labor costs and Table 25 summarizes the total fee calculation. The proposed fee of \$65 has been rounded to the nearest whole dollar for ease of administration. This fee does not include the cost of the backflow device itself.

**Table 24: Backflow Prevention Device Installation – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Customer Service Program Supervisor	\$125.07	0.25	\$31.27
<b>Total</b>			<b>\$31.27</b>

**Table 25: Backflow Prevention Device Installation**

Fee Calculation	Backflow Prevention Device Installation
Direct Labor (Table 24)	\$31.27
Travel (16 miles x \$0.545)	\$8.72
Materials ( <i>testing fees</i> )	\$25.00
Total	\$64.99
<b>Proposed Fee</b>	<b>\$65.00</b>

### 5.3. Backflow Testing Fee

The backflow testing fee recovers the cost of District’s staff time and material costs. Table 26 summarizes the determination of the Direct Labor costs and Table 27 summarizes the total fee calculation. The proposed fee of \$60 has been rounded for ease of administration.

**Table 26: Backflow Testing Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Customer Service Program Supervisor	\$125.07	0.26	\$32.52
<b>Total</b>			<b>\$32.52</b>

**Table 27: Backflow Testing Fee**

Fee Calculation	Backflow Testing Fee
Direct Labor (Table 26)	\$32.52
Materials ( <i>subcontractor testing</i> )	\$25.00
Total	\$57.52
<b>Proposed Fee</b>	<b>\$60.00</b>

### 5.4. Board Room Rental Fee (Office Hours)

This fee is charged for rental of the District’s Board Room during office hours. Currently, the District charges a refundable deposit and would like to adjust this fee to align closer to market rates, based on

comparable facilities. Table 28 summarizes the determination of the Direct Labor costs and Table 29 summarizes the total fee calculation. Through discussions and based on policy direction, the proposed fee has been set below the fully burdened cost. Table 29 summarizes the fully burdened fee as well as the proposed fee. A comparison between the proposed fee and comparable room rentals can be found in Appendix B.

**Table 28: Board Room Rental – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Customer Service Representative	\$89.87	1.00	\$89.87
<b>Total</b>			<b>\$89.87</b>

**Table 29: Board Room Rental (Office Hours) Fee**

Fee Calculation	Board Room Rental (Office hours)
Direct Labor (Table 28)	\$89.87
Materials	None
<b>Total</b>	<b>\$89.87</b>
<b>Proposed Fee (Policy Decision)</b>	<b>\$50.00</b>

### 5.5. Board Room Rental Fee (After Hours)

This fee is charged for rental of the District’s Board Room after office hours. The fee recovers the cost of District’s staff time after hours to clean-up and monitor visitors. Table 30 summarizes the determination of the Direct Labor costs and Table 31 summarizes the total fee calculation. The proposed fee of \$135 has been rounded for ease of administration and is on an hourly basis.

**Table 30: Board Room Rental Fee (After Hours) – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Customer Service Representative	\$89.87	1.00	\$89.87
<b>Total</b>			<b>\$89.87</b>



**Table 31: Board Room Rental Fee (After Hours)**

Line #	Fee Calculation	Board Room Rental Fee (After Hours)
1	Direct Labor (Table 30)	\$89.87
2	Overtime Factor	1.5
3	Total (Line 1 x Line 2)	\$134.81
<b>Proposed Fee</b>		<b>\$135.00 per hour</b>

### 5.6. Compost Loading Fees

This fee was not evaluated by Raftelis but has been included in the report and fee schedule for completeness. The District sells compost to customers at a discounted price to incentivize or encourage the purchase of the compost. The composting facilities virtually eliminates the District’s need to haul and dispose of waste from the Tapia Water Reclamation Facility. A cost recovery calculation would need to value this avoided cost and additional compliance costs along with the cost of facility. Bulk compost prices typically vary from \$13 per cubic yard to \$35 per cubic yard and the District sells it for \$8 per cubic yard. District staff provided the proposed fee for compost as shown in Table 32 and does not recommend modifying this fee.

**Table 32: Compost Loading Fee**

Fee Calculation	Compost Loading Fee
<b>Proposed Fee</b>	<b>\$8.00 per cubic yard</b>

### 5.7. Complex Plan Check / Inspection Installation

This fee is charged for complex plan checks, inspection of installation, and new service. The fee recovers the cost of District’s staff time. Because each plan can differ greatly, this fee is determined on a case-by-case basis. Customers are required to make a deposit, estimated by District Staff, to recover time and materials.

### 5.8. Fire Flow Certification Fee

This fee is charged for fire flow certification and recovers the cost of District’s staff time and material costs. Table 33 summarizes the determination of the Direct Labor costs and Table 34 summarizes the total fee calculation. The proposed fee of \$120 has been rounded for ease of administration.

**Table 33: Fire Flow Certification Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Planning/New Development Technician	\$99.79	0.75	\$74.84
Director of Facilities & Operations	\$243.89	0.10	\$24.39
Principal Engineer	\$185.10	0.10	\$18.51
<b>Total</b>			<b>\$117.74</b>

**Table 34: Fire Flow Certification Fee**

Fee Calculation	Fire Flow Certification Fee
Direct Labor (Table 33)	\$117.74
Materials	\$2.00
<b>Total</b>	<b>\$119.74</b>
<b>Proposed Fee</b>	<b>\$120.00</b>

### 5.9. Fire Flow Testing Fee

This fee is charged for fire flow testing and recovers the cost of District’s staff time and traveling to and from the site. Table 35 summarizes the determination of the Direct Labor costs and Table 36 summarizes the total fee calculation. The proposed fee of \$100 has been rounded for ease of administration.

**Table 35: Fire Flow Testing Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Field Customer Service Representative II	\$90.91	1.00	\$90.91
<b>Total</b>			<b>\$90.91</b>

**Table 36: Fire Flow Testing Fee**

Fee Calculation	Fire Flow Testing Fee
Direct Labor (Table 35)	\$90.91
Travel (16 miles x \$0.545)	\$8.72
<b>Total</b>	<b>\$99.63</b>
<b>Proposed Fee</b>	<b>\$100.00</b>

### 5.10. Landscape Plan Check Fee

This fee is charged for landscape plan check and recovers the cost of District’s staff time. Table 37 summarizes the determination of the Direct Labor costs and the total fee calculation. The proposed fee of \$45 has been rounded for ease of administration.

**Table 37: Landscape Plan Check Fee**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Water Conservation Coordinator	\$137.86	0.33	\$45.49
<b>Total</b>			\$45.49
<b>Proposed Fee</b>			<b>\$45.00</b>

### 5.11. Re-Inspection of Moved Meter Box Fee

This fee is charged for the re-inspection of a moved meter box and recovers the cost of District’s staff time and traveling to and from the site. Table 38 summarizes the determination of the Direct Labor costs and Table 39 summarizes the total fee calculation. The proposed fee of \$100 has been rounded for ease of administration.

**Table 38: Re-Inspection of Moved Meter Box Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Field Customer Service Representative II	\$90.91	1.00	\$90.91
<b>Total</b>			<b>\$90.91</b>

**Table 39: Re-Inspection of Moved Meter Box Fee**

Fee Calculation	Re-Inspection of Moved Meter Box Fee
Direct Labor (Table 38)	\$90.91
Travel (16 miles x \$0.545)	\$8.72
<b>Total</b>	<b>\$99.63</b>
<b>Proposed Fee</b>	<b>\$100.00</b>

### 5.12. Service Initiation Fee

This fee is charged for initializing new service and at full cost recovery would recover the cost of District’s staff time and traveling to and from the site. Table 40 summarizes the determination of the Direct Labor costs. As shown in column D, to ensure this fee isn’t prohibitive to establishing new service, only 40% of the labor costs were included in the proposed fee. Table 41 summarizes the total fee calculation. The proposed fee of \$50 has been rounded for ease of administration.

**Table 40: Service Initiation Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)	Percent Recovery (D)	Recovered Labor Costs (E) = (C x D)
Field Customer Service Representative II	\$90.91	1.00	\$90.91	40%	\$36.36
Customer Service Representative	\$89.87	0.17	\$15.28	40%	\$6.11
<b>Total</b>					<b>\$42.47</b>

**Table 41: Service Initiation Fee**

Fee Calculation	Service Initiation Fee
Direct Labor (Table 40)	\$42.47
Travel (16 miles x \$0.545)	\$8.72
<b>Total</b>	<b>\$51.19</b>
<b>Proposed Fee</b>	<b>\$50.00</b>

### 5.13. Temporary Meter Deposit

The temporary meter deposit is the deposit required for a temporary meter. This fee recovers the material costs by meter size as determined by the District. Table 42 summarizes the total fees by meter size.

**Table 42: Temporary Meter Deposit**

Meter Size	Temporary Meter Deposit
<b>Up to 2 ½"</b>	<b>\$250.00</b>
<b>2 ½" &amp; Above</b>	<b>\$500.00</b>

### 5.14. Temporary Meter Installation Fee

This fee is charged for the installation of a temporary meter and recovers the cost of District's staff time, traveling to and from the site, and material costs by meter size. Table 43 summarizes the determination of the Direct Labor costs and Table 44 summarizes the base cost determination. Table 45 summarizes the total fee calculation. The proposed fees of \$110, \$125, and \$150 have been rounded for ease of administration.

**Table 43: Temporary Meter Installation Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Field Customer Service Representative II	\$90.91	1.00	\$90.91
<b>Total</b>			<b>\$90.91</b>

**Table 44: Temporary Meter Installation Fee – Base Cost**

Fee Calculation	Temporary Meter Installation Fee
Direct Labor (Table 43)	\$90.91
Travel (16 miles x \$0.545)	\$8.72
<b>Total Base Cost</b>	<b>\$99.63</b>

**Table 45: Temporary Meter Installation Fee**

Meter Size	Base Cost (A)	Material Cost (B)	Fully-Burdened Cost (C) = (A + B)	Proposed Fee
¾" & 1"	\$99.63	\$10.00	\$109.63	<b>\$110.00</b>
1 ½" to 4"	\$99.63	\$25.00	\$124.63	<b>\$125.00</b>
6" to 10"	\$99.63	\$50.00	\$149.63	<b>\$150.00</b>

### 5.15. Temporary Meter Relocation Fee

This fee is charged for moving a temporary meter from one location to another and recovers the cost of District’s staff time and traveling to and from the site. Table 46 summarizes the determination of the Direct Labor costs and Table 47 summarizes the total fee calculation. The proposed fee of \$100 has been rounded for ease of administration.

**Table 46: Temporary Meter Relocation Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Field Customer Service Representative II	\$90.91	1.00	\$90.91
<b>Total</b>			<b>\$90.91</b>

**Table 47: Temporary Meter Relocation Fee**

Fee Calculation	Temporary Meter Relocation Fee
Direct Labor (Table 46)	\$90.91
Travel (16 miles x \$0.545)	\$8.72
<b>Total</b>	<b>\$99.63</b>
<b>Proposed Fee</b>	<b>\$100.00</b>

**5.16. Water Audit Fee**

This fee is charged for performing a water audit that aims to inform customers where they may reduce consumption to lower their usage out of higher tiers. Since water audits are a tool to assist customers with reducing their water use, District staff proposes that each customer receive one free water audit every three years. Subsequent water audits will incur a fee to recover the cost of District’s staff time. Table 48 summarizes the determination of the Direct Labor costs and summarizes the total fee calculation. The proposed fee of \$180 has been rounded for ease of administration. District staff propose that the cost of the first water audit be paid for from penalties collected for wasteful water use.

**Table 48: Water Audit Fee**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Field Customer Service Representative II	\$90.91	2.00	\$181.81
<b>Total</b>			<b>\$181.81</b>
<b>Proposed Fee (1<sup>st</sup> occurrence)</b>			<b>\$0.00</b>
<b>Proposed Fee (subsequent occurrence within 3 years)</b>			<b>\$180.00</b>

**5.17. Water Meter Testing Fee**

This fee is charged for testing of a customer’s water meter, at the customer’s request, and recovers the cost of District’s staff time and traveling to and from the site. Table 49 summarizes the determination of the Direct Labor costs and Table 50 summarizes the total fee calculation. The proposed fee of \$100 has been rounded for ease of administration.

