



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

AGENDA
REGULAR MEETING

Members of the public wishing to address the Board of Directors are advised that a statement of Public Comment Protocols is available from the Clerk of the Board. Prior to speaking, each speaker is asked to review these protocols, 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 agendized 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.

5:00 PM

February 12, 2019

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: February 12, 2019**

Ratify

B **Minutes: Special Meeting of January 29, 2019**

Approve

C **Directors' Per Diem: January 2019**

Ratify

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

A **MWD Representative Report**

B **Legislative and Regulatory Updates**

C **Water Supply Conditions Update**

6 **TREASURER**

7 **GENERAL MANAGER**

A **Terms of Employment for Unrepresented Employees**

Approve the updated Management Handbook and an adjustment to the salaries for unrepresented positions, effective January 12, 2019, consistent with that approved for the Service Employees International Union, Local 721, General and Office Units.

8 **FACILITIES AND OPERATIONS**

A **Tract No. 53138 Deerlake Ranch, Chatsworth: Acceptance of Phase I Water System Improvements**

Approve the dedication of the Phase I water system improvements and authorize the General Manager to execute an acceptance of dedication of property for Tract No. 53138 Deerlake Ranch, Chatsworth.

9 **FINANCE AND ADMINISTRATION**

A **Monthly Cash and Investment Report for December 2018**

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

B **Financial Review: Second Quarter of Fiscal Year 2018-19**

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

C Potable Water Standby Charge: Adoption of Ordinance

Waive the full reading of proposed Ordinance No. 281 as it relates to continuation of the Water Replacement Fund Standby Charge for Fiscal Year 2019-20; give second reading of the Ordinance by title only; pass, approve and adopt the Ordinance as presented; and order publication within 15 days of adoption using a summary of the Ordinance.

ORDINANCE NO. 281 (SECOND READING AND ADOPTION)

AN ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AS IT RELATES TO STANDBY CHARGES FOR THE FISCAL YEAR COMMENCING JULY 1, 2019

(Reference is hereby made to Ordinance No. 281 on file in the District's Ordinance Book and by this reference the same is incorporated herein.)

D Fiscal Year 2019-20 Proposed Sanitation Rate for Consolidated Sewer Maintenance District, Topanga Tax Zone

Approve a monthly billing rate of \$50.00 per Equivalent Residential Unit for the Consolidated Sewer Maintenance District, Topanga Tax Zone, for Fiscal Year 2019-20.

10 NON-ACTION ITEMS

A Organization Reports

B Director's Reports on Outside Meetings

C General Manager Reports

(1) General Business

(2) Follow-Up Items

D Director's Comments

11 FUTURE AGENDA ITEMS

12 PUBLIC COMMENTS

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13 CLOSED SESSION

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

14 **OPEN SESSION AND ADJOURNMENT**

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

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LYNDA LO-HILL, TREASURER

Payments for Board Meeting of : February 12, 2019

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. 80176 through 81180 were issued in the total amount of \$ 394,152.80

Payments through wire transfers as follows:

1/31/2019 Metropolitan Water District	Payment for water deliveries in the month of November 2018	\$ 2,057,589.21
	Sub-Total Wires	<u>\$ 2,057,589.21</u>
	Total Payments	<u>\$ 2,451,742.01</u>

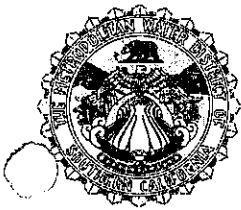
(Reference is hereby to these demands on file in the District's Check Register and by this reference the same is incorporated herein and made a part hereof.)

**CHECK LISTING FOR BOARD MEETING
02/12/19**

Company Name	Company No.	Check No.		Total
		81076 thru 81126 01/29/19	81127 thru 81180 02/05/19	
Potable Water Operations	101	71,778.97	43,916.85	115,695.82
Recycled Water Operations	102			-
Sanitation Operations	130	330.71	906.42	1,237.13
Potable Water Construction	201	2,750.00		2,750.00
Water Conservation Construction	203			-
Sani- Construction	230			-
Potable Water Replacement	301		1,460.38	1,460.38
Reclaimed Water Replace	302			-
Sanitation Replacement	330			-
Internal Service	701	84,175.69	52,287.13	136,462.82
JPA Operations	751	34,201.74	61,455.89	95,657.63
JPA Construction	752			-
JPA Replacement	754	1,802.68	40,798.32	42,601.00
Total Printed		195,039.79	200,824.99	395,864.78

Voided Checks/payment stopped:

Check # 81083	701	(1,711.98)	(1,711.98)
Net Total		193,327.81	200,824.99
			394,152.80



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

INVOICE

Billed To:
 Las Virgenes Municipal Water District



Service Address
 4232 Las Virgenes Road
 Calabasas, CA 91302

November 2018	Page No. 1 of 1
Mailed: 12/10/2018	Due Date: 01/31/2019
Invoice Number: 9560	Revision: 0

NOTICE

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

DELIVERIES	Volume (AF)
Total Water Treated Delivered	1,877.7
Total Water Untreated Delivered	

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service	Tier 1 Supply Rate	1,877.7	\$209.00	\$392,439.30
	System Access Rate	1,877.7	\$299.00	\$561,432.30
	Water Stewardship Rate	1,877.7	\$55.00	\$103,273.50
	System Power Rate	1,877.7	\$132.00	\$247,856.40
	Treatment Surcharge	1,877.7	\$320.00	\$600,864.00
SUBTOTAL				\$1,905,865.50

OTHER CHARGES AND CREDITS	Rate (\$ /AF)	
Capacity Charge(Payment Schedule: M)	\$33,422.50	
Readiness To Serve Charge(Payment Schedule: M)	\$118,301.21	
SUBTOTAL		\$151,723.71

ADDITIONAL INFORMATION	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Capacity Charge			5/30/2014	46.1
Purchase Order Firm Delivery To Date (Jan 2015 to Dec 2024)	77,092.3			
Tier 1 Annual Limit (For Current Calendar Year)	24,359.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	18,738.4	76.9		
Tier 1 Current Month Deliveries	1,877.7			
Purchase Order Commitment (Jan 2015 to Dec 2024)	162,390.0			

INVOICE TOTAL	Volume AF	Amount Now Due
	1,877.7	\$2,057,589.21

Note: Amount Due is based on highlighted fields

Approved for Payment

 David R. Lippman
 12/11/18

David W. Anderson
 12/12/18

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item Co	Amount	Invoice Number
81076	01/29/19	18965	ePOWER NETWORK, INC.	TOWER UPS-SCADA-BD# 7	PV	162347	001 00701	1,752.89	27241
81077	01/29/19	3836	ADDICTION MEDICINE CONSULTANTS, INC.	Payment Amount 2019 DOT PROGM RENEWAL	PV	162358	001 00701	900.00	12M19
81078	01/29/19	20389	AIRGAS SPECIALTY PRODUCTS	Payment Amount 30,820 GAL HYDROXIDE	PV	162346	001 00701	3,037.31	131577805
Alt Payee 20559 AIRGAS SPECIALTY PRODUCTS P. O. BOX 934434 ATLANTA GA 31193-4434									
81079	01/29/19	20285	JIM ALTMANN	Payment Amount RFND BAL-CLOSED A/C	PV	162300	001 00101	39.78	760205-011241
81080	01/29/19	13378	AQUA-FLO SUPPLY	Payment Amount FILLED POLY SAND BAGS	PV	162329	001 00701	438.55	SI303377
81081	01/29/19	2869	AT&T	Payment Amount SRV 1/14-2/13/19	PV	162363	001 00701	47.53	4639/011419
81082	01/29/19	9631	AT&T LONG DISTANCE	Payment Amount LONG DIST 12/1/18-1/1/19	PV	162384	001 00701	9.79	806368136/010 419
81083	01/29/19	8782	AW DIRECT INC.	Payment Amount LONG DIST 12/1/18-1/1/19	PV	162364	002 00701	11.34	806368136/010 419
81084	01/29/19	8782	AW DIRECT INC.	Payment Amount LONG DIST 12/1/18-1/1/19	PV	162364	003 00701	1.77	806368136/010 419
81085	01/29/19	8782	AW DIRECT INC.	Payment Amount LIGHT BAR-#927 & 931	PV	162320	001 00701	1,711.98	606023
								1,711.98	

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Itm Co	Amount	Invoice Number
81084	01/29/19	2425	BANK OF AMERICA	VISA	PV	162271	001 00701	499.00	9030/010719
				CHG-ARENAS-DE C*18					
				VISA	PV	162271	002 00701	1,000.00	9030/010719
				CHG-ARENAS-DE C*18					
				VISA	PV	162271	003 00701	1,000.00	9030/010719
				CHG-ARENAS-DE C*18					
				VISA CHG-FIN	PV	162272	001 00701	294.00	1670/010719
				ADM-DEC*18					
				VISA CHG-FIN	PV	162273	001 00701	41.00	9919/010719
				ADM2-DEC*18					
				VISA CHG-FIN	PV	162273	002 00701	95.76	9919/010719
				ADM2-DEC*18					
				VISA	PV	162274	001 00701	10.94	7112/010719
				CHG-ALMAGUER-DEC*18					
				VISA	PV	162274	002 00701	200.00	7112/010719
				CHG-ALMAGUER-DEC*18					
				VISA	PV	162274	003 00701	200.00	7112/010719
				CHG-ALMAGUER-DEC*18					
				VISA	PV	162274	004 00701	200.00	7112/010719
				CHG-ALMAGUER-DEC*18					
				VISA	PV	162275	001 00701	65.59	3954/010719
				CHG-GARMAN-DE C*18					
				VISA	PV	162275	002 00701	40.81	3954/010719
				CHG-GARMAN-DE C*18					
				VISA	PV	162275	003 00701	1,000.00	3954/010719
				CHG-GARMAN-DE C*18					
				VISA	PV	162275	004 00701	25.00-	3954/010719
				CHG-GARMAN-DE C*18					
				VISA	PV	162276	001 00701	3.27	6935/010719
				CHG-GUZMAN-DE					

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Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key itm Co	Amount	Invoice Number
				C*18					
				VISA	PV	162276	002 00701	112.03	6935/010719
				CHG-GUZMAN-DE					
				C*18					
				VISA	PV	162277	001 00701	1,000.00	3291/010719
				CHG-JOHNSON-D					
				EC*18					
				VISA	PV	162278	001 00701	695.00	1175/010719
				CHG-LEWITT-DE					
				C*18					
				VISA	PV	162278	002 00701	450.00	1175/010719
				CHG-LEWITT-DE					
				C*18					
				VISA	PV	162278	003 00701	690.00	1175/010719
				CHG-LEWITT-DE					
				C*18					
				VISA	PV	162279	001 00701	575.00	4758/010719
				CHG-LO-HILL-D					
				EC*18					
				VISA	PV	162279	002 00701	450.00	4758/010719
				CHG-LO-HILL-D					
				EC*18					
				VISA	PV	162280	001 00701	551.10	1975/010719
				CHG-MCDERMOTT					
				-DEC*18					
				VISA	PV	162280	002 00701	36.00	1975/010719
				CHG-MCDERMOTT					
				-DEC*18					
				VISA	PV	162280	003 00701	2,943.34	1975/010719
				CHG-MCDERMOTT					
				-DEC*18					
				VISA	PV	162281	001 00751	230.54	5953/010719
				CHG-MEREDITH-					
				DEC*18					
				VISA	PV	162281	002 00751	49.08	5953/010719
				CHG-MEREDITH-					
				DEC*18					
				VISA	PV	162281	003 00751	225.00	5953/010719
				CHG-MEREDITH-					
				DEC*18					
				VISA	PV	162282	001 00701	66.00	6347/010719
				CHG-MEREDITH-					
				DEC*18					
				VISA					

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Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
				CHG-PATTERSON							
				-DEC'18							
				VISA	PV	162282	002	00701		315.00	6347/010719
				CHG-PATTERSON							
				-DEC'18							
				VISA	PV	162283	001	00701		59.40	3252/010719
				CHG-PETERS-DE							
				C'18							
				VISA	PV	162283	002	00701		208.63	3252/010719
				CHG-PETERS-DE							
				C'18							
				VISA	PV	162284	001	00701		695.00	5664/010719
				CHG-POLAN-DEC							
				'18							
				VISA	PV	162284	002	00701		690.00	5664/010719
				CHG-POLAN-DEC							
				'18							
				VISA	PV	162285	001	00101		4.92	0615/010719
				CHG-TRIPLETT-							
				DEC'18							
				VISA	PV	162285	002	00101		22.87	0615/010719
				CHG-TRIPLETT-							
				DEC'18							
				VISA	PV	162285	003	00101		61.16	0615/010719
				CHG-TRIPLETT-							
				DEC'18							
				VISA	PV	162285	004	00101		43.77	0615/010719
				CHG-TRIPLETT-							
				DEC'18							
				VISA	PV	162285	005	00101		103.47	0615/010719
				CHG-TRIPLETT-							
				DEC'18							
				VISA	PV	162285	006	00101		31.94	0615/010719
				CHG-TRIPLETT-							
				DEC'18							
				VISA	PV	162286	001	00101		535.00	8102/010719
				CHG-BOCKELMAN							
				-DEC'18							
				VISA	PV	162286	002	00101		535.00	8102/010719
				CHG-BOCKELMAN							
				-DEC'18							

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Itrn Co	Amount	Invoice Number
				VISA	PV	162286	003 00101	192.77	8102/010719
			CHG-BOCKELMAN	CHG-BOCKELMAN					
			-DEC'18	-DEC'18					
			VISA	VISA	PV	162286	004 00101	535.00	8102/010719
			CHG-BOCKELMAN	CHG-BOCKELMAN					
			-DEC'18	-DEC'18					
			VISA	VISA	PV	162287	001 00701	241.97	3713/010719
			CHG-JONES-DEC	CHG-JONES-DEC					
			'18	'18					
			VISA	VISA	PV	162287	002 00701	336.27	3713/010719
			CHG-JONES-DEC	CHG-JONES-DEC					
			'18	'18					
			VISA	VISA	PV	162287	003 00701	59.14	3713/010719
			CHG-JONES-DEC	CHG-JONES-DEC					
			'18	'18					
			VISA	VISA	PV	162287	004 00701	287.44	3713/010719
			CHG-JONES-DEC	CHG-JONES-DEC					
			'18	'18					
			VISA	VISA	PV	162287	005 00701	85.44	3713/010719
			CHG-JONES-DEC	CHG-JONES-DEC					
			'18	'18					
			VISA	VISA	PV	162287	006 00701	178.07	3713/010719
			CHG-JONES-DEC	CHG-JONES-DEC					
			'18	'18					
			VISA	VISA	PV	162287	007 00701	157.82	3713/010719
			CHG-JONES-DEC	CHG-JONES-DEC					
			'18	'18					
			VISA	VISA	PV	162287	008 00701	96.93	3713/010719
			CHG-JONES-DEC	CHG-JONES-DEC					
			'18	'18					
			VISA	VISA	PV	162288	001 00701	420.00	6218/010719
			CHG-ZHAO-DEC	CHG-ZHAO-DEC					
			18	18					
			VISA	VISA	PV	162289	001 00101	193.79	5151/010719
			CHG-GIL-DEC'1	CHG-GIL-DEC'1					
			8	8					
			VISA	VISA	PV	162289	002 00101	108.66	5151/010719
			CHG-GIL-DEC'1	CHG-GIL-DEC'1					
			8	8					
			VISA	VISA	PV	162290	001 00701	768.48	4465/010719
			CHG-KORKOSZ-D	CHG-KORKOSZ-D					

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Itr Co	Amount	Invoice Number
				EC'18					
				VISA	PV	162290	002 00701	35.00	4465/010719
				CHG-KORKOSZ-D					
				EC'18					
				VISA	PV	162291	001 00101	153.10	1112/010719
				CHG-KREIDER-D					
				EC'18					
				VISA	PV	162292	001 00101	131.72	0751/010719
				CHG-VOLLMAR-D					
				EC'18					
				VISA	PV	162293	001 00751	1,099.75	8239/010719
				CHG-WINK-DEC' 18					
				VISA	PV	162293	002 00751	125.00	8239/010719
				CHG-WINK-DEC' 18					
				VISA	PV	162293	003 00751	33.69	8239/010719
				CHG-WINK-DEC' 18					
				VISA	PV	162293	004 00751	105.12	8239/010719
				CHG-WINK-DEC' 18					
				VISA	PV	162294	001 00701	539.39	1162/010719
				CHG-PEDERSEN- DEC'18					
				VISA	PV	162294	002 00701	74.16	1162/010719
				CHG-PEDERSEN- DEC'18					
				VISA	PV	162294	003 00701	113.16	1162/010719
				CHG-PEDERSEN- DEC'18					
				VISA	PV	162294	004 00701	92.80	1162/010719
				CHG-PEDERSEN- DEC'18					
				VISA	PV	162294	005 00701	450.00	1162/010719
				CHG-PEDERSEN- DEC'18					
				VISA	PV	162295	001 00701	1,139.44	6009/010719
				CHG-PANIAGUA- DEC'18					
				VISA	PV	162295	002 00701	249.00	6009/010719

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Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Ltm Co	Amount	Invoice Number
				CHG-PANIAGUA-DEC'18					
				VISA	PV	162295	003 00701	200.00	6009/010719
				CHG-PANIAGUA-DEC'18					
				VISA	PV	162295	004 00701	1,032.89	6009/010719
				CHG-PANIAGUA-DEC'18					
				VISA	PV	162295	005 00701	25.00	6009/010719
				CHG-PANIAGUA-DEC'18					
				VISA	PD	162296	001 00701	60.00	8400/010719
				CHG-ROBERTS-D EC'18					
				VISA	PV	162297	001 00701	229.00	1595/010719
				CHG-SACCARECC IA-DEC'18					
				VISA	PV	162297	002 00701	145.96	1595/010719
				CHG-SACCARECC IA-DEC'18					
				VISA	PV	162297	003 00701	110.00	1595/010719
				CHG-SACCARECC IA-DEC'18					
				VISA	PV	162297	004 00701	315.00	1595/010719
				CHG-SACCARECC IA-DEC'18					
				Payment Amount				26,005.58	
81085	01/29/19	18992	CDW	KEYBRDS/MICE/ MONITORS	PV	162331	001 00701	1,372.04	QNR6633
			GOVERNMENT	KEYBRDS/MICE/ MONITORS	PV	162331	003 00701	30.00	QNR6633
				(5) DELL OPTIPLX 7060	PV	162332	001 00701	5,207.55	QNZ6190
				(5) DELL OPTIPLX 7060	PV	162332	003 00701	55.00	QNZ6190
				3 YR SPRTI-DELL 7060	PV	162333	001 00701	271.90	QPK8220
				(3) DELL DCKING STATIONS	PV	162334	001 00701	570.87	QNZ7187

Batch Number - 268919
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Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Ty	Number	Key	Amount	Invoice Number
		Alt Payee					Item Co		
81086	01/29/19	18860	CHEMTREAT, INC.	JAN'19 WTR TRMNT	PV	162353	001 00701	7,507.36 607.68	2720818
81087	01/29/19	20797	CHRIS' MOBILE TIRE SERVICE	NEW TIRE/PPR TRK#847	PV	162315	001 00701	619.01	623093
81088	01/29/19	15755	CORE & MAIN LP	HYDRANTS	PV	162340	001 00701	18,435.55	J990631
Alt Payee 15948 CORE & MAIN LP P. O. BOX 28330 ST. LOUIS MO 63146									
81089	01/29/19	7257	DIRECTV, INC.	ANL BUS PKG FEES-WLK	PV	162356	001 00101	18,435.55 746.65	35755571795
				ANL BUS PKG FEES-TAPIA	PV	162368	001 00751	920.94	35765413156
				ANL BUS PKG FEES-HQ	PV	162369	001 00701	917.18	35736111616
				ANL BUS PKG FEES-RLV	PV	162370	001 00751	841.61	35746668946
81090	01/29/19	2638	ENVIRONMENTAL RESOURCE ASSOC	LAB STANDARDS	PV	162362	001 00701	3,426.38 2,338.43	886470
81091	01/29/19	6770	G.I. INDUSTRIES	25-YD ROLLOFF P/E 6/30/18	PV	162323	001 00701	487.86	245196-0283-2
Alt Payee 6771 G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065									
81092	01/29/19	21188	IVETTE HELFEND	RFND BAL-CLOSED A/C	PV	162301	001 00101	487.86 775.12	039510
81093	01/29/19	20962	HERC RENTALS	REPAIR RES2	PV	162319	001 00751	775.12 671.70	30489475-001

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81094	01/29/19	5230	KENNEDY/JENKS CONSULTANTS	POT LINE Payment Amount P/E 12/28 TWN LKS PS DSGN	PV	162335	001	00701	671.70 2,750.00	127011
81095	01/29/19	20847	KPA SERVICES, LLC	Payment Amount COI HOSTG 070118--063019	PV	162359	001	00701	4,402.68 2,500.00	INV6065431
81096	01/29/19	2611	LA DWP	Payment Amount RECTIFIER 12/13/18-1/15/19	PV	162311	001	00101	2,500.00 40.36	503850/011619
81097	01/29/19	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	Payment Amount L/S #1 12/11/18-1/8/19	PV	162313	001	00130	85.77 50.58	1775/011619
81098	01/29/19	2789	LIEBERT CASSIDY WHITMORE	Payment Amount SEIU NGTN'18 P/E 12/31/18	PV	162338	001	00701	98.45 2,116.00	1471703
81099	01/29/19	21172	LINEGEAR FIRE & RESCUE EQUIPMENT	MPC NGTN'18 P/E 12/31/18 Payment Amount (9) GEAR BAGS-PPE	PV	162339	001	00701	4,715.00 1,195.10	1471704 28967
81100	01/29/19	21189	RONALD LOCKS	Payment Amount RFND BAL-CLOSED A/C	PV	162302	001	00101	1,195.10 504.47	059795
81101	01/29/19	17295	MAILFINANCE	Payment Amount MAIL MCHN PMT	PV	162328	001	00701	504.47 325.50	N7517091

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Itrn Co	Amount	Invoice Number
1/9-2/8/19									
81102	01/29/19	21190	MALIBU SOLSTICE INC.	Payment Amount RFND BAL-CLOSED A/C	PV	162303	001 00101	325.50 1,500.00	073206
81103	01/29/19	18541	CONNIE MARTIN	Payment Amount RFND BAL-CLOSED A/C	PV	162299	001 00101	11.37	942535-070158
81104	01/29/19	16529	MUNITEMPS-MUN ICIPAL STAFFING SOLUTIONS	Payment Amount TEMP SRV 12/24/18-1/6/ 19	PV	162324	001 00701	11.37 1,800.00	129034
81105	01/29/19	16754	NATURAL SURROUNDINGS	Payment Amount JAN'19 FLORAL MAINT	PV	162327	001 00701	1,800.00 235.00	7106
81106	01/29/19	18946	PACIFIC ADVANCED CIVIL ENGINEERING, INC.	Payment Amount P/E 12/31 DGSTR #2 REHAB	PV	162337	001 00701	235.00 150.00	2388
81107	01/29/19	2902	QUINN POWER SYSTEM	Payment Amount EMRGY GEN RENT-W/FIRE	PV	162354	001 00701	150.00 10,640.06	E1671702
81108	01/29/19	21191	R C DRILLING INC.	Payment Amount RFND BAL-CLOSED A/C	PV	162304	001 00101	10,640.06 859.24	076968
81109	01/29/19	11767	ESTELLE RATNER	Payment Amount RFND BAL-CLOSED A/C	PV	162298	001 00101	859.24 102.42	001994
81110	01/29/19	17174	ROTH STAFFING COMPANIES, LP	Payment Amount TEMP SRV W/E 12/28/18	PV	162325	001 00701	102.42 409.60	13683841
81111	01/29/19	20656	ANGELA	Payment Amount TEMP SRV W/E 1/4/19	PV	162326	001 00701	614.40	13685102
				Payment Amount EXP-CSMFO.	PV	162307	001 00701	1,024.00 168.68	011119

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document . . .	Key Item Co	Amount	Invoice Number
			SACCARECCIA	CONF					
				1/7-1/11/19					
				Payment Amount				168.68	
81112	01/29/19	21192	MICHAELA. SASO	RFND BAL-CLOSED A/C	PV	162305	001 00101	1,003.52	022345
				Payment Amount				1,003.52	
81113	01/29/19	19169	SJM INDUSTRIAL RADIO	RPR HANDHELD RADIO	PV	162317	001 00701	353.41	244623
				Payment Amount				353.41	
				RPR CASTRO PK/MARS LINK	PV	162365	001 00701	3,032.65	244281
				Payment Amount				3,032.65	
81114	01/29/19	21193	SR 4 DEVELOPMENT LLC	RFND BAL-CLOSED A/C	PV	162306	001 00101	1,013.44	075036
				Payment Amount				1,013.44	
81115	01/29/19	2869	STATE WATER RESOURCES CONTROL BOARD	WTR SYS1910225 FY 18-19	PV	162308	001 00101	46,778.35	LW-1020002
				Payment Amount				46,778.35	
81116	01/29/19	15923	TOTAL-WESTERN , INC.	TRBLSHOOT BOILER-12/16	PV	162321	001 00751	1,285.00	314191
				Payment Amount				1,285.00	
81117	01/29/19	20880	TPX COMMUNICATION S	SRV 1/11-2/15/19	PV	162367	001 00701	2,383.40	112226458-0
				Payment Amount				2,383.40	
				SRV 1/11-2/15/19	PV	162367	002 00701	232.26	112226458-0
				SRV 1/11-2/15/19	PV	162367	003 00701	232.26	112226458-0
				SRV 1/11-2/15/19	PV	162367	004 00701	1,222.01	112226458-0
				SRV 1/11-2/15/19	PV	162367	005 00701	1,223.71	112226458-0
				SRV 1/11-2/15/19	PV	162367	006 00701	232.26	112226458-0
				SRV 1/11-2/15/19	PV	162367	007 00701	1,104.38	112226458-0
				Payment Amount				6,630.28	
81118	01/29/19	3006	UNDERGROUND	203	PV	162316	001 00101	344.95	1220180406

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SERVICE ALERT											
TICKETS-DEC'1											
8											
Payment Amount											
81119	01/29/19	20935	US METRO GROUP, INC.	JANTRL	PV	162366	001	00701		8,267.50	98214
				SRV-DEC'18							
				JANTRL	PV	162366	003	00701		2,325.83	98214
				SRV-DEC'18							
				JANTRL	PV	162366	005	00701		190.83	98214
				SRV-DEC'18							
Payment Amount											
81120	01/29/19	13326	VILLA ESPERANZA SERVICES	LANDSCAPE	PV	162330	001	00701		1,404.15	LVMWD 2018-12
				SRV-DEC'18							
Payment Amount											
				LANDSCAPE	PV	162330	002	00701		3,968.25	LVMWD 2018-12
				SRV-DEC'18							
				LANDSCAPE	PV	162330	003	00701		732.60	LVMWD 2018-12
				SRV-DEC'18							
Payment Amount											
81121	01/29/19	3034	VORTEX INDUSTRIES	RPR DOOR 1 & 2-RANCHO	PV	162344	001	00701		6,935.59	01-1296750
				RPR OVERHEAD BLDG 7	PV	162345	001	00701		788.18	01-1307839
Payment Amount											
81122	01/29/19	3035	VWR SCIENTIFIC	GRAD BEAKER	PV	162360	001	00701		146.65	8084840654
				FILTERS	PV	162361	001	00701		683.12	8084824702
Payment Amount											
Payment Amount											
81123	01/29/19	19685	W. LITTEN INC.	SPRYFLD	PV	162350	001	00701		484.65	19001
				12/31/18							
				SPRYFLD	PV	162351	001	00701		2,070.91	19001-A
				1/2-1/4/19							
				SPRYFLD	PV	162352	001	00701		5,102.01	19002
				1/7-1/12/19							
Payment Amount											
81124	01/29/19	18914	WECK LABORATORIES, INC.	MALIBU	PV	162348	001	00701		348.00	W9A0254-LV
				CRK-8L11065							
Payment Amount											

