



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

MINUTES
SPECIAL MEETING

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 Road 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 Associate 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, approve and adopt 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

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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.



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

ATTEST:



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

(SEAL)