**Table 49: Water Meter Testing Fee – Direct Labor Costs**

Position	FBHR (\$) (A)	Hours of Labor (B)	Direct Labor Costs (C) = (A x B)
Field Customer Service Representative II	\$90.91	1.00	\$90.91
<b>Total</b>			<b>\$90.91</b>

**Table 50: Water Meter Testing Fee**

Fee Calculation	Water Meter Testing Fee
Direct Labor (Table 49)	\$90.91
Travel (16 miles x \$0.545)	\$8.72
<b>Total</b>	<b>\$99.63</b>
<b>Proposed Fee</b>	<b>\$100.00</b>

## 6. Proposed Miscellaneous Fees

The proposed fees from the preceding sections are summarized in Table 51 and Table 52 and have been compared to existing fees (where applicable). Raftelis recommends the District update the miscellaneous fees on an annual basis to account for inflation. The most frequently used sources to escalate fees are the Engineering News-Record Construction Cost Index or the Consumer Price Index. Escalating miscellaneous fees is typically used for periods of up to five years, after which time, the District should conduct a comprehensive review to ensure full cost recovery.

**Table 51: Proposed Penalty Fees**

Fee Description	Existing Fees	Proposed Fees
Broken Meter Seal or Lock	\$100	\$200
Credit Card Chargeback Fee	\$0	\$30-\$40
DC Unauthorized Use	\$75	\$2,500-\$10,000
Disconnect Deposit Requirement	\$50	\$100
Disconnect Notice (door tag)	\$100	\$100
Disconnect/Reconnect Water Service	\$50 / \$75	\$100 / \$150
Illegal Water Consumption	\$200 - \$500	\$2,500-\$10,000
Late Fees	2% of bill balance	10% of Bill Balance
Rejected ACH Transaction	\$0	\$30-\$40
Rejected CC Transaction	\$0	\$30-\$40
Returned Checks	\$20	\$25-\$35
Un-Notified Fire Service Testing	\$75	\$75

**Table 52: Proposed User Fees**

Fee Description	Existing Fees	Proposed Fees
AMR / AMI Opt Out fee	\$25	\$25
Backflow Prevention Device	\$50	\$65
Backflow Testing	\$0	\$60
Board Room Rental (office hours)	\$100	\$50
Board Room Rental (after hours)	\$100	\$135
Compost Loading Fees	\$8 / cu. yd	\$8 / cu. yd
Complex Plan Check/ Inspection Installation/New Service	Actual Cost	Actual Cost
Fire Flow Certification	\$0	\$120
Fire Flow Testing	\$0	\$100
Landscape Plan Check	\$500-\$1,000	\$45
Re-Inspection of Moved Meter Box	\$40	\$100
Service Initiation Fee	\$20	\$50
Temporary Meter Deposit		
Up to 2 1/2"	\$500	\$250
2 1/2" and Above	\$1,500	\$500
Temporary Meter Installation Fee		
3/4" & 1"	\$50	\$110
1 1/2" - 4"	\$50	\$125
6" - 10"	\$50	\$150
Temporary Meter Relocation Fee	\$40	\$100
Water Audits	\$0	\$0-\$180
Water Meter Testing	\$50-\$150	\$100



APPENDIX A:  
**Additional Calculations**

## Exhibit A – Allocable Central Service Costs

### Central Service Providers Included in Determining Overhead Rate

Central Service Provider	Total Costs
General Manager	\$765,268
General Manager-100% LVMWD	\$309,388
Finance & Administration Admin	\$1,129,881
Information Systems	\$1,846,879
Human Resources	\$1,494,319
Finance & Accounting	\$1,305,510
<b>Total</b>	<b>\$6,851,245</b>

## Exhibit B – Fully Burdened Hourly Rate Calculation

The following equation was used to determine the FBHR for each position working directly on fee-related activities.

$$FBHR = \frac{[Total\ Salaries\ \&\ Benefits \times (1 + 0.36)]}{Productive\ Hours}$$

A summary of the FBHR for each position working directly on fee-related activities is shown below:

### Staff Positions and Their Respective FBHR

Job Title	Total Salaries & Benefits	Productive Hours	Salaries & Benefits Hourly Rate	FBHR
Accounting Technician	\$132,979	1900	\$69.99	\$94.87
Accounting Technician	\$131,944	1900	\$69.44	\$94.14
<b>Accounting Technician - Average</b>				<b>\$94.50</b>
Customer Service Program Supervisor	\$175,310	1900	\$92.27	\$125.07
Customer Service Representative	\$127,151	1900	\$66.92	\$90.72
Customer Service Representative	\$125,603	1900	\$66.11	\$89.61
Customer Service Representative	\$126,115	1900	\$66.38	\$89.98
Customer Service Representative	\$125,005	1900	\$65.79	\$89.18
<b>Customer Service Representative – Average</b>				<b>\$89.87</b>
Director of Facilities & Operations	\$341,844	1900	\$179.92	\$243.89
Field Customer Service Representative II	\$127,419	1900	\$67.06	\$90.91
Planning/New Development Technician	\$139,869	1900	\$73.62	\$99.79
Principal Engineer	\$259,447	1900	\$136.55	\$185.10
Senior Field Customer Service Representative	\$143,390	1900	\$75.47	\$102.30
Water Conservation Coordinator	\$193,223	1900	\$101.70	\$137.86

APPENDIX B:  
**Room Rental Comparison**

# Exhibit A – Room Rental Comparisons

## Calabasas Agoura Hills Community Center

Las Virgenes Room (90 people)	Hourly Rental	Deposit	Cleaning Fee
Mon – Thurs	\$55	\$175	\$125
Fri - Sun	\$80	\$175	\$125

## City of Calabasas Civic Center

Multi-Purpose Room (50 people)	Hourly Rental	Deposit	Insurance Fees
Mon – Fri (2 Hour Rental minimum)	\$56.50	\$200	\$86
Sat – Sun (4 Hour Rental minimum)	\$81.70	\$200	\$86

## LVMWD Board Room

Board Room	Rental	Deposit
Office Hours	\$50	\$0
After Hours	\$135 (per hour)	\$0



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Federally Declared Emergency Purchasing Procedures: Adoption**

**SUMMARY:**

For federally declared disasters, the Federal Emergency Management Agency (FEMA) requires that agencies follow prescribed federal purchasing policies and procedures to receive federal funds. The federal purchasing policies and procedures must be adopted and formally authorized by the Board. The proposed resolution adds Section 2-6.412 to the Las Virgenes Municipal Water District Code to provide federally declared emergency purchasing procedures.

**RECOMMENDATION(S):**

Pass, approve, and adopt proposed Resolution No. 2546, modifying the Las Virgenes Municipal Water District Code to add federally declared emergency purchasing procedures.

**RESOLUTION NO. 2546**

**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, SECTION 412 – FEDERALLY DECLARED EMERGENCY PURCHASING PROCEDURES**

(Reference is hereby made to Resolution Nos. 2546 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

## **FINANCIAL IMPACT:**

There is no financial impact associated with this action. Adoption of the proposed resolution is necessary to ensure compliance with federal requirements to received disaster funds.

## **DISCUSSION:**

Since the 1994 Northridge Earthquake, FEMA has updated numerous policies and procedures that must be followed by agencies seeking to qualify for federal funds. One of those requirements is that agencies must formally approve emergency purchasing procedures that comply with federal requirements. During and following the Woolsey Fire, staff has been in contact with representatives of FEMA, the County of Los Angeles Office of Emergency Management, and California Governor's Office of Emergency Services to ensure that the District takes the necessary actions to preserve its ability to secure federal funds available for the disaster.

Although staff has been following federal purchasing procedures for Woolsey-fire related contracts, it is necessary to formally adopt the procedures to ensure that the District is eligible for federal funds. Following is a summary of the significant differences between the federally declared emergency purchasing procedures ad the District's standard purchasing policies:

- Cost thresholds for various types of contracts.
- Requirements for minority/women/disadvantaged business enterprises.
- Requirement to complete a cost/benefit analysis for formal purchases.
- Limitations on time and materials contracts.
- Additional advertising requirements for certain contracts.

Adoption of the proposed emergency purchasing code section will facilitate the District's pursuit of federal funds for the Woolsey Fire and future declared disasters.

## **GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

## **ATTACHMENTS:**

Proposed Resolution No. 2546

**RESOLUTION NO. 2546**

**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, SECTION 412 – FEDERALLY DECLARED EMERGENCY PURCHASING  
PROCEDURES**

**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, Section 412.

**2. Adoption.**

The Las Virgenes Municipal Water District Code as set forth on Exhibit A attached hereto and hereby incorporated by this reference is hereby adopted.

**3. Effective Date.**

This resolution is effective December 18, 2018.

**PASSED, APPROVED AND ADOPTED** on \_\_\_\_\_, 2018.

\_\_\_\_\_  
President

ATTEST

\_\_\_\_\_  
Secretary

## Article 4 - Purchasing

### 2-6.412 Federally Declared Emergency Purchasing Procedures

- (a) In the event of an emergency declared by the President of the United States, the District must comply with Federal procurement standards as a condition of receiving public assistance funding from the Federal Emergency Management Agency (FEMA) for contract costs for eligible work. FEMA funding is governed by Title 2 of the Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- (b) Federal Emergency Procurement Procedures.
  - (1) Micro-Purchases
    - a. Purchases within the micro-purchase threshold specified by Federal statute (e.g., currently set at purchases of \$10,000 or less) may be awarded without soliciting competitive quotations if the District considers the price to be reasonable. To the extent practicable, the District must distribute micro-purchases equitably among qualified suppliers.
  - (2) Small Purchases
    - a. Purchases within the simplified acquisition threshold, as specified by Federal statute (e.g., currently set at purchases of \$250,000 or less) shall not be required to be formally bid. Price quotations must be received from no less than three (3) sources.
  - (3) Formal, Sealed Bid
    - a. Formal, sealed bidding is required for purchases greater than the simplified acquisition threshold, which is currently set at \$250,000, or as may be adjusted by the Federal Acquisition Regulation, pursuant to 48 CFR § 2.101.



- b. The District must publicly advertise the Invitation for Bids and publicly open all bids at the time and place prescribed in the invitation.
    - c. Any contracts awarded pursuant to this procedure shall be to the lowest responsible bidder submitting a responsive bid and shall be for a firm fixed price.
- (c) Solicitation of Competitive Proposals
  - (1) When the nature of a procurement does not lend itself to formal, sealed bidding (e.g., professional services), the District may solicit competitive proposals.
  - (2) A request for proposals (RFP) must be publicly advertised, and the District must solicit proposals from an adequate number of sources. The RFP must identify all evaluation factors and their relative importance; however, the numerical or percentage ratings or weights need not be disclosed.
  - (3) Any contract awarded based on the competitive proposal procurement process cannot be based exclusively on price or price-related factors.
  - (4) If a contract is awarded, it shall be to the responsible firm whose proposal is most advantageous to the District ("best value"), with price and other factors considered.
- (d) Federal Emergency Noncompetitive Procurements
  - a. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply: The item is only available from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The District authorizes noncompetitive proposals, as otherwise permitted by the Procurement Policy; or
  - d. Competition is deemed inadequate after the solicitation of a number of sources.

- (e) Federal Emergency Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Area Surplus Firms
  - (1) The District must conduct all necessary affirmative steps to ensure the use of minority businesses, women's business enterprises, and labor surplus area firms when possible, as set forth at 2 CFR § 200.321.
  
- (f) Federal Emergency Cost or Price Analysis
  - (1) The District shall perform a cost or price analysis in connection with every procurement action, including contract modifications, in excess of the simplified acquisition threshold. While the method and degree of analysis depend on the facts surrounding the particular procurement situation, the District must at minimum, make independent estimates before receiving bids or proposals.
  - (2) The District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where a cost analysis is performed as required by 2 CFR § 200.323(b).
  
- (g) Federal Emergency Payment Procedures
  - (1) Contracts entered into pursuant to this Section 2-6.412 shall utilize only fixed-price, cost-reimbursement, or, to a limited extent, time and materials payment methods.
  