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				TAPIA	PV	162349	001	00701		1,501.44	W9A0286-LV
				GRNDWTR-8K200							
				82							
				Payment Amount						1,849.44	
81125	01/29/19	3048	WEST COAST AIR CONDITIONING	PM RLV CURE BLDG	PV	162341	001	00701		450.00	S96869
				BELT-RPR FAN DGSTR #2 BLDG	PV	162342	001	00701		16.03	S97976
				Payment Amount						466.03	
81126	01/29/19	16589	WAYNE WINK	EE'S MEALS 1/15/19-OT	PV	162318	001	00701		59.10	788535
				Payment Amount						59.10	
				Total Amount of Payments Written						195,039.79	
				Total Number of Payments Written						51	

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81127	02/05/19	19269	ACC BUSINESS	SCADA MPLS 12/11/18-1/10 /19	PV	162427	001	00701	1,449.44	190153395
81128	02/05/19	19269	ACC BUSINESS	SCADA MPLS 12/11/18-1/10 /19	PV	162427	002	00701	800.19	190153395
81129	02/05/19	19269	ACC BUSINESS	SCADA MPLS 12/11/18-1/10 /19	PV	162427	003	00701	148.83	190153395
81130	02/05/19	19269	ACC BUSINESS	SCADA MPLS 12/11/18-1/10 /19	PV	162427	005	00701	3,811.45	190153395
81131	02/05/19	2317	ACORN NEWSPAPER	Payment Amount INTERNET 12/11/18-1/10 /19	PV	162428	001	00701	916.45	190145999
81132	02/05/19	18941	AMERICAN COLLISION CENTER	Payment Amount LGLAD-PH STNDBY CHG AD-ADOPT MND 1/10/19	PV	162387	001	00701	916.45	M-0790
81133	02/05/19	18941	AMERICAN COLLISION CENTER	Payment Amount STEP BUMPER #870	PV	162387	001	00701	90.00	M-0804
81134	02/05/19	18941	AMERICAN COLLISION CENTER	Payment Amount RLV HOLIDAY HRS-12/20 RLV HOLIDAY HRS-12/27	PV	162404	001	00751	776.76	123970
81135	02/05/19	18941	AMERICAN COLLISION CENTER	Payment Amount STEP BUMPER #870	PV	162405	001	00751	776.76	124247
81136	02/05/19	2397	AQUATIC BIOASSAY & CONSULTING	Payment Amount 12/12 SELENASTRUM NPDES	PV	162419	001	00701	665.20	4480B
81137	02/05/19	16917	ANDY ARENAS	Payment Amount MLG-8KFLW TRAINING 1/14-18	PV	162372	001	00701	885.00	LVS0119.0026
81138	02/05/19	2869	AT&T	Payment Amount SRV 1/20-2/19/19	PV	162376	001	00101	172.84	011819
				Payment Amount					47.81	2150/012019

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document		Key	Amount	Invoice Number
					Ty	Number			
81134	02/05/19	19134	GRETCHEN BULLOCK	EXP-CAPPO CONF 1/13-20 Payment Amount	PV	162374	001 00701	232.76	012019
81135	02/05/19	18739	CALIFORNIA HAZARDOUS SERVICES, INC.	OVRFILL-PRCTN INSPCTN Payment Amount	PV	162413	001 00701	3,160.00	63800
81136	02/05/19	4490	CALIFORNIA WATER EFFICIENCY PARTNERSHIP	JAN'19 OP SITE VISIT Payment Amount	PV	162414	001 00701	105.00	63799
81137	02/05/19	21141	CAVANAUGH & ASSOCIATES, P.A.	MEMBERSHIP 2019 Payment Amount	PV	162391	001 00701	4,072.52	MD-2019-147
81138	02/05/19	20797	CHRIS' MOBILE TIRE SERVICE	P/E 12/31-VAL BILLING AUDIT Payment Amount	PV	162450	001 00701	8,550.00	WE.18.111-1
81139	02/05/19	3172	CITY CLERKS ASSOCIATION OF CA.	2 TIRES #864-BACKHOE Payment Amount	PV	162394	001 00701	858.95	623069
81140	02/05/19	2533	CITY OF AGOURA HILLS	MBRSHIP 1/1/19-1/1/20 Payment Amount	PV	162435	001 00701	65.00	1675
81141	02/05/19	16621	CLEAN SWEEP SUPPLY CO., INC	-MC Payment Amount	PV	162402	001 00101	65.00	201901151067
81142	02/05/19	19270	COMMUNICATION S RELAY, LLC	ENCRHMT PRMT-CANWOOD Payment Amount	PV	162456	001 00701	52.56	558337/559582
81143	02/05/19	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	HAIK/BODY SHMPO Payment Amount	PV	162420	001 00701	371.64	9009-784776
81144	02/05/19	20643	CSI SERVICES,	FEB'19 SITE RENT SCADA Payment Amount	PV	162410	001 00701	9,120.00	8722

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
81145	02/05/19	2605	DELTA PACIFIC INDUSTRIES	COATING INSP Payment Amount	PV	162458	001	00701	9,120.00	5821
				MICE					497.02	
				BAIT/BTTRY						
				TERM CLNR						
81146	02/05/19	10270	DEMARIA ELECTRIC MOTOR SERVICES, INC.	Payment Amount	PV	162424	001	00701	6,707.88	19942
				RPR PW P/S					497.02	
				MOTOR						
81147	02/05/19	7257	DIRECTV, INC.	Payment Amount	PV	162403	001	00701	154.00	35802204335
				ADDTL TV-HQ					154.00	
81148	02/05/19	4943	ENVICOM CORPORATION	Payment Amount	PV	162447	001	00701	14,841.42	00014434
				SOLAR GEN MND						
				7/26-8/25/18						
				SOLAR GEN MND					1,438.90	00014490
				8/26-9/25/18						
				SOLAR GEN MND					3,556.06	00014551
				9/26-10/25/18						
81149	02/05/19	2654	FAMCON PIPE	Payment Amount	PV	162452	001	00701	19,836.38	215130
				BSHNGS/JT					1,330.98	
				CMPND/CAOTING						
				JT COMPOUND					199.29	215394
				ROMAC/FLNG/BI					3,404.79	215395
				BS						
				ROMAC					514.65	215332
81150	02/05/19	21055	FIRESTONE COMPLETE AUTO CARE	Payment Amount	PV	162417	001	00701	5,449.71	181609
				TIRES/ALIGN-#					778.63	
				922						
				BRIDGESTONE						
				1					224.40	181952
				TIRE-VEH#895						
Alt Payee	21088		FIRESTONE COMPLETE AUTO CARE							
			1100 E. THOUSAND OAKS BLVD.							
			THOUSAND OAKS CA 91362-2815							
81151	02/05/19	6770	G.I. INDUSTRIES	Payment Amount	PV	162415	001	00701	1,003.03	2530922-0283-
				TAPIA RAGS					620.26	2
				1/1-1/15/19						

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MAR20 JG										
INSTITUTE OF MUNI CLERKS										
81158	02/05/19	20856	INTERNATIONAL PRINTING & TYPESETTING INC	Payment Amount ART CONTEST PAPER	PV	162442	001	00701	210.00 1,401.60	21925
81159	02/05/19	2611	LA DWP	Payment Amount DEP-TEMP MTR@GERMAIN	PV	162439	001	00101	1,401.60 200.00	6341/012519
81160	02/05/19	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	Payment Amount RLV FARM 12/14/18-1/18 /19	PV	162377	001	00751	149.25	2080/012319
				BLDG#7 12/14/18-1/18 /19	PV	162378	001	00701	736.07	2656/012319
				BLDG#2 12/14/18-1/18 /19	PV	162379	001	00701	333.79	2658/012319
				JED SMITH P/S 12/11/18-1/16 /19	PV	162380	001	00101	47.87	0254/012319
				TAPIA 12/13/18-1/18 /19	PV	162429	001	00751	458.46	1760/012319
				RLV 12/14/18-1/17 /19	PV	162430	001	00751	337.92	2090/012319
				HQ BD#1 12/14/18-1/18 /19	PV	162431	001	00101	292.86	2620/012319
				HQ BD#8 12/14/18-1/18 /19	PV	162432	001	00701	292.86	2647/012319
				FIRE PRT#8 12/14/18-1/18 /19	PV	162433	001	00701	7.50	2650/012319
				FIRE PRT#7 12/14/18-1/18 /19	PV	162434	001	00701	7.50	2654/012319

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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
81161	02/05/19	3483	DAVID LIPPMAN	Payment Amount CELL PHN-P/E 1/3/19	PV	162389	001	00701	2,664.08 100.00	7898/010319
81162	02/05/19	2835	MODERN TOOL CO	Payment Amount SS BAR SCREEN SHFT-TAPIA CK VIVS/BACKING PLATES	PV	162422	001	00701	3,959.81 3,344.56	56501 56502
81163	02/05/19	2839	MOTION INDUSTRIES, INC.	Payment Amount DRILL & TAG	PV	162425	001	00701	7,304.37 2,253.96	CA22-638500
81164	02/05/19	2365	MOTION INDUSTRIES INC. FILE 749376 LOS ANGELES CA 90074	BUSHINGS	PV	162426	001	00701	294.58	CA22-638643
81165	02/05/19	16529	MSO TECHNOLOGIES	Payment Amount P/E 12/31-PLC DSGN/PRGM	PV	162451	001	00701	2,548.54 300.00	6074
81166	02/05/19	21134	MUNITEMPS-MUN ICIPAL STAFFING SOLUTIONS	Payment Amount TEMP SRV 11/26-12/7/18	PV	162446	001	00701	3,000.00	128966
81167	02/05/19	19164	NEW EARTH USA, LLC	Payment Amount DISP BIOSOLIDS-DEC '18	PV	162416	001	00701	3,000.00 29,926.02	02
81168	02/05/19	13645	DONALD PATTERSON	Payment Amount EXP-CSMFO CONF 1/8-11 EXP-LCW CONF 1/23-25	PV	162371	001	00701	827.67 475.27	011119 012519
81169	02/05/19	18505	PSOMAS RAFTELIS	Payment Amount SRV 11/2-12/31/18	PV	162459	001	00701	1,302.94 661.25	147968
				Payment Amount P/E 12/31	PV	162444	001	00701	2,300.00	11074

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
			FINANCIAL CONSULTANTS, INC.	MISC FEE STDY						
81170	02/05/19	2948	SMITH PIPE & SUPPLY	Payment Amount EROSION CNTRL SUPPLIES	PV	162392	001	00751	2,300.00 59.02	3391261
				EROSION CNTRL SUPPLIES	PV	162392	002	00751	21.79	3391261
				Payment Amount				80.81		
81171	02/05/19	2949	SNAP ON TOOLS	PLIER WRENCH SOCKET SET	PV	162395	001	00701	65.43	01091955143
				Payment Amount	PV	162396	001	00701	152.21	01161955388
				Payment Amount				217.64		
81172	02/05/19	2958	SOUTHERN CALIFORNIA GAS CO	CONDUIT 12/20/18~1/22 /19	PV	162381	001	00101	16.27	8400/012419
				Payment Amount				16.27		
81173	02/05/19	8645	SOUTHERN CALIFORNIA TROPHY COMPANY	1 YR ANNVRSY KEYCHNS	PV	162386	001	00701	457.95	010096-19
				Payment Amount				457.95		
81174	02/05/19	20648	STANTEC CONSULTING SERVICES INC.	P/E 12/28 TWRP COMP STDY	PV	162406	001	00701	5,120.00	1457533
				P/E 12/28 DSGN MOD RLVCF	PV	162407	001	00701	9,510.00	1458296
				Payment Amount				14,630.00		
81175	02/05/19	20672	TRUSSELL TECHNOLOGIES, INC.	P/E 12/31 MLDG LV RES	PV	162411	001	00701	16,748.32	5516
				Payment Amount				16,748.32		
81176	02/05/19	3035	VWR SCIENTIFIC	BRILLIANT GREEN BILE	PV	162399	001	00701	344.31	8084875424
			Alt Payee	VWR INTERNATIONAL, INC P. O. BOX 640169 PITTSBURGH PA 15264-0169				344.31		
81177	02/05/19	3025	WATER & SANITATION	Payment Amount PCH WTR 12/18/18~1/15	PV	162375	001	00101	16,980.53	1732309

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty Number	Key Item Co	Amount	Invoice Number
			SRV/VENTURA COUNTY		/19			
81178	02/05/19	8510	WORK BOOT WAREHOUSE	Payment Amount SFTY	PV 162382	001 00701	16,980.53	2-51582
				FTWEAR-J.A.			211.88	
				SFTY	PV 162383	001 00701	42.68	2-51721
				FTWEAR-J.G.			225.00	2-51722
				SFTY	PV 162384	001 00701	211.88	2-51587
				FTWEAR-T.H.				
				SFTY	PV 162385	001 00701		
				FTWEAR-E.R.			691.44	
				Payment Amount				
81179	02/05/19	20592	YORK RISK SERVICES GROUP, INC.	BNK	PV 162441	001 00101	63.10	8029/SEP-DEC1 8
				FEES/OMLO-EE				
				MTR				
				BNK	PV 162441	002 00101	62.44	8029/SEP-DEC1 8
				FEES/OMLO-EE				
				MTR				
				BNK	PV 162441	003 00101	63.97	8029/SEP-DEC1 8
				FEES/OMLO-EE				
				MTR				
				BNK	PV 162441	004 00101	1,057.50	8029/SEP-DEC1 8
				FEES/OMLO-EE				
				MTR				
				BNK	PV 162441	005 00101	2,096.00	8029/SEP-DEC1 8
				FEES/OMLO-EE				
				MTR				
				BNK	PV 162441	006 00101	3,055.00	8029/SEP-DEC1 8
				FEES/OMLO-EE				
				MTR				
				Payment Amount			6,398.01	
81180	02/05/19	21108	ZIP'S AW DIRECT	LIGHT	PV 162400	001 00701	1,711.98	606023
				BAR-#927&931				
				Payment Amount			1,711.98	
				Total Amount of Payments Written			200,824.99	
				Total Number of Payments Written			54	



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

MINUTES
SPECIAL MEETING

5:00 PM

January 29, 2019

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by John Zhao.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **5:00 p.m.** by Board President Lewitt 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, Lynda Lo-Hill, Len Polan, 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 Renger moved to approve the agenda. Motion seconded by Director Caspary. Motion carried unanimously.

3. PUBLIC COMMENTS

Josie Guzman, Clerk of the Board, read a written public comment received from Andrew Spear, Acting IS Manager, who commented that the District staff was testing a live YouTube stream of the meeting with the opportunity for viewers to submit public comments on-line or by telephone. His comment also stated that staff would demonstrate an example of what the viewer from home would see, and the Board would have an opportunity to discuss it in more detail as part of Agenda Item 7C.

4. CONSENT CALENDAR

A List of Demands: January 29, 2019: Ratify

B Minutes: Special Meeting of December 18, 2018 and Regular Meeting of January 8, 2019: Approve

C Annual Supply and Delivery of ferric Chloride: Renewal

Authorize the General Manager to issue an annual purchase order to Miles Chemical Company, in the amount of \$91,487.25, with three one-year renewal options for the supply and delivery of ferric chloride.

D Woolsey Fire Response and Recovery Effort: End of Emergency

End the Declaration of Emergency due to the Woolsey Fire.

Director Caspary moved to approve the Consent Calendar. Motion seconded by Director Polan.

Director Lo-Hill referred to Item 4D and commended staff for preparing the summary of the Woolsey Fire expenses.

Motion carried unanimously.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Legislative and Regulatory Updates

Joe McDermott, Director of Resource Conservation and Public Outreach, noted that copies of the Federal Legislative Report and response letter to the State Water Resources Control Board's report on the Low Income Rate Assistance (LIRA) Program, were provided to the Board. He reported that AB 217 (Garcia), Safe, Clean, Affordable and Accessible Drinking Water, and AB 129 (Bloom), Waste Management: Plastic Microfiber, were introduced. He noted that the deadline to introduce new bills would be February 18. He also provided an update regarding Assembly Constitutional Amendment (ACA) No. 3, introduced by Assemblymembers Mathis and Garcia, that would set aside two percent of specified State revenues for water supply, delivery, and water quality projects to be administered by the Department of Water Resources and the State Water Resources Control Board (State Board). He stated that these revenues could address funding issues

for LIRA and the Clean, Safe, Affordable and Accessible Drinking Water for noncompliant water systems. He also reported that SB 555 (Wolk), Urban Retail Water Suppliers Water Loss Management, approved in 2015, requires the State Board to develop performance standards for the volume of water loss in water systems by July 2020. He noted that the State Board has conducted workshops over the past year to receive input from various agencies, and the next workshop would be held on February 4th. He also reported that the Federal Government reopened for three weeks before another potential shutdown. He noted that the potential shutdown would not affect the upcoming Washington D.C. lobbying trip.

Director Caspary requested that staff provide a copy of the LIRA comment letter to local cities.

B Water Supply Conditions Update

Joe McDermott, Director of Resource Conservation and Public Outreach, presented the report and responded to questions posed by the Board.

6. TREASURER

Director Lo-Hill stated that the Treasurer's report was in order.

7. BOARD OF DIRECTORS

A Phase 2 White Paper on Tapping into Available Capacity in Existing Infrastructure to Create Water Supply and Water Quality Solutions: Award

Authorize the General Manager to execute a professional services agreement with Jacobs Engineering Group, Inc., in the amount of \$694,000; a Future Supply Actions Funding Program grant agreement with Metropolitan Water District of Southern California, in the amount of \$339,500; and a cooperative funding agreement among 12 public agency participants to collaboratively prepare a Phase 2 White Paper on tapping into available capacity in existing infrastructure to create water supply and water quality solutions.

General Manager David Pedersen presented the report.

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

General Manager David Pedersen responded to questions related to available water quality data from the Los Angeles County Flood Control District, use of Measure W parcel tax funds for stormwater recycling, and wet weather flows from cisterns to the wastewater collection system.

Motion carried unanimously.

B ACWA/JPIA Board of Directors: Appointment of Representative and Alternate

Nominate and appoint a representative and alternate to serve on the Board of Directors of the Association of California Water Agencies Joint Powers Insurance Authority.

General Manager David Pedersen presented the report, and noted that Human Resources Manager Sherri Paniagua had expressed an interest in serving as the Alternate.

Director Renger moved to nominate and appoint Director Charles Caspary as the Representative and Human Resources Manager Sherri Paniagua as the Alternate. Motion seconded by Director Lo-Hill. Motion carried by the following vote:

AYES: Lo-Hill, Polan, Renger, Lewitt

NOES: Caspary

ABSTAIN: None

ABSENT: None

C Consideration of Time Change for Regular Board Meetings

Consider the additional information on live video-streaming of Board meetings and virtual customer participation; 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. 2547 on file in the District's Resolution Book and this reference the same is incorporated herein.)

General Manager David Pedersen presented the report.

Viktor Nikolajevs, IS Systems Coordinator, provided public comment via telephone and stated that he was monitoring the live stream offsite and testing the call feature for public participation. He noted that Andrew Spear would show what the live stream would look like for a home user.

Andrew Spear, Acting IS Manager, provided a demonstration of the live stream.

Director Caspary moved to approve Item 7C. Motion seconded by Director Renger.

A discussion ensued regarding enhancement to the amplification system in the Board Room, seeking better ways to display presentations on the screen, support for holding Regular Board meetings at 9:00 a.m., and scheduling evening meetings for special presentations and rate increases, and that the change to Regular Board meeting times would become effective on March 12, 2019.

Motion carried unanimously.

8. FINANCE AND ADMINISTRATION

A Approval of Memorandum of Understanding with General and Office Units: January 1, 2019 through December 31, 2021

Authorize the General Manager to execute a Memorandum of Understanding with the Service Employees International Union, Local 721 (SEIU) General and Office Units for a term of January 1, 2019 through December 31, 2021.

General Manager David Pedersen presented the report.

Don Patterson, Director of Finance and Administration, reviewed the key terms in the Memorandum of Understanding.

Director Caspary moved to approve Item 8A. Motion seconded by Director Lo-Hill. Motion carried unanimously.

9. INFORMATION ITEMS

A Emergency Preparedness for District Facilities

B Claim by Vencislav Kurciski

10. NON-ACTION ITEMS

A Organization Reports

Director Caspary reported that he attended the Executive Committee Meeting for the Santa Monica Bay Restoration Commission on January 17, 2019, where they held a workshop on the partnership structure for the Santa Monica Bay National Estuary Program (SMNEP). He also reported that he attended the Santa Monica Bay Restoration Commission Watershed Advisory Committee Meeting on January 24, 2019, where they discussed recommendations for the improvement of governance, policies, and practices to meet the SMBNEP Action Plan priorities.

B Director's Reports on Outside Meetings

Director Caspary reported that he attended the City of Calabasas' New Beginnings Celebration on January 5, 2019, where the District was recognized for Excellence in

Communication during an Emergency. He also reported that he attended a workshop of the California Public Utilities Commission (CPUC) on January 9, 2019, at Calabasas City Hall where they discussed Southern California Edison's Public Safety Power Shutoffs Program. He stated that he provided testimony regarding how the District would be affected during these shutoffs as the entire service area is impacted by wildfires. He also stated that he spoke with a representative from California Office of Emergency Services regarding the need for funds to purchase additional emergency generators, and he was informed that mitigation funding might be available. He noted that he urged the representatives from the CPUC to consider that testing emergency generators once a month is insufficient.

Director Lo-Hill reported that she attended the California Association of Sanitation Agencies (CASA) Conference where she heard a presentation regarding generational differences among Traditionals, Baby Boomers, Generation Xers, Millennials, and Generation Zers. She noted that the attendees learned that Millennials are interested in sustainability, change jobs more often, leave jobs due to lack of opportunity, and have mentors in the workplace.

Director Polan reported that he also attended the CASA Conference where presentations were provided regarding wastewater exfiltration, pesticides found in wastewater, urban runoff from sprinklers during the summer, expanding NPDES permits, WIFIA funding, EPA biosolids, microplastics, and banning flushable wipes. He also reported that he attended the Association of California Water Agencies (ACWA) Region 8 Board Meeting on January 28, 2019.

Board President Lewitt reported that he also attended the CASA Conference, where they discussed the importance of transferring job knowledge and implementing a mentorship program.

C General Manager Reports

(1) General Business

General Manager David Pedersen noted that the JPA Meeting would be held on February 4, 2019, and an LVMWD Special Meeting would be held on February 6, 2019, at 9:00 a.m., for AB 1234 Ethics Training and AB 1661 Sexual Harassment Prevention Training. He also noted that the Wastewater Quarterly Tour would be held on February 9th at 9:00 a.m. with LVMWD Director Caspary and TSD Director Tjulander hosting.

(2) Follow-Up Items

General Manager David Pedersen noted that staff would be bringing back an item regarding the effect of 100 percent renewables in California on the District.

D Directors' Comments

Director Polan inquired whether a flyover analysis was done to study the snowpack. Joe McDermott, Director of Resource Conservation and Public Outreach, responded that the

snowpack measurements continue to be conducted manually.

Director Lo-Hill referred to the Woolsey Fire summary and noted that three ham radio operators had recently retired. She expressed the need for ham radio operator training.

11. FUTURE AGENDA ITEMS

None.

12. PUBLIC COMMENTS

None.

13. 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

The Board recessed to Closed Session at **6:29 p.m.** and reconvened to Open Session at **7:02 p.m.**

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

14. OPEN SESSION AND ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **7:02 p.m.**

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

ATTEST:

Charles Caspary, Secretary
Board of Directors
Las Virgenes Municipal Water District

(SEAL)

February 4, 2019

To: Payroll

From: David W. Pedersen
General Manager

RE: Per Diem Request – January 2019

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	6	\$220.00	\$1,320.00
21169	Lynda Lo-Hill	6	\$220.00	\$1,320.00
18856	Leonard Polan	7	\$220.00	\$1,540.00
14702	Lee Renger	3	\$220.00	\$660.00

*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: Lee Renger

Month of: JANUARY, 2109

Division: 3



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

Date(s)	# of Days Claimed		Reimbursible Expenses ² (Y/N)	Check One		Event Title
	Event	Travel		MWD	LVMWD	
1/7/2019	1		N		X	JPA BOARD MEETING
1/8/2019	1		N		X	LVMWD BOARD MEETING
1/29/2019	1		N		X	LVMWD BOARD MEETING
TOTAL			3			

Date Submitted: 2-4-2019
 Director Signature: Lee Renger

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.



