

**LAS VIRGENES - TRIUNFO
JOINT POWERS AUTHORITY
AGENDA**

CLOSING TIME FOR AGENDA IS 8:30 A.M. ON THE TUESDAY PRECEDING THE MEETING. GOVERNMENT CODE SECTION 54954.2 PROHIBITS TAKING ACTION ON ITEMS NOT ON POSTED AGENDA UNLESS AN EMERGENCY, AS DEFINED IN GOVERNMENT CODE SECTION 54956.5 EXISTS OR UNLESS OTHER REQUIREMENTS OF GOVERNMENT CODE SECTION 54954.2(B) ARE MET.

5:00 PM

March 7, 2011

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER AND ROLL CALL

- A** The meeting was called to order at _____ p.m. by _____ in the Oak Park Library and the Clerk of the Board called the roll.

<u>Triunfo Sanitation District</u>	<u>Present</u>	<u>Left</u>	<u>Absent</u>
Steven Iceland	_____	_____	_____
Michael McReynolds	_____	_____	_____
Janna Orkney	_____	_____	_____
Michael Paule, Chair	_____	_____	_____
James Wall	_____	_____	_____
<u>Las Virgenes Municipal Water District</u>			
Joseph Bowman	_____	_____	_____
Charles Caspary	_____	_____	_____
Glen Peterson	_____	_____	_____
Lee Renger, Vice Chair	_____	_____	_____
Barry Steinhardt	_____	_____	_____

2. APPROVAL OF AGENDA

- A** Moved by _____, seconded by _____, and _____, that the agenda for the March 7, 2011 meeting be approved as presented/amended.

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. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A JPA Infrastructure Investment Plan, FY 2011/12 - 2015/16

Receive and file as a planning document the JPA Infrastructure Investment Plan, FY 2011/12 - 2015/16 (LVMWD Report No. 2471.01).

5. CONSENT CALENDAR

A Minutes: Regular meeting of February 7, 2011. Approve

6. ACTION ITEMS

A Farm Sprayfield Operation and Maintenance Contract Renewal

Authorize the General Manager to enter into a one-year contract with W. Litten Land Preparation in an amount not to exceed \$250,000.

B Budget Discussion for FY11-12

Discuss budget issues and questions with staff.

C Tapia Influent Force Mains Rehabilitation and Valves Replacement Project

Receive and file LVMWD Report #2472.00, Tapia Influent Force Mains Rehabilitation for influent pipeline rehabilitation and valves replacement; and authorize the General Manager/Administering Agent to issue a purchase order to Phoenix Civil Engineering, Inc. in the amount of \$19,215 to prepare plans and specifications.

7. BOARD COMMENTS

8. FUTURE AGENDA ITEMS

9. INFORMATION ITEMS

A Tapia WRF Alternative Disinfection Project: Preliminary Design

10. CLOSED SESSION

11. ADJOURNMENT

March 7, 2011 JPA Board Meeting

TO: JPA Board of Directors

FROM: Facilities & Operations

Subject: JPA Infrastructure Investment Plan, FY 2011/12 - 2015/16

SUMMARY:

The JPA Infrastructure Investment Plan ("Plan") for FY 2011/12 - 2015/16 is a planning document prepared by staff to identify candidate projects for future funding consideration and accomplishment. The Plan summarizes the facilities infrastructure programs and projects needed to maintain existing systems and provide new facilities to accommodate new demands and growth. The attached Plan is forwarded for review and consideration by the JPA Board as one of the important planning documents used to formulate an annual budget and a review of the infrastructure investment expected over the next five years. Specific funding authorization for individual projects will be addressed as part of the budget cycle for each fiscal year covered by the plan.

The Plan totals \$15.3 million over its 5-year span. Projects include increased capacity for biosolids dewatering and digestion with the remainder for infrastructure renewal and refurbishment.

RECOMMENDATION(S):

Receive and file as a planning document the JPA Infrastructure Investment Plan, FY 2011/12 - 2015/16 (LVMWD Report No. 2471.01).