- (h) Time and Materials (T&M) Contracts
  - (1) T&M contracts should be used rarely, and the use of T&M contracts should be limited to a reasonable time period (e.g., no more than 70 hours) based on circumstances during which the District cannot define a clear scope of work.
  - (2) The District shall only enter into a time and materials contract if all of the following apply:
    - a. No other contract was suitable; and
    - b. The contract has a guaranteed maximum price that the

contractor exceeds at its own risk; and

c. The District provides a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(3) The District must define the scope of work as soon as possible to enable procurement of a more acceptable type of contract (i.e., non- T&M).

(i) Separate Invoicing

(1) All purchases made during a proclaimed Emergency shall require separate invoicing from routine (i.e., non- emergency related) purchases. All invoices shall state the goods, services, or equipment provided and shall specify where the goods or services were delivered. All invoices shall specify the location(s) where the goods or services were used, if possible. Any invoice which fails to properly identify the emergency nature of the purchase and provide details as to the date(s) and location(s), as appropriate, shall not be paid until such errors are corrected by the vendor and re-submitted in correct form.

(j) Auditing of Invoices for Debris Removal

(1) All invoices for debris clearance and removal shall be audited prior to payment to the vendor. Vendors shall be notified of this requirement prior to the award of any contract for debris clearance and/or removal. Audits shall be in accordance with procedures for debris removal monitoring specified in FEMA's Publication 325, Debris Management Guide.



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Enterprise Resource Planning (ERP) System: Award**

**SUMMARY:**

On May 7, 2018, the District issued a Request for Proposals (RFP) for an Enterprise Resource Planning (ERP) System. The District utilized SDI Presence LLC as a consultant to assess the District's needs, prepare the RFP and evaluate the submitted proposals. Four proposals were received, and two were selected for week-long proof of concept demonstrations to a Selection Committee. Based on the written proposal and demonstration, the Selection Committee determined that Tyler Technologies provided the proposal that best meets the District's needs. Staff recommends that the Board accept the proposal from Tyler Technologies for an initial fee of \$454,240 with five years of annual maintenance at \$201,661 per year for a total cost of \$1,462,545. Staff also recommends continuing to utilize SDI Presence LLC as the consultant for implementation services, in the amount of \$273,000.

**RECOMMENDATION(S):**

Accept the proposal from Tyler Technologies and authorize the General Manager to execute a contract, in the total amount of \$1,462,545, for an Enterprise Resource Planning System; and accept the proposal from SDI Presence LLC and authorize the General Manger to execute a contact, in the amount of \$273,000, for consulting services associated with implementation of the Enterprise Resource Planning System.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total estimated cost for the first year will be \$928,901, which includes a \$369,300 one-time fee, \$201,661 annual maintenance fee, \$84,940 in travel expenses for Tyler Technologies and \$273,000 for SDI Presence LLC for consultant services associated with implementation. For Fiscal Years 2019-20 through 2022-23, the annual cost is estimated to be \$201,661. Sufficient funds, in the amount of \$1,500,000, are available in the Fiscal Year 2018-2020 Budget Plan for the Enterprise Resource Planning System. Additional funds for annual maintenance will be recommended in future budgets.

## **DISCUSSION:**

The Board approved a consulting contract with SDI Presence LLC (SDI) for Enterprise Resource Planning (ERP) system requirements analysis and RFP development on December 12, 2017. As part of the consulting RFP, the District requested pricing for implementation services as optional work to assist staff during the implementation phase, which is now being recommended in the amount of \$273,000.

Prior to development of the Request for Proposals for a new or upgraded ERP system, SDI Presence LLC developed a detailed analysis of the District's needs following extensive interviews with staff from throughout the organization. The results of this analysis were used as the basis for development of the Request for Proposals (RFP) for a new or upgraded ERP system. SDI and representatives from each of the District's three departments rated the proposals received using a scoring matrix derived from the criteria listed in the Request for Proposals, including: qualifications, experience and technical background of staff; past performance on other projects; clarity of proposal, completeness, and inclusion of requested information; technical approach; and cost. A set number of total points was used by all evaluators during the evaluation process.

Following review of the proposals, two firms were selected to provide a multi-day, detailed proof of concepts demonstrations. SDI Presence LLC prepared the proof of concept scripts for the demonstrations. Based on the review of the proposals and proof of concepts demonstrations, the Selection Committee recommends acceptance of the proposal from Tyler Technologies.

Currently, the District's ERP software consists of multiple products: JD Edwards, Kronos Workforce Central, Cetova Reporting and custom reports developed by District staff. The proposed Tyler Technologies Munis solution combines these products to offer a robust, state-of-the-art system that will greatly improve and modernize the District's current business processes. The firm is also well-versed in California government, and many of the District's complexities and reports have already been addressed in the Munis system, facilitating the implementation of best practices. The system is user-friendly to non-finance staff to allow greater ease of use for project and division managers to monitor activities, budgets and to generate custom reports. The system also offers a public-facing, web-based interface to increase budget transparency to the general public. In addition to replacing an obsolete ERP system, the Tyler Munis system will increase efficiency, accountability and transparency.

## **GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Angela Saccareccia, Finance Manager

**ATTACHMENTS:**

Tyler Technologies  
SDI Presence LLC



Quoted By: Colin Watts  
 Date: 11/5/2018  
 Quote Expiration: 12/31/2018  
 Quote Name: Las Virgenes Municipal Water District - ERP - Munis  
 Quote Number: 2018-44229-6  
 Quote Description: LVMWD - ERP - Munis FM HR ESS TCM Saas 5/5

**Sales Quotation For**

Las Virgenes Municipal Water District  
 4232 Las Virgenes Rd  
 Calabasas, CA 91302-3589  
 Phone +1 (818) 251-2100

SaaS		One Time Fees		
Description	# Years	Annual Fee	Impl. Hours	Impl. Cost Data Conversion
<b>Financial:</b>				
Accounting/GL				
Accounts Payable				
Budgeting				
Capital Assets				
Cash Management				
Contract Management				
Inventory				
Project & Grant Accounting				
Purchasing				
Quatred Inventory Scanning Interface				
<b>Human Capital Management:</b>				
ExecuTime Time & Attendance - Up to 150 Employees				
Human Resources & Talent Management				

Tyler agrees that this sales quotation is subject to public disclosure if not exempt under applicable public records law.

		One Time Fees			
SaaS	Description	# Years	Annual Fee	Impl. Hours	Impl. Cost Data Conversion
	Payroll w/ESS				
	Recruiting				
	<b>Revenue:</b>				
	Accounts Receivable				
	General Billing				
	<b>Productivity:</b>				
	eProcurement				
	Munis Analytics & Reporting (SaaS)				
	Tyler Content Manager SE				
	Tyler Forms Processing				
	<b>Additional:</b>				
	Payroll Tax Table Updates		\$201,661.00	976	\$60,360.00
	<b>TOTAL:</b>				
	<b>Other Services</b>				
Other Services	Description	Quantity	Unit Price	Unit Discount	Extended Price
	Contingency Implementation Hours - see foot note				
	ExecuTime Payroll Integration Services				
	Project Planning Services				
	Tyler Forms Library - Financial				
	Tyler Forms Library - General Billing				
	Tyler Forms Library - Payroll				
	Tyler Forms Library - Personnel Action				
	Tyler Forms Processing Configuration				
	VPN Device				
	<b>TOTAL:</b>				\$109,400.00



### 3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Discount	Total Year One Maintenance
Quatred Professional Services							
Quatred QUICK Inventory							
Touchscreen: Biometric Reader							
Tyler Secure Signature System with 2 Keys							
<b>TOTAL:</b>				<b>\$28,740.00</b>			<b>\$0.00</b>

### Summary

	One Time Fees	Recurring Fees
Total SaaS	\$0.00	\$201,661.00
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$340,560.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$28,740.00	\$0.00
<b>Summary Total</b>	<b>\$369,300.00</b>	<b>\$201,661.00</b>
<b>Contract Total (Excluding Estimated Travel Expenses)</b>	<b>\$1,377,605.00</b>	
<b>Estimated Travel Expenses</b>	<b>\$84,940.00</b>	

### Optional SaaS

Description	# Years	Annual Fee	Impl. Hours	Impl. Cost	Data Conversion

### Financial:

Bid Management

Employee Expense Reimbursement

Performance Based Budgeting

### Revenue:

Tyler Cashiering

### Productivity:

Optiizen Self Service

**Optional SaaS**

Description	# Years	Annual Fee	Impl. Hours	One Time Fees	
				Impl. Cost	Data Conversion
<b>Additional:</b>					
CAFR Statement Builder					
Socrata Open Finance					
<b>TOTAL:</b>		<b>\$61,414.00</b>	<b>216</b>	<b>\$37,800.00</b>	<b>\$0.00</b>

**Optional Other Services**

Description	Quantity	Unit Price	Unit Discount	Extended Price
Change Management Guidance				
Install Fee - Socrata Open Finance				
<b>TOTAL:</b>				<b>\$15,600.00</b>

**Optional 3rd Party Hardware, Software and Services**

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance
Depot Exchange - Clock Maintenance				<b>\$0.00</b>			<b>\$0.00</b>
<b>TOTAL:</b>							



November 29, 2018

Ms. Angela Saccareccia  
 Finance Manager  
 Las Virgenes Municipal Water District  
 4232 Las Virgenes Road  
 Calabasas, CA 91302

RE: Project Management Services for ERP System Implementation

Dear Ms. Saccareccia:

SDI Presence LLC (formerly NexLevel Information Technology, Inc.) is pleased to submit this proposal to the Las Virgenes Municipal Water District in response to the District’s request for project management services during the implementation of the District’s new ERP system. Having recently assisted the District with the selection process for its new ERP, we believe we are well positioned to provide project management support during the new system implementation.

## Project Management Approach During Implementation

The cornerstone of success for the system implementation will be how well it is managed. This will include thorough planning, execution, and monitoring of the plan, effective communication, corrective action when required, and final close-out of the project. SDI’s project management services will enable the District to manage the big picture, keep stakeholders informed, and ensure successful planning, oversight, and completion of the project while mitigating project risk.

In the following table, SDI identifies the activities and deliverables to be completed as part of this phase of the project.

Phases and Tasks	Deliverables
<div style="display: flex; align-items: center;"> <div style="background-color: #1a3d4d; color: white; padding: 10px; text-align: center; width: 100px;"> <p>Phase 6</p> <p>IMPLEMENT</p> </div> <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <li>6.1 – Monitor &amp; Control Project Execution</li> <li>6.2 – Support Business Process Review &amp; System Configuration</li> <li>6.3 – Support Conversion Requirements Development</li> <li>6.4 – Support User Acceptance Testing</li> <li>6.5 – Support End User Training</li> <li>6.6 – Complete Readiness Assessment</li> <li>6.7 – Support Cutover Planning &amp; Execution</li> <li>6.8 – Complete Post Implementation Evaluation</li> </ul> </div> </div>	<ul style="list-style-type: none"> <li>✓ Project Plan</li> <li>✓ Biweekly Project Status Reports</li> <li>✓ Risk &amp; Issue Tracking Log</li> <li>✓ Vendor Deliverables Review</li> <li>✓ Readiness Assessment Checklist</li> <li>✓ Post Implementation Evaluation Report</li> </ul>
<h3>6.1 Monitor &amp; Control Project Execution</h3>	
<p><b>TASK DESCRIPTION:</b> Working with the software company’s Project Manager, SDI will develop the project plan that will govern the work to be completed. SDI will then monitor the project execution using all the plans, schedules, procedures, and standards prepared for the project. This will include ensuring that regular status reports are provided and discussed at project review meetings with the Project Sponsor and appropriate participants. These reviews will include performance measures for the</p>	