Regular Board Meeting
February 12, 2019
12:00 p.m. – Boardroom

Tuesday, February 12, 2019		
Meeting Schedule		
9:00 AM	L&C	Rm. 2-145
11:00 AM	OP&T	Rm. 2-456
12:00 PM	Board Mtg	Boardroom

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

1. Call to Order

- (a) Invocation: Waheeda Ali, Associate Engineer, Engineering Services Group
- (b) Pledge of Allegiance: Director Linda Ackerman, Municipal Water District of Orange County

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))
 - a. Presentation by David Wright, General Manager, Los Angeles Department of Water and Power: \$1.4 million solar incentive program rebate for Joseph Jensen Water Treatment Plant

5. OTHER MATTERS

- A. Approval of the Minutes of the Meeting for January 8, 2019; the Minutes for the Special Board Workshop to Review San Diego County Water Authority Proposal for Settlement of Pending Litigation; and the Special Board Meeting for January 22, 2019 (Copies have been mailed to each Director)
Any additions, corrections, or omissions

- B. Report on Directors' events attended at Metropolitan expense for month of January
- C. Approve committee assignments
- D. Chairwoman's Monthly Activity Report
- E. Induction of new Director Jasmin A. Hall from Inland Empire Utilities Agency
 - (a) Receive credentials
 - (b) Report on credentials by General Counsel
 - (c) File credentials
 - (d) Administer Oath of Office
 - (e) File Oath
- F. Induction of new Director Adan Ortega from the City of Fullerton
 - (a) Receive credentials
 - (b) Report on credentials by General Counsel
 - (c) File credentials
 - (d) Administer Oath of Office
 - (e) File Oath
- G. Induction of new Director Jose Solorio from the City of Santa Ana
 - (a) Receive credentials
 - (b) Report on credentials by General Counsel
 - (c) File credentials
 - (d) Administer Oath of Office
 - (e) File Oath
- H. Nomination and Election of nonofficer members of the Executive Committee for two-year term effective February 12, 2019
- I. Approve Commendatory Resolutions for Directors Peter Beard representing the City of Fullerton, Michael Camacho representing Inland Empire Utilities Agency, and Michelle Martinez representing the City of Santa Ana
- J. Presentation of Commendatory Resolution honoring Randy A. Record for his leadership during his term as Chairman of Metropolitan's Board of Director

6. DEPARTMENT HEADS' REPORTS

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

7. CONSENT CALENDAR ITEMS — ACTION

- 7-1 Award a contract in an amount not to exceed \$799,170 to ViaTRON Systems, Inc. for conversion of hardcopy documents into electronic images for migration into the planned Enterprise Content Management System; the General Manager has determined the proposed action is exempt or otherwise not subject to CEQA. (OP&T)

END OF CONSENT CALENDAR

8. OTHER BOARD ITEMS — ACTION

- 8-1 Award \$20,975,000 contract to J.F. Shea Construction, Inc., to rehabilitate the Greg Avenue Pump Station; and authorize an agreement with Black & Veatch for a not-to-exceed amount of \$900,000 for engineering services during construction; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA. (E&O)
- 8-2 Award \$16,452,832 contract to Baker Electric, Inc. to replace the 6.9 kV power cables at each Colorado River Aqueduct pumping plant; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (E&O)

8-3 Appropriate \$4,212,500, and authorize entering into a project agreement with the Sites Project Authority for participation in the Sites Reservoir 2019 Workplan; the General Manager has determined the proposed action is exempt or otherwise not subject to CEQA. (WP&S)

8-4 Authorize implementation of modifications to the Landscape Transformation Program; the General Manager has determined that these actions are exempt or otherwise not subject to CEQA. (WP&S)

8-5 Authorize the General Manager to acquire up to 732 acres of property located in Riverside County in the Palo Verde Valley; the General Manager has determined that the action is exempt or otherwise not subject to CEQA. (RP&AM)

[Conference with real property negotiators; property identified as Riverside County Assessor's Parcel Nos. 830-050-015; 830-210-005; 830-210-014; 830-220-004; 833-030-030; 833-081-001; 833-081-002; 833-091-001; 833-091-003; 833-091-004; 833-091-005; 833-091-032; 836-050-015; 836-050-017; 836-100-010; 836-100-011; 836-155-018; 857-130-003; 857-130-006; 857-130-010; 857-130-013; 866-040-002; 866-040-003; 866-080-008; 866-120-003; 866-120-004; 869-260-001; agency negotiators: Stephen Vollucci and James Vanden Akker; negotiating parties: Wegis Family, LP and Wey Almond Farms, LLC; under negotiation: price and terms; to be heard in closed session pursuant to Gov. Code Section 54956.8]

8-6 Authorize the General Manager to sell 243 acres on Chipps Island located in Solano County to the Department of Water Resources; the General Manager has determined that this action is exempt from or otherwise not subject to CEQA. (RP&AM)

[Conference with real property negotiators; property identified as Metropolitan Water District Parcel Number BD3033210 (Solano County Assessor's Parcel No. 0090-060-010); agency negotiators: Laura Simonek and Bryan Otake; negotiating party: State of California Department of Water Resources; under negotiation: price and terms; to be heard in closed session pursuant to Gov. Code Section 54956.8]

- 8-7** Authorize partial settlement in San Diego County Water Authority v. Metropolitan Water District of Southern California, et al., San Francisco County Superior Court Case Nos. CPF-10-510830 and CPF-12-512466; the appeal of the 2010 and 2012 actions, Court of Appeal for the First Appellate District Case Nos. A146901 and A148266 and California Supreme Court Case No. S243500; and the petition for extraordinary writ in the 2010 and 2012 actions, Court of Appeal for the First Appellate District Case No. A155310; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (L&C) **[Posting Separately]**
[Conference with legal counsel – existing litigation; to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(1)]

9. BOARD INFORMATION ITEMS

- 9-1** Update on Conservation Program
- 9-2** Information on potential credit to enhance in-lieu deliveries to cyclic storage under limited conditions. (WP&S) **[Posting Separately]**

10. FOLLOW-UP ITEMS

11. FUTURE AGENDA ITEMS

12. ADJOURNMENT

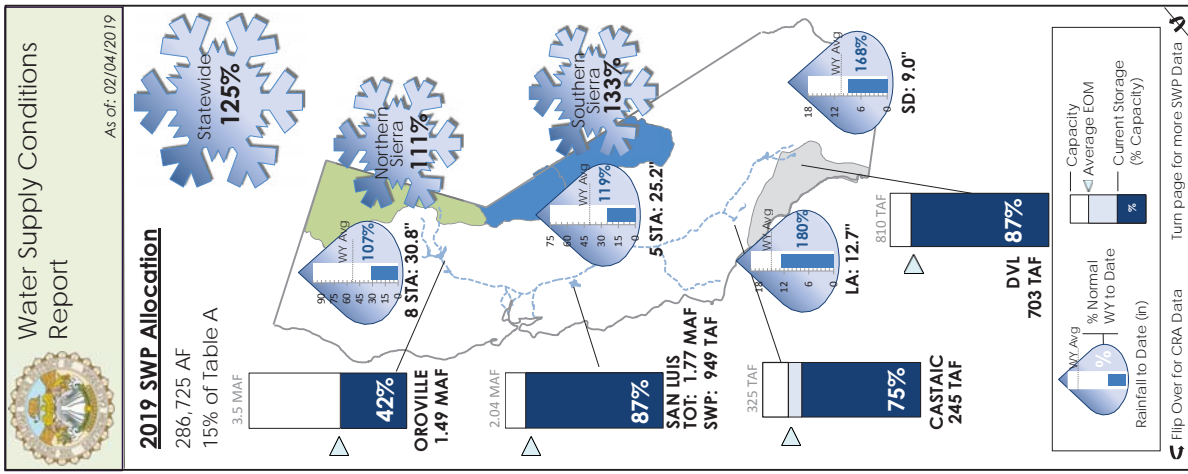
NOTE: Each agenda item with a committee designation will be considered and a recommendation may be made by one or more committees prior to consideration and final action by the full Board of Directors. The committee designation appears in parentheses at the end of the description of the agenda item e.g., (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.

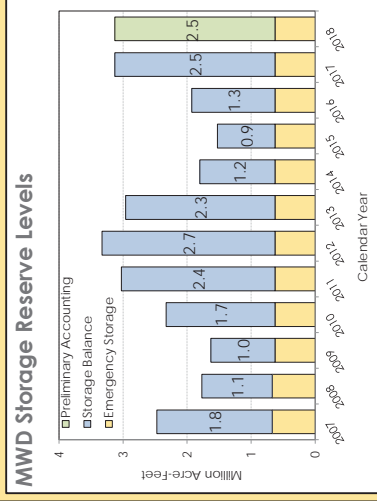
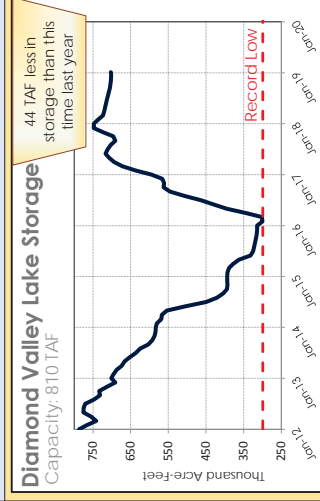
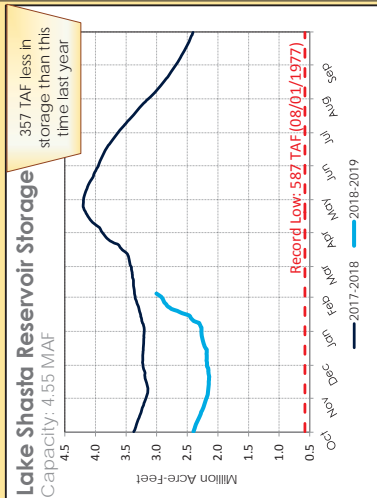
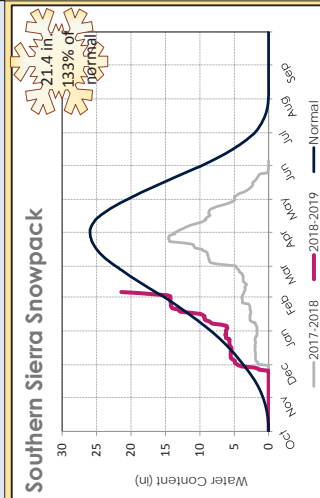
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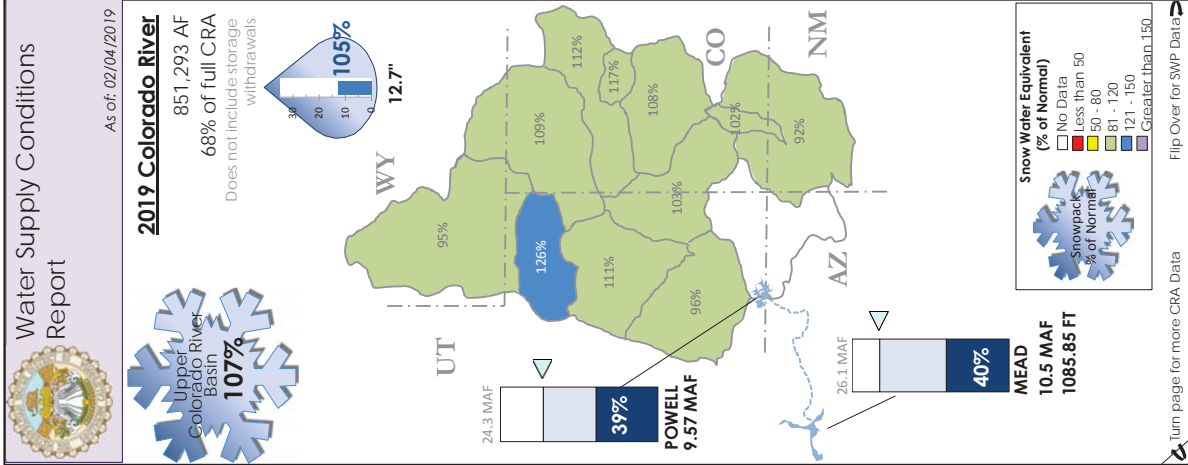
- Northern Sierra snowpack is at 111% of normal
- Upper Colorado River Basin snowpack is at 107% of normal
- Southern California precipitation above normal - Los Angeles (180% of normal) and San Diego (168% of normal)



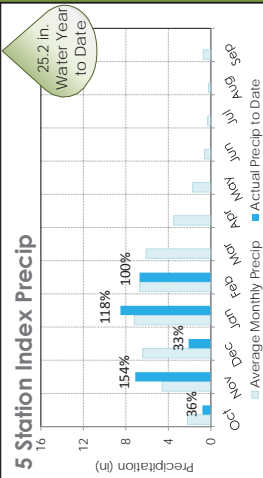
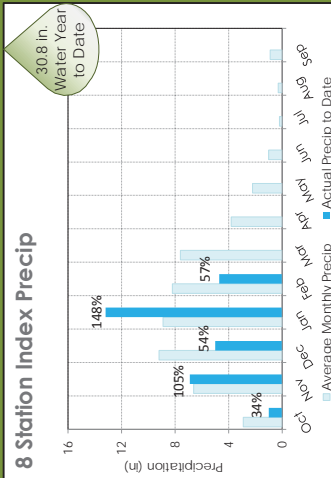
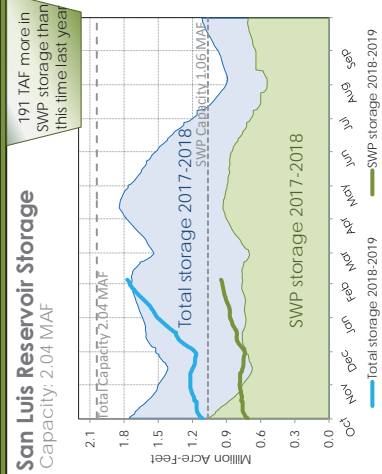
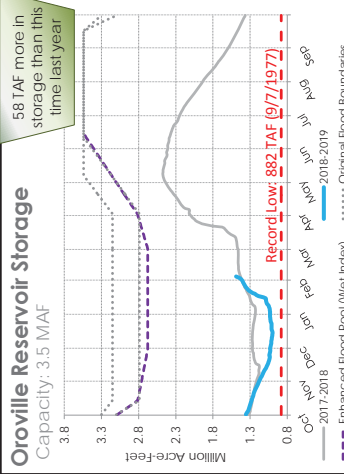
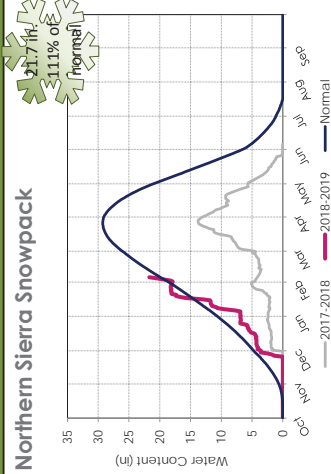
This report is produced by the Water Resource Management Group and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, federal, and local agencies for additional or for 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.

<https://www.mwdh2o.com/MWSCR>

This report is best printed double-sided on legal size paper (8.5" x 14") and folded in quarters.

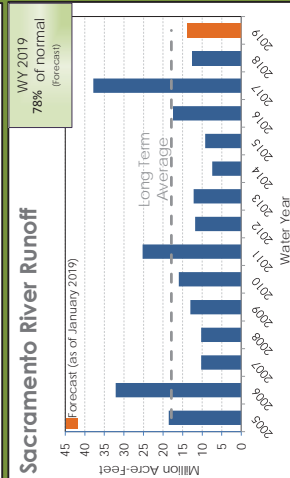


State Water Project Resources

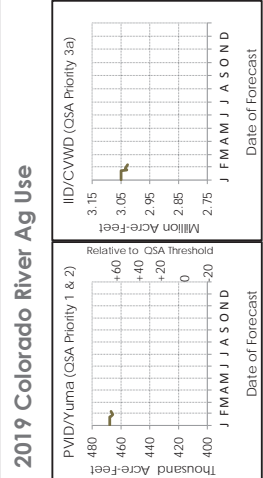
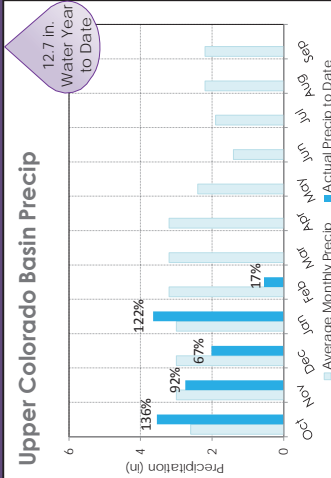


Other SWP Contract Supplies for 2019 (AF)

Transfer/Exchanges	TBD
Pool A/B (Purchased)	TBD
Carryover Supplies	256,000

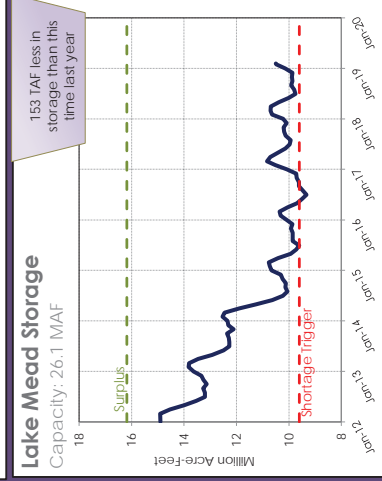
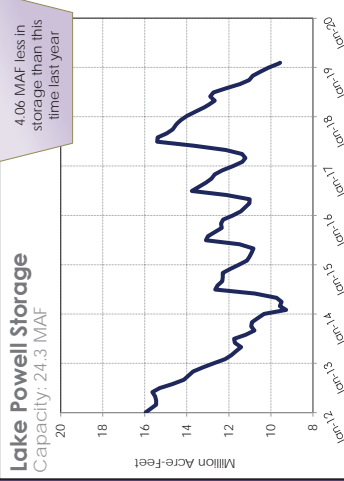
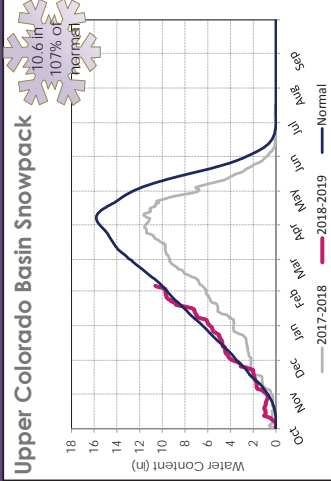
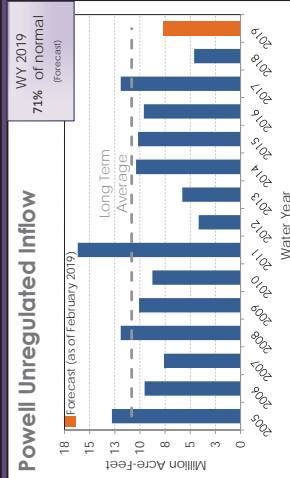


Colorado River Resources



Lake Mead Shortage/Surplus Outlook
Likelihood based on results from the August 2018 CRSS model run.

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





February 12, 2019 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject : Terms of Employment for Unrepresented Employees

SUMMARY:

On January 29, 2019, the Board approved a three-year Memorandum of Understanding (MOU) with the Service Employees International Union, Local 721 (SEIU), General and Office Units. The terms of the MOU included implementing the results of the Total Compensation Study, bringing covered positions with total compensation below market on December 31, 2017 to the market median and applying a 4% base salary increase for all covered positions, effective January 12, 2019. The General Manager recommends that the Board approve the same adjustments provided to SEIU represented positions to the District's four unrepresented positions.

In addition, the General Manager proposes a minor update to the Management Handbook, which outlines the benefits provided to unrepresented employees, related to the physical fitness program. The update would expand the eligible expenses for the existing physical fitness program, which is limited to \$500 annually, to include reimbursement for gym memberships. Attached for reference is a red-lined version of the Management Handbook.

RECOMMENDATION(S):

Approve the updated Management Handbook and an adjustment to the salaries for unrepresented positions, effective January 12, 2019, consistent with that approved for the Service Employees International Union, Local 721, General and Office Units.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

This action would result in an estimated first-year cost to the District of \$118,863.57. The action represents an increase in total salary cost for the District of 1.10% (all positions), or a 0.21% increase to the District's total operating budget.

DISCUSSION:

The District's employees are represented by four bargaining units: (1) the General Unit; (2) the Office Unit; (3) the Management Unit; and (4) the Supervisor, Professional & Confidential Unit. Department Directors and the Human Resources Manager are unrepresented. The terms and conditions of employment for unrepresented employees are governed by the Management Handbook.

GOALS:

Assure a Quality, Continually Improving Workforce

Prepared by: David W. Pedersen, General Manager

ATTACHMENTS:

Updated Management Handbook (Proposed)



MANAGEMENT HANDBOOK OF BENEFITS
As required by Section 2-4.103 of the LVMWD Administrative Code

For

**Department Heads
& Human Resources Manager**

February 12, 2019 (proposed) June 13,
2018

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LVMWD LEADERSHIP MODEL

Leadership Principle	Supporting Behavior
Being Fair	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Assign duties fairly 2. Promote fairness in the application of District policies and procedures 3. Willingly explain to others the basis for my decisions 4. Show consistency in my actions 5. Treat others as I would like to be treated
Demonstrating Commitment	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Support decisions made by my Department, the District or the Board 2. Support the efforts of other Departments 3. Support and follow through on my commitments and decisions to my Employees 4. Make timely decisions
Being Responsible and Accountable	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Lead by example 2. Accept total responsibility for my own actions 3. Acknowledge my own mistakes and not blame others 4. Provide input on topics of concern <i>before</i> decisions are made 5. Inform others as soon as I know when I cannot keep a commitment or promise. 6. Regularly give my employees complete and accurate information on their performance along with clear and concise expectation of future performance. 7. Continue my personal growth in management, my professional field, as well as water/wastewater management through education, certification and participation in professional associations
Having Integrity	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Keep my word and commitments 2. Say what I mean and mean what I say; have the courage to be forthright and straightforward 3. Set and enforce high standards for services and products we receive from others or distribute from my work group 4. Set/develop high standards for hiring/promoting people 5. Support and follow the intent of District policies and procedures 6. Conduct myself at the highest level of ethical standards
Being an Effective Communicator	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Speak clearly and concisely; make my message and intent easy to understand 2. Regularly and frequently inform those who should know of my work progress and intentions 3. Regularly and frequently give each member of my staff pertinent feedback on how they are performing with suggestions for improvement when appropriate 4. Be an active listener, demonstrating understanding without judging or criticizing the other person 5. Be an active participant in meetings; when I have nothing to add I will invite quiet members to contribute

Leadership Principle	Supporting Behavior
Being Innovative and Encouraging Innovation	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Ask myself and employees “What is the right thing to be doing” before starting any new assignment 2. Not whine about what is wrong; I will look for ways to be part of the solution 3. Encourage new ideas and methods from others 4. Not criticize new ideas; I will help others think through their ideas by asking for the “pros’ and “cons” of new ideas 5. Spend at least 5% of my work time staying up-to-date on industry trends by reading, attending conferences, visiting other agencies, talking with others in the industry, etc.
Being a Mentor	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Review the developmental needs of each employee at least annually and work with each employee to create a development plan that is appropriate for him or her 2. Make sure employees get the training opportunities they need and I will meet with each of them before and after training to make sure they use the training 3. Work with other groups and Departments to make sure employees receive needed cross-training 4. When an employee makes a mistake ask what he or she learned and how can it be prevented from happening again 5. Be available to other employees outside my own work area to be a good active listener or to share my experiences, strategies and successes
Developing and Supporting Effective Teams	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Hold a team meeting at least once every two weeks; stay within time limits (e.g. 30 minutes) 2. Share what I know from other District sources 3. Invite each person in the team to participate by sharing what they are doing or by asking questions 4. Recognize those who make contributions, especially those who have new or different ideas 5. Not tolerate disparaging comments by team members toward each other or other staff 6. Ask the team at each meeting if there is anything we can be doing better

WHAT POSITIONS ARE COVERED BY THE MANAGEMENT HANDBOOK?

Positions covered by benefits contained in this Management Handbook are:

	Supervisory Responsibility	Exempt under FLSA
Department Head		
Director of Facilities & Operations	Yes	Yes
Director of Finance & Administration	Yes	Yes
Director of Resource Conservation and Public Outreach	Yes	Yes
Other		
Human Resources Manager	Yes	Yes

BEREAVEMENT LEAVE

A Department Head or unrepresented management employee may be provided up to 3 days paid leave to attend the funeral of a member of the employee's immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or the employee's spouse/domestic partner. If additional time off is required, the employee may request sick leave as provided in the Sick Leave benefit provisions.

CELLULAR TELEPHONE

In lieu of a District-provided cellular telephone, Department Directors may receive a stipend of up to \$100 per month, reimbursed based on actual cost. Cellular telephones must be capable of voice, text, and data communications, including the sending and receiving of District electronic mail.

DEFERRED COMPENSATION PLAN

Unrepresented management employees may elect to participate in the District's Deferred Compensation Plan. The purpose of the Plan is to defer a portion of the employee's compensation for his/her use at retirement. Social Security taxes are paid at the time wages are earned while Federal and State income taxes are deferred until the employee withdraws the funds.

Participation in deferred compensation commences the month following sign-up for new employees.

Department Directors are eligible to have \$145.83 or 3% of their base salary matched per 24 pay periods on a \$1 to \$1 basis, whichever is greater. The Human Resources Manager is eligible to have \$125.00 or 3% of their salary matched per pay period on a \$1 to \$1 basis, whichever is greater.

For employees newly promoted or hired to positions at a date other than January 1, the district payment per calendar year shall be pro-rated for partial year employment.

All participation is optional to employees and is in accordance with plan rules and IRS regulations applicable to IRC Section 457 deferred compensation plans. All employees considering participation in any deferred compensation plan are encouraged to consult with a tax accountant and/or attorney as the district neither promotes nor recommends employee participation.

Effective January 1, 2016, or as soon as practical thereafter, the District will provide an IRS Section 401(a) plan. The District match specified above will be deposited into the 401(a) plan.

Additional details are available in the brochures in the Human Resources Office.

EDUCATIONAL ASSISTANCE PROGRAM

The General Manager may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. A refund of expenditures, to a maximum of \$685.00 per class, for registration and course supplies will be made to the employee upon presentation of proof of completion with a passing grade.

FAMILY AND MEDICAL LEAVE

Employees are granted rights for Family Medical Leave as provided under state and federal laws and pursuant to the Family Medical Leave Policy of the District.

HOLIDAYS

The district shall observe the holidays listed below and upon which the district is normally closed:

January 1
Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day and the following Friday
December 24
December 25
December 31

If any of the holidays set forth above falls on the first day of an employee's weekend, the holiday will be observed on the previous work day.

If any of the holidays set forth above falls on the last day of an employee's weekend, the holiday will be observed on the following work day.

A weekend is any two or three regularly scheduled consecutive days off. An employee working a 9/80 workweek will alternate between two and three-day weekends.

The December 24/25 and December 31/January 1 holidays often provide four consecutive days off for employees. If the holiday schedule provides four-day weekend for employees with Monday through Friday schedules then the district will try to schedule four consecutive days off for employees working an irregular workweek.

INSURANCE

LIFE INSURANCE

Life insurance equivalent to the sum of \$50,000 plus one year's salary is provided by the District for each regular full-time employee upon completion of one month of continuous employment with the District and upon submission of application for membership. Employees not applying within thirty (30) days will be required to provide medical evidence of insurability. (NOTE: There is a tax liability for life insurance in excess of \$50,000 per year.)

DENTAL INSURANCE

The District provides dental insurance for regular, full-time employees, their spouses, domestic partner and unmarried dependent children less than 25 years. Coverage commences on the first of the month following the month of employment with the District and upon submission of application for membership. Coverage for the employee's dependents becomes effective at the same time as the employee's personal coverage.

DISABILITY INSURANCE

The District shall provide disability insurance for each employee. The District retains the right to select a plan(s) different from the current plan. Coverage commences after the employee has completed one month of continuous employment with the District and upon submission of an application for membership.

An employee eligible for disability benefits shall use available sick leave to cover time off during the 30 calendar day elimination period. After the elimination period, the employee has the option of using the balance of his/her sick leave or vacation leave to coordinate with gross income. The monthly benefit for a disability in the plan will be two-thirds of the employee's monthly base up to a maximum of:

Department Heads	\$8,000
HR Manager	\$6,389

MEDICAL COVERAGE

The District shall make every reasonable effort to provide health insurance coverage to employees in this Group subject to the District retaining the right to select a plan(s) different from the current plan.

The District's maximum contribution to medical insurance premiums shall be benchmarked to 98% of Blue Cross Classic (PPO) Plus Two (or more) Plan. Any premium cost above the District's contribution shall be borne by the active or retired employee. Employees hired after January 1, 2014 will receive a District maximum contribution equal to 98% of the lowest premium family plan rate. Effective January 1, 2017, the District's maximum contribution for medical insurance shall be 98% of the Kaiser Permanente HMO Family rate.

The employee, his/her spouse, domestic partner and unmarried dependent children age 26 years and under are eligible for medical insurance coverage on the first of the month following the date of hire. Subscribing members may add new dependents without a health statement within thirty-one (31) days of marriage, in the case of a new spouse, or the date of birth, in the

case of a child. Employees can generally only change plans during "open" enrollment which is determined by the medical plan.

EXTENSION OF COVERAGE

The District will continue to contribute to an employee's medical, dental, vision, disability and basic life insurance premiums up to six (6) months duration during sickness or injury on the same terms and conditions as prior to the period of absence. Insurance will not be continued for leave-of-absence without pay for causes other than sickness or injury.

RETIREE MEDICAL

If the District changes plans or providers, there shall be no change to the level of health insurance benefits provided for District retirees.

- a. Employees hired prior to March 31, 2006, who have at least five years of District service, shall have a retiree medical contribution equal to 100% of either the employee only (if the employee does not have a dependent) or the employee plus one (if the employee has a dependent) of any District plan (then being provided). If the employee has a dependent, the employee must designate the dependent at the time of retirement.
- b. Retirees and covered dependents who reach the age of 65 must enroll in Medicare Part A and B no later than one month prior to their 65th birthday. Enrollment in Part D will be required if the provider of the health plan offers premium subsidies or incentives or requires enrollment in Medicare Part D. The District will be obligated to contribute the cost of the medical premiums only for those covered as provided herein.
- c. Employees hired after March 31, 2006, and prior to January 1, 2014, shall receive a retiree medical contribution in the amount of 75% of the PPO rate if the employee retires with at least 10 years of District service and is age 55 or older at retirement.
- d. Employees hired after January 1, 2014, with at least 10 years of District service who are age 55 or older at retirement, shall receive a retiree medical benefit in the amount of 75% of the least expensive plan offered by the District at the time of retirement at the employee only level.

VISION CARE

The district will provide a vision program through a third party vendor at no cost to the employee. The employee may elect to cover dependents by paying for such coverage.

JURY DUTY

Full-time, regular employees will be paid his/her regular salary while he/she is on jury duty for up to 240 hours per fiscal year, less the amount received from the Court for such service as a juror. An attendance record from the Court for the time spent on jury duty and a copy of the check for such service must be submitted to the District's payroll section. The amount received from the Court for service as a juror will be deducted from the employee's paycheck following completion of such service.

