



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

MINUTES
SPECIAL MEETING

5:00 PM

March 26, 2019

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Brett Dingman.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **5:00 p.m.** by Vice President Polan 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, Lynda Lo-Hill, Len Polan, and Lee Renger.
Absent: Director Jay Lewitt
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

General Manager David Pedersen asked that Item 5D be postponed to the April 23, 2019 Board meeting, so Board President Lewitt could be present for the presentation.

Director Renger moved to approve the agenda as amended with the removal of Item 5D. Motion seconded by Director Caspary. Motion carried by the following vote:

AYES: Caspary, Lo-Hill, Polan, Renger
NOES: None
ABSTAIN: None
ABSENT: Lewitt

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

A List of Demands: March 26, 2019: Ratify

B Minutes: Regular Meeting of March 12, 2019: Approve

C Monthly Cash and Investment Report: February 2019

Receive and file the Monthly Cash and Investment Report for February 2019.

D Annual Supply and Delivery of Polymer: Award

Accept the bid from Polydyne, Inc., and authorize the General Manager to issue a one-year purchase order, in the amount of \$162,607.50, with four one-year renewal options for the supply and delivery of polymer.

E Annual Supply and Delivery of Unleaded and Diesel Petroleum Products: Amendment

Authorize the General Manager to increase the purchase order with Merrimac Energy Group by \$12,182.03, from \$103,150.39 to \$115,332.42, for the period of April 16, 2018 through April 15, 2019, and to increase the annual amount of the remaining renewal options to \$110,000.

F Ultimate (Roth) Staffing Services: Amendment

Authorize the General Manager to increase the annual amount of the contract with Ultimate (Roth) Staffing Services by \$28,500, from \$35,000 to \$63,500.

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

AYES: Caspary, Lo-Hill, Polan, Renger
NOES: None
ABSTAIN: None
ABSENT: Lewitt

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A MWD Representative Report

General Manager David Pedersen summarized MWD Representative Glen Peterson's written report, which included an update on the approval of the Colorado River Drought Contingency Plan. He noted that Congressional approval was pending. He reported that the MWD Communications and Legislation Committee voted to support SB 669 (Caballero), Safe Drinking Water Trust Addressing Sustainable Funding, Without a Tax. He also reported that three new Directors joined the MWD Board: Gail Goldberg, representing San Diego County Water Authority, and Robert Apodaca and Frank Heldman, representing Central Basin Municipal Water District.

B Legislative and Regulatory Updates

Joe McDermott, Director of Resource Conservation and Public Outreach, reported that staff continues to monitor several bills related to a proposed water tax, along with a budget trailer bill submitted by Governor Gavin Newsom. He also reported that the District's lobbyist, Best Best & Krieger, provided oral and written testimony in opposition to the budget trailer bill's proposed tax on water service. He noted that AB 217 (Garcia), the Safe Drinking Water for All Act, was amended last week and includes a portfolio approach to funding safe, clean and affordable water. He also noted that the District received a request to support backfilling funding for Paradise Irrigation District to address its damaged infrastructure and water quality issues stemming from the 2018 Camp Fire. It was the consensus of the Board to have an item brought back at the next Board meeting to consider supporting the request by Paradise Irrigation District.

Director Caspary requested that a copy of SB 474 (Stern), Department of Water Resources: Appropriations of Water, be provided at the March 28 JPA Board meeting.

C Water Supply Conditions Update

Joe McDermott, Director of Resource Conservation and Public Outreach, presented the report. He noted that the State Water Project allocation increased to 70 percent, and that State law continues to require the efficient use of water.

D Emergency Response and Earthquake Preparedness - (This item was removed from the agenda)

6. TREASURER

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

7. BOARD OF DIRECTORS

A Qualifying Events for Per Diem Compensation

Review the information on qualifying events for director's per diem compensation and determine whether or not clarification is necessary.

General Manager David Pedersen presented the report.