<p>completion of tasks and activities in accordance with the project plan, communication plan, risk management plan, and quality assurance plan.</p> <p><b>DELIVERABLES:</b> Project Plan, Biweekly Project Status Reports, Risk / Issue Tracking Logs, and Vendor Deliverables Review</p>
<p><b>6.2 Support Business Process Review &amp; System Configuration</b></p>
<p><b>TASK DESCRIPTION:</b> SDI will support the software company’s review of the District’s business processes, and will review and assist in the validation of the configuration specification for the new system.</p>
<p><b>6.3 Support Conversion Requirements Development</b></p>
<p><b>TASK DESCRIPTION:</b> SDI will assist in defining conversion and testing requirements for items that must be converted into the new system, including financial data from the existing system and in-house developed applications.</p>
<p><b>6.4 Support User Acceptance Testing</b></p>
<p><b>TASK DESCRIPTION:</b> SDI will assist the District in preparing for user acceptance testing of the configured system, including functional tests, security tests, access control capabilities, the identification and resolution of acceptance test issues, and the system documentation provided by the software vendor.</p>
<p><b>6.5 Support End User Training</b></p>
<p><b>TASK DESCRIPTION:</b> SDI will assist the District in identifying training requirements and creating schedules for both users and technical personnel. Training should be sufficiently detailed and comprehensive to ensure that District staff will be able to effectively use the system and support it after implementation.</p>
<p><b>6.6 Complete Readiness Assessment</b></p>
<p><b>TASK DESCRIPTION:</b> SDI will develop a checklist to be used to assess the District’s operational readiness for the new system implementation, including staffing / training, operational procedures, change management, system maintenance procedures, disaster recovery / backup plan, technology refreshment plan, and preventive maintenance plan.</p> <p><b>DELIVERABLE:</b> Readiness Assessment Checklist</p>
<p><b>6.7 Support Cutover Planning &amp; Execution</b></p>
<p><b>TASK DESCRIPTION:</b> SDI will provide support for a phased cut-over in which different system modules are implemented and moved into production on a staggered schedule. As each module is placed into production, the software integrator/software vendor will be required to provide assistance for system administration, helpdesk, and on-site user support for each major implementation phase or module.</p>
<p><b>6.8 Complete Post Implementation Evaluation</b></p>
<p><b>TASK DESCRIPTION:</b> Following system implementation, SDI will conduct a post-implementation evaluation review (PIER) to measure the value gained by implementing the new system. The PIER will provide for organizational learning by documenting the success of the project and the reasons for that success. It will also identify areas the District may wish to revisit in terms of full implementation of all modules, related features and functionality.</p> <p><b>DELIVERABLE:</b> Post Implementation Evaluation Report</p>

## Proposed SDI Resources

SDI is proposing Rick Keyes, PMP to support the District with project management services during new system implementation. Mr. Keyes holds a Project Management Professional certification, and has managed numerous enterprise implementation projects throughout his career. Mr. Keyes was the lead consultant during the District's process to select its new ERP system, providing a solid foundation to manage the implementation going forward. In addition, I will continue to be engaged with the project on an as-needed basis to assist with issue resolution matters that may arise during implementation.

## Cost for Services

For the purposes of SDI's cost estimate, an 18-month implementation is assumed, with project management services to be provided at 50% (20 hours per week), for a total of 1,560 hours over the life of the implementation. All of the resources being proposed for this engagement will be billed at an hourly rate of \$175, resulting in a project management estimate of \$273,000. SDI will complete this project on a time and materials basis. Under this arrangement, SDI will bill the District monthly, based on actual hours worked, up to the not-to-exceed price. This provides the District with a maximum not-to-exceed budget for completion of the project.

## Travel Costs

Because all of the proposed resources are located in Southern California, SDI will not incur significant travel costs other than mileage costs to and from the Orange / LA County area and meal costs while onsite for full-day activities. It is anticipated that the SDI Project Manager will be onsite up to three (3) days for a total of 20 hours per week. SDI agrees to a not-to-exceed travel budget of \$10,000. Mileage will be billed at the current Federal government reimbursement rate, and actual receipts will be provided for meal costs.

We look forward to the opportunity to continue assisting the District with its technology-related needs.

Sincerely,



Patrick Griffin, Vice President  
SDI Presence LLC



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Resource Conservation & Public Outreach

**Subject : Rancho Las Virgenes Farm Sprayfields Operation and Maintenance:  
Renewal of Agreement**

**SUMMARY:**

The District, acting as Administering Agent of the Las Virgenes-Triunfo Joint Powers Authority has contracted with W. Litten Land Preparation for approximately nine years for the operation and maintenance of the Rancho Las Virgenes Farm Sprayfields. Litton has provided excellent service over the years and controlled the cost of the work to avoid the need for increases. Staff recommends that the Board authorize the General Manager to execute a one-year agreement, in an amount not-to-exceed \$250,000, with Litton for the continued operation and maintenance of the Rancho Las Virgenes Farm Sprayfields.

**RECOMMENDATION(S):**

Authorize the General Manager to execute a one-year agreement, in an amount not-to-exceed \$250,000, with W. Litten Land Preparation for the operation and maintenance of the Rancho Las Virgenes Farm Sprayfields.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The cost of the work is not expected to exceed \$250,000. Sufficient funds for the work are included in the adopted Fiscal Year 2018-19 JPA Budget. The cost of the work is allocated 70.6% to LVMWD and 29.4% to Triunfo Sanitation District.

**DISCUSSION:**

For the past nine years, the Board has authorized the General Manager to execute one-year contracts with Litten, in an annual amount not-to-exceed \$250,000, for the operation and maintenance of the Rancho Las Virgenes Farm Sprayfields. Litten provides effluent disposal services at the Farm as required by the National Pollutant Discharge Elimination System (NPDES) permit for the Tapia Water Reclamation Facility. The services also include planting and harvesting of crops for nutrient removal as required by Part 503 of the EPA Biosolids Rule, management of the irrigation system for the sprayfields, maintenance of catch basins to prevent off-site runoff and general upkeep of the facility. Additionally, Litten performs maintenance and weed abatement services at other JPA facilities, as needed.

For 2018, Litten's actual contract expense is projected to be approximately \$224,988, or 10% below the budgeted amount of \$250,000. Litten has consistently provided the services within budget even though the amount of work varies from year-to-year based on the volume of effluent disposal needed, demand for recycled water, weather conditions and maintenance needs at the Farm. Attached for reference is a draft of the agreement with Litten for the work.

**GOALS:**

Construct, Manage and Maintain All Facilities and Provide Services to Assure System Reliability and Environmental Compatibility

Prepared by: Dave Roberts, Resource Conservation Manager

**ATTACHMENTS:**

Draft Agreement w/Litten

## AGREEMENT

As of January 3, 2019, **LAS VIRGENES MUNICIPAL WATER DISTRICT**, herein "DISTRICT," and **W. LITTEN, INC.**, herein "CONTRACTOR," agree as follows:

1. Scope of Work:

- (a) This agreement sets forth the terms for the contractor to furnish **Sprayfield Operation and Maintenance Services**. The services are described on Exhibit "A".
- (b) The services required under this agreement are variable and dependent on recycled water customer demand, weather, field conditions, crop conditions, competing demands for the land, and other factors. DISTRICT is not responsible for changes in work load resulting from these variations.
- (c) CONTRACTOR assumes full responsibility for having familiarized itself with the nature and extent of the work and CONTRACTOR has visited the areas and correlated observations with the requirements of the agreement.

2. Term:

This agreement is for one year, beginning January 3, 2019. This agreement may be extended by mutual agreement.

3. Consideration:

- (a) DISTRICT will make payments to CONTRACTOR as set forth on Exhibit "B". The aggregate payments under this Agreement shall not exceed \$250,000.00
- (b) DISTRICT shall pay CONTRACTOR upon receipt of a monthly invoice for types of work performed and hours worked. The payment will be for actual time worked as directed by DISTRICT to accomplish needed tasks. The Contractor shall present a demand for payment no later than the 25th day of the month following the month for which payment is sought. The District's check for payment shall be mailed.
- (c) DISTRICT may retain sums sufficient to cover unpaid claims. DISTRICT shall deduct from billings and shall not pay the following:
  - i. Charges attributable to work that have, in the opinion of the DISTRICT, not been performed or have been improperly performed by CONTRACTOR.
  - ii. Claims for extra work unless the work was approved in writing in advance by the DISTRICT.



4. Laws and Regulations:

CONTRACTOR shall give notices required by law and comply with laws pertaining to the conduct of the work. CONTRACTOR shall exercise necessary precautions for safety and environmental protection and be in compliance with statutory and regulatory. CONTRACTOR shall comply with District policies. CONTRACTOR shall be liable for all violations of the law in connection with the work.

5. Insurance:

CONTRACTOR shall not commence work without Worker's Compensation, Employer's Liability, and Liability Insurance. Insurers must be authorized to do business and have an agent for service of process in California. Excepting only the State Compensation Insurance Fund in reference to Workers' Compensation Insurance, insurers must have an "A" policyholder's rating and a financial rating of at least Class VI in accordance with the most current Best's rating.

CONTRACTOR shall furnish proof of Crime Insurance, including Employee Dishonesty/Fidelity Coverage, to protect the District against loss by theft or mysterious disappearance of property by any of the CONTRACTOR'S employees while DISTRICT property is in the care, custody or control of the CONTRACTOR. Coverage amounts shall be not less than \$25,000 per employee, or \$100,000 aggregate.

Limits:

General Liability: Bodily injury coverage shall be for not less than \$250,000 each occurrence and not less than \$500,000 aggregate.

Property damage coverage shall be for not less than \$100,000 each occurrence and \$500,000 aggregate.

Personal injury coverage shall be for not less than \$1,000,000 aggregate.

Bodily injury, personal injury, and property damage coverage shall be in a combined single limit of not less than \$1,000,000.

Automobile Liability: Bodily injury coverage shall be for not less than \$500,000 each person and not less than \$1,000,000 for each accident, per each occurrence.

Property damage coverage shall be for not less than \$500,000 each occurrence

or

Bodily injury and property damage coverage shall be in a combined single limit of not less than \$1,000,000 for each occurrence.

Employer's Liability: Bodily injury coverage by accident shall be for not less than \$1,000,000 for each employee and \$1,000,000 for each accident.

Bodily injury coverage by disease shall be for not less than \$1,000,000 for each employee and \$1,000,000 for each disease.

Workers' Compensation: In accordance with the provisions of Section 3700 of the Labor Code, CONTRACTOR shall secure the payment of compensation to all employees. CONTRACTOR shall sign and file with the DISTRICT the following certificate prior to performing the work of this contract: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with such provisions before commencing the performance of the work of this contract".

As evidence of specific insurance coverage, CONTRACTOR shall provide industry-standard ACCORD forms naming the DISTRICT as additionally insured. Said coverage shall not be amended or cancelled without giving at least 30 days advance written notice to DISTRICT. A waiver of subrogation is to be included.

6. Contractor Representative:

CONTRACTOR shall maintain a local representative who can be reached during normal working hours who is authorized to discuss matters pertaining to the agreement.

CONTRACTOR shall also provide a twenty-four (24) hour per day, seven (7) days per week emergency service phone number. Within two (2) hours after a call is made requesting CONTRACTOR perform emergency services, outside of normal business hours, CONTRACTOR shall commence the required service. DISTRICT shall not be charged any additional amount for emergency services unless the services to be provided would be billed as additional work if done in the regular course of CONTRACTOR'S performance.

7. Contractor's Responsibility for Work:

CONTRACTOR shall rebuild, repair, restore, and make good all injuries, losses or damages to any portion of the work, facilities or the materials occasioned by any cause before its completion and acceptance and shall bear the expense thereof. Where necessary to protect the work, facilities or materials from damage, CONTRACTOR shall at his expense provide suitable drainage and erect such temporary structures as are necessary to protect the work, facilities or materials from damage. The suspension of the work or the granting of an extension of time from any cause whatever shall not relieve CONTRACTOR of his responsibility for the work and materials as herein specified. In an emergency affecting the safety of life or property, including adjoining property, CONTRACTOR, without special instructions or authorizations, shall act at his discretion to prevent such threatened loss or injury.

8. Safety:

CONTRACTOR shall be solely and completely responsible for conditions of the jobsite, including safety of persons and property during performance of the work. The right of the DISTRICT'S representative to conduct review or observation of the CONTRACTOR'S performance will not include review or observation of the adequacy of the CONTRACTOR'S safety measures in, on, or near the site.