LEAVE OF ABSENCE

A leave of absence without pay may be granted by department heads for up to 40 hours within a fiscal year. Such leaves do not require General Manager approval.

Such leave without pay must be pre-approved before the time can actually be used. Also, such leaves may be taken even if the employee has existing comp time or vacation on the books. In no case, may a leave of absence without pay exceed 40 hours in a fiscal year without the General Manager's approval.

In addition, leave without pay may be granted by the General Manager and shall not exceed a continuous period of 30 calendar days, except for extended unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave.

Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. Leave of absence without pay includes unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave or any other leave where the District is not paying wages to the employee.

MANAGEMENT LEAVE

Department Heads receive 88 hours and the Human Resources Manager receives 72 hours management leave, which is granted each fiscal year beginning July 1 and is for use within the fiscal year it is granted ending June 30.

At the end of each fiscal year the following shall occur:

All management leave must be used; or

Department Heads may sell back up to 60 hours and the Human Resources Manager may sell back up to 50 hours of unused management leave, respectively, provided they have used 80 hours of vacation and/or management leave within the fiscal year ending June 30; and

In lieu of forfeiture, the employee may donate any unused management leave to the Catastrophic Leave Bank.

PARENTAL LEAVE

An employee may be granted an unpaid leave of absence for not more than 1,040 hours to care for or to bond with their newly-born or adopted child. Such leave is to be completed within one year after the date of birth or adoption.

An employee who is granted such leave must use it concurrently with FMLA/CFRA. However, once the employee has exhausted the 12 weeks of leave as provided by FMLA/CFRA, the employee will be responsible for the cost of group insurance (medical, dental, vision, disability and life).

PHYSICAL FITNESS PROGRAM

An amount of \$500 shall be made available to Department Heads and unrepresented managers every July 1st for payment of costs with primary emphasis on preventive health maintenance, relative to obtaining/receiving a comprehensive physical examination or for memberships to private gym facilities. Expenses will be ~~In general, expenses may be~~ reimbursed to —the employee ~~when~~ after they are incurred relative to receipt of a medical examination and required exam-related follow up procedures/activities to the extent such expenses are not covered by the employee's district-provided medical insurance coverage. Gym memberships will be reimbursed following proof of payment. Costs not covered by the dental or vision care programs are not reimbursable under this benefit.

Documentation must be provided to the General Manager of medical examination by a licensed physician before reimbursement will be authorized.

PREGNANCY LEAVE

The district will provide pregnancy leave for an employee as required by State and Federal law.

Employees who are temporarily unable to perform their usual and customary work due to a pregnancy-related disability, will be granted a pregnancy leave of absence.

Pregnancy Leaves will be granted on the basis of a physician's written statement that an employee is no longer able to work due to a pregnancy-related disability.

An employee who is granted a pregnancy leave is required to utilize accrued sick leave, if available, until the commencement of disability payments. The employee may then coordinate salary and disability payments as provided in STD Insurance. The District will continue to pay group insurance premiums while the employee is on paid leave. Once the employee is in an unpaid status, insurance premiums will be the responsibility of the employee.

An employee who plans to take a pregnancy leave must provide the District reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a pregnancy leave, the employee must cause the District to be notified of the situation within three working days. Without notification to the District, the employee will be considered to have voluntarily resigned.

Pregnancy disability leave may be granted up to a maximum of four months in duration. Employees returning to work after any pregnancy leave must have a written release from a physician verifying that they are able to return to work and safely perform their duties.

Employees who return to work from a Pregnancy Leave will be accorded the same reinstatement rights as an employee returning from any other form of disability leave.

PROFESSIONAL ORGANIZATIONS REIMBURSEMENT

Employees may be reimbursed for personal memberships in professional organizations which benefit both the employee's field of expertise and the District by the employee's direct involvement in the organization as approved by the General Manager.

RETIREMENT – Public Employees Retirement System

The District contracts with CalPERS to provide retirement benefits to employees. Employees who are described as “classic employees” under the Public Employees’ Retirement Law, receive the 2% at 55 benefit formula. The District provides Full Formula CalPERS coverage for past and future service of its employees. Employees are eligible to retire at age 50.

Employees hired on or after January 1, 2013 who are “new members” as defined in the Public Employees’ Pension Reform Act of 2013 (PEPRA), are provided the following retirement benefits: 2% @ 62 benefit formula with a three year (36 month) final compensation period. Employees may designate the highest 36 month period.

Employees will pay one-half of the total normal cost rate as determined by CalPERS.

The District pays the required employer contribution for employees’ retirement benefit as required by CalPERS.

Effective March 15, 2014, employees shall pay their seven percent (7%) member contribution. On this date, since the classic employees will be paying the entire employee/member contribution, the District will no longer report member contribution as compensation earnable to CalPERS.

If any employee terminates employment with the District before retirement, his/her contributions plus accrued interest may be refunded upon application to the Public Employees Retirement System. Contributions may be left on deposit until normal retirement age is reached if the employee has a vested interest; i.e., 5 years' service. Employees who expect to commence employment with another PERS-covered agency are not permitted by PERS to withdraw their contributions.

Additional details are available in the PERS brochures in the Human Resources Office.

RETIREMENT – Social Security/Medicare

The District also participates in the Social Security program of the Federal government. FICA/Medicare tax will be deducted from an employee's pay as required by Federal law.

SALARY ADMINISTRATION

The District maintains a Salary Program for all Department Heads, unrepresented management employees which:

Establishes externally competitive and internally equitable pay levels.

Enables the District to control compensation costs in proper relation to total costs.

Complies with applicable federal and state laws.

The major elements of the base salary program are:

- A. Organization Structure
- B. Position Definition
- C. Position Evaluation
- D. Salary Structure
- E. Performance Appraisal
- F. Salary Review
- G. Promotional Increase
- H. Performance Incentive

Through utilizing the following procedures, management can be assured that employees:

- Are being treated equitably with regard to salary matters;
- Are being paid externally and internally competitive salaries; and
- Have the opportunity to be rewarded for performance in a systematic non-discriminatory manner.

POSITION EVALUATION

Based upon the approved position definition, each position is periodically evaluated to ensure external and internal compensation equity for District.

1. Externally Competitive

External competitiveness is determined by periodically surveying the marketplace for average salaries paid. The approved position definition is used to compare the scope and responsibility of the position being surveyed. Private and published surveys of labor market competitors are used to determine the average salary paid in the market place based on markets in which the district competes for talent and the level at which we will compete.

2. Internal Equity

Internal equity is evaluated by grouping positions of similar scope and responsibility within the organization. This is accomplished through successively higher levels of management aligning positions of relatively comparable value based upon such factors as knowledge and skill required for the position, complexity and supervisory responsibility exercised.

Based upon the above factors, positions are evaluated and assigned a base salary range that provides employees an opportunity to earn a salary that is externally competitive and internally equitable.

SALARY STRUCTURE

The salary structure consists of a series of salary ranges. Each position has a dollar rate range with an established maximum pay control point. Human Resources will maintain current salary schedules.

EMPLOYEE COMMUNICATION

To achieve the objectives of the Salary Program and its potential benefits, each employee should know what the program is intended to accomplish and how it affects him/her. At a minimum, each employee should know:

- The salary range of his/her position;
- His/her place in that range;
- The rationale and evidence for any salary adjustment decision;
- The manager's view of how well the employee is accomplishing the objectives of the position and the long range outlook for position and salary advancement.

The communications supporting salary administration should be a two-way process. Each employee should be encouraged to discuss his/her work assignment or work relationship and opportunities for advancement. Depending on individual circumstances, the manager may wish to schedule a separate meeting for such a discussion.

INITIAL HIRING AND SALARY RANGE PLACEMENT

Before an applicant may be hired for any position, the position definition must be prepared and approved. In addition, the position itself must have been approved by the Board of Directors. Management will review the position and evaluate the current need to fill the position.

As a general rule the hiring salary for new employees shall be at that point in the salary range which reflects his/her experience, knowledge, skills, and abilities he/she brings to the job under consideration.

SENIORITY BONUS

The District recognizes seniority and provides for the following cash sums payable annually as of January 1st of each year:

After 10 years of District Service	\$300
After 15 years of District Service	\$500
After 20 years of District Service	\$700

SICK LEAVE

Full-time, regular employees are provided sick leave with pay under the conditions outlined below.

- A. If an employee has accumulated sick leave, it shall be used for the following:
 - 1. When an employee is ill.
 - 2. When a member of an employee's immediate family is ill, and the employee must care for such ill family member subject to Family Medical Leave Act policy limits.
 - 3. For visits to doctors, dentists and optometrists for physicals, treatment or preventative care.
 - 4. For funerals in the immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or employee's spouse/domestic partner.
- B. Sick leave accrual will be cumulative, without limit as to time, and if not taken in any given year, will be usable in subsequent year's employment, the purpose being to make accrued sick leave available to an employee in times of urgent need.
- C. The amount of sick leave an employee is entitled to is computed to include weekends, holidays, paid vacation time and paid sick leave as continuous service.
- D. Accrual of sick leave will be at the rate of eight hours per calendar month beginning with the date of hire and computed to the date of termination, prorated to the nearest hour.
- E. The smallest unit for which sick leave will be granted will be one half-hour.
- F. An employee who is absent on sick leave may be contacted by his/her Supervisor. For absences due to illness if justified in the opinion of a Division or Department Head, the employee must obtain a statement from his/her doctor stating: (a) that the employee could not work during the period of absence; and (b) that the employee is now able to return to work.
- G. Frequent use of short periods of sick leave is indicative of inability to perform as expected by the District and may result in dismissal for lack of reliability.

SICK LEAVE PAYOFF UPON VOLUNTARY TERMINATION OF EMPLOYMENT

A program is provided for payment, upon voluntary resignation with notice, retirement or death, for accrued but unused sick leave earned after July 1, 1974. Vesting in the sick leave program and payment therefore will be on the following basis.

- A. After five years of full-time, regular employment with the District (the sixth year), an employee will be paid, upon voluntary termination, retirement or death, for 25% of all hours of accrued but unused sick leave at the rate of his/her then current base rate. An additional 5% of all hours of accrued but unused sick leave of his/her salary will be paid for each additional completed year of service.
- B. Upon completion of 20 years of service with the District, the employee would be paid for 100% of unused sick leave.

VACATION SCHEDULE

Vacations are subject to approval. Employees will be granted vacation leave with pay, if they have enough accrued vacation time to cover the amount of leave requested.

ENTITLEMENT

The number of hours an employee is entitled to for vacation leave with pay is computed as follows:

- A. Full-time regular employees shall accrue vacation on the following basis. Part-time regular employees shall accrue vacation on a pro-rated basis.

During Service Years	Annual Entitlement Hours	Hours Accrued at end of Each Pay Period <u>(based on 26 pay periods)</u>
1,2&3	104	4.00
4,5 & 6	112	4.31
7, 8 & 9	120	4.62
10, 11 & 12	128	4.92
13,14 & 15	136	5.23
16, 17 & 18	144	5.54
19, 20 & 21	152	5.85
22, 23 & 24	160	6.15
25 & above	168	6.46

The maximum number of vacation hours that may be earned in any year is 168.

Accrual of vacation time will be by month beginning with the date of hire and computed to the date of termination, pro-rated to the nearest one-half day.

- B. The vacation leave time earned each year will be available to the employee for vacation or may be accrued, wholly or partially, in the employee's Leave Account.
- C. Normally, no more than 311 hours will be permitted to accrue in an employee's Leave Account.
- D. The maximum vacation an employee can take is 21 consecutive working days, unless special circumstances warrant approval by the General Manager for a longer period.

- E. Pay during vacation leave will be at the monthly rate currently paid the employee at the time the vacation is taken.
- F. When an employee is discharged or terminated, he/she will be paid for his/her accumulated vacation leave at his/her then current rate of pay.
- G. In computing the amount of vacation leave entitlement, holidays, weekends, paid vacation time and paid sick leave will be included as continuous service.
- .
- H. Vacation generally cannot be taken in lieu of sick leave except in certain family leave qualifying events.
- I. Employees shall have the option to cash out up to 40 hours of accrued vacation leave in November of each year, provided 80 hours of vacation or management leave time has been used as time off during the preceding 12 months.



February 12, 2019 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject : Tract No. 53138 Deerlake Ranch, Chatsworth: Acceptance of Phase I Water System Improvements

SUMMARY:

Tract No. 53138 Deerlake Ranch is located on approximately 232.87 acres in the hills northeast of the Topanga Canyon Boulevard interchange with California Highway 118 (Simi Valley Freeway) in unincorporated Los Angeles County. The development is divided into three phases with a total of 314 single-family residential lots, one recreation building, one Sheriff's facility and 31 open space/slope lots. Phase I of the development consists of Tracts Nos. 53138-01, 53138-02, 53138-03 and 53138-04 with a total of 103 single-family residential lots, the recreation center and the Sheriff's facility.

The Phase I water system improvements have been completed to District standards per the recommendations and requirements of the Water System Design Report approved by the Board on September 12, 2017, with the exception of services to Lot Nos. 13 to 17. Services for Lot Nos. 13 to 17 will be installed once the construction trailer is removed from site. Staff recommends approval of the dedication of the Phase I water system improvements.

RECOMMENDATION(S):

Approve the dedication of the Phase I water system improvements and authorize the General Manager to execute an acceptance of dedication of property for Tract No. 53138 Deerlake Ranch, Chatsworth.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

No

FINANCIAL IMPACT:

The total dedication value of the Phase I water system improvements is \$1,334,628.40 as shown on the attached Summary of Tract Water System Costs. The potable water capacity fees paid totaled \$1,727,039.00, consisting of 103 3/4-inch meters, seven 1.5-inch meters, four one-inch meters and one 2-inch meter. The sewer capacity fees paid totaled \$417,300, consisting of 103 residential lots and two Equivalent Residential Units (ERU) each for the recreation center and Sheriff's facility.

DISCUSSION:

The development will be served water from the 1,585-foot Twin Lakes subsystem gradient. All off-site and Phase I potable water system improvements have been completed to District standards based on the Water System Design Report approved by the Board on September 12, 2017, with the exception of those facilities for Lot Nos. 13 to 17. Water system improvements for Lot Nos. 13-17 will be constructed when the existing construction trailer is removed from the site. Water service will not be provided to these lots until the water system improvements are constructed.

Off-site water system improvements to serve the development were completed and accepted by the Board on April 24, 2018. Sewer collection service is provided by the County of Los Angeles with sewage treatment service provided by the City of Los Angeles. No recycled water is proposed for use in the development because the site is too far away from the District's existing recycled water mains.

Attached for reference is a map showing the Phase I water system improvements.

GOALS:

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

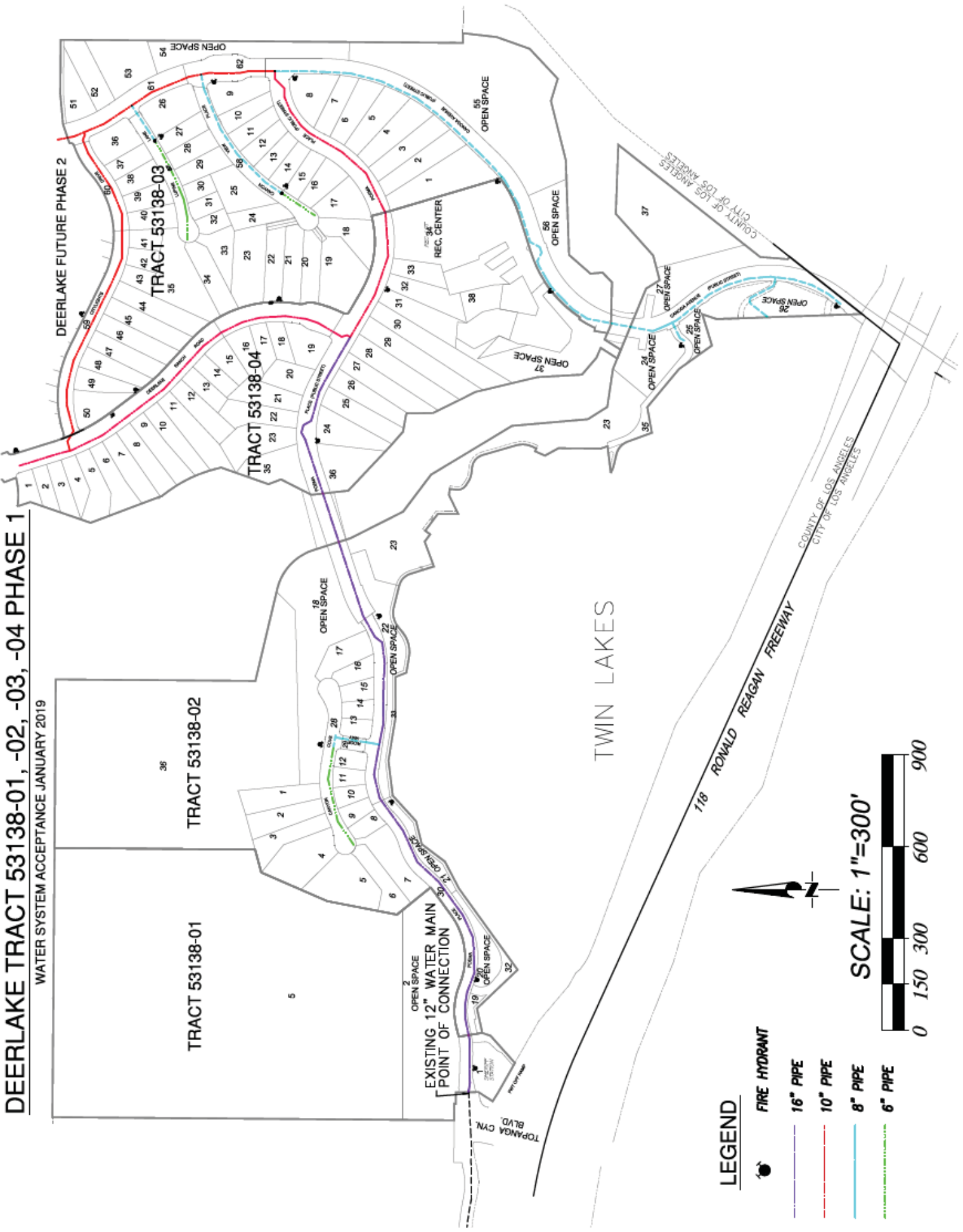
Prepared by: John Zhao, P.E., Principal Engineer

ATTACHMENTS:






- Map of Phase I Water System Improvements
- Dedication of Property for Deerlake Ranch Phase 1 Water System Improvements
- Summary of Tract Water System Costs

DEERLAKE TRACT 53138-01, -02, -03, -04 PHASE 1

WATER SYSTEM ACCEPTANCE JANUARY 2019



LEGEND

-  FIRE HYDRANT
-  16" PIPE
-  10" PIPE
-  8" PIPE
-  6" PIPE



SCALE: 1"=300'




Free recording is requested
(Sec. 6103 Gov. Code)
Return to:
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas CA 91302

DEDICATION OF PROPERTY TO
LAS VIRGENES MUNICIPAL WATER DISTRICT
FOR PUBLIC USE

Date: January 31st, 2019

By reason of its agreement to operate and maintain the same, there is hereby offered for dedication to Las Virgenes Municipal Water District ("District") for public use, within Tracts 53138-01, 53138-02, 53138-03 and 53138-04, all water transmission and distribution pipelines, fire hydrants and appurtenances, and the necessary easements for maintenance, repair and replacement of the same together with the right to enter upon, remove without obligation to replacement improvements, trees, shrubs and other vegetation within the District easement areas described in the Easement Agreement (water), recorded on _____ as Instrument Numbers _____, in the County of Los Angeles, State of California. Ownership to these facilities is vested in the undersigned, and the undersigned warrants that they are free and clear of any liens or encumbrances. The undersigned will file a Notice of Completion, for the facility and will defend, indemnify and hold the District harmless from and mechanics liens, lawsuits or other disputes.

By: 
Stephen C. Cameron, President

(SEAL)

TO BE NOTARIZED

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange)

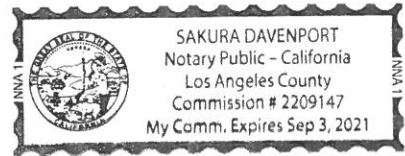
On January 31st, 2019 before me, Sakura Davenport, Notary Public
(insert name and title of the officer)

personally appeared Stephen C. Cameron,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Sakura Davenport (Seal)



TRACT WATER SYSTEM COSTS

TRACT NUMBER/NAME: 53138 DeerLake

ZONE NO.: 2 SANITATION DISTRICT: B

Qty./Length	Item Description		Unit Cost	=	Extended Costs
175	ft. of 4"	PVC pipe	31.20	=	5,460.00
805	ft. of 6"	PVC pipe	37.40	=	30,107.00
2591	ft. of 8"	PVC pipe	42.10	=	109,081.10
4001	ft. of 10"	PVC pipe	51.60	=	206,451.60
110	ft. of 12"	PVC pipe	74.00	=	8,140.00
	ft. of 14"	pipe		=	
2066	ft. of 16"	PVC pipe	89.95	=	185,836.70
	ft. of 18"	pipe		=	
	ft. of 20"	pipe		=	
	ft. of 8"	pipe		=	
1136	ft. of 8"	DIP pipe	64.00	=	72,704.00
703	ft. of 16"	DIP pipe	135.00	=	94,905.00
180	ft. of 10"	DIP pipe	173.00	=	31,140.00
	4"	valves		=	
	6"	valves		=	
15	8"	GATE valves	2,785.00	=	41,775.00
15	10"	BUTTERFLY valves	3,435.00	=	51,525.00
3	12"	BUTTERFLY valves	3,960.00	=	11,880.00
	14"	valves		=	
7	16"	BUTTERFLY valves	5,707.00	=	39,949.00
	18"	valves		=	
	20"	valves		=	
	24"	valves		=	
	A	valves		=	
	A	valves		=	
	A	valves		=	
	2" Blow Off Assembly			=	
12	4" Blow Off Assembly		4,010.00	=	48,120.00
	1" Air & Vacume Assembly			=	
10	2" Air & Vacume Assembly		5,810.00	=	58,100.00
	2" A.V. Modified			=	
19	Fire Hydrants		6,442.00	=	122,398.00
110	1" Water Service		1,650.00	=	181,500.00
7	1 1/2" Water Service		4,368.00	=	30,576.00
1	2" Water Service		4,980.00	=	4,980.00

Meters: _____

Other: _____

Total Construction Cost: \$1,334,628.40

By: Doug Barrow

Revised Total Construction Cost: _____

By: _____



February 12, 2019 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Monthly Cash and Investment Report for December 2018

SUMMARY:

During the month of December 2018, the value of the District's investment portfolio increased from \$86,675,464, held on November 30, 2018, to \$88,040,100. There were no investments that matured in December. One investment was purchased, increasing the book value to \$53,167,437. The value of the District's Local Agency Investment Fund (LAIF) account increased to \$32,014,900. During the fourth quarter of calendar year 2018, the District's investment portfolio earned \$491,021.11 in interest.

RECOMMENDATION(S):

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

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

As of December 31, 2018, the District held \$88,040,100, up 15.50% year-over-year. The portfolio was up 1.57% as compared to the previous month's total of \$86,675,464. The majority of the funds were held in the District's investment account, which had a December 31st book value of \$53,167,437. LAIF held the majority of the remaining funds, in the amount of \$32,014,900. A significant portion of the balance, \$2,766,386, was held in LAIF as required reserves for the bond refunding. The annualized yield for the District's investment portfolio was 2.09% in December 2018, up one basis point from November. The annualized yield on the District's LAIF funds was 2.29% in December 2018, up as compared to November's 2.21%. The total yield on the District's accounts was 2.17%, up from 1.50% year-

over-year.

No investments matured or were called during December 2018.

The following investment was purchased during December 2018:

- SRVSCD municipal bond, in the amount of \$500,000, maturing on 02/01/19; YTM 2.50%.

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

- 12/6/18 – Deposit in the amount of \$1,000,000.
- 12/13/18 – Deposit in the amount of \$1,000,000.
- 12/27/18 – Withdraw in the amount of \$1,000,000.

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

Quarterly Investment Report:

During the fourth quarter of calendar year 2018, the District's portfolio earned \$223,291.13 in interest and accrued an additional \$267,729.98 in interest for a total amount of \$491,021.11. Attached is a detailed report of quarterly interest by investment.

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 December 31, 2018 and compares the balances to the adopted Financial Policies. As shown for December 2018, the Potable Water Enterprise was \$11.0 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 by \$5.0 million, and the Recycled Water Enterprise had cash and investments that exceeded the District's Financial Policy levels by \$6.1 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:

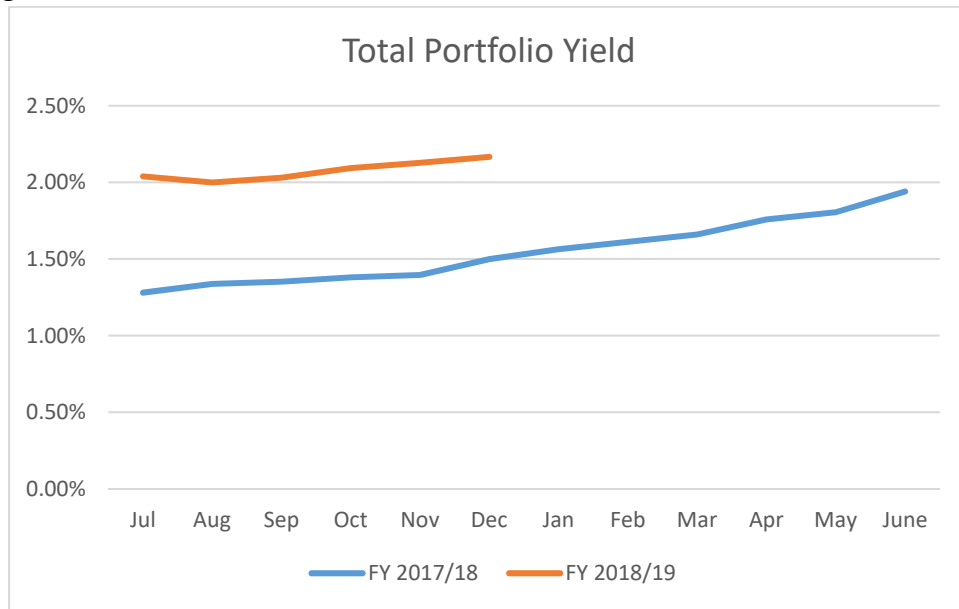
Charts

Monthly Investment Report

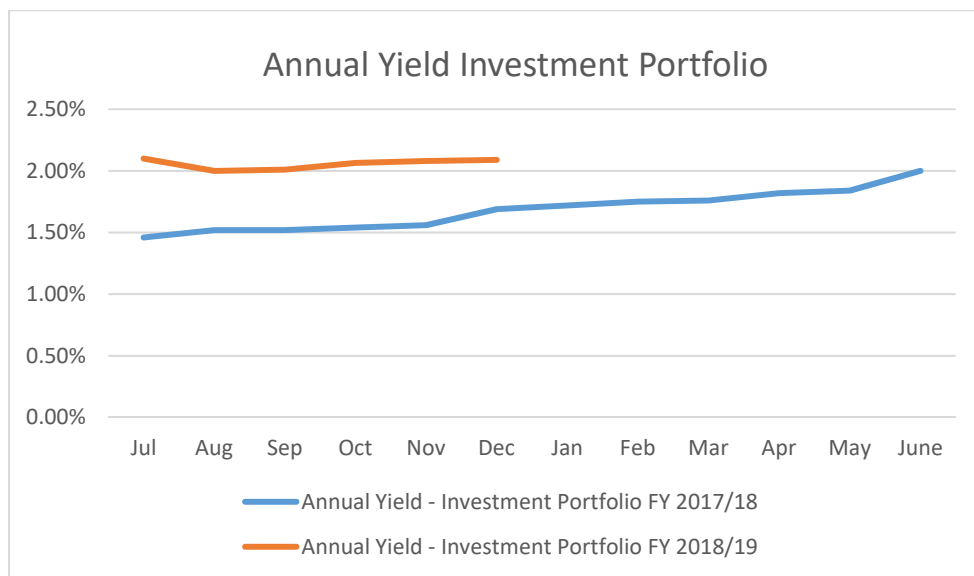
Quarterly Investment Report

Definitions
Cash Report

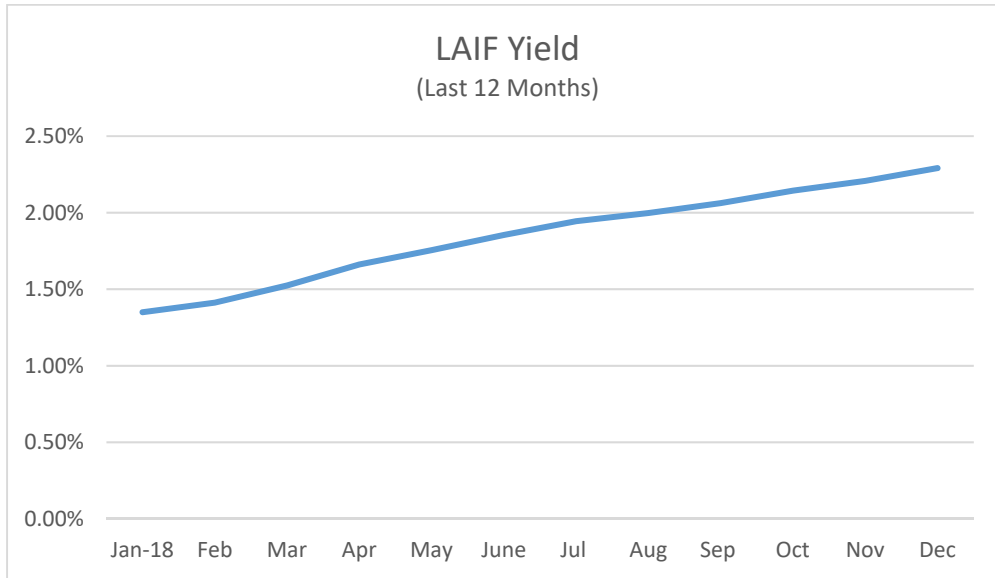
As of December 31, 2018, at Book Value, LAIF held 36.36% of the District's portfolio, the investment portfolio held 60.39%, and the refunding revenue bonds held 3.14%, with the remainder in a money market account. As can be seen in the chart below, the total yield in December 2018 was 2.17%, four basis points higher than November 2018 and up from 1.50% one year ago.