Director Lo-Hill expressed interest in attending the California Special District Association's (CSDA) Leadership Academy in July, and she suggested that this event be included on the list for per diem compensation. She also noted that she attended the kickoff meeting on March 13th for the Phase 2 White Paper on Tapping into Available Capacity in Existing Infrastructure to Create Water Supply and Water Quality Solutions Study, and she inquired whether attendance for this type of meeting could be included as a qualifying event.

Vice President Polan requested an item on the next Board meeting agenda for the Board to discuss adding CSDA events to the list of qualifying events for per diem compensation and a discussion to consider per diem compensation for Director Lo-Hill's attendance at the Phase 2 White Paper kickoff meeting.

8. FACILITIES AND OPERATIONS

A Cornell Pump Station Improvements Project: Award of Contract for Technical Memorandum

Accept the proposal from Cannon and authorize the General Manager to execute a professional services agreement, in the amount of \$58,084, for preparation of a technical memorandum for the Cornell Pump Station Improvements Project.

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

Director Renger moved to approve Item 8A. Motion seconded by Director Lo-Hill.

Mr. Lippman responded to questions related to the analysis for replacing equipment with new natural gas engines or electrifying with emergency generation, and meeting current emissions requirements.

Motion carried by the following vote:

AYES: Caspary, Lo-Hill, Polan, Renger

NOES: None

ABSTAIN: None

ABSENT: Lewitt

B Woolsey Fire Facility Repair Project Nos. 1, 2, and 3: Award of Design Contracts

Accept the proposal from M6 Consulting, Inc.; authorize the General Manager to

execute a professional services agreement, in the amount of \$121,380 contingent upon the JPA's approval of its share of the cost; and appropriate \$74,425 for the District's share of the engineering design and support services during construction for the Woolsey Fire Facility Repair Project Nos. 1 and 2.

Accept the proposal from L. Newman Design Group; authorize the General Manager to execute a professional services agreement, in the amount of \$122, 105 contingent upon the JPA's approval of its share of the cost; and appropriate \$75,992.75 for the District's share of the engineering design and support services during construction for the Woolsey Fire Facility Repair Project No. 3.

Eric Schlageter, Senior Engineer, presented the report.

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

Mr. Schlageter responded to questions, explaining that the Westlake Filtration Plant was operational with the use of temporary chemical feed pumps, utilizing L. Newman Design Group to identify the damages incurred from the Woolsey Fire and assisting in the determination of whether or not to replace the landscaping in-kind.

Motion carried by the following vote:

AYES: Caspary, Lo-Hill, Polan, Renger
NOES: None
ABSTAIN: None
ABSENT: Lewitt

**C Stationary Emergency Generators for Critical Potable Water Pump Stations:
Award of Design Contract**

Accept the proposal from Michael Baker Corporation; authorize the General Manager to execute a professional services agreement, in the amount of \$193,359; and appropriate \$169,840.42 for design and support services during construction for the Stationary Emergency Generators for Potable Pump Stations Project.

John Zhao, Principal Engineer, presented the report.

Director Renger moved to approve Item 8C. Motion seconded by Director Caspary.

Mr. Zhao responded to questions related to constraints for storing and rotating diesel fuel for the generators, and pumping and storage capacity at the pump station.

David Lippman, Director of Facilities and Operations, responded to a question related to contracts with local diesel suppliers to deliver fuel to emergency generators in the field. He also addressed the need for the additional appropriation and exploring ways to participate in a local Hazard Mitigation Plan to apply for CalOES 404 Hazard Mitigation Grants.

Motion carried by the following vote:

AYES: Caspary, Lo-Hill, Polan, Renger
NOES: None
ABSTAIN: None
ABSENT: Lewitt

D Infrastructure Investment Plan: Fiscal Years 2019-20 through 2023-24

Receive and file the Infrastructure Investment Plan for Fiscal Years 2019-20 through 2023-24.

Doug Anders, Administrative Services Coordinator, presented the report.

Director Lo-Hill moved to receive and file Item 8D. Motion seconded by Director Renger.

Don Patterson, Director of Finance and Administration, responded to a question related to budgeting \$5.9 million as an expenditure for the Woolsey Fire Recovery Projects, pending insurance and FEMA reimbursement.