9. Contractor's Personnel:

- (a) DISTRICT may require CONTRACTOR to remove from the work site(s) any employee(s) deemed, careless, incompetent, or who is an annoyance to the public.
- (b) CONTRACTOR shall publish and distribute to all employees, workers and subcontractors (hereinafter worker) a statement notifying worker that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited. Any worker under the effect or residual effect of such controlled substance is considered a hazard and shall be removed from the job site immediately. This notice shall state that the worker has an obligation to abide by the terms of the agreement and to notify the CONTRACTOR in writing of any violation of a criminal drug statute occurring in the workplace or at the job site. CONTRACTOR shall notify DISTRICT of such incident and take appropriate action within thirty (30) days. CONTRACTOR is responsible to see that this requirement is included in all Subcontractor contracts.
- (c) CONTRACTOR shall provide to its employees environmental, health and safety training to ensure compliance with all federal, state and local laws or regulations.

10. Assignment of Contract:

CONTRACTOR shall not assign this contract, or any right or interests hereunder, without the prior consent in writing of the DISTRICT.

IN WITNESS WHEREOF, this Agreement is executed by DISTRICT and CONTRACTOR as follows.

**Las Virgenes Municipal Water District**

By: \_\_\_\_\_  
David W. Pedersen, Administering Agent/General Manager

Dated: \_\_\_\_\_, 20\_\_

**W. Litten Inc.**

By: \_\_\_\_\_  
W. Dean Litten

Dated: \_\_\_\_\_, 20\_\_

**Approved as to Form:**

\_\_\_\_\_  
Wayne K. Lemieux, District Counsel

## **EXHIBIT “A” SCOPE OF WORK**

### **1. WORK OBJECTIVES**

Disposal of surplus recycled water at the Rancho Las Virgenes Farm (Farm) is necessary during periods of low demand, from April 15 to November 15 every year, in order to meet the National Pollutant Discharge Elimination System (NPDES) permit for operation of the Tapia Water Reclamation Facility (Tapia). Partially treated wastewater or biosolids may also be disposed of at the Farm should operational emergencies or upsets occur in the wastewater treatment system. The disposal of recycled water requires the planting and harvesting of crops for nutrient removal as required by Part 503 of federal biosolids regulations, maintenance of catch basins to prevent offsite runoff and general maintenance of the Farm. The work includes furnishing labor and equipment necessary to meet these permit requirements.

### **2. FACILITIES DESCRIPTION**

#### **A. General**

Rancho Las Virgenes Farm  
3700 Las Virgenes Road  
Calabasas, CA 91302

The Rancho Las Virgenes Farm comprises approximately 70 acres of generally flat fields, falling off slightly to the west for positive drainage during periods of heavy rainfall. This acreage is divided into 15 separately irrigated fields, 12 of which take water through booster pumps. The farm fields are utilized primarily for seasonal waste spray of surplus recycled water. Occasionally, one or more fields may be taken out of production, prepped for injection of biosolids, and then replanted after the injection process is complete. A mixture of grasses and legumes—including but not limited to fescue, rye, orchard grass, clover and alfalfa—is grown as a means of nutrient and moisture uptake and erosion control. The fields are managed with a variety of methods, including but not limited to green chopping, mowing, baling and discing.

Additionally, approximately 2 acres of hillside has been developed into a field used solely for spray application of recycled water. This area is covered with native vegetation.

Soils vary from clay loam to sandy loam.

Irrigation water is non-potable water and should not be used for drinking, washing or other uses.

## B. Additional Locations

The Contractor may be requested to perform similar or associated duties on other lands. The cost to complete these requested tasks shall be based upon the unit prices contained in the bid form.

## C. HOURS OF WORK AND FACILITY ACCESS

As directed, the Contractor shall perform the required work primarily during the hours of 7:30 am to 5:00 p.m. Monday through Friday. Work outside of these hours may be directed by District staff, including work in the evening and over weekends and holidays. Labor and equipment requirements vary with the season. The Contractor shall be provided all necessary keys, access cards and codes required to complete the work.

## 3. DISTRICT/CONTRACTOR REPRESENTATIVES

The Contractor will work with one or more designated District representatives regarding the terms and conditions of the contract. The Contractor shall designate a single representative that has the authority to act for the Contractor. Directives can be either verbal or written, although all directives requiring extra work shall be in written form only. If the Contractor acts upon direction from anyone other than the representatives named by the District, they will not be entitled to additional compensation for any work that results.

## 4. EQUIPMENT AND LABOR

The Contractor shall at all times furnish and maintain sufficient labor and equipment to perform the work of this contract.

“To perform the work of this contract” means that the facilities, fields and equipment will be continually maintained in the most desirable of conditions, and that water application will be maximized – when directed – with zero off-site runoff.

The Contractors equipment shall be subject to the inspection and approval of the District. There are limited areas available to the Contractor for the storage and/or maintenance of equipment and materials.

## 5. STANDARDS OF PERFORMANCE

Irrigation is accomplished via above ground, solid-set irrigation systems constructed of District-owned steel and aluminum irrigation pipe typically arranged in a 40' by 30' sprinkler head spacing.

Under no circumstances can the ground be disturbed or can irrigation water be allowed to fall within the drip-line of any oak tree.

All other portions of these specifications notwithstanding, it is agreed that the intent of

this contract is to provide a level of management that will also present a pleasing and desirable appearance at all times.

The District representative:

1. Shall decide any and all questions that may arise as to claims and compensation;
2. Shall have authority to enforce and make effective such decisions and orders as the Contractor fails to promptly carry out;
3. Shall have the authority to implement alternative action either by District forces or request separate contract to accomplish the work and prevent loss or damage based upon the urgency of the conditions;
4. Shall decide any and all questions which may arise as to:
  - a. The quality or acceptability of the materials furnished and the work performed.
  - b. The manner of performance.
  - c. The rate of performance.
  - d. The interpretation of the work specifications.
  - e. The acceptable fulfillment of the contract on the part of the Contractor.
5. Shall direct the work and the administration of the work.

## 6. MATERIALS

All materials and equipment used shall conform to District specifications.

Contractor supplied:

- Caterpillar D6 dozer or equivalent
- Farm utility tractors
- Pick-up trucks
- Flail Mower
- Ring Roller
- Chainsaws
- Spray equipment
- Weedeaters

District supplied:

- John Deere 6320-L tractor
- Backhoe
- Crop chopper
- Harvest wagon
- Rotary mower
- Disc
- Tool bar with chisel plow attachments
- PTO powered broadcast Seeder
- Portable pumps – all sizes

## 7. TASK DESCRIPTIONS

This provides an overview of possible tasks, however, these tasks may or may not need to be accomplished, depending upon the conditions present at that time. Conditions dictating the need to perform a certain task include District recycled water customer irrigation demand, weather, sprayfield conditions, crop conditions, and competing demands for use of the land.

### July through August

Dismantle irrigation pipe.

Manage vegetation, as directed, by any or all of the following methods

- Harvest and transport off fields

- Cut and leave on field

- Cut and disc into field

Improve drainage of fields as needed

- Rip soil to 24+ inches

- Develop and maintain farm ditches, mechanically and by hand

Prepare fields for planting as needed

- May include disking, rock removal, ring rolling

Seeding as needed

Set up irrigation pipe

Weed control on and off fields as directed

### September through November

Operate sprayfields

- Turn water on and off, record meter readings, repair breaks, maintain equipment

Monitor field conditions to prevent runoff

Continue with vegetation and weed management

### December through March

Dismantle irrigation pipe.

Pump catch basin water to fields

Remove plugs from catch basin drain outlets

Manage vegetation, as directed, by any or all of the following methods

- Harvest and transport off fields

- Cut and leave on field

- Cut and disc into field

Improve drainage of fields as needed

- Rip soil to 24+ inches

- Develop and maintain farm ditches, mechanically and by hand

Prepare fields for planting as needed

- May include disking, rock removal, ring rolling

Seeding as needed

Set up irrigation pipe



Weed control on and off fields as directed

April through June

Plug catch basin outlets to storm drain system

Operate sprayfields

Turn water on and off, record meter readings, repair breaks, maintain equipment

Monitor field conditions to prevent runoff

Continue with vegetation and weed management

Year round activities

Maintain and repair farm equipment

Maintain roads and fences as needed

Maintain irrigation equipment

Valve repair, sprinkler head repair, portable pump maintenance, etc.

Develop new sprayfields if land becomes available

clearing, ripping, discing, seeding and irrigation system setup

8. FIELD CARE

The Contractor shall receive all fields, drainages, catch basins, roads and adjacent areas in good condition at the beginning of the contract. If the condition of any area found to be otherwise at the start of work, the District shall be notified in writing immediately. Necessary repairs shall not occur prior to District authorization.

At the close of the contract period, all fields, drainages, catch basins, roads and adjacent areas shall be checked by the District and shall be returned to the District in a satisfactory condition. Any area found to be in an unsatisfactory condition as a result of negligence on the part of the Contractor, as determined by the District, shall be repaired by the Contractor at no cost to the District.

9. FIELD MONITORING

Each day the Contractor is on site, the Contractor shall inspect the sprayfields for soil and crop condition and report any problems to the District.

10. FIELD MANAGEMENT

Fields will be managed to optimize the ability to accept irrigation water without runoff. Crops will be managed to eliminate weed populations and prevent weed invasion. Non-cultivated fields will be managed to eliminate weeds via well-timed fieldwork, as conditions permit, and to promote the growth and success of desired vegetation.

The Contractor shall notify the District immediately upon discovery of damage to any fields. Costs to repair fields or replace crops damaged as a result of anything other than Contractor neglect will be borne by the District. Costs to repair fields or replace

crops damaged as a result of Contractor's neglect shall be borne by the Contractor. The Contractor shall repair said damage immediately after authorization to repair has been received from the District.

## 11. MANAGEMENT OF ADJACENT BASINS, BERMS AND ROADS

### A. BASINS

Basins will not be allowed to fill with sediments, but will always maintain an acceptable capacity below the standpipe gate to capture any excess irrigation water that might leave the field in an emergency situation.

### B. BERMS

Berms will be kept clear of weeds, and managed to promote the growth of desired vegetation for erosion control.

### C. ROADS

Roads will be kept clear of weeds and soil. Potholes and washouts will be repaired immediately.

## 12. EQUIPMENT AND IRRIGATION SYSTEMS CARE

The Contractor shall receive all equipment and irrigation systems in sound working order at the beginning of the contract. If the working order of any equipment or irrigation system component is found to be otherwise at the start of work, the District shall be notified in writing immediately. Necessary repairs shall not occur prior to District authorization.

Irrigation repairs and maintenance shall meet the requirements of DISTRICT and American Water Works Association standards and specifications pertaining to recycled water use. The District shall provide a copy of these standards for the Contractor to follow.

At the close of the contract period, all equipment and irrigation system components shall be checked by the District and shall be returned to the District in a satisfactory condition. Any equipment or system component found to be faulty as a result of negligence on the part of the Contractor, as determined by the District, shall be repaired or replaced by the Contractor at no cost to the District.

## 13. SYSTEMS MONITORING

The Contractor shall inspect the irrigation systems continually for broken and clogged heads, malfunctioning or leaking valves, or any other conditions that hamper the correct operation of the system or reduce irrigation or result in runoff. The Contractor shall clean and adjust irrigation heads as needed for proper coverage. Authorization must be obtained from the District before proceeding with repair work.

14. EQUIPMENT AND IRRIGATION SYSTEM MAINTENANCE, REPAIR AND OPERATION

The Contractor shall notify the District immediately upon discovery of damage to equipment and/or irrigation system components. Costs to repair or replace equipment and/or irrigation system components deteriorating due to normal wear and tear or that have been damaged by vandalism will be borne by the District. Costs to replace equipment and/or irrigation system components which have deteriorated or been damaged as a result of Contractor's neglect shall be borne by the Contractor. The Contractor shall repair said damage as soon as possible after authorization to repair has been received from the District.

Any damages resulting from a failure of the Contractor to promptly report or repair equipment or irrigation system problems will require Contractor to make repairs at his own expense. All replacement of equipment parts and irrigation system components shall be original equipment types where known. All substitutions for replacement equipment and components shall be approved by the District prior to performing the work.

Irrigation shall be performed by the use of manually operated irrigation systems. The Contractor will ensure uniform coverage of the irrigated areas by the irrigation system.

All damages to public or private property, as well as any fines levied against the District as a result of excessive irrigation water or irrigation water run off shall be charged against the contract payment unless the Contractor makes immediate reparation to the satisfaction of the District.