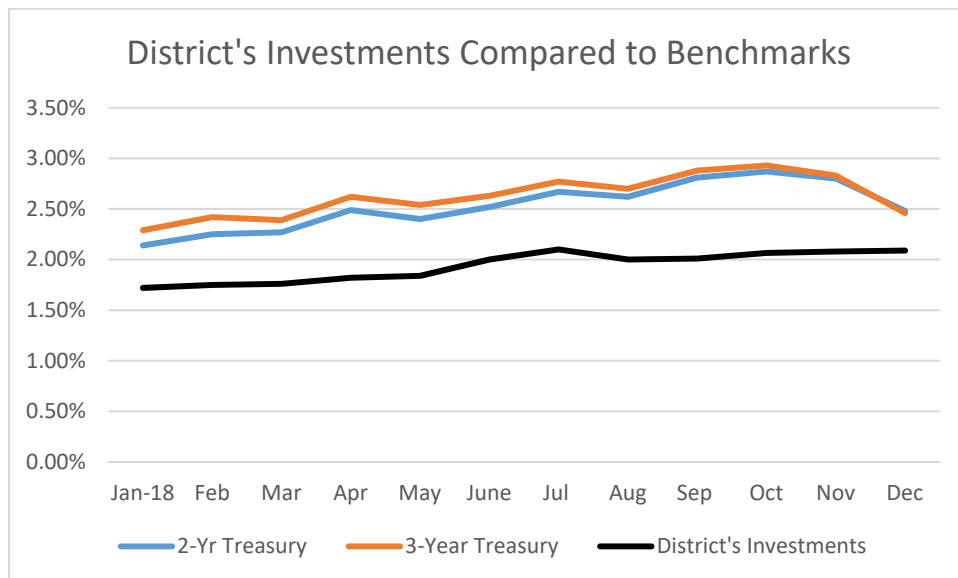
In December, the annualized yield for the District's Investment Portfolio was up from November at 2.09% and up from 1.69% a year ago. The chart below shows annualized monthly yield of the current fiscal year compared with the same monthly yield over the previous year.



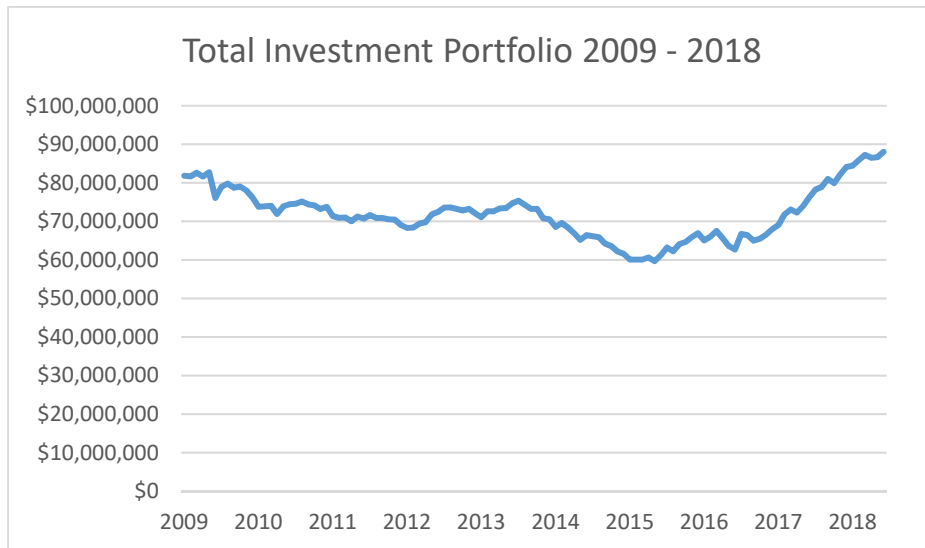
The following chart shows the average annualized LAIF yields over the past twelve months. In December, the LAIF yield was 2.29%, up from 2.21% in November and up from 1.24% a year ago.



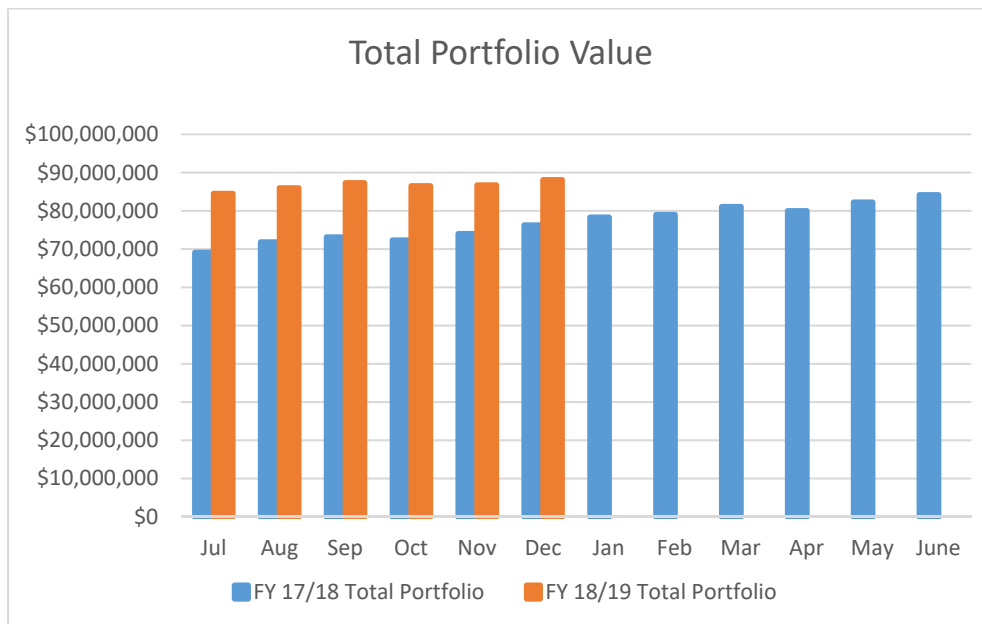
In order to benchmark how the District's portfolio is performing, it is useful to compare its investment portfolio with a comparable index. The District has historically compared its investment portfolio returns to the 2-Year and 3-Year Treasury notes. Because the District buys and holds its investments,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



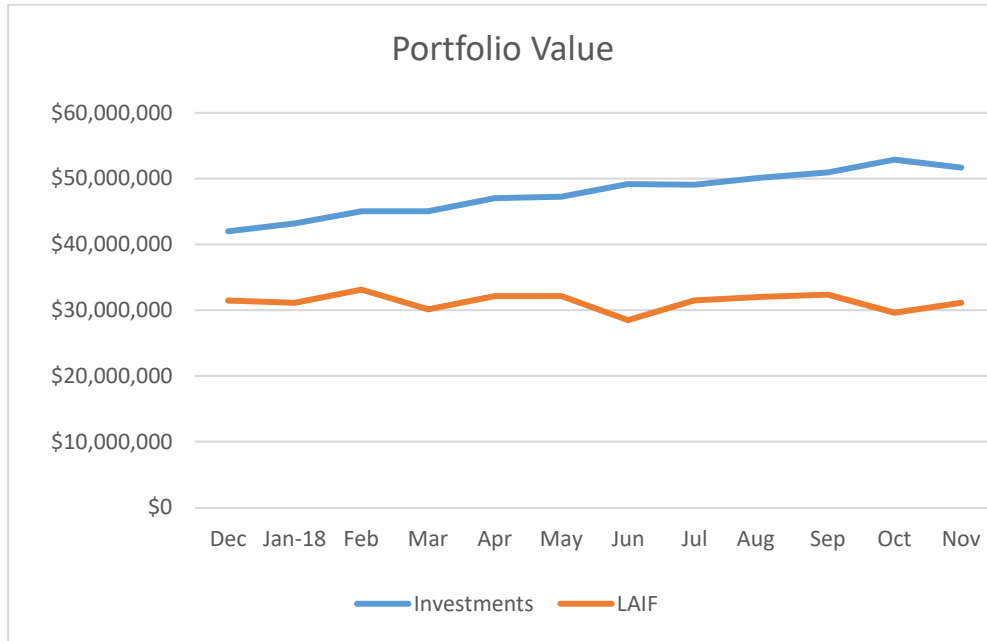
Equally important to monitoring performance is to monitor total portfolio value which includes the District's Investment Portfolio and LAIF accounts. The chart below shows the total portfolio value between 2009 and 2018. In December, the District's portfolio increased 1.57% from November to \$88,040,100.



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

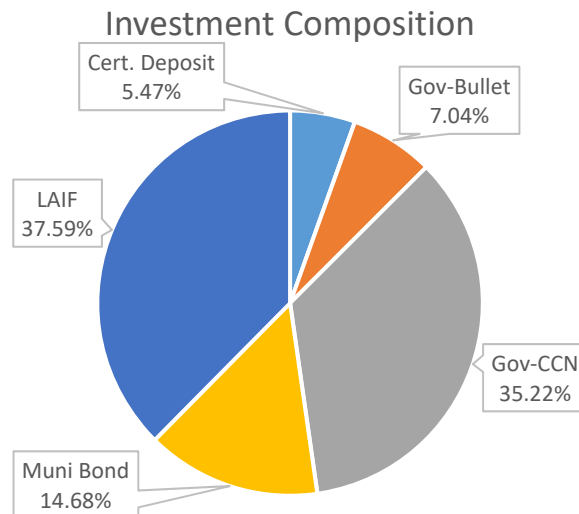


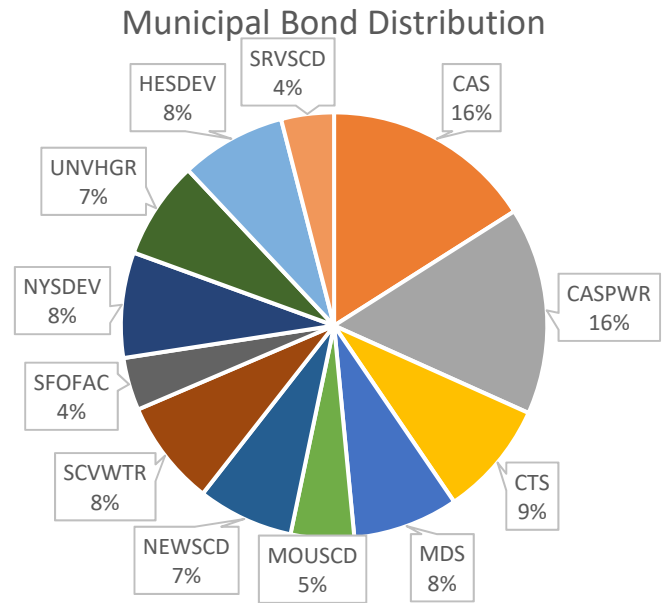
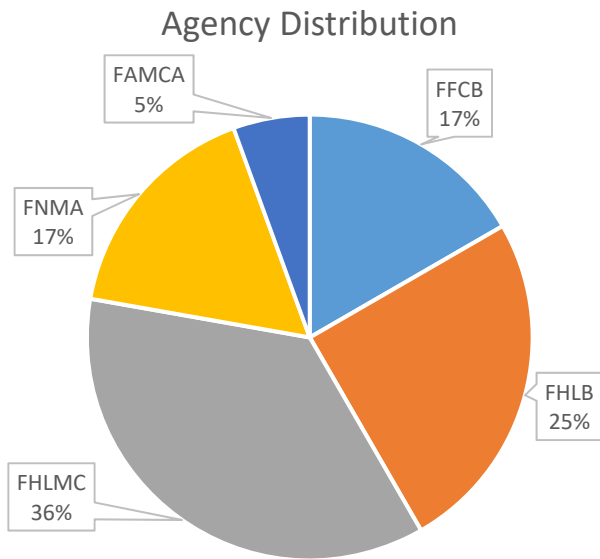
The chart below shows the value of the District’s Investment and LAIF portfolios over the past twelve-month period. The District’s Investment Policy requires an amount equal to 6 months of operating budget to be kept in LAIF, which is \$26.9 million



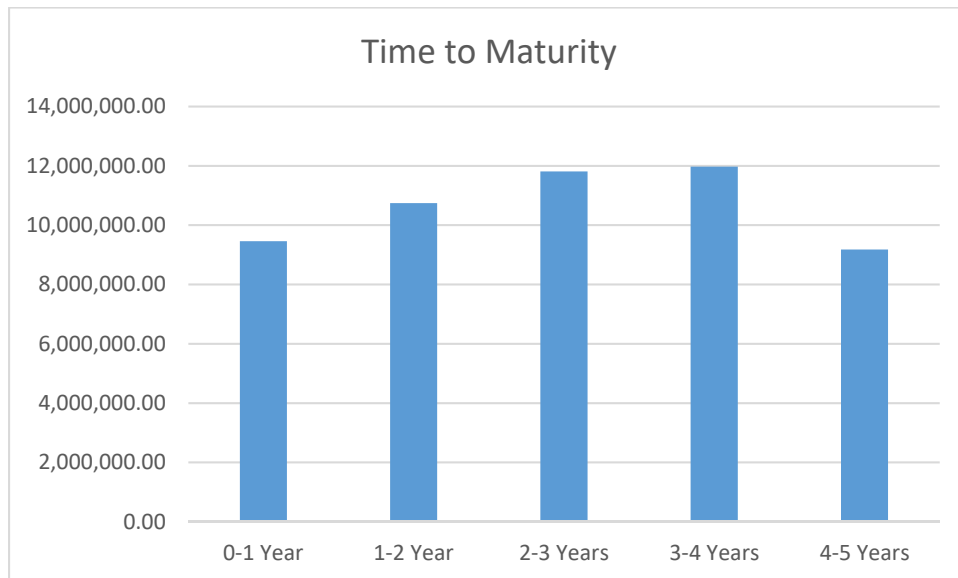
Diversification

It is important to monitor the composition of the portfolio to ensure proper diversification of the District’s investments. The District seeks to diversify based on type of investment and time to maturity. The charts below shows the diversification of the District’s portfolio at par value.





Another important factor to diversification is time to maturity. The District varies the time to maturity based on several factors including maintaining sufficient liquidity for anticipated capital expenditures, anticipated direction of future interest rates, and the quality of investments offered for a given maturity. In December, the average time to maturity was 2.60 years, lower than September's 2.72 years. The District targets a 3-year average maturity in the investment portfolio. The District has been keeping time to maturity lower to maximize Pure Water funding options.



Date: January 16, 2019
 To: David W. Pedersen, General Manager
 From: Finance and Administration Department
 Subject: Investment Report for the Month of December 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
2.500%			SRVSCD-MuniBond	12/20/18		02/01/19	500,000	500,000	499,990	Custodian
1.500%	0.983%		FHLB-Bullet	02/09/16		03/08/19	1,015,650	1,000,000	998,240	Custodian
1.600%	1.600%		Lake City Bank - CD	03/22/17		03/22/19	245,000	245,000	244,549	Custodian
			Sub-Total				1,760,650	1,745,000	1,742,779	

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	987,400	Custodian
1.350%	1.350%	1.350%	FNMA-Callable Coupon	02/26/16	02/26/19	08/26/19	1,000,000	1,000,000	991,760	Custodian
1.300%	1.300%		FNMA-Bullet	02/24/16		02/24/20	1,000,000	1,000,000	986,170	Custodian
2.250%	1.732%		CONNECTICUT ST-MuniBo	02/17/16		09/01/20	1,119,649	1,095,000	1,077,984	Custodian
2.427%	1.779%		NEWSCD-MuniBond	03/17/16		08/01/20	934,688	910,000	902,138	Custodian
1.25%-Up	2.120%	1.250%	FHLMC-Callable Coupon	04/04/16	03/30/19	03/30/21	1,000,000	1,000,000	991,320	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	984,360	Custodian
1.500%	1.500%		CAL ST-MuniBond	04/28/16		04/01/21	1,000,000	1,000,000	971,060	Custodian
1.5%-Up	1.866%	1.625%	FHLMC-Callable Coupon	06/16/16	03/16/19	06/16/21	1,000,000	1,000,000	988,850	Custodian
2.387%	1.392%		SCVWTR-MuniBond	06/21/16		06/01/21	1,047,370	1,000,000	991,090	Custodian
1.400%	1.400%	1.400%	FHLMC-Bullet	06/27/16		12/27/19	1,000,000	1,000,000	987,950	Custodian
1.0%-Up	2.014%	1.000%	FHLB-Callable Coupon	06/30/16	03/30/19	06/30/21	1,000,000	1,000,000	988,690	Custodian
1.960%	1.960%	1.960%	MOUSCD-MuniBond	07/14/16		08/01/21	600,000	600,000	584,238	Custodian
1.180%	1.114%	1.039%	FFCB-Bullet	07/22/16		06/13/19	1,001,250	1,000,000	993,940	Custodian
1.550%	1.550%		CAPITAL ONE BANK - CD	08/10/16		08/10/21	245,000	245,000	234,634	Custodian
1.580%	1.501%	0.700%	FNMA-Callable Coupon	08/15/16	03/15/19	06/15/20	1,002,920	1,000,000	985,860	Custodian
1.400%	1.400%	1.400%	FNMA-Callable Coupon	08/24/16	02/24/19	08/24/20	1,000,000	1,000,000	979,960	Custodian
1.350%	1.350%		ALLY BANK-CD	09/08/16		09/09/19	245,000	245,000	242,472	Custodian
1.450%	1.450%		JP Morgan Chase BK-CD	09/16/16	03/16/19	09/16/20	245,000	245,000	238,128	Custodian
1.713%	1.713%		CASPWR-Muni Bond	09/28/16		05/01/21	964,737	964,737	942,278	Custodian
1.480%	1.480%	1.483%	FNMA-Callable Coupon	09/29/16	03/29/19	12/29/20	1,000,000	1,000,000	979,620	Custodian
1.25%-Up	2.115%	1.250%	FHLB-Callable Coupon	11/17/16	02/17/19	11/17/21	1,000,000	1,000,000	982,440	Custodian
1.3%-Up	2.116%	1.300%	FHLMC-Callable Coupon	11/22/16	02/22/19	11/22/21	1,000,000	1,000,000	984,180	Custodian
1.6%-Up	1.875%	1.600%	FHLB-Callable Coupon	12/09/16	03/09/19	12/09/21	1,000,000	1,000,000	980,770	Custodian
2.000%	2.046%	2.018%	FHLMC-Bullet	01/30/17		01/26/22	997,850	1,000,000	985,000	Custodian
1.800%	1.800%		MDS-Muni Bond	03/22/17		03/15/20	1,000,000	1,000,000	988,070	Custodian
1.610%	1.610%		FHLMC-Bullet	03/27/17		12/27/19	1,000,000	1,000,000	990,000	Custodian
2.350%	2.350%		Goldman Sachs Bank - CD	06/21/17		06/21/22	245,000	245,000	237,229	Custodian
2.350%	2.350%		Sallie Mae Bank/Salt LK-CD	06/21/17		06/21/22	245,000	245,000	237,229	Custodian
2.125%	2.124%	2.084%	FHLMC-Callable Coupon	08/09/17	03/29/19	08/29/22	1,000,050	1,000,000	981,760	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	972,610	Custodian
1.5%-Up	2.104%	1.465%	FHLMC-Bullet	08/16/17		06/29/22	1,000,300	1,000,000	990,130	Custodian
2.400%	2.400%		American Express - CD	08/29/17		08/29/22	245,000	245,000	235,100	Custodian
2.400%	2.400%		Capital One NA - CD	08/30/17		08/30/22	245,000	245,000	236,871	Custodian

LVMWD Investment Report for the Month Ending December 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
1.750%	1.766%		FFCB-Bullet	09/13/17		09/13/22	999,250	1,000,000	967,580	Custodian
1.750%	1.750%		Neighbors FCU - CD	09/29/17		09/30/19	245,000	245,000	243,437	Custodian
1.700%	1.700%		Discover Bank - CD	10/04/17		10/04/19	245,000	245,000	243,307	Custodian
2.500%	2.604%		SFOFAC-Muni Bond	11/09/17		09/01/22	497,650	500,000	492,790	Custodian
2.230%	2.230%	2.230%	FFCB-Callable Coupon	11/09/17	Cont. 11/1/18	11/01/22	1,000,000	1,000,000	983,230	Custodian
2.300%	2.300%	2.300%	FHLB-Callable Coupon	11/28/17	02/28/19	11/28/22	1,000,000	1,000,000	985,370	Custodian
2.050%	2.050%		BMW Bank - CD	11/29/17		11/30/20	245,000	245,000	240,551	Custodian
2.500%	2.500%		Wells Fargo Bank - CD	12/08/17		12/08/22	245,000	245,000	234,509	Custodian
2.550%	2.550%		NYSEDEV-Muni Bond	12/21/17		03/15/22	1,000,000	1,000,000	993,280	Custodian
2.300%	2.300%		FHLMC-Callable Coupon	12/27/17	12/27/19	12/27/22	1,000,000	1,000,000	989,370	Custodian
2.200%	2.200%		Merrick Bank-CD	01/09/18		01/11/21	245,000	245,000	240,835	Custodian
2.650%	2.650%		Morgan Stanley Bank-CD	01/11/18		01/11/23	245,000	245,000	237,645	Custodian
2.130%	2.338%		FAMCA-Bullet	01/24/18		01/24/23	990,240	1,000,000	981,910	Custodian
2.650%	2.650%	2.650%	FHLB-Callable Coupon	02/28/18	02/28/20	02/28/23	1,000,000	1,000,000	1,000,920	Custodian
3.050%	3.050%	3.050%	FHLMC-Callable Coupon	03/28/18	03/28/19	03/28/23	1,000,000	1,000,000	1,000,230	Custodian
2.700%	2.700%		FFCB-Bullet	04/11/18		04/11/23	1,000,000	1,000,000	999,240	Custodian
3.100%	3.100%	3.100%	FHLMC-Callable Coupon	04/27/18	01/27/19	04/27/23	1,000,000	1,000,000	1,000,100	Custodian
3.150%	3.150%		CitiBank NA - CD	05/11/18		05/11/23	245,000	245,000	241,572	Custodian
3.0%-Up	3.329%		FHLMC-Callable Coupon	05/30/18	02/24/19	05/24/23	1,000,000	1,000,000	1,000,360	Custodian
3.297%	3.297%		UNVHGR-Muni Bond	06/05/18	Cont. 6/5/18	05/15/23	930,000	930,000	944,117	Custodian
3.0%-Up	3.359%		FHLMC-Callable Coupon	06/07/18	03/07/19	06/07/23	1,000,000	1,000,000	1,000,250	Custodian
2.630%	2.630%	2.630%	FFCB-Callable Coupon	06/25/18	Cont. 9/25/18	06/25/20	1,000,000	1,000,000	999,860	Custodian
2.400%	2.400%		Ameris Bank - CD	06/29/18		06/27/19	245,000	245,000	244,816	Custodian
2.400%	2.400%		BMO Harris Bank - CD	06/29/18		07/01/19	245,000	245,000	244,809	Custodian
1.500%	2.407%		FHLB-Bullet	07/17/18		06/28/19	991,550	1,000,000	994,480	Custodian
2.900%	2.980%		FAMCA-Bullet	08/01/18		07/24/23	996,263	1,000,000	1,010,780	Custodian
2.700%	2.700%		1st Technology FCU - CD	08/30/18		08/30/19	245,000	245,000	245,171	Custodian
2.700%	2.700%		Affinity FCU - CD	08/31/18		08/30/19	245,000	245,000	245,132	Custodian
2.000%	3.063%		CASPWR-Muni Bond	09/24/18		05/01/22	963,980	1,000,000	971,260	Custodian
2.500%	2.812%		HESDEV-Muni Bond	10/02/18		09/01/19	997,190	1,000,000	997,650	Custodian
3.200%	3.200%		FHLB-Callable Coupon	10/29/18	04/29/19	10/29/21	1,000,000	1,000,000	1,000,980	Custodian
2.250%	3.092%		CAS-Muni Bond	10/31/18		10/01/23	961,850	1,000,000	973,350	Custodian
			Sub-Total				51,406,787	51,409,737	50,780,182	
			Total Investments				\$53,167,437	\$53,154,737	\$52,522,961	

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

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

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

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

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

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

9-CPNRT=3.0% to 5/19; 3.125% to 6/20; 3.25% to 6/21; 3.5% to 6/22; thereafter 4%.

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

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

6-CPNRT=1.5% to 12/19; 1.75% to 6/20; 2% to 12/20; 2.5% to 6/21; thereafter 3%.

9-CPNRT=3.0% to 5/19; 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:

Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon)	Amount Earned/Accrued	Current Yield
Investments	\$5,278	2.291%
Local Agency Investment Fund (LAIF)	91,026	2.090%
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	61,122	2.291%
Sweep Accounts (Wells Fargo Bank/Bank of New York Mellon)	193	2.240%
	2,921	2.402%
Total Earnings	\$160,540	

LVMWD Investment Report for the Month Ending December 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)	\$53,167,437	60.39%	no limit
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	2,766,386	3.14%	1 yr debt prnt.
Local Agency Investment Fund (LAIF)	91,377	0.11%	no limit
	32,014,900	36.36%	65,000,000
Total	\$88,040,100	100.00%	

Note 1: The average weighted duration for investments, excluding LAIF, is 941 days, which is under the assumption that callable coupons will not be called and will be held until maturity.
 Note 2: In December 2018, Joint Powers Authority's participation in investment is \$6,447,107.59, of which \$5,443,994.32 (or 84.40%) belongs to LV.