Motion carried by the following vote:

AYES: Caspary, Lo-Hill, Polan, Renger
NOES: None
ABSTAIN: None
ABSENT: Lewitt

9. FINANCE AND ADMINISTRATION

A Travel Expense Policy: Proposed Update

Adopt the proposed update to the Travel Expense Policy.

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

Director Lo-Hill moved to approve Item 9A. Motion seconded by Director Caspary. Motion carried by the following vote:

AYES: Caspary, Lo-Hill, Polan, Renger
NOES: None
ABSTAIN: None
ABSENT: Lewitt

B Request for Proposals for FEMA Assistance: Approval

Authorize the issuance of a Request for Proposals for assistance in managing the Federal Emergency Management Agency disaster relief and mitigation processes

and pursuing available hazard mitigation grant funding related to the Woolsey Fire.

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

Director Renger moved to approve Item 9B. Motion seconded by Director Lo-Hill.

Mr. Patterson responded to a question related to entering into a professional services agreement, including standard insurance provisions, with the selected firm.

Motion carried by the following vote:

AYES: Caspary, Lo-Hill, Polan, Renger

NOES: None

ABSTAIN: None

ABSENT: Lewitt

C Responsibility of Property Owner for Unpaid Balances of Tenant or Lessee

Pass, approve, and adopt proposed Resolution No. 2551, specifying that property owners shall be responsible for unpaid balances of a tenant or lessee.

RESOLUTION NO. 2551

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE CODE) AS IT RELATES TO TENANT AND LESSEE RESPONSIBILITY FOR SERVICE

(Reference is hereby made to Resolution No. 2551 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

General Manager David Pedersen presented the report. He noted a correction to the proposed resolution, which should include the effective date of July 1, 2019, in order to allow staff to provide sufficient notice to customers.

Director Caspary moved to approve Item 9C as amended with effective date of July 1, 2019. Motion seconded by Director Renger. Motion carried by the following vote:

AYES: Caspary, Lo-Hill, Polan, Renger

NOES: None

ABSTAIN: None

ABSENT: Lewitt

10. INFORMATION ITEMS

A Claim by Southern California Gas Company

11. NON-ACTION ITEMS

A Organization Reports

None.

B Director's Reports on Outside Meetings

Vice President Polan reported that he attended the Association of Water Agencies of Ventura County WaterWise Breakfast meeting on March 21st, where a legal briefing was provided regarding Sustainable Groundwater Management Act lawsuits related to the Las Posas Basin and the Ventura River Watershed. He noted the Susan Mulligan, General Manager of Calleguas Municipal Water District, announced her resignation. He also reported that he attended the WateReuse Annual Conference, where a presentation was given regarding the historical use of recycled water on greenbelts.

C General Manager Reports

(1) General Business

General Manager David Pedersen noted that the Las Virgenes-Triunfo Joint Powers Authority would meet on March 28th at the Oak Park Library. He also noted that LVWMD Directors Polan and Lewitt, TSD Directors Orkney and Tjulander, TSD General Manager Mark Norris, Director of Resource Conservation and Public Outreach Joe McDermott, and he would be traveling to Washington D.C. the following week for the annual lobbying trip. He reported that Bobbi Larsen announced her retirement from the California Association of Sanitation Agencies (CASA), effective December 31, 2019.

(2) Follow-Up Items

D Directors' Comments

None.

12. FUTURE AGENDA ITEMS

None.

13. PUBLIC COMMENTS

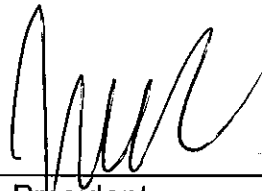
None.

14. CLOSED SESSION

None.

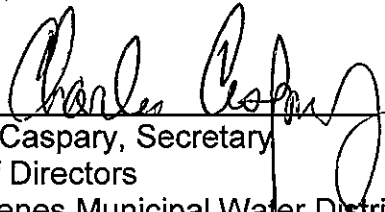
15. **OPEN SESSION AND ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **6:26 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)