15. OTHER SERVICES AT JPA FACILITIES AS NEEDED

In addition to the services identified above, the Contractor shall perform other services at JPA facilities, other than the sprayfields, as needed and identified by JPA staff.

**EXHIBIT "B"**  
**SPRAYFIELD PROGRAM SERVICES**  
**UNIT COSTS**

	Unit Cost <sup>1</sup> per Hour
D-6 9U with operator	70.00
50 HP wheel tractor with operator	52.00
Pickup trucks	12.00
Disc	10.00
Ring Roller	5.00
Box Scraper	6.00
Flail Mower	25.00
Chainsaw	5.75
Weedeater	5.75
Labor – Unskilled	23.10
Labor – Skilled	27.62
Foreman	31.15
Operator only for district-supplied equipment	43.70
Supervisor	43.40
Labor – Unskilled: Overtime	9.50
Labor – Skilled: Overtime	14.00
Foreman: Overtime	15.00
Operator only for district-supplied equipment: Overtime	21.50
Supervisor: Overtime	22.00

<sup>1</sup>Units include all overhead costs.

## INFORMATION ONLY



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject : Reimbursable Expenses for Fiscal Year 2017-18**

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**SUMMARY:**

The Las Virgenes Municipal Water District Code requires the District to publish a list of reimbursable expenditures over \$100 incurred during the prior fiscal year. Attached is the Fiscal Year 2017-18 Reimbursable Expenses Report. On December 6, 2018, a notice was published in *The Acom* to indicate the availability of the report.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**DISCUSSION:**

Pursuant to Section 2-2.107 of the Las Virgenes Municipal Water District Code and Government Code Section 53065.5, the District is required to report reimbursed expenditures in excess of \$100 in a publicly available document at the District's headquarters in December and January.

In the interest of transparency, the District has historically reported more than minimally required by law. While the law requires the reporting of reimbursed expenditures over \$100, the District's report contains all employee/director-related expenditures over \$100 that were reimbursed to the employee/director or directly paid for with a District credit card. This approach is most transparent and appears to be consistent with the intent of the law to publically report employee/director-related expenditures over \$100 that are incurred in the course of one's position or to expand knowledge and resources for the District through attendance at training events and conferences.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Angela Saccareccia, Finance Manager

**ATTACHMENTS:**

Fiscal Year 2017-18 Reimbursable Expense Report

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2018**

NAME		DATE		EVENT		CONFERENCES & OTHER MEETINGS ATTENDED				OTHER EXPENSES	
LAST	FIRST	DATE	DATE	EVENT	LOCATION	REGISTRATION	TRAVEL	LODGING	MEALS	EXPLANATION	TOTAL
CASPARY	CHARLES	11/29-12/01/17		ACWA FALL CONFERENCE	ANAHEIM, CA	699.00	60.56	458.46		16.00 PARKING	1,234.02
CASPARY	CHARLES	3/25-3/28/18		WATERUSE CONFERENCE	MONTEREY, CA	350.00	344.44	898.62		75.00 PARKING	1,668.06
CASPARY	CHARLES	5/8-5/11/18		ACWA CONFERENCE	SACRAMENTO, CA	699.00	320.91	708.60		87.00 PKG/PER D	1,815.51
										<b>Sub-Total</b>	<b>4,717.59</b>
LEWITT	JAY	8/21-8/24/17		CASA CONFERENCE	SAN DEIGO, CA	550.00	168.53	876.45	57.15		1,652.13
LEWITT	JAY	9/14/17		ACWA FED AFFAIRS COMM MTG	SACRAMENTO, CA		299.27		60.40	10.00 PARKING	369.67
LEWITT	JAY	11/28-12/1/17		ACWA FALL CONFERENCE	ANAHEIM, CA	699.00	68.64	687.69	56.65	48.00 PARKING	1,559.98
LEWITT	JAY	1/24-1/26/18		CASA CONFERENCE	PALM SPRINGS, CA	550.00	158.05	418.62	92.63		1,219.30
LEWITT	JAY	1/31/18		ACWA FED AFFAIRS COMM MTG	SACRAMENTO, CA		190.64		32.00	10.00 PARKING	232.64
LEWITT	JAY	2/26-3/6/18		ACWA DC CONFERENCE	WASHINGTON D.C.	552.00	890.81	1,084.86	92.37		2,620.04
LEWITT	JAY	4/9-4/11/18		DC LOBBYING TRIP RE PWP	WASHINGTON D.C.	759.00	759.00	1,145.70	51.21	36.00 PARKING	1,991.91
LEWITT	JAY	5/8-5/11/18		ACWA CONFERENCE	SACRAMENTO, CA	699.00	235.69	708.60	52.95	40.00 PARKING	1,736.24
										<b>Sub-Total</b>	<b>11,381.91</b>
PETERSON	GLEN	8/25/17		ACWA STATE LEGISLATIVE MTG	SACRAMENTO, CA		216.93		18.97	11.00 PARKING	246.90
PETERSON	GLEN	10/20/17		ACWA STATE LEGISLATIVE MTG	SACRAMENTO, CA		271.77		17.37	10.00 PARKING	299.14
PETERSON	GLEN	1/23-1/26/18		CASA WINTER CONFERENCE	PALM SPRINGS, CA	550.00	159.14	627.93	90.97		1,428.04
PETERSON	GLEN	4/9-4/12/18		WASHINGTON DC LOBBYING TRIP	WASHINGTON DC		577.25	1,718.55	81.23	48.00 PARKING	2,425.03
										<b>Sub-Total</b>	<b>4,399.11</b>
POLAN	LEONARD	8/22-8/24/17		CASA CONFERENCE	SAN DIEGO, CA	550.00	172.81	584.30		70.00 PARKING	1,377.11
POLAN	LEONARD	8/30/17		ACWA WATER MGMT COMM MEETING	SACRAMENTO, CA		149.38		1.65	10.00 PARKING	161.03
POLAN	LEONARD	11/28-12/01/17		ACWA FALL CONFERENCE	ANAHEIM, CA	699.00	71.58	687.69	16.03		1,474.30
POLAN	LEONARD	1/24/18-1/26/18		CASA WINTER CONFERENCE	PALM SPRINGS, CA	550.00	159.69	418.62	55.66		1,183.97
POLAN	LEONARD	2/7/18		ACWA WTR MGMT COMM MEETING	SACRAMENTO, CA		484.24		6.16	10.00 PARKING	500.40
POLAN	LEONARD	2/25-3/3/18		CASA CONFERENCE	WASHINGTON, D.C.	675.00	536.91	1,222.62	78.53		2,513.06
POLAN	LEONARD	3/14/18		ACWA LEGISLATIVE SYMPOSIUM	SACRAMENTO, CA	285.00	366.36		3.80	12.00 PARKING	647.16
POLAN	LEONARD	3/25-3/27/18		2018 ANNUAL WATERUSE CONF	MONTEREY, CA	550.00	322.64	703.44	124.50		1,700.58
POLAN	LEONARD	4/11/18		CASA & WATERUSE PUBLIC POLICY FORUM	SACRAMENTO, CA	275.00	479.90		18.12	10.00 PARKING	783.02
POLAN	LEONARD	4/19/18		ACWAVC WTR SYMPOSIUM	OXNARD, CA	205.00	26.81				231.81
POLAN	LEONARD	5/8-5/12/18		ACWA CONFERENCE	SACRAMENTO, CA	699.00	248.34	708.60	37.63	40.00 PARKING	1,733.57
										<b>Sub-Total</b>	<b>12,306.01</b>
RENGER	LEE	11/28-11/30/17		ACWA FALL CONFERENCE	ANAHEIM, CA	699.00	72.76	458.46	28.03	32.00	1,290.25
RENGER	LEE	3/24-3/26/18		2018 ANNUAL WATERUSE CONF	MONTEREY, CA	500.00	331.36	811.86	63.73	75.00 PARKING	1,781.95
										<b>Sub-Total</b>	<b>3,072.20</b>
ARENAS	ANDY	10/18-10/19/17		CLA-VAL TRAINING	COSTA MESA, CA	150.00	156.86				306.86
ARENAS	ANDY	3/12-3/14/18		LEADERSHIP TRAINING	THOUSAND OAKS, CA	499.00					499.00
										<b>Sub-Total</b>	<b>805.86</b>
BAIRD	STEVEN	9/19-9/20/17		AWWA WTR USE EFFICIENCY WORKSHOP	RANCHO CUCAMONGA, CA	375.00	148.52	11.43			534.95
BARROW	DOUG	6/13-6/14/18		ACE EXPO	LAS VEGAS, NV			119.75			119.75
BOCKELMAN	DUANE	6/13-6/14/18		ACE EXPO	LAS VEGAS, NV		50.00		27.23		196.98
BUTANAN	DAWN	6/13-6/14/18		AWWA CUSTOMER SRV WORKSHOP	RANCHO CUCAMONGA, CA	495.00		265.90	42.38		803.28
BULLOCK	GRETCHEN	1/7-1/12/18		CAPPO CONFERENCE	PALM SPRINGS, CA	395.00	164.60	929.30	120.72	51.00 PARKING	1,660.62
CAPPS	MARY	10/19-10/20/17		CCAC NUTS & BOLTS SEMINAR	BREA, CA	175.00	70.94	174.11		(300.00) SCHLRSHIP	120.05
CAPPS	MARY	3/13-3/16/18		TECHNICAL TRAINING FOR CLERKS	RIVERSIDE, CA	1,550.00	94.39	284.76	21.29	(339.00) SCHLRSHIP	1,611.44

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2018**

NAME LAST	FIRST	DATE	EVENT	CONFERENCES & OTHER MEETINGS ATTENDED				OTHER EXPENSES EXPLANATION	TOTAL			
				LOCATION	REGISTRATION	TRAVEL	LODGING			MEALS		
CHEN,	JENNIFER	1/8-1/10/18	ERP IMPLIMENTATION TRAINING	NEWPORT BEACH, CA	522.00	78.48	396.10	15.21	54.00	PARKING	<b>Sub-Total</b>	<b>1,731.49</b>
DOUGALL	JAN	7/6-7/14/17	ESRI USER CONFERENCE	SAN DIEGO, CA	166.92	166.92	1,453.95	120.11	250.00	PARKING		1,990.98
DOUGALL	JAN	10/2-10/6/17	WATERSMART CONFERENCE	LAS VEGAS, NV	445.00	145.33	363.86	65.14	16.00	PARKING		1,035.33
DOUGALL	JAN	10/24/17	SKILLPATH CONFERENCE FOR WOMEN	VENTURA, CA	134.00	36.38		12.24				182.62
DOUGALL	JAN	6/25-6/26/18	EXCEL WORKSHOP	TORANACE, CA	319.00	36.54		7.67	39.75	BOOK		402.96
											<b>Sub-Total</b>	<b>3,611.89</b>
FIELDS	GARY	7/8-7/14/17	ERSI USER CONFERENCE	SAN DIEGO, CA	50.00	164.78	1,744.74	206.73	300.00	PARKING		<b>2,466.25</b>
GARCIA	GUILLERMO	6/13-6/14/18	AWWA CUSTOMER SRV WORKSHOP	RANCHO CUCAMONGA, CA	495.00	76.52	147.90	41.53				<b>760.95</b>
GARMAN	TRAVIS	1/15-11/19/16	CIS USER CONFERENCE	ATLANTIC CITY, NJ	902.13	625.40	458.96	36.06				<b>2,022.55</b>
GIL	JOHN	1/23-1/26/18	AUMA TRAINING	HUNGINGTON BEACH, CA	300.00	57.55	260.18	88.23				<b>705.96</b>
GLASSON	ROBERT	4/22-4/27/18	OVATION TRAINING	PITTSBURGH, PA	3,729.00	1,059.37	830.80	180.96				<b>5,800.13</b>
GUZMAN	JOSIE	10/4-10/6/17	MMC ACADEMY	POMONA, CA	1,375.00	63.67			(440.00)	SCHLRSHIP		998.67
GUZMAN	JOSIE	12/13-12/15/17	CCAC SEMINAR	NEWPORT BEACH, CA	475.00	79.18	412.62	26.09	30.00	PARKING		1,022.89
											<b>Sub-Total</b>	<b>2,021.56</b>
HAND	MIKE	3/1/18	COMMUNICATION SEMINAR	VENTURA, CA	199.00				34.27	BOOK		233.27
HAND	MIKE	5/14/18	STORMWATER INSPECTOR CLASS	ONLINE	224.00							224.00
											<b>Sub-Total</b>	<b>457.27</b>
HEITKAMP	WILLIAM	10/16-10/20/18	BACKFLOW PREVENTION TRAINING	LOS ANGELES, CA	1,250.00							<b>1,250.00</b>
HURTAD	VERONICA	2/13/18	CWEA P3S/STORMWATER CONFERENCE	RIVERSIDE, CA	275.00	95.92			8.00	PARKING		<b>378.92</b>
HARRIS	SCOTT	4/30-5/1/18	WATER AUDIT VALIDATION TRAINING	CALABASAS, CA	2,000.00							<b>2,000.00</b>
JOHNSON	DARRELL	10/3-10/4/17	CIS USER MEETING	SANTA ANNA, CA	75.97	177.39						253.36
JOHNSON	DARRELL	12/2-12/5/17	AWWA WATER LOSS CONFERENCE	SAN DIEGO, CA	375.00	163.71	606.30	53.26				1,198.27
											<b>Sub-Total</b>	<b>1,451.63</b>
KORKOSZ	JAMES	11/1-11/2/17	WATER WASTERWATER USER GRP MEETING	SAN LUIS ODISPO, CA	169.06	209.16		51.27	48.00	PARKING		429.49
KORKOSZ	JAMES	11/14-11/17/17	ROCKWELL AUTOMATION FAIR	HOUSTON, TX	649.00	404.32	596.16	13.36				1,710.84
											<b>Sub-Total</b>	<b>2,140.33</b>
LILLEY	MIKE	3/16/18	CHLORAMINES, COLORIMETERS TRAINING	THOUSAND OAKS, CA	185.00							<b>185.00</b>
LIPPMAN	DAVID	9/30-10/4/17	WEFTEC 2017 CONFERENCE	CHICAGO, IL	725.00	425.50	1,202.08	110.16	60.00	PARKING		2,522.74
LIPPMAN	DAVID	11/28-11/29/17	ACWA CONFERENCE	ANAHEIM, CA	415.00	62.82	240.93					718.75
LIPPMAN	DAVID	3/24-3/27/18	WATERUSE CONFERENCE	MONTEREY, CA	510.00	323.74	722.94	81.30	45.00	PARKING		1,682.98
											<b>Sub-Total</b>	<b>4,924.47</b>
LOZA	JESSICA	5/9/18	COMMUNICATION TRAINING	VENTURA, CA	225.00							<b>225.00</b>