Bank Account Balances as of December 31, 2018:

Bank Name	Account Type	Amount
Wells Fargo Bank	Checking	\$118,334 (Note 3)
Wells Fargo Bank	Sweep	1,054,752
Bank of New York Mellon	Money Market	15,937
	Total	\$1,189,023

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 January 29, 2019 Agenda:

David W. Pedersen, General Manager



I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT

TO THE BEST OF MY KNOWLEDGE

Lynda Lo-Hill, Treasurer

**LAS VIRGENES MUNICIPAL WATER DISTRICT
INVESTMENTS - 4TH QUARTER ENDED DECEMBER 31, 2018**

Investment Type	Interest Rate	No. of Days	Purchase Date	Maturity Date	Book Value	Par Value	Quarterly Interest		Quarterly Total Interest
							Interest Earned	Interest Accrued	
FAMAC - Bullet	2.900%	1818	08/01/18	07/24/23	996,263.00	1,000,000.00	7,250.01	7,250.01	7,250.01
FAMAC - Callable	2.130%	1826	01/24/18	01/24/23	990,240.00	1,000,000.00	5,325.00	5,325.00	5,325.00
FFCB - Bullet	1.750%	1826	09/13/17	09/13/22	999,250.00	1,000,000.00	4,374.99	4,374.99	4,374.99
FFCB - Bullet	2.700%	1826	04/11/18	04/11/23	1,000,000.00	1,000,000.00	6,750.00	6,750.00	6,750.00
FFCB - Callable	1.150%	1004	02/23/16	11/23/18	1,000,000.00	1,000,000.00	1,661.21	1,661.21	1,661.21
FFCB - Callable	1.400%	1461	04/13/16	04/13/20	1,000,000.00	1,000,000.00	3,500.01	3,500.01	3,500.01
FFCB - Callable	1.180%	1056	07/22/16	06/13/19	1,001,250.00	1,000,000.00	2,949.99	2,949.99	2,949.99
FFCB - Callable	2.230%	1818	11/09/17	11/01/22	1,000,000.00	1,000,000.00	5,574.99	5,574.99	5,574.99
FFCB - Callable	2.630%	731	06/25/18	06/25/20	1,000,000.00	1,000,000.00	6,575.01	6,575.01	6,575.01
FHLB - Bullet	1.300%	1310	03/30/15	10/30/18	1,000,000.00	1,000,000.00	1,083.35	1,083.35	1,083.35
FHLB - Bullet	1.500%	1123	02/09/16	03/08/19	1,015,650.00	1,000,000.00	3,750.00	3,750.00	3,750.00
FHLB - Bullet	1.500%	326	07/17/18	06/08/19	991,550.00	1,000,000.00	3,750.00	3,750.00	3,750.00
FHLB - Callable	1.0%-Up	1826	06/30/16	06/30/21	1,000,000.00	1,000,000.00	3,125.01	3,125.01	3,125.01
FHLB - Callable	1.25%-Up	1826	11/17/16	11/17/21	1,000,000.00	1,000,000.00	3,430.48	3,430.48	3,430.48
FHLB - Callable	1.6%-Up	1826	12/09/16	12/09/21	1,000,000.00	1,000,000.00	3,999.99	3,999.99	3,999.99
FHLB - Callable	2.000%	1826	08/10/17	08/10/22	1,000,000.00	1,000,000.00	5,000.01	5,000.01	5,000.01
FHLB - Callable	2.300%	1826	11/28/17	11/28/22	1,000,000.00	1,000,000.00	5,750.01	5,750.01	5,750.01
FHLB - Callable	2.650%	1826	02/28/18	02/28/23	1,000,000.00	1,000,000.00	6,624.99	6,624.99	6,624.99
FHLB - Callable	3.200%	1096	10/29/18	10/29/21	1,000,000.00	1,000,000.00	5,511.12	5,511.12	5,511.12
FHLMC - Callable	1.25%-Up	1821	04/04/16	03/30/21	1,000,000.00	1,000,000.00	4,374.99	4,374.99	4,374.99
FHLMC - Callable	1.5%-Up	1826	06/16/16	06/16/21	1,000,000.00	1,000,000.00	4,374.99	4,374.99	4,374.99
FHLMC - Callable	1.400%	1278	06/27/16	12/27/19	1,000,000.00	1,000,000.00	3,500.01	3,500.01	3,500.01
FHLMC - Callable	1.3%-Up	1825	11/22/16	11/21/21	1,000,000.00	1,000,000.00	3,249.99	3,249.99	3,249.99
FHLMC - Callable	2.000%	1822	01/30/17	01/26/22	997,850.00	1,000,000.00	5,000.01	5,000.01	5,000.01
FHLMC - Callable	1.610%	1005	03/27/17	12/27/19	1,000,000.00	1,000,000.00	4,025.01	4,025.01	4,025.01
FHLMC - Callable	2.125%	1785	08/09/17	06/29/22	1,000,050.00	1,000,000.00	5,312.49	5,312.49	5,312.49
FHLMC - Callable	1.5%-Up	1778	08/16/17	06/29/22	1,000,300.00	1,000,000.00	5,625.00	5,625.00	5,625.00
FHLMC - Callable	2.300%	1826	12/27/17	12/27/22	1,000,000.00	1,000,000.00	5,750.01	5,750.01	5,750.01
FHLMC - Callable	3.050%	1826	03/28/18	03/28/23	1,000,000.00	1,000,000.00	7,625.01	7,625.01	7,625.01

**LAS VIRGENES MUNICIPAL WATER DISTRICT
INVESTMENTS - 4TH QUARTER ENDED DECEMBER 31, 2018**

Investment Type	Interest Rate	No. of Days	Purchase Date	Maturity Date	Book Value	Par Value	Quarterly Interest		Quarterly Total Interest
							Earned	Accrued	
FHLMC - Callable	3.100%	1826	04/27/18	04/27/23	1,000,000.00	1,000,000.00	7,749.99	7,749.99	7,749.99
FHLMC - Callable	3%-Up	1820	05/30/18	05/24/23	1,000,000.00	1,000,000.00	7,500.00	7,500.00	7,500.00
FHLMC - Callable	3%-Up	1826	06/07/18	06/07/23	1,000,000.00	1,000,000.00	7,500.00	7,500.00	7,500.00
FNMA - Callable	1.600%	1827	05/19/15	05/19/20	1,000,000.00	1,000,000.00	3,999.99	3,999.99	3,999.99
FNMA - Callable	1.300%	1461	02/24/16	02/24/20	1,000,000.00	1,000,000.00	3,249.99	3,249.99	3,249.99
FNMA - Callable	1.350%	1277	02/26/16	08/26/19	1,000,000.00	1,000,000.00	3,375.00	3,375.00	3,375.00
FNMA - Callable	1.580%	1400	08/15/16	06/15/20	1,002,920.00	1,000,000.00	3,950.01	3,950.01	3,950.01
FNMA - Callable	1.400%	1461	08/24/16	08/24/20	1,000,000.00	1,000,000.00	3,500.01	3,500.01	3,500.01
FNMA - Callable	1.480%	1552	09/29/16	12/29/20	1,000,000.00	1,000,000.00	3,699.99	3,699.99	3,699.99
CTS-Muni Bond	2.250%	1658	02/17/16	09/01/20	1,119,648.45	1,095,000.00	6,159.39	6,159.39	6,159.39
NEWSCD-Muni Bond	2.427%	1598	03/17/16	08/01/20	934,688.30	910,000.00	5,521.71	5,521.71	5,521.71
CAS-Muni Bond	1.500%	1799	04/28/16	04/01/21	1,000,000.00	1,000,000.00	3,750.00	3,750.00	3,750.00
SCVWTR-Muni Bond	2.387%	1806	06/21/16	06/01/21	1,047,370.00	1,000,000.00	5,967.45	5,967.45	5,967.45
MOUSCD-Muni Bond	1.960%	1844	07/14/16	08/01/21	600,000.00	600,000.00	2,940.00	2,940.00	2,940.00
CASPPWR-Muni Bond	1.712%	1461	05/01/17	05/01/21	964,737.42	964,737.42	4,131.48	4,131.48	4,131.48
CASHGR-Muni Bond	1.250%	602	03/09/17	11/01/18	360,000.00	360,000.00	375.00	375.00	375.00
MDS-Muni Bond	1.800%	1089	03/22/17	03/15/20	1,000,000.00	1,000,000.00	4,500.00	4,500.00	4,500.00
SFOFAC-Muni Bond	2.500%	1757	11/09/17	09/01/22	497,650.00	500,000.00	3,124.99	3,124.99	3,124.99
NYSDEV-Muni Bond	2.550%	1545	12/21/17	03/15/22	1,000,000.00	1,000,000.00	6,375.00	6,375.00	6,375.00
UNVHGR-Muni Bond	3.297%	1805	06/05/18	05/15/23	930,000.00	930,000.00	7,665.54	7,665.54	7,665.54
CASPPWR-Muni Bond	2.000%	1315	09/24/18	05/01/22	963,980.00	1,000,000.00	5,111.12	5,111.12	5,111.12
HESDEV-Muni Bond	2.500%	334	10/02/18	09/01/19	997,190.00	1,000,000.00	6,180.55	6,180.55	6,180.55
CAS-Muni Bond	2.250%	1796	10/31/18	10/01/23	961,850.00	1,000,000.00	3,750.00	3,750.00	3,750.00
SRVSCD-Muni Bond	2.500%	43	12/20/18	02/01/19	500,000.00	500,000.00	381.94	381.94	381.94
CAP ONE BK-CD	1.550%	1826	08/10/16	08/10/21	245,000.00	245,000.00	949.38	949.38	949.38
ALLY BK - CD	1.350%	1096	09/08/16	09/09/19	245,000.00	245,000.00	826.89	826.89	826.89
JPM CHASE BK-CD	1.450%	1461	09/16/16	09/16/20	245,000.00	245,000.00	888.12	888.12	888.12
LAKE CITY BK-CD	1.600%	730	03/22/17	03/22/19	245,000.00	245,000.00	980.01	980.01	980.01
Goldman Sachs BK-CD	2.350%	1826	06/21/17	06/21/22	245,000.00	245,000.00	1,439.37	1,439.37	1,439.37

**LAS VIRGENES MUNICIPAL WATER DISTRICT
INVESTMENTS - 4TH QUARTER ENDED DECEMBER 31, 2018**

Investment Type	Interest Rate	No. of Days	Purchase Date	Maturity Date	Book Value	Par Value	Quarterly		Quarterly Total Interest
							Interest Earned	Interest Accrued	
Sallie Mae BK -CD	2.350%	1826	06/21/17	06/21/22	245,000.00	245,000.00	1,439.37	1,439.37	1,439.37
AmericanExpress-CD	2.400%	1826	08/29/17	08/29/22	245,000.00	245,000.00	1,470.00	1,470.00	1,470.00
CAP ONE NA-CD	2.400%	1826	08/30/17	08/30/22	245,000.00	245,000.00	1,470.00	1,470.00	1,470.00
Neighbors FCU-CD	1.750%	731	09/29/17	09/30/19	245,000.00	245,000.00	1,071.87	1,071.87	1,071.87
Discoverly BK-CD	1.700%	730	10/04/17	10/04/19	245,000.00	245,000.00	1,041.24	1,041.24	1,041.24
BMW BK- CD	2.050%	1097	11/29/17	11/30/20	245,000.00	245,000.00	1,255.62	1,255.62	1,255.62
Wells Fargo BK-CD	2.500%	1826	12/08/17	12/08/22	245,000.00	245,000.00	1,531.26	1,531.26	1,531.26
Merrick Bank-CD	2.200%	1098	01/09/18	01/11/21	245,000.00	245,000.00	1,347.51	1,347.51	1,347.51
Morgan Stanly BK-CD	2.650%	1826	01/11/18	01/11/23	245,000.00	245,000.00	1,623.12	1,623.12	1,623.12
CitiBank-CD	3.150%	1826	05/11/18	05/11/23	245,000.00	245,000.00	1,929.39	1,929.39	1,929.39
Ameris Bank-CD	2.400%	363	06/29/18	06/27/19	245,000.00	245,000.00	1,504.91	1,504.91	1,504.91
BMO Harris Bank-CD	2.400%	367	06/29/18	07/01/19	245,000.00	245,000.00	1,470.00	1,470.00	1,470.00
1st Tech FCU-CD	2.700%	365	08/30/18	08/30/19	245,000.00	245,000.00	1,674.90	1,674.90	1,674.90
Affinity FCU-CD	2.700%	364	08/31/18	08/30/19	245,000.00	245,000.00	1,653.75	1,653.75	1,653.75
Reserve Fund-LAIF & Other					2,766,386.19		21,259.65		21,259.65
LAIF - All Other (3-month Average Balances)					30,914,899.62		188,885.86		188,885.86
Union Bank-Jackrock Liquidity FD T Fund (3-month Average)					92,734.74		850.29		850.29
Bank of New York Mellon/Wells Fargo Sweep Accounts (3-month Average Bal.)					992,128.62		9,175.77		9,175.77
Total							<u>223,291.13</u>	<u>267,729.98</u>	<u>491,021.11</u>

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
 - SRVSCD – San Ramon, CA Unified School District
 - UNVHGR – University of California

LVMWD CASH ANALYSIS - December 31, 2018

	Restricted Cash	Cash Held by Policy	Policy Requirement	Funds Available for Capital Projects
101 - Potable Water Operations		4,631,583	9,325,780	
201 - Potable Water Construction	(4,793,251)	11,264,037	12,491,431	
301 - Potable Water Replacement		7,750,000	8,000,000	
603 - Rate Stabilization Fund	(4,793,251)	23,645,621	29,817,211	(10,964,841)
Total Potable Water		7,581,879	1,024,329	
102 - Recycled Water Operations				
203 - Recycled Water Construction	(500,850)	2,388,129	2,364,317	
302 - Recycled Water Replacement		5,000,000		
Pure Water Project Assigned Funds	(500,850)	14,970,008	3,388,646	6,080,511
Total Recycled Water		14,804,493	3,116,192	
130 - Sanitation Operations				
230 - Sanitation Construction	(519,510)	5,200,044	11,404,152	
330 - Sanitation Replacement		10,000,000		
Pure Water Project Assigned Funds	(519,510)	30,004,537	14,520,344	4,964,683
Total Sanitation				
606 & 607 - Refunding Revenue Bonds - Reserve Fund	2,782,324			
701 - Vested Sick Leave Reserve	1,398,580			
720 - Insurance Reserve		7,597,137	7,378,555	
JPA				
Prepaid Connection Fees & Undistributed Interest	7,088,755			
<i>Subtotal</i>	12,772,809	76,217,302		
TOTAL	88,990,111			

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.



February 12, 2019 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Financial Review: Second Quarter of Fiscal Year 2018-19

SUMMARY:

The second quarter financial review presents data as of December 31, 2018. Operating revenues for the second quarter of Fiscal Year 2018-19 were 3.6% lower than budget and 7.2% higher than Fiscal Year 2017-18. Operating expenses were approximately even with budget and 8.44% higher than the prior year. Operating revenues were slightly lower than budget but higher than prior years due to implementation of the 5-year rate plan and an increase in water sales. Operating expenses increased as budgeted primarily due to higher energy, chemical, and maintenance labor hours associated with increased water sales.

RECOMMENDATION(S):

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

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

The second quarter financial review presents data as of December 31, 2018. It is important to note that due to the timing of various projects and payments, the report should primarily be used to identify areas where attention should be focused in response to emerging trends that may affect the District's financial position at year end.

Attachment A provides a table summarizing Fiscal Year 2018-19 year-to-date financial results. All data on the table is through December 31, 2018.

Attachment B provides a summary of the volume of potable water delivered through the second quarter and a summary of the financial results for each enterprise.

Attachment C provides a status update on the District's capital projects.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Angela Saccareccia, Finance Manager

ATTACHMENTS:

Attachment A

Attachment B

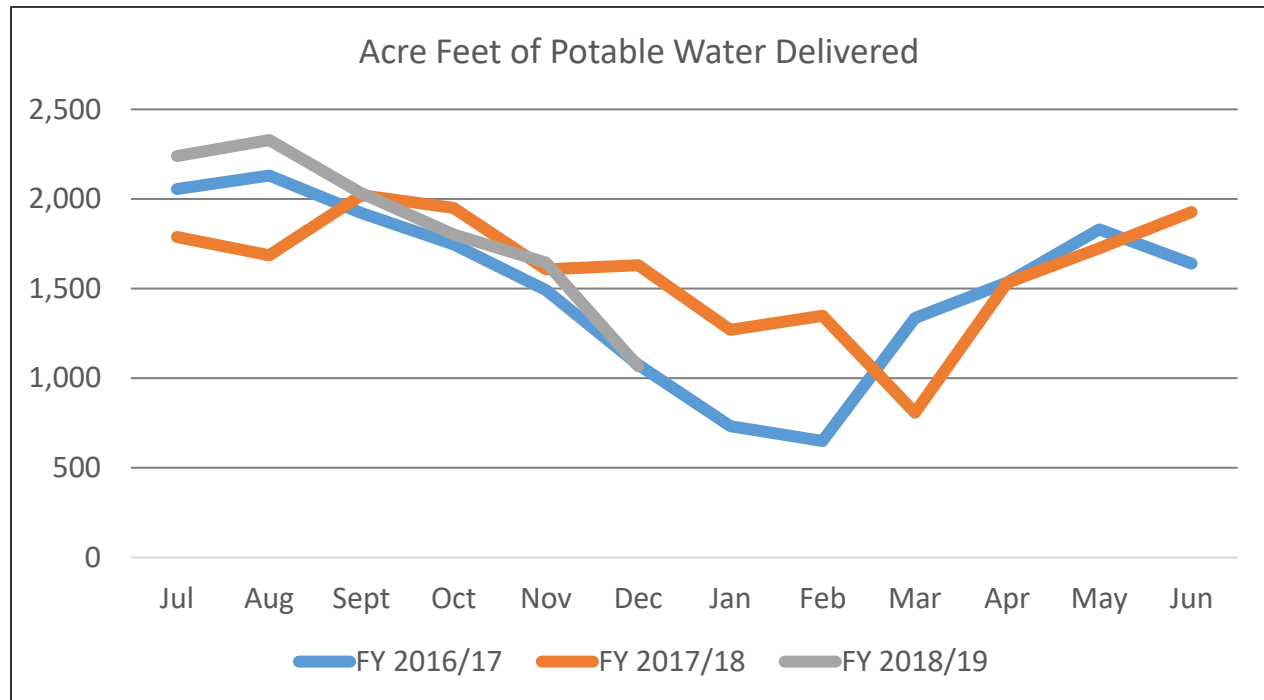
Attachment C

Las Virgenes Municipal Water District
Quarterly Update - December 31, 2018
Fiscal Year 2018/19 Year to Date

	FY 2017/18 YTD Actual	FY 2018/19 YTD Budget	FY 2018/19 YTD Actual
<u>All Enterprises</u>			
Total Operating Revenues	\$34,446,568	\$38,335,606	\$36,937,933
Expenses:			
Source of Supply	\$15,051,915	\$15,244,073	\$15,654,606
Purchased Services	\$4,713,248	\$5,105,514	\$5,356,359
O&M Expenses	\$2,213,259	\$2,432,035	\$2,534,941
Administrative	\$4,029,369	\$4,954,620	\$4,693,551
Other	\$351,865	\$858,578	\$344,508
Total Operating Expenses	\$26,359,656	\$28,594,820	\$28,583,965
Income available for Replacement & Debt Service	<u>\$8,086,912</u>	<u>\$9,740,786</u>	<u>\$8,353,968</u>
<u>Potable Water Operations</u>			
Total Operating Revenues	\$21,534,851	\$25,362,098	\$24,071,340
Expenses:			
Source of Supply	\$12,754,780	\$13,065,934	\$13,286,343
O&M Expenses	\$2,030,299	\$2,218,550	\$2,376,771
Administrative	\$3,132,419	\$3,857,927	\$3,607,645
Other	\$351,865	\$842,484	\$344,163
Total Operating Expenses	\$18,269,363	\$19,984,895	\$19,614,922
Income available for Replacement & Debt Service	<u>\$3,265,488</u>	<u>\$5,377,203</u>	<u>\$4,456,418</u>
<u>Recycled Water Operations</u>			
Total Operating Revenues	\$3,452,789	\$3,726,512	\$3,387,024
Expenses:			
Source of Supply	\$2,297,135	\$2,178,139	\$2,368,263
O&M Expenses	\$78,913	\$81,034	\$62,419
Administrative	\$300,458	\$363,969	\$335,986
Other	\$0	\$16,094	\$345
Total Operating Expenses	\$2,676,506	\$2,639,236	\$2,767,013
Income available for Replacement & Debt Service	<u>\$776,283</u>	<u>\$1,087,276</u>	<u>\$620,011</u>
<u>Sanitation Operations</u>			
Total Operating Revenues	\$9,458,928	\$9,246,996	\$9,479,569
Expenses:			
Purchased Services	\$4,713,248	\$5,105,514	\$5,356,359
O&M Expenses	\$104,047	\$132,451	\$95,751
Administrative	\$596,492	\$732,724	\$749,920
Other	\$0	\$3,132	\$0
Total Operating Expenses	\$5,413,787	\$5,973,821	\$6,202,030
Income available for Replacement & Debt Service	<u>\$4,045,141</u>	<u>\$3,273,175</u>	<u>\$3,277,539</u>

ATTACHMENT B

During the second quarter of FY 2018-19, acre-feet of potable water delivered increased 4.03% over the second quarter of FY 2017-18 and was 6.66% higher than the second quarter of FY 2016-17.



Potable Water Enterprise

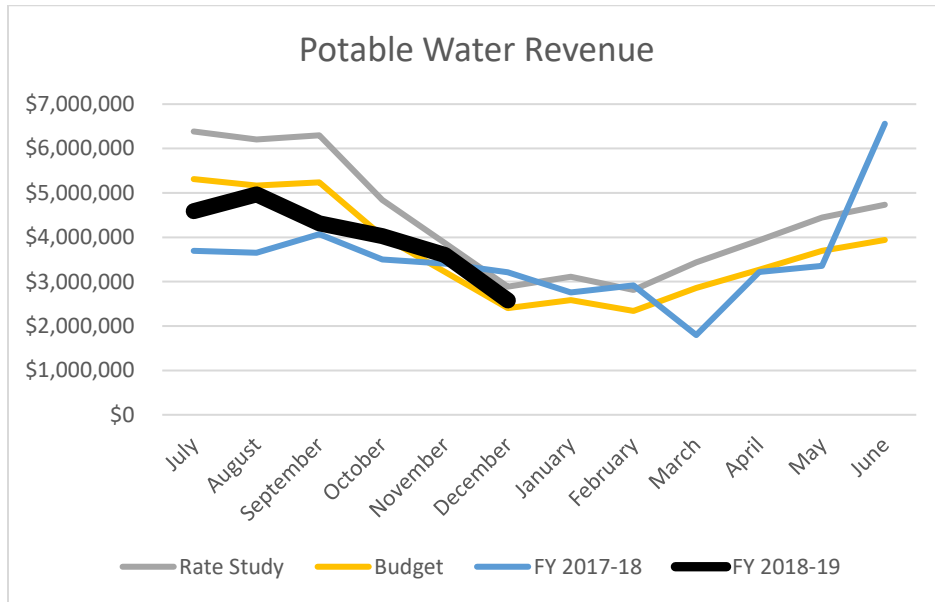
Revenues for potable water were 5.09% below budget and 11.78% above the prior fiscal year. The change in revenue is attributed to the change in usage shown on the chart above. Expenses for potable water operations are 1.85% lower than budget and 7.37% higher than FY 2017-18.

	FY 2017/18 YTD Actual	FY 2018/19 YTD Budget	FY 2018/19 YTD Actual
Total Operating Revenues	\$21,534,851	\$25,362,098	\$24,071,340
Expenses:			
Source of Supply	\$12,754,780	\$13,065,934	\$13,286,343
O&M Expenses	\$2,030,299	\$2,218,550	\$2,376,771
Administrative	\$3,132,419	\$3,857,927	\$3,607,645
Other	\$351,865	\$842,484	\$344,163
Total Operating Expenses	\$18,269,363	\$19,984,895	\$19,614,922
Income available for Replacement & Debt Service	<u>\$3,265,488</u>	<u>\$5,377,203</u>	<u>\$4,456,418</u>

Equally important to comparing the current fiscal year's revenue and expenses to prior year and budget is to compare it to the estimates projected during the rate study that was completed in 2015.

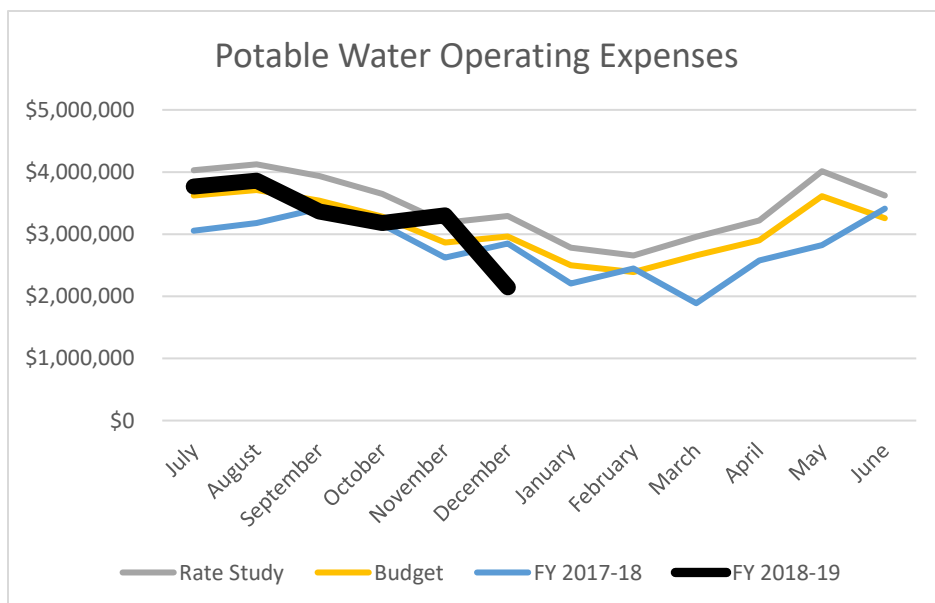
Potable Water Revenue

FY 2018-19 Revenue:	\$24,071,341
Rate Study Projected Revenue:	\$30,485,714
Budget:	\$25,362,098

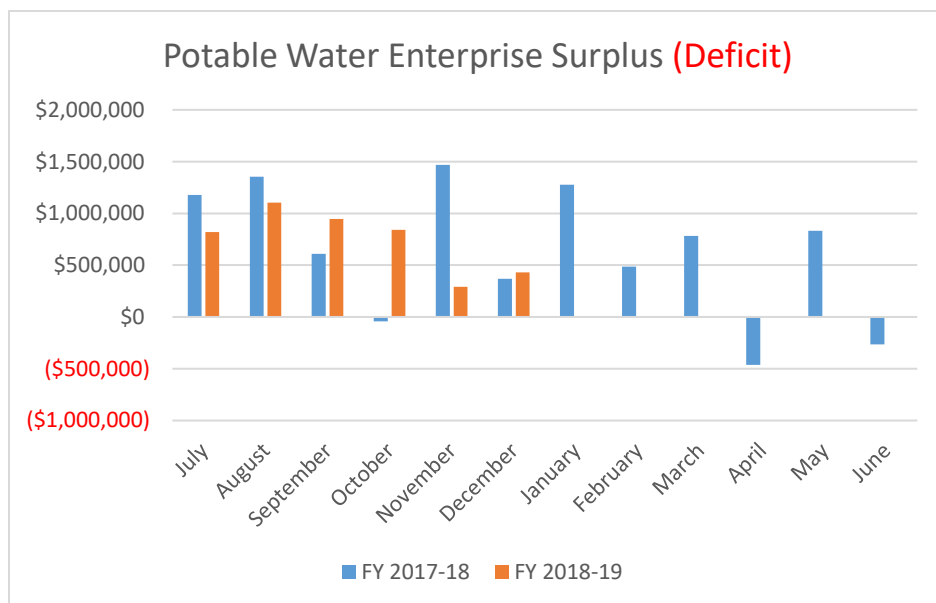
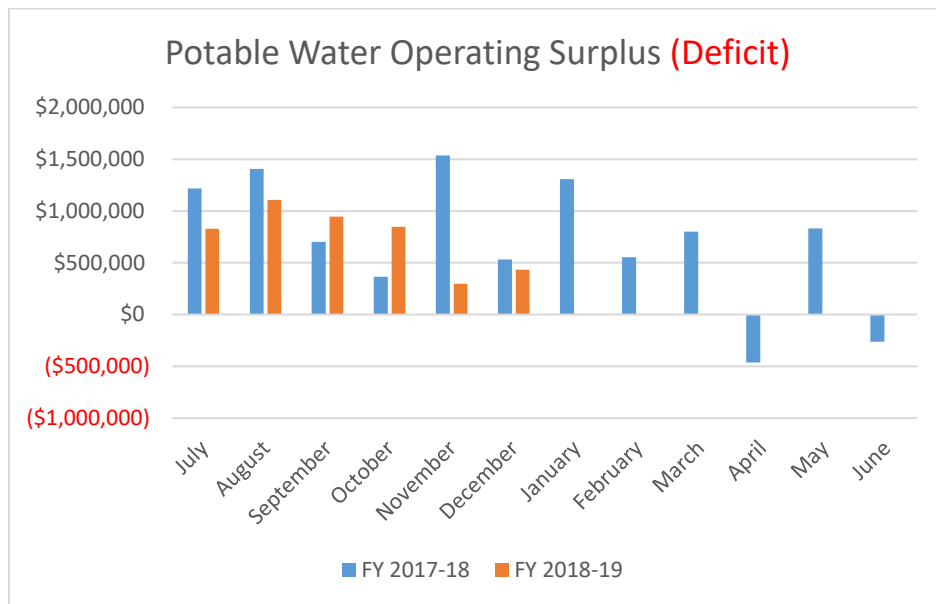


Potable Water Operating Expenses

FY 2018-19 Operating Expenses:	\$19,614,922
Rate Study Projected Expenses:	\$22,214,087
Budget:	\$19,984,895



It is also important to measure whether the enterprise as a whole has sufficient revenue to cover both operating cost and the portion of capital expenditures that are dependent on rate revenue. The charts below show the potable water operating and the enterprise's surplus or (deficit) for each month of FY 2018-19 and FY 2017-18. The potable water enterprise had a fiscal year-to-date operating surplus of \$4.46 million and an enterprise surplus of \$4.43 million during the second quarter of the fiscal year. The District depends on operating surplus to fund capital projects and to rebuild the shortfall in policy-required reserves.