**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2018**

NAME LAST	FIRST	DATE	EVENT	CONFERENCES & OTHER MEETINGS ATTENDED			OTHER EXPENSES EXPLANATION	TOTAL			
				LOCATION	REGISTRATION	TRAVEL			LODGING	MEALS	
MCDERMOTT	WILLIAM	4/10-4/12/18	CASA & WATERUSE FORUM	SACRAMENTO, CA	275.00	386.39	357.40	8.09	84.00	PARKING	1,090.88
MCDERMOTT	WILLIAM	5/8-5/11/18	ACWA CONFERENCE	SACRAMENTO, CA	699.00	267.78	708.78	46.89	40.00	PARKING	1,762.45
										<b>Sub-Total</b>	<b>2,853.33</b>
MCINTYRE	MICHAEL	10/1-10/5/17	SOFTWARE CONFERENCE	SAN ANTONIO, TX	650.00	529.28	600.11	82.88	50.00	PARKING	1,912.27
MCNUITT	MIKE	4/9-4/12/18	WASHINGTON DC LOBBYING TRIP	WASHINGTON DC		789.31	1,718.55	31.25			2,539.11
MCNUITT	MIKE	5/18-5/19/18	SOLAR CUP	WINCHESTER, CA		114.46	190.40				304.86
										<b>Sub-Total</b>	<b>2,843.97</b>
MILLER	LARRY	11/1-11/2/17	WATER WASTERWATER USER GRP MEETING	SAN LUIS OBISPO, CA			270.18	51.26			321.44
MURRAY	RAY	1/23-1/26/18	AUMA TRAINING	HUNTINGTON BEACH, CA	300.00	66.38	260.18	70.05			696.61
OLINGER	COLEMAN	3/29-3/30/18	ASCE SEMINAR	LA MIRANDA, CA	1,645.00	95.26		9.52			1,749.78
PANIAGUA	SHERRI	9/15-9/23/17	IPMA-HR CONFERENCE	SAN ANTONIO, TX	949.00	415.95	1,194.55	92.55			2,652.05
PANIAGUA	SHERRI	10/22-10/25/17	CALPERS EDU CONFERENCE	RANCHO MIRGAE, CA	399.00	177.62	745.29	82.20	45.00	PARKING	1,449.11
PANIAGUA	SHERRI	12/5-12/8/17	CALPELRA CONFERENCE	MONTEREY, CA	670.00	312.63	789.03	68.95	45.53	PARKING	1,886.14
PANIAGUA	SHERRI	2/9/18	CALPERLRA PROGRAM COMM MTG	OAKLAND, CA		170.90			10.00	PARKING	180.90
PANIAGUA	SHERRI	2/25-2/28/18	LCW ANNUAL EMLPMT LAW CONFERENCE	SAN FRANCISCO, CA	925.00	175.91	976.02	74.00	40.00	PARKING	2,190.93
										<b>Sub-Total</b>	<b>8,359.13</b>
PATTERSON	DONALD	11/2/17	GFOA GAAP UPDATE	ONLINE	135.00						135.00
PATTERSON	DONALD	12/5/17	GOVERNMENT TAX SEMINAR		395.00						395.00
PATTERSON	DONALD	1/16-1/18/18	CDIAC TRAINING-ADVANCE PUB FND INVST	CARMEL, CA	250.00	350.98	256.88	48.76			906.62
PATTERSON	DONALD	4/25-4/27/18	CMTA CONFERENCE	OAKLAND, CA	299.00	188.06	527.92	54.50	30.00	PARKING	1,099.48
										<b>Sub-Total</b>	<b>2,536.10</b>
PEDERSEN	DAVID	9/25-9/7/17	HOUSE COMMITTEE TESTIMONY	WASHINGTON, DC		491.80	1,005.74	62.54			1,560.08
PEDERSEN	DAVID	1/27/17	WRCA LOBBYIST INTERVIEWS	SACRAMENTO, CA		372.96			12.00	PARKING	384.96
PEDERSEN	DAVID	11/28-11/30/17	ACWA CONFERENCE	ANAHEIM, CA	699.00		457.91	7.52	15.00	PARKING	1,179.43
PEDERSEN	DAVID	12/8/17	CASA STATE LEG COMM MTG	SACRAMENTO, CA		356.32		13.38	12.00	PARKING	381.70
PEDERSEN	DAVID	1/19/18	ACWA ST LEG & WATRUSE COMM MEETING	SACRAMENTO, CA		368.64		20.66			389.30
PEDERSEN	DAVID	1/31/18	WATER CONSERVATION MEETING	SACRAMENTO, CA		287.96		2.50	12.00	PARKING	302.46
PEDERSEN	DAVID	2/9/18	ACWA ST LEG & WATRUSE COMM MEETING	SACRAMENTO, CA		370.97		5.40	12.00	PARKING	388.37
PEDERSEN	DAVID	3/2/18	ACWA ST LEG & WATRUSE COMM MEETING	SACRAMENTO, CA		269.99					269.99
PEDERSEN	DAVID	3/25-3/27/18	WATERUSE CONFERENCE	MONTEREY, CA	300.00	343.90	481.96	116.90	30.00	PARKING	1,272.76
PEDERSEN	DAVID	4/9-4/12/18	WASHINGTON DC LOBBYING TRIP	WASHINGTON DC		868.03	1,718.55	47.85			2,634.43
PEDERSEN	DAVID	5/8-5/11/18	ACWA CONFERENCE	SACRAMENTO, CA	699.00	364.38	708.78	37.00			1,809.16
										<b>Sub-Total</b>	<b>10,572.64</b>
PETERS	DEBORAH	9/17 & 9/18/17	ACWA GOLETA FAC TOUR	GOLETA, CA	80.00	71.80					151.80
PETERS	DEBORAH	4/23-4/26/18	GOV SOCIAL MEDIA CONFERENCE	DENVER, CO	825.00	736.15	586.86	65.26			2,213.27
REINHARDT	JEFF	8/22-8/24/7	CASA CONFERENCE	SAN DIEGO, CA	550.00	165.85	584.30	76.41	70.00	PARKING	1,446.56
REINHARDT	JEFF	9/14/17	ACWA COMMUNICATIONS COMM	SACRAMENTO, CA		251.91		7.32	10.00	PARKING	269.23
										<b>Sub-Total</b>	<b>1,715.79</b>

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2018**

NAME		DATE		EVENT	CONFERENCES & OTHER MEETINGS ATTENDED			OTHER EXPENSES		
LAST	FIRST	DATE	LOCATION		REGISTRATION	TRAVEL	LODGING	MEALS	EXPLANATION	TOTAL
ROBERTS	DAVE	10/2-10/6/17	LAS VEGAS, NV	WATER SMART INNOVATIONS CONF	475.00	278.34	274.59	105.10	50.00 PARKING	1,183.03
ROBERTS	DAVE	12/3-12/6/17	SAN DIEGO, CA	AWWA N.A. WATER LOSS CONFERENCE	425.00	162.64	606.30	83.63		1,277.57
ROBERTS	DAVE	4/19/18	OXNARD, CA	ACWAVC WTR SYMPOSIUM	205.00					205.00
ROBERTS	DAVE	4/30-5/1/18	CALABASAS, CA	WATER AUDIT VALIDATION TRAINING	2,000.00					2,000.00
ROBERTS	DAVE	5/29-6/1/18	SAN FRANCISCO, CA	CWEP CONFERENCE		159.00	625.35	83.25	36.00 PARKING	903.60
									<b>Sub-Total</b>	<b>5,569.20</b>
ROBERTS	JUDY	8/22-8/23/17	SACRAMENTO, CA	GFOA ENTERPRISE FUNDING TRAINING	370.00	245.96	216.76	73.82	20.00 PARKING	926.54
RUSSO	JUSTINA	5/9/18	VENTURA, CA	COMMUNICATION TRAINING	225.00					225.00
SACCARECCIA	ANGLEA	9/18/17	VENTURA, CA	LEADERSHIP SEMINAR	149.25			24.75		174.00
SACCARECCIA	ANGLEA	10/23-10/25/17	PALM SPRINGS, CA	CALPERS EDUCATIONAL FORUM	350.00	158.36	577.59	37.18		1,123.13
SACCARECCIA	ANGLEA	12/5/17	LAKEWOOD, CA	TAX SEMINAR	395.00	55.85				450.85
SACCARECCIA	ANGLEA	11/2/17	WEBNAR	GFOA GAAP UPDATE	135.00					135.00
SACCARECCIA	ANGLEA	4/18/18	LOS ANGELES, CA	GFOA ERP TRAINING	400.00	35.10			30.00 PARKING	465.10
SACCARECCIA	ANGLEA	4/24-4/27/18	OAKLAND, CA	CMTA CONFERENCE	425.00	209.64	794.88	72.17	30.00 PARKING	1,531.69
									<b>Sub-Total</b>	<b>3,879.77</b>
SMITH	AMANDA	6/13-6/14/18	RANCHO CUCAMONGA, CA	AWWA CUSTOMER SRV WORKSHOP	495.00	75.92	265.90	53.05		889.87
SONGER	MARIA	4/18/18	ALHAMBRA, CA	SCPMA-HR CONFERENCE	89.00	45.13				134.13
SONGER	MARIA	4/24-4/27/18	SACRAMENTO, CA	IPMA-HR CONFERENCE	394.00	235.46	328.32	67.54	35.00 PARKING	1,060.32
									<b>Sub-Total</b>	<b>1,194.45</b>
SPEAR	ANDREW	10/1-10/3/17	MONTEREY, CA	MISAC CONFERENCE	300.00	229.50	285.00	46.56	36.00 PARKING	897.06
SPEAR	ANDREW	11/14-11/17/17	ATLANTIC CITY, NJ	CIS ANNUAL CONFERENCE	875.00	794.50	559.02	68.88	48.00 PARKING	2,345.40
SPEAR	ANDREW	1/9-1/10/18	NEWPORT BEACH, CA	ERP IMPLEMENTATION TRAINING	522.00	79.18	209.04	25.23	27.00 PARKING	862.45
									<b>Sub-Total</b>	<b>4,104.91</b>
TRIPLETT	SHAWN	9/20-9/22/16	SAN DIEGO, CA	AMMS TRAINING		166.78	741.07	112.65		1,020.50
TRIPLETT	SHAWN		ON-LINE	FACILITY MANAGEMENT TRAINING	1,823.10					1,823.10
									<b>Sub-Total</b>	<b>2,843.60</b>
VIDAL	PATRICK	6/13-6/14/18	RANCHO CUCAMONGA, CA	AWWA CUSTOMER SRV WORKSHOP	395.00	76.30		24.73		496.03
VIDAL	PATRICK	10/16-10/20/17	LOS ANGELES, CA	BACKFLOW PREVENTION TRAINING	1,250.00					1,250.00
									<b>Sub-Total</b>	<b>1,746.03</b>
WRIGHT	TIFFANY	7/13/17	SANTA MONICA, CA	SKILLPATH CONFERENCE FOR WOMEN	149.00	9.63		17.67		176.30
WRIGHT	TIFFANY	10/9-10/12/17	SAN LUIS OBISPO, CA	PUBLIC INFORMATIN OFFICER COURSE	1,000.00	76.77	606.69			1,683.46
WRIGHT	TIFFANY	12/19/17	BURBANK, CA	LEADERSHIP TEAMBUILDING CONFERENCE	134.00			28.41	17.00 PARKING	179.41
									<b>Sub-Total</b>	<b>1,859.76</b>
									<b>Grand Total</b>	<b>132,362.71</b>