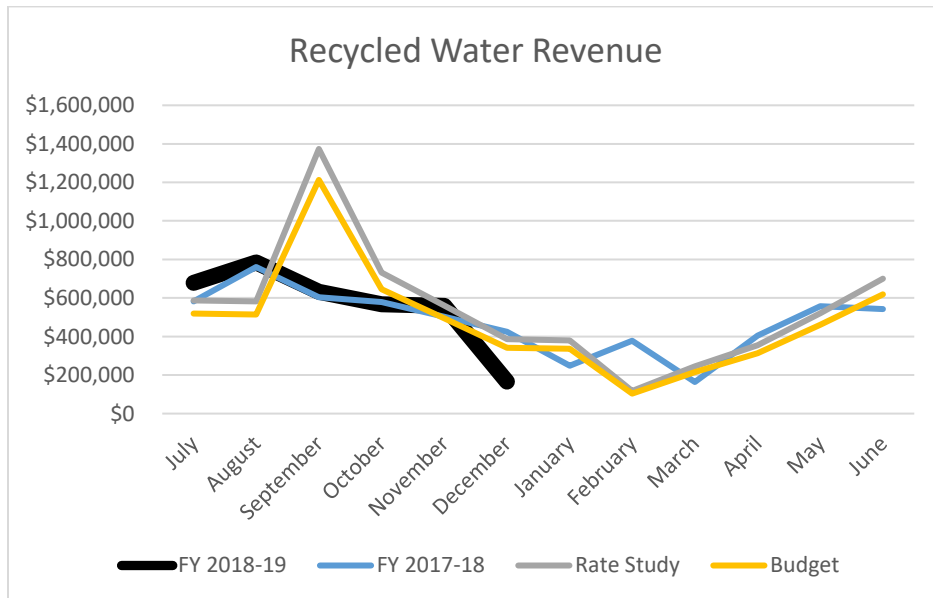
Recycled Water Enterprise

Revenues for recycled water were 9.11% below budget and 1.90% below the prior fiscal year. The decrease in revenue is attributed to continued decrease in recycled water usage due to the weather and conservation efforts. Expenses for recycled water were 4.84% above budget and 3.38% above prior year expenditures primarily due to increased potable water supplement. The charts below compare the current fiscal year’s revenue and expenses to the current year budget and estimates projected during the rate study that was completed in 2015.

	FY 2017/18 YTD Actual	FY 2018/19 YTD Budget	FY 2018/19 YTD Actual
Total Operating Revenues	\$3,452,789	\$3,726,512	\$3,387,024
Expenses:			
Source of Supply	\$2,297,135	\$2,178,139	\$2,368,263
O&M Expenses	\$78,913	\$81,034	\$62,419
Administrative	\$300,458	\$363,969	\$335,986
Other	\$0	\$16,094	\$345
Total Operating Expenses	\$2,676,506	\$2,639,236	\$2,767,013
Income available for Replacement & Debt Service	<u>\$776,283</u>	<u>\$1,087,276</u>	<u>\$620,011</u>

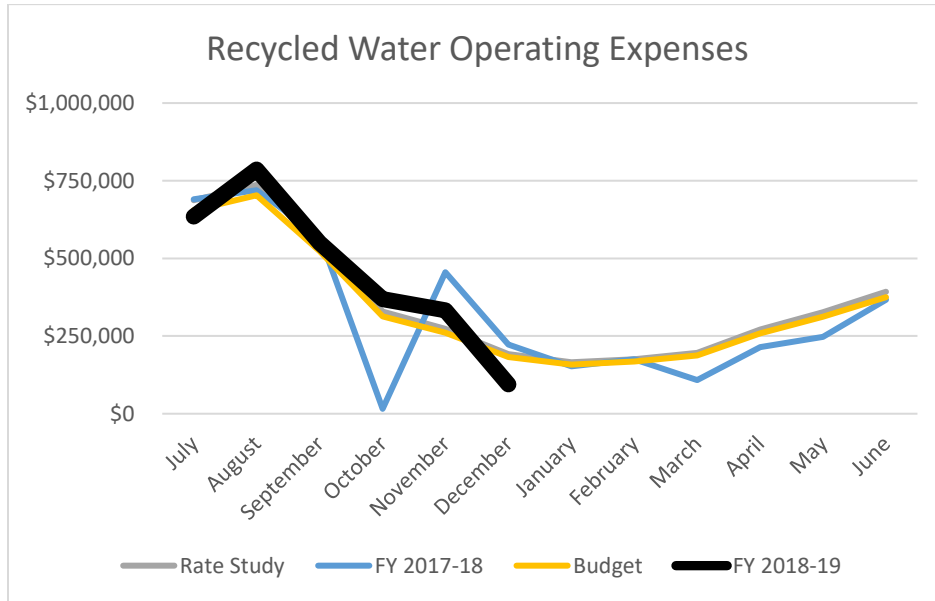
Recycled Water Revenue

FY 2018-9 Revenue:	\$3,387,024
Rate Study Projected Revenue:	\$4,220,325
Budget:	\$3,726,512

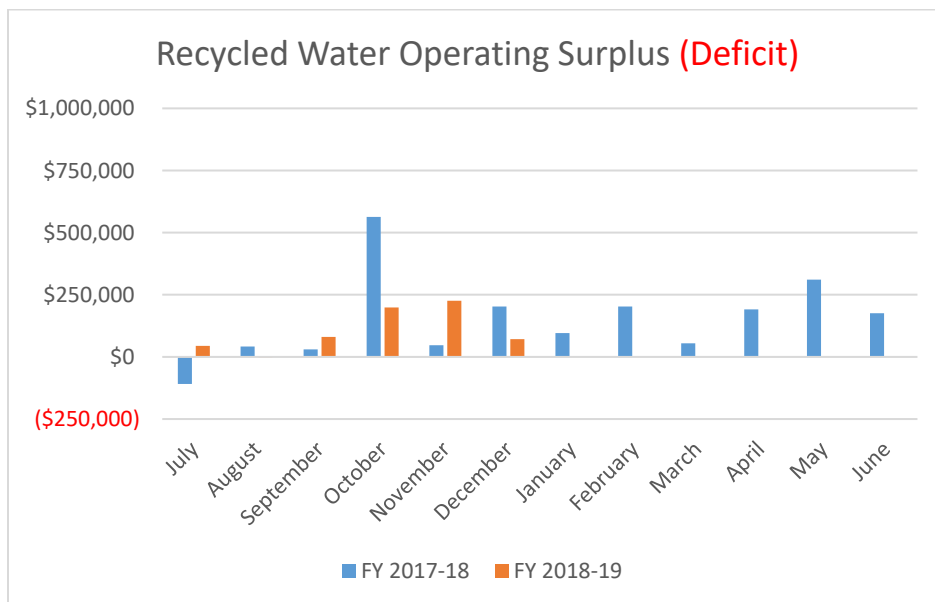


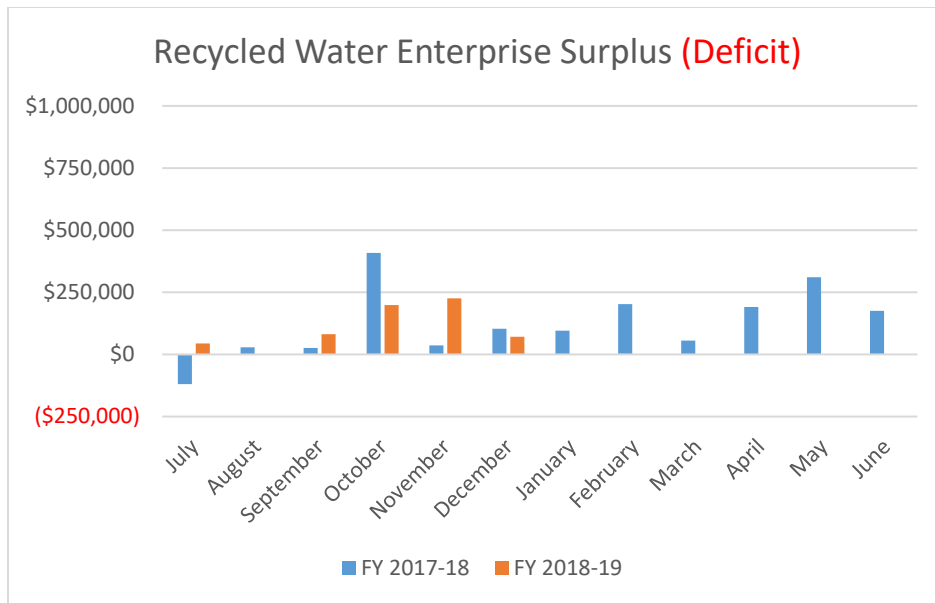
Recycled Water Operating Expenses

FY 2018-19 Operating Expenses:	\$2,767,013
Rate Study Projected Expenses:	\$2,764,792
Budget:	\$2,639,236



The charts below show the recycled water operating and the enterprise's surplus or (deficit) for each month of FY 2018-19 and FY 2017-18. Recycled water has a fiscal year-to-date operating surplus of \$620 thousand and an enterprise surplus of \$620 thousand.





Sanitation Enterprise

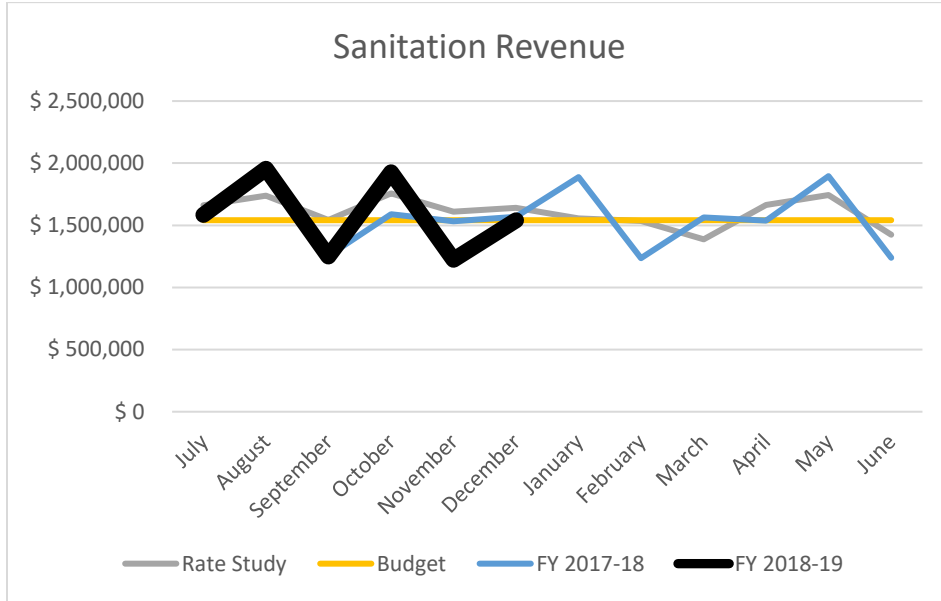
Revenues for sanitation were 2.52% above budget and 0.22% above the prior fiscal year. The increase in revenues is attributed to the rate adjustment that was implemented in January 2016. Expenses for sanitation were 3.82% above budget and 14.56% above prior year expenditures.

	FY 2017/18 YTD Actual	FY 2018/19 YTD Budget	FY 2018/19 YTD Actual
Total Operating Revenues	\$9,458,928	\$9,246,996	\$9,479,569
Expenses:			
Purchased Services	\$4,713,248	\$5,105,514	\$5,356,359
O&M Expenses	\$104,047	\$132,451	\$95,751
Administrative	\$596,492	\$732,724	\$749,920
Other	\$0	\$3,132	\$0
Total Operating Expenses	\$5,413,787	\$5,973,821	\$6,202,030
Income available for Replacement & Debt Service	<u>\$4,045,141</u>	<u>\$3,273,175</u>	<u>\$3,277,539</u>

The charts below compare the current fiscal year’s revenue and expenses to the current year budget and estimates projected during the rate study that was completed in 2015. The zig zag pattern in revenue is a reflection of the District’s 30 day billing cycle contrasted to actual months.

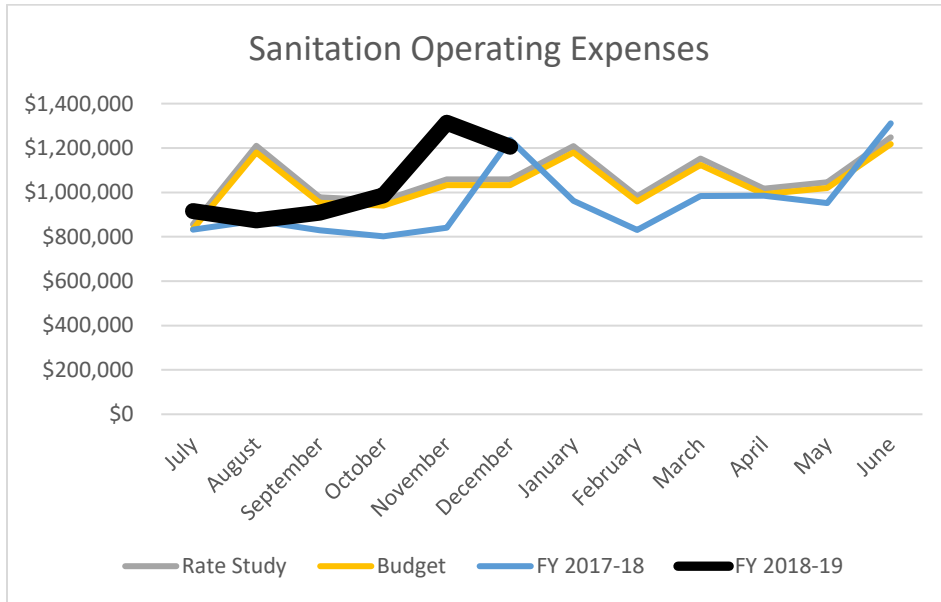
Sanitation Revenue

FY 2018-19 Revenue:	\$9,479,569
Rate Study Projected Revenue:	\$9,947,795
Budget:	\$9,246,996

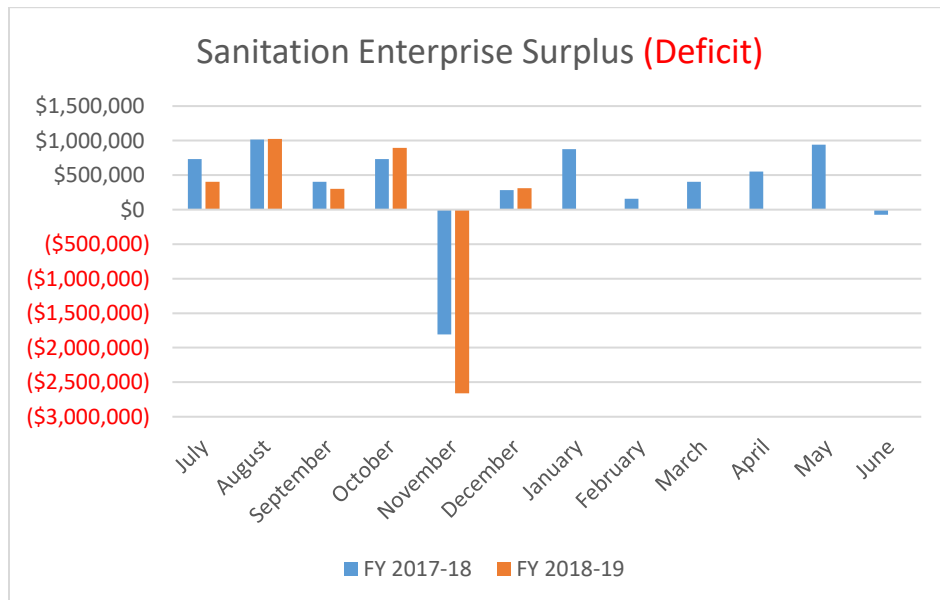
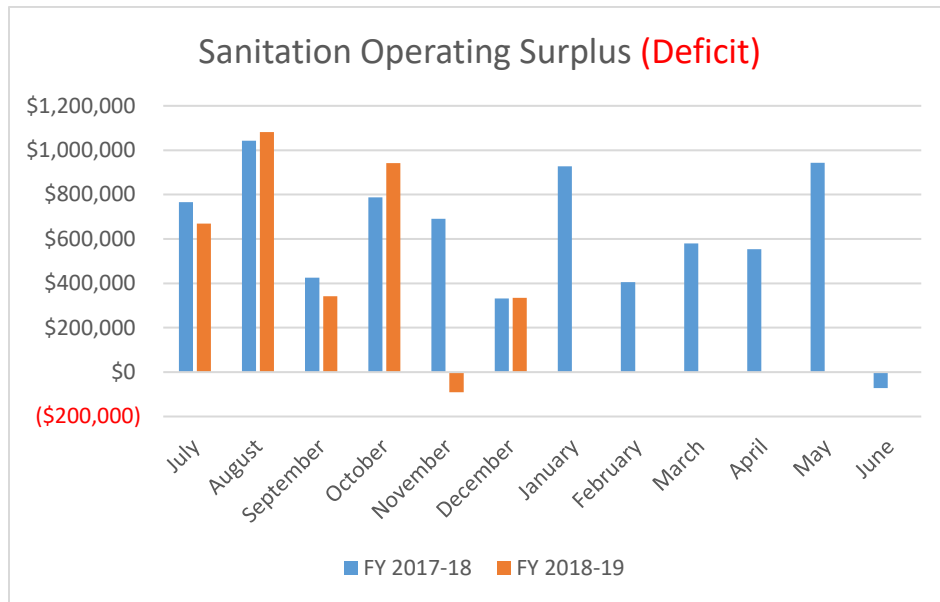


Sanitation Operating Expenses

FY 2018-19 Operating Expenses:	\$6,202,030
Rate Study Projected Expenses:	\$6,122,843
Budget:	\$5,973,821

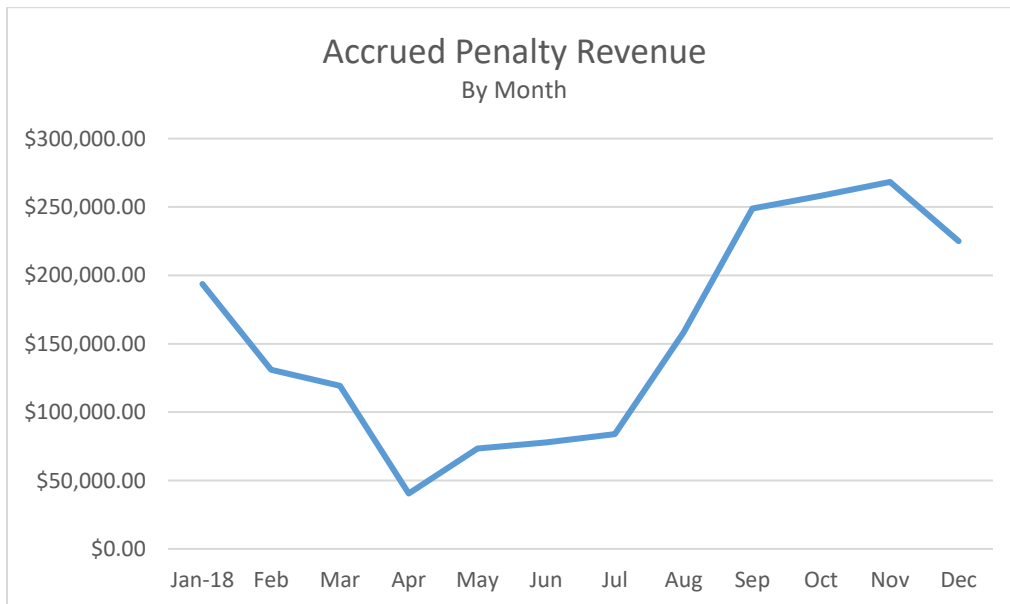
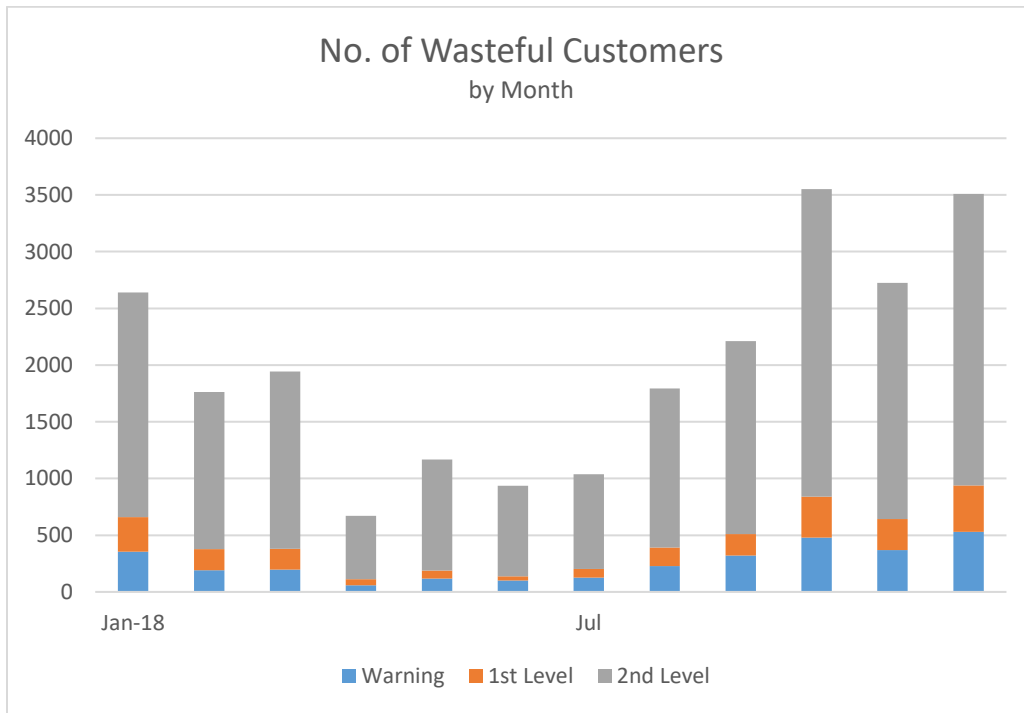


The chart below shows the Sanitation Enterprise operating surplus or (deficit) for each month of FY 2018-19 and FY 2017-18. Sanitation has a fiscal year-to-date operating surplus of \$3.3 million and an enterprise surplus of \$271 thousand. The Enterprise surplus was decreased by budgeted capital projects as well as debt service payment made in November.



Penalties

Effective January 1, 2016, the District implemented a penalty structure to fine customers for wasteful use of water. Wasteful use was defined as using more than 200% of the assigned water budget. In the current Fiscal Year, the District has accrued \$1.2 million in penalties.



**Las Virgenes Municipal Water District
Capital Improvement Project Status
December 31, 2018**

Job # - Description

	Total Project Appropriations	Prior Year Expenditures	Current Year Expenditures	Total Project Expenditures	Balance Available
Completed Projects					
10565 - Rancho LV: Digester Cleang/Rpr Clean out and evaluate the condition of digesters that have been in service for more than 20 years. Additional appropriation \$77,257 approved by LVMWD Board 8/28/2018, Item 7B	\$1,866,751	\$1,499,493	\$404,813	\$1,904,306	(\$37,555)
10639 - Westlake P/S: Roof Repair/Impv Replace leaking pump station roof. Additional appropriation \$3,975 approved by LVMWD Board 5/22/2018, Item 7A	\$108,975	\$38,298	\$81,400	\$119,698	(\$10,723)
10644 - Vehicle Replacement FY 17-18 Annual vehicle replacement program	\$175,000	\$31,007	\$148,073	\$179,080	(\$4,080)
10645 - PW Rehabilitation FY 17-18 Rehabilitation of Barrymore PRS and Old Chimney PRS. Additional appropriation \$64,305 approved by LVMWD Board 4/10/2018, Item 8B Additional appropriation \$100,853 approved by LVMWD Board 9/13/2018, Item 8B	\$363,158	\$126,440	\$233,489	\$359,929	\$3,229
10651 - Tank Renvtn-Equestrian Tank Repair tank where alkali-silica reactivity is indicated	\$10,000	\$16,224	\$0	\$16,224	(\$6,224)
10681 - Building #7 Furniture FY18-19 Replace carpet and furniture in building No. 7.	\$75,000	\$0	\$70,255	\$70,255	\$4,745
Total Completed Projects	\$2,598,884	\$1,711,462	\$938,030	\$2,649,492	(\$50,608)
Projects to complete by June 30, 2019					
10589 - WIMS Software Implementation Purchase and installation of water information management solution (WIMS).	\$32,350	\$59,965	\$34,225	\$94,190	(\$61,840)
10593 - CIS Infinity Software Upgrade Purchase and migrate to latest version of District's billing system.	\$150,000	\$79,814	\$0	\$79,814	\$70,186
10642 - Wstlk P/S & FiltrPlnt Landscape Relandscape areas near the Westlake Pump station and around Westlake filtration plant	\$42,900	\$3,979	\$3,774	\$7,753	\$35,147

<i>Job # - Description</i>	<i>Total Project Appropriations</i>	<i>Prior Year Expenditures</i>	<i>Current Year Expenditures</i>	<i>Total Project Expenditures</i>	<i>Balance Available</i>
Projects to complete by June 30, 2019					
10656 - Rancho Reliability Imprv 18-19 Replace or rehabilitate facilities and equipment at the Rancho facility based on failure, or obsolescence. Specific projects are identified for each fiscal year.	\$100,000	\$0	\$0	\$0	\$100,000
10657 - Tapia WRF Relib Imprv FY18-19 Based on analysis of break history, facility age, pipe material, location and other distribution system indicators, this project will fund specific repair and/or replacement projects.	\$100,000	\$0	\$72,216	\$72,216	\$27,784
10659 - Vehicle Replacement FY 18-19 Systematic replacement of district fleet based on age and condition of vehicles.	\$175,000	\$0	\$0	\$0	\$175,000
10664 - IT Capital Purchases FY 18-19 Purchase of Information Technology related software and equipment.	\$75,000	\$0	\$12,581	\$12,581	\$62,419
10673 - New Valve Turning Truck Purchase of a specialized truck to meet current and future DDW requirements regarding the Districts Valve Maintenance Program. This vehicle will come equipped with machinery and tools to clean valve stacks and safety turn valves.	\$130,000	\$0	\$0	\$0	\$130,000
10676 - Mobile Emrgncy Gnrtr Purch Purchase two (2) 225KW mobile generators that can be used alone or in parallel.	\$300,000	\$0	\$50,379	\$50,379	\$249,621
10677 - Gnrtr Connections @PW P/S Replace generator connections at potable water pump stations	\$45,000	\$0	\$4,849	\$4,849	\$40,151
10687 - Rancho Lighting EfficiencyUpgd Rancho Lighting Efficiency Upgrade Appropriation \$362,968 approved by JPA Board 9/5/2018, Item 6B	\$362,968	\$0	\$9,394	\$9,394	\$353,574
10688 - Rancho Solar Gen.-Ph II Rancho Solar Generation Project Phase II: Service Agreement for Wholesale Distribution Service and Rule 21 Generator Interconnection Agreement Appropriation \$208,557 approved by JPA Board 12/3/2018, Item 6A Reimbursable expense of an interconnection facility.	\$208,557	\$0	\$0	\$0	\$208,557
Total Projects to complete by June 30, 2019	\$1,721,775	\$143,758	\$187,418	\$331,176	\$1,390,599
Multi-Year Projects					
10430 - Twin Lakes P/S Pipeline Proj. New pipeline through Chatsworth Park to the Twin Lakes pump station.	\$1,611,458	\$230,212	\$16,728	\$246,940	\$1,364,518
10556 - INTERCONNECTION WITH CMWD Design and construct a potable water interconnection with the Calleguas Municipal Water District. Funding from Prop 84 IRWM 2015	\$1,898,728	\$380,870	\$15,758	\$396,628	\$1,502,100

<i>Job # - Description</i>	<i>Total Project Appropriations</i>	<i>Prior Year Expenditures</i>	<i>Current Year Expenditures</i>	<i>Total Project Expenditures</i>	<i>Balance Available</i>
Multi-Year Projects					
10629 - Cny Oaks Prk RW Main Extension This extension will serve the City of Westlake Village's Oak Canyon Park and eliminate a long private service line to Yerba Buena School. Funding from Prop 84 IRWM 2015	\$399,780	\$6,649	\$0	\$6,649	\$393,131
10564 - Centrate Equalization Tank Construct a centrate equalization tank at the centrate treatment facility at Rancho.	\$2,343,008	\$2,056,871	\$10,717	\$2,067,588	\$275,420
10608 - Rancho Amndmnt Bin&Convync Mod The project consists of installing a new smaller amendment bin and modification to the conveyor system to simplify the amendment conveyance process.	\$1,688,650	\$176,175	\$76,346	\$252,521	\$1,436,129
10611 - Tapia Duct Bank Infrstrc Upgrd Add new duct bank from the front gate to the chemical building with several intercept points along the way.	\$160,000	\$0	\$0	\$0	\$160,000
10619 - Summer Season 2013 TMDL Compln Construction of a 1MGD "side stream" treatment facility at Tapia to treat stream flow augmentation discharges to the 2013 TMDL limits of 1 mg/L total nitrogen and 0.1 mg/L total phosphorous. The cost estimate is based on membrane technology.	\$640,000	\$60,806	\$72,059	\$132,865	\$507,135
10626 - Process Air Improvements The first phase is to replace the existing Roots blowers with new, high efficiency, single stage blowers. To replace the air diffusers in the aeration basins with new full floor mounted fine bubble diffusers.	\$3,740,584	\$345,623	\$215,859	\$561,482	\$3,179,102
10635 - PURE WATER PROJECT This project funds preliminary studies, outreach, CEQA analysis, preliminary design and final design. Project 10637 Facility Siting Study was completed in prior year for \$180,777. Project 10650 Land Acquisition was completed in prior year for \$2,109,359	\$3,667,427	\$94,033	\$35,623	\$129,656	\$3,537,771
10636 - Mixing & Dilution Study sub project of 10635 Pure Water Project	\$389,186	\$259,078	\$57,451	\$316,529	\$72,657
10638 - Demonstration Project sub project of 10635 Pure Water Project	\$1,512,610	\$215,863	\$162,551	\$378,414	\$1,134,196
10653 - Tapia Rehab FY17-18 Combine projects 10647, 10648, 10649 for ease of administration of the projects. Concrete repair and installation of protective coatings Replace ten RAS gates Replace grit piping and grit valves as well as primary skimming pipe	\$2,105,700	\$146,285	\$434,043	\$580,328	\$1,525,372
10654 - Hilton Fnd Solar Carport System Relocation and installation of Solar Carport System donation from Conrad N. Hilton Foundation	\$300,000	\$1,184	\$0	\$1,184	\$298,816

<i>Job # - Description</i>	<i>Total Project Appropriations</i>	<i>Prior Year Expenditures</i>	<i>Current Year Expenditures</i>	<i>Total Project Expenditures</i>	<i>Balance Available</i>
Multi-Year Projects					
10655 - Cornell P/S Upgrades evaluation and upgrading the Cornell Pump Station to modernize the electrical and mechanical equipment including VFD's and motors and evaluate if the natural gas system should be upgraded or converted to electricity. In addition opportunities for increas	\$100,000	\$0	\$9,620	\$9,620	\$90,380
10658 - Tapia Sluice Gate&Drv Rpl18-19 Replace existing gates in the tanks and channels at Tapia as well as drive mechanisms for flights and chains.Replace ten RAS gates in FY18-19.	\$556,600	\$0	\$0	\$0	\$556,600
10660 - AMR Implementation- FY 18-19 Install Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI).	\$235,000	\$0	\$23,187	\$23,187	\$211,813
10661 - A/B Bus Electrical Modificatn Study the feasibility of reconfiguring the Tapia electrical switch gear and then hire electrical team to make the modifications.	\$100,000	\$0	\$0	\$0	\$100,000
10662 - PW Sys PLC Upgrd Phase I Construction cost estimates will be developed following the completion of the feasibility study.	\$143,000	\$0	\$0	\$0	\$143,000
10663 - ERP System Replacement of the Enterprise Resources Planning Program. This project will select and implement a new ERP program.	\$500,000	\$0	\$0	\$0	\$500,000
10665 - Cordillera Tank Rehab Rehabilitation including interior and exterior coating, valve and appurtenance upgrades and replacements, restoration of deteriorated asphalt, and work to ensure up-to-date compliance for safety and water quality equipment.	\$1,201,267	\$0	\$36,584	\$36,584	\$1,164,683
10666 - Calabasas Prk RW Main Extensn Install approximately 1,200 LF of 6-8 inch pipeline to loop the existing recycled water system.	\$320,000	\$0	\$0	\$0	\$320,000
10667 - Tapia Headworks White Room Modification or replacement is needed for the floor plates and steel framing floor plate supports in the white room located at Tapia's headworks building.	\$55,000	\$0	\$22,194	\$22,194	\$32,806
10668 - RLV Storm Wtr Divsn Strctr Rpl Replacement of the two storm water diversion structures at the Rancho Las Virgenes Composting Facility. Increase the size and length of the farm field discharge pipeline.	\$30,000	\$0	\$0	\$0	\$30,000
10669 - Dev Tour Seating Area @ Tapia Develop tour seating area at Tapia adjacent to the control building	\$25,000	\$0	\$0	\$0	\$25,000
10670 - Centrate 20" Valve Repair Repair buried 20-inch Miiken valve at the centrate facility.	\$150,000	\$0	\$0	\$0	\$150,000
10671 - Saddle Peak Tank Rehab Rehabilitation including interior and exterior coating, valve and appurtenance upgrades and replacements, restoration of deteriorated asphalt, and work to ensure up-to-date compliance for safety and water quality equipment	\$1,028,880	\$0	\$38,053	\$38,053	\$990,827

Job # - Description

<i>Multi-Year Projects</i>	<i>Total Project Appropriations</i>	<i>Prior Year Expenditures</i>	<i>Current Year Expenditures</i>	<i>Total Project Expenditures</i>	<i>Balance Available</i>
10672 - Statinary Emrgncy Gnrtr-PW P/S This project is to study and design the installation of stationary emergency generators at several critical potable water pump stations including Jed Smith, Cold Canyon and Twin Lakes	\$50,000	\$0	\$14,930	\$14,930	\$35,070
10674 - PR Station #45(Kimberly) Rehab Install new supply piping, pressure reducing valves (Cla-Va) and isolation valves with corrosion control coatings applied.	\$180,000	\$0	\$11,850	\$11,850	\$168,150
10675 - PR Station #32(Chimney) Rehab Install new supply piping, pressure reducing valves (Cla-Va) and isolation valves with corrosion control coatings applied	\$180,000	\$0	\$11,823	\$11,823	\$168,177
10678 - Deerlake Tnk/TwinLk P/S Imprv To construct additional 600,000 gallons of storage capacity and 620 GPM of pumping capacity in the Twin Lakes subsystem.	\$465,000	\$0	\$0	\$0	\$465,000
10679 - New Fire Panel @ Building#8 Replace existing fire panel and all attached devices	\$10,000	\$0	\$0	\$0	\$10,000
10680 - RLV Digester Cleaning & Repair Clean out and make all necessary repairs to digesters #2. the scope of repairs is based on the recently completed rehabilitation of digester # 1.	\$225,000	\$0	\$41,754	\$41,754	\$183,246
10682 - RLV: FOG Receiving Fac FY18-19 To conduct a study to determine the market for local high strength wastes (food waste, fats, oils, and grease (FOG)) that can be fed into the third digester. After completion of the study, the installation of facilities for receiving and conveying fats, o	\$30,000	\$0	\$0	\$0	\$30,000
10683 - Boardroom Audio/Video Upgrd Upgrade the board room audio visual system.	\$60,000	\$0	\$0	\$0	\$60,000
10684 - Upper Oaks P/S Electric Upgrd The Upper Oaks Pump Station capacity was increased to meet high demands in the sub-system. However the increase capacity limits the number of pumps that can be operated due to the increased electrical draw. This project will analyze and increase the ele	\$10,000	\$0	\$0	\$0	\$10,000
Total Multi-Year Projects	\$26,111,878	\$3,973,649	\$1,307,130	\$5,280,779	\$20,831,099

<i>Projects on Hold</i>	<i>Total Project Appropriations</i>	<i>Prior Year Expenditures</i>	<i>Current Year Expenditures</i>	<i>Total Project Expenditures</i>	<i>Balance Available</i>
10520 - SCADA System Communictn Upgrd Upgrade the JPA owned portion of the supervisory control and data acquisition system (SCADA) system to an Ethernet based radio network and provide additional data paths for system redundancy.	\$93,100	\$32,447	\$0	\$32,447	\$60,653
10521 - SCADA System Comm Upgrd (LV) Upgrade the LVMWD owned portion of the supervisory control and data acquisition system (SCADA) system to an Ethernet based radio network and provide additional data paths for system redundancy.	\$1,387,232	\$141,496	\$0	\$141,496	\$1,245,736

<i>Job # - Description</i>	<i>Total Project Appropriations</i>	<i>Prior Year Expenditures</i>	<i>Current Year Expenditures</i>	<i>Total Project Expenditures</i>	<i>Balance Available</i>
Projects on Hold					
10567 - Progmble Logic Contrlr Upgrd Replace obsolete programmable logic controllers and upgrade other electrical equipment at Tapia.	\$332,850	\$0	\$0	\$0	\$332,850
10596 - Lift Stations PLC Upgrades This project replaces programmable logic controllers (PLCs) at the Lift Stations with newer PLCs and provides necessary equipment upgrades (fiber optics, network switches and programming) to complete the installation.	\$49,340	\$0	\$0	\$0	\$49,340
Total Projects on Hold	\$1,862,522	\$173,943	\$0	\$173,943	\$1,688,579
Totals					
Less: Triunfo Sanitation District's share of JPA Projects	\$32,295,059	\$6,002,812	\$2,432,578	\$8,435,390	\$23,859,669
	\$6,684,498	\$1,456,615	\$495,634	\$1,952,248	\$4,732,250
Total Las Virgenes share: All Projects	\$25,610,561	\$4,546,197	\$1,936,944	\$6,483,142	\$19,127,419



February 12, 2019 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Potable Water Standby Charge: Adoption of Ordinance

SUMMARY:

On November 15, 2018, the Board adopted Resolution No. 2531, regarding the District's intent to continue the Water Replacement Fund Standby Charge pursuant to the Municipal Water District Law of 1911. On January 8, 2019, a public hearing was conducted for proposed Ordinance No. 281, as it relates to continuation of the Standby Charge for the fiscal year commencing on July 1, 2018, and the proposed Ordinance was given first reading by title only. There were no public comments. At this time, staff recommends that the Board adopt the Ordinance.

RECOMMENDATION(S):

Waive the full reading of proposed Ordinance No. 281 as it relates to continuation of the Water Replacement Fund Standby Charge for Fiscal Year 2019-20; give second reading of the Ordinance by title only; pass, approve and adopt the Ordinance as presented; and order publication within 15 days of adoption using a summary of the Ordinance.

ORDINANCE NO. 281 (SECOND READING AND ADOPTION)

AN ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AS IT RELATES TO STANDBY CHARGES FOR THE FISCAL YEAR COMMENCING JULY 1, 2019

(Reference is hereby made to Ordinance No. 281 on file in the District's Ordinance Book and by this reference the same is incorporated herein.)

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The continuation of the Water Replacement Fund Standby Charge is expected to provide approximately \$510,000 in revenue during Fiscal Year 2019-20 to support the Potable Water Replacement Fund.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Angela Saccareccia, Finance Manager

ATTACHMENTS:

Proposed Ordinance No. 281

ORDINANCE NO. 281

AN ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AS RELATES TO STANDBY CHARGES FOR THE FISCAL YEAR COMMENCING JULY 1, 2019

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

Section 1. Purpose

This ordinance fixes and continues a standby charge to be levied against each lot or parcel within the district for the fiscal year commencing July 1, 2019, for the purpose of financing the district's potable water replacement program. This charge is imposed pursuant to the Municipal Water District Law.

Section 2. Findings

The Board of Directors finds, determines and declares as follows:

- (a) The board has provided a duly published and mailed notice of public hearing and has conducted a public hearing to consider adoption of a standby assessment;
- (b) The board has considered the written and oral comments presented by interested parties concerning the assessment;
- (c) The district has approved a categorical exemption for the project under the California Environmental Quality Act because the charges are not designed to increase or expand services;
- (d) The standby assessment will be used to pay for a portion of the cost of the potable water replacement programs instituted by the district. Revenue generated from the standby charge does not exceed the cost of the program.
- (e) The report of a qualified engineer that forms the basis for the standby charge is on file with the District;
- (f) It is in the best interests of the district and the community which it serves to pay for a portion of water programs from the proceeds of standby assessments because landowners benefit from maintaining available water supply.

Section 3. Standby Charge

An annual standby charge in the amount of \$10.00 per acre for parcels over one acre, and \$10.00 for each parcel of land of less than one acre is hereby levied against all land within the district for the fiscal year commencing July 1, 2019. A description of the lands (by assessor parcel number) affected by the assessment is on file with the secretary.

Section 4. Collection

The Board of Supervisors and Auditor of the County of Los Angeles are hereby directed to levy, collect and remit to the district this standby charge at the time and in the manner required by law for the levying of taxes for county purposes.

Section 5. Deferrals

(a) A property owner may request a complete or partial deferral from the standby charge by filing a written request by April 12th, 2019 during the fiscal year for which the deferral is sought. The deferral shall be processed and evaluated in accordance with this section.

(b) The following property is eligible for deferral:

(i) Property owned and occupied by a federal, state or local governmental agency.

(ii) Property permanently dedicated to open-space.

(iii) Property which cannot use water supplied by the district due to restrictions imposed by deed or governmental agencies with land use jurisdiction.

(iv) Property which cannot reasonably be expected to derive any benefit from facilities constructed with the proceeds of the water standby charge.

(c) If the general manager approves the request, the charges paid by the applicant shall be refunded and no charge shall be levied for subsequent years. The applicant shall execute an agreement to repay the charges with interest if the property ceases to be eligible for the deferral. The agreement shall be recorded.

(d) If the general manager denies the request, the applicant may appeal denial of the deferral by the general manager by filing a written request for review within 10-days after the general manager's decision. The board shall promptly consider the request for review. The decision of the board shall be final.

(e) The general manager shall adopt reasonable rules and regulations to implement this section.

PASSED, APPROVED and ADOPTED on February 12, 2019

Jay Lewitt
President

ATTEST:

Charles Caspary
Secretary

APPROVED AS TO FORM:

W. Keith Lemieux
District Counsel

(SEAL)



February 12, 2019 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Fiscal Year 2019-20 Proposed Sanitation Rate for Consolidated Sewer Maintenance District, Topanga Tax Zone

SUMMARY:

The District provides sanitation service to 355 residential customers of the Consolidated Sewer Maintenance District, Topanga Tax Zone, pursuant to an October 3, 1978 Agreement. The District bills the County of Los Angeles quarterly for the service provided to the Topanga Tax Zone and may amend the rate annually. The calculation for Fiscal Year 2019-20 shows that the monthly billing rate for the Topanga Tax Zone should remain the same at \$50.00 per Equivalent Residential Unit (ERU).

RECOMMENDATION(S):

Approve a monthly billing rate of \$50.00 per Equivalent Residential Unit for the Consolidated Sewer Maintenance District, Topanga Tax Zone, for Fiscal Year 2019-20.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The new rate will result in flat year-over-year revenues, which will reduce the small cumulative overage balance shown on Exhibit B.

DISCUSSION:

Background:

The District provides sanitation service to 355 residential customers of the Consolidated Sewer Maintenance District, Topanga Tax Zone, pursuant to an October 3, 1978 Agreement. The customers reside outside the District's service area in unincorporated Los Angeles County (see Exhibit A). The wastewater flows are conveyed to the Tapia Water Reclamation Facility via a Consolidated Maintenance District force main and the District's Lift Stations Nos. 1 and 2.

October 3, 1978 Agreement:

The Agreement provides for the District to directly bill the County of Los Angeles for the Topanga Tax Zone on a quarterly basis for the prorated operation and maintenance expenses of the District's facilities utilized to provide service to the area. The proration is based upon the District's cost to provide sewer service to the Sanitation Improvement District No. U-2. The County of Los Angeles, Topanga Tax Zone, receives its funding through an assessment on the County tax roll. Additionally, the Agreement establishes that the District may amend the charge for service to the Topanga Tax Zone annually.

Accounting of Charges to the Topanga Tax Zone:

To ensure accurate billing to the Topanga Tax Zone, staff maintains an annual accounting of the actual charges to the Topanga Tax Zone versus the same for District customers within Sanitation Improvement District No. U-2 (see Exhibit B). Because of the advance notice required to set and/or update the rate for the Topanga Tax Zone, there is occasionally a period of time when the rate differs from that charged to the District's customers. Staff accrues these differences on an annual basis and maintains a cumulative overage or underage for accounting purposes. When rate changes for the Topanga Tax Zone are proposed, staff takes into account any cumulative overage or underage.

Proposed Fiscal Year 2019-20 Rate:

Staff recommends the monthly billing rate be kept the same at \$50.00 for the Topanga Tax Zone. Calculations show that maintaining the existing billing rate will reduce the cumulative overage by \$11,970.60, from \$16,708.07 to \$4,737.47.

Five-Year History of Billing Rate:

Following is a five-year history of the monthly rate billing rate for the Topanga Tax Zone.

Fiscal Year Monthly Rate Per ERU

FY 2018/19 \$50.00
FY 2017/18 \$50.00
FY 2016/17 \$55.40
FY 2015/16 \$55.40
FY 2014/15 \$54.50

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

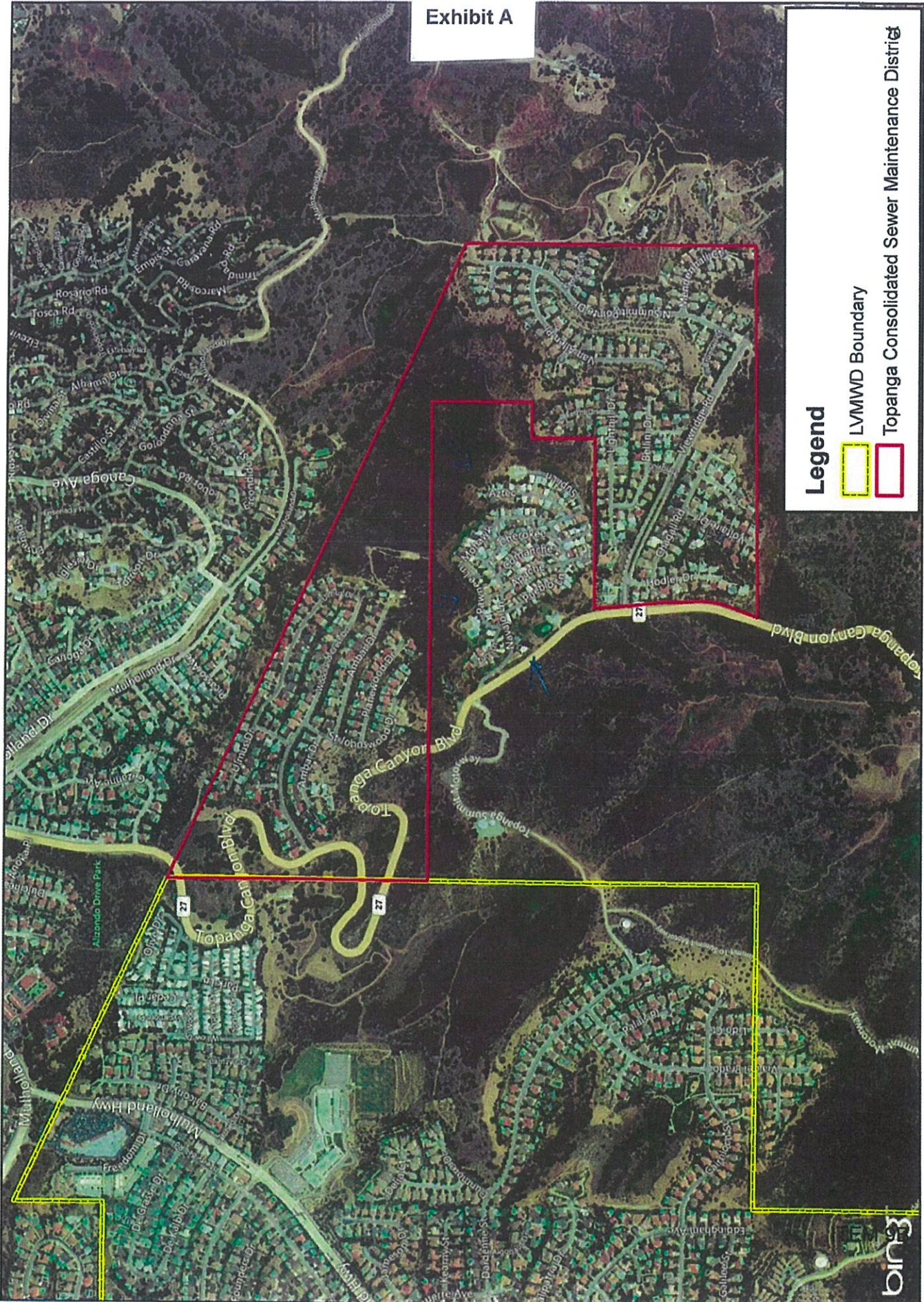
Prepared by: Angela Saccareccia, Finance Manager

ATTACHMENTS:



Attachment A

Attachment B

Exhibit A



Legend

-  LVMWD Boundary
-  Topanga Consolidated Sewer Maintenance District



Topanga Consolidated Sewer Maintenance District



LAS VIRGENES MUNICIPAL WATER DISTRICT
 COMPARISON OF CUSTOMER CHARGES BETWEEN LVMWD U-2 SANI DISTRICT
 AND CONSOLIDATED SEWER MAINT DISTRICT, TOPANGA TAX ZONE
December 31, 2018

LAS VIRGENES MWD U-2 SANITATION DISTRICT	CONSOLIDATED SEWER MAINT DISTRICT, TOPANGA ZONE										DIFFERENCE BETWEEN AMOUNT COLLECTED FROM TOPANGA ZONE AND EQUIVALENT U-2 AMOUNT										
	EFFECTIVE DATES OF U-2 MONTHLY SEWER CHARGES		MONTHLY RATE PER ERU COLLECTED FROM TOPANGA		COLLECTION PER ERU ON ANNUAL BASIS		ERU'S REPORTED BY TOPANGA		TOTAL COLLECTION FROM TOPANGA ON ANNUAL BASIS			TOTAL AMOUNT AT U-2 EQUIV. RATE (TOPANGA ERU X U-2 ANNUAL RATE)									
	PERIOD	MONTHLY SERVICE FEE	ANNUAL RATE BASIS	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10		2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
2003-04	29.56		354.72	29.90	358.85	353	128,901.48	126,674.05	2,227.43	3,060.35											
2004-05	29.56		354.72	29.56	354.72	354	129,084.06	125,393.52	3,690.54	6,750.89											
2005-06	29.56		354.72	29.56	354.72	354	129,266.64	125,570.88	3,695.76	10,446.65											
2006-07	31.04		372.42	29.56	354.72	354	129,266.64	131,836.68	(2,570.04)	7,876.61											
2007-08	38.35		460.14	29.56	354.72	354	129,266.64	162,889.56	(33,622.92)	(25,746.31)											
2008-09	51.00		612.00	57.06	684.72	354	242,390.88	216,648.00	25,742.88	(3.43)											
2009-10	51.00		612.00	55.00	660.00	354	233,640.00	216,648.00	16,992.00	16,988.57											
2010-11	54.00		648.00	51.00	612.00	354	216,651.00	229,392.00	(12,741.00)	4,247.57											
2011-12	54.00		648.00	54.00	648.00	355	230,040.00	230,040.00	0.00	4,247.57											
2012-13	54.14		649.68	54.00	648.00	355	230,040.00	230,636.40	(596.40)	3,651.17											
2013-14	54.28		651.36	54.00	648.00	355	230,040.00	231,232.80	(1,192.80)	2,458.37											
2014-15	54.83		657.96	54.50	654.00	355	232,170.00	233,575.80	(1,405.80)	1,052.57											
2015-16	52.75		648.72	55.40	664.80	355	236,004.00	230,295.60	5,708.40	6,760.97											
2016-17	50.67		607.98	55.40	664.80	355	236,004.00	215,832.90	20,171.10	26,932.07											
2017-18	50.67		607.98	50.00	600.00	355	213,000.00	215,832.90	(2,832.90)	24,099.17											
2018-19	51.74		620.82	50.00	600.00	355	213,000.00	220,391.10	(7,391.10)	16,708.07											
2019-20	52.81		633.72	50.00	600.00	355	213,000.00	224,970.60	(11,970.60)	4,737.47											