December 18, 2018 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject : Claim by Richard Yost**

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**SUMMARY:**

On October 1, 2018, the District received the attached claim, in the amount of \$1,077.10, from Richard Yost of Westlake Village for reimbursement of expenses incurred to replace the claimant's hot water heater. Mr. Yost alleges that District staff replaced the water shutoff valve at his residence in Westlake Village on January 18, 2018, and used a penetrating solvent in the process, which subsequently entered his residential plumbing and resulting in the need to replace the hot water heater.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total cost of the claim was \$1,077.10.

**DISCUSSION:**

Staff investigated the claim and confirmed that a former District employee had used a penetrating solvent to loosen the shutoff valve being removed and likely caused the alleged damage. Given the unique facts of the incident, the claim was settled under the General Manager's authority for the full amount of \$1,077.10 in exchange for a full release of liability.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Mary Capps, Secretary

**ATTACHMENTS:**

Claim by Richard Yost



Claim Against Las Virgenes Municipal Water District
Government Code Sections 910 and 910.4

Mail or Deliver To: Executive Assistant/ Clerk of the Board
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Name of claimant/s: Richard Yost

Address/location of accident or occurrence:

[Redacted] Westlake Village, CA 91361

Address to where replies/notices should be sent (if different from the above):

Telephone numbers: Home: [Redacted] Work/Cell: [Redacted]

Please answer the following questions. If more space is required, please attach additional sheets. Please attach any receipts, invoices, estimates or photos that may help in consideration of your claim.

- 1. When did damage or injury occur? (Give exact date and hour)
January 18, 2018 3:00 PM
2. Where did the damage or injury occur?
Residence
3. How did the damage or injury occur? (Give full details)
LVMWD workers replaced the shut off valve at the water meter.
ZEP penetrating oil was used to loosen the old valve, but the oil
entered through the pipes into our home.
4. What damage or injuries do you claim?
Replacement of hot water tank

5. If this claim is for damage to property, are you the legal owner of said property?  
Yes  No . If not, please list name and address of property owner.

6. What is the name/s of the District employee/s causing the injury, damage or loss, if known?  
Robert Stanwood

7. If District employees were involved in causing the damage or injury, do you believe there was a particular act or omission on the part of the employees that caused it?  
Not back flushing the lines.

8. What is the amount the damages claimed? (Attach copies of receipts, invoices, estimates, photos, etc.)

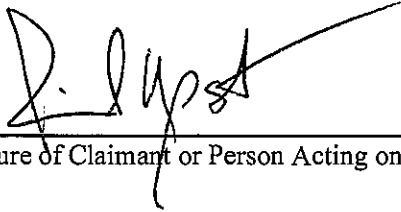
Amount claimed as of this date: \$ 1,077.10

Estimated amount of future expenses: \$ 0.00

Total Amount Claimed: \$ 1,077.10

Basis for computation of amounts claimed: Receipts

9. Other details? (Names, addresses of witnesses, doctors and hospitals)  
Travis Garman, Andy Arenas, Brett Vollmar, Anthony Albanez, Robert Stanwood.



Signature of Claimant or Person Acting on Claimant's Behalf

09/28/2018

Date

This claim must be signed by claimant or by an authorized agent of the claimant. One copy must be filed with this office. Keep one copy for your records.

Notice: Section 72 of the Penal Code provides: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, town, city, district, ward or village board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony".

Date Received: 10/1/18 Time: 12:30PM Recorded by: Josie Szymán

Note: This document is a Public Record and may be disclosed/released pursuant to the California Public Records Act.



More saving.  
More doing.™

2745 TELLER RD. T.O., CA. 91320 (805) 3756680  
RAMON\_MONTES@HOMEDEPOT.COM

6662 00057 82636 01/30/18 02:23 PM  
SELF CHECK OUT

020352678009	50G 9 UGWH <A>	658.00
	50GAL/38K BTU ULN GAS TALL PERF+ N3	
811000011459	HLFBK LBF-24 <A>	9.97
	24" SST 3/4 FIP X 3/4-FIP LINE	
811000011473	HLFBK LBF-18 <A>	9.98
	18" SST 3/4 FIP X 3/4 MIP LINE	

SUBTOTAL	677.95
SALES TAX	49.15
TOTAL	\$727.10

XXXXXXXXXXXX9486 MASTERCARD

USD\$ 727.10  
TA

AUTH CODE 49460P/8570657

Chip Read

AID A0000000041010

MasterCard

TVR 0000008000

IAD 0110609003220000AD4500000000000000FF

TSI E8D0

ARC 00



6662 57 82636 01/30/2018 7935

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	04/30/2018

THE HOME DEPOT RESERVES THE RIGHT TO  
LIMIT / DENY RETURNS. PLEASE SEE THE  
RETURN POLICY SIGN IN STORES FOR  
DETAILS.

\*\*\*\*\*

**ENTER FOR A CHANCE  
TO WIN A \$5,000  
HOME DEPOT GIFT CARD!**

Tell us about your store visit!  
Complete our short survey and  
enter for a chance to win at:

[www.homedepot.com/survey](http://www.homedepot.com/survey)

**PARTICIPE EN UNA  
OPORTUNIDAD DE GANAR  
UNA TARJETA DE  
REGALO DE THD  
DE \$5,000!**

Comparta Su Opinion! Complete la breve  
encuesta sobre su visita a la tienda y  
tenga la oportunidad de ganar en:

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID:  
2PX3 172223 165618

Password:  
18080 165561



**INVOICE # 614**

**2377 Fitzgerald Rd  
Simi Valley, CA 93065  
(805) 907-0651 (805) 526-0284**

DATE 02/08/ 2018

SOLD TO

FOR

[REDACTED]  
Westlake Village, Ca

[REDACTED]  
Westlake Village, Ca

Old water heater remove and the new water heater installed

Total \$ 350.00



4055 MARINER CIRCLE  
WESTRAKE VILLAGE, CA 91361

SEP2818 1:39PM

EXECUTIVE ASSISTANT / CLERK OF THE BOARD  
LAS VIRGENES MUNICIPAL WATER DISTRICT  
4232 LAS VIRGENES ROAD  
CALABASAS, CA 91302



**Regular Board Meeting**  
**December 11, 2018**  
**12:00 p.m. – Boardroom**

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MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

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**1. Call to Order**

- (a) Invocation: Geraldine J. Walters, Senior Board Specialist,  
Office of the Chief Administrative Officer
- (b) Pledge of Allegiance: Director Leticia Vasquez-Wilson

**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 Adjourned Meeting for November 6, 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 November 2018
- ~~C. Chair and Vice Chair of standing committee appointments for the term commencing on January 1, 2019~~
- C. Approve waiver of Administrative Code to extend the term of Committee Chairs and Vice Chairs for one month through the end of January 2019

Deferred

Added

- D. Approve committee assignments
- E. Chairman's Monthly Activity Report

**6. DEPARTMENT HEADS' REPORTS**

- A. General Manager's summary of activities for the month of November 2018
- B. General Counsel's summary of activities for the month of November 2018
- C. General Auditor's summary of activities for the month of November 2018
- D. Interim Ethics Officer's summary of activities for the month of November 2018

**7. CONSENT CALENDAR ITEMS — ACTION**

- 7-1** Award \$1,200,000 contract to J.F. Shea Construction, Inc. for urgent relining of prestressed concrete cylinder pipe on the Sepulveda Feeder; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (E&O)
- 7-2** Adopt and rename the Metropolitan Water District 457(b) and 401(k) employee deferred compensation and savings plans and approve amendments to the Metropolitan Water District Administrative Code Section 6780-6792 and 6800-6831 to facilitate administrative compliance of these plans; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA. (OP&T)
- 7-3** Approve amendments to the Metropolitan Water District Administrative Code to conform to current law, practices and regulations; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (L&C)

**END OF CONSENT CALENDAR**

## 8. OTHER BOARD ITEMS — ACTION

- 8-1 Adopt State Legislative Priorities and Principles for 2019; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (C&L)
- 8-2 Adopt Federal Legislative Priorities and Principles for 2019; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (C&L)
- 8-3 Consider nominations to name Metropolitan facilities after Carl Boronkay and Lois B. Krieger; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (FNA)
- 8-4 Adopt CEQA determination that the proposed action was previously addressed in the certified Programmatic Environmental Impact Report and related CEQA actions, and award a \$23,750,060 procurement contract to Ebara Corporation to provide conical plug isolation valves for the Second Lower Feeder. (E&O)
- 8-5 Adopt CEQA determination that the proposed action was previously addressed in the certified 2015 Environmental Impact Report, and award \$8,487,170 contract to J. F. Shea Construction, Inc. for chlorination system upgrades at the F. E. Weymouth Water Treatment Plant. Authorize an increase of \$520,000 to agreement with La Cañada Design Group, Inc., for a new not-to-exceed total of \$1.47 million for design services; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (E&O)
- 8-6 Award \$26,900,000 contract to Michels Pipeline Construction to rehabilitate the circulating water and sump discharge piping systems at each Colorado River Aqueduct pumping plant; and authorize agreement with Marrs Services, Inc. for a not-to-exceed amount of \$5.4 million for specialized construction management and inspection support; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA. (E&O)
- 8-7 Approve Resolution to hire retired annuitant and waive 180-day waiting period; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (OP&T)

**8-8** Review and consider the Department of Water Resource's certified Final Environmental Impact Report and approve the State Water Project Contract Extension Amendment. (WP&S)

**8-9** Approve Program for Increasing Conservation in Disadvantaged Communities; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (WP&S)

**Withdrawn**

~~**8-10** Authorize staff to enter into funding agreements for Future Supply Actions Funding Program proposals; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (WP&S)~~

**8-11** Authorize entering into seven agreements that would implement the Lower Basin Drought Contingency Plan (Lower Basin DCP); the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA. (WP&S)

**8-12** Authorize increase of \$100,000, to an amount not-to-exceed \$200,000, for existing General Counsel contract with Olson Hagel & Fishburn LLP to make recommendations to modify the Ethics Office policies, procedures, guidelines and applicable provisions of Metropolitan's Administrative Code; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (L&C)

**9. BOARD INFORMATION ITEMS**

**9-1** Update on Conservation Program

**Added**

**9-2** Report on Recommended Funding of Proposals for Future Supply Actions Funding Program. (WP&S)

**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.