FINANCIAL IMPACT:

None - the JPA Infrastructure Investment Plan is a planning document and its receipt does not obligate any funding.

Prepared By: Marsha Eubanks, Administrative Services Officer

ATTACHMENTS:

[JPA IIP](#)

JPA Infrastructure Investment Plan, FY2011/12 -- FY2015/16

	Proposed 5 Year CIP Appropriations					Five-Year Total
	2011-12	2012-13	2013-14	2014-15	2015-16	
Total Costs	\$3,551,000	\$5,152,000	\$2,820,000	\$1,475,000	\$2,325,000	\$15,323,000
LVMWD Share of Total Costs	\$2,507,006	\$3,449,737	\$1,990,920	\$1,041,350	\$1,641,450	\$10,630,463
TSD Share of Total Costs	\$1,043,994	\$1,702,263	\$829,080	\$433,650	\$683,550	\$4,692,537

JPA Infrastructure Investment Plan Planned Expenditure Detail

JOB	TITLE	Project Status 6/30/2011	Project Costs through 2009-10	Authorized Budget 2010-11	Revised Budget 2010-11	Expenses through 12/31/10	PLANNED EXPENDITURES						
							2011-12	2012-13	2013-14	2014-15	2015-16	Beyond 2015-16	
RECYCLED WATER													
10281	24" Parallel RW Pipeline, Mulholland to Tapia	Complete	\$2,377,960	\$3,128,691	\$3,128,691	\$2,605,235	0	0	0	0	0	0	0
10420	Thousand Oaks RW Pipeline Extension	Complete	\$0	\$105,000	\$0	\$0	0	0	0	0	0	0	0
10393	Recycled Water Storage Study	On-going	\$40,141	\$334,859	\$309,859	\$0	150,000	500,000	0	0	0	0	0
10474	Woodland Hills Golf Course RW Pipeline Extension	On-going	\$0	\$0	\$25,000	\$23,642	375,000	750,000	1,000,000	0	0	0	4,750,000
10418	Rehabilitation of 18" RW Pipe (Tapia/Mulholland Highway)	On-Hold	\$0	\$150,000	\$0	\$0	155,000	0	0	0	0	0	0
80013	Western RWPS Expansion	Proposed	\$0	\$0	\$0	\$0	0	0	65,000	445,000	0	0	0
80651	Medea Valley RW Pipeline Extension	Proposed	\$0	\$0	\$0	\$0	0	150,000	0	0	0	0	2,300,000
80652	Morrison Air Gap Upgrades	Proposed	\$0	\$0	\$0	\$0	0	0	0	0	0	0	250,000
80741	Groundwater Supplement Study	Proposed	\$0	\$0	\$0	\$0	50,000	0	0	0	0	0	0
Sub-Total			\$2,418,101	\$7,182,100	\$3,463,550	\$2,628,877	\$730,000	\$1,400,000	\$1,065,000	\$445,000	\$0	\$0	\$7,300,000

JOB	TITLE	Project Status 6/30/2011	Project Costs through 2009-10	Authorized Budget 2010-11	Revised Budget 2010-11	Expenses through 12/31/10	PLANNED EXPENDITURES						
							2011-12	2012-13	2013-14	2014-15	2015-16	Beyond 2015-16	
TAPIA													
10451	Tapia Gate and Drive Replacement	Complete	\$0	\$160,000	\$160,000	\$3,086	0	0	0	0	0	0	0
10456	Tapia Screenings Washer/Compactor	Complete	\$0	\$50,000	\$87,000	\$79,200	0	0	0	0	0	0	0
10458	Tapia Pump/Motor Rebuild/Replacement, FY10-11	Complete	\$0	\$60,000	\$60,000	\$22,137	0	0	0	0	0	0	0
10459	Tapia CP1000, CP100 and Screening Area Roof	Complete	\$0	\$66,000	\$66,000	\$0	0	0	0	0	0	0	0
10470	Tapia Miscellaneous Equipment - FY 10-11	Complete	\$0	\$52,000	\$52,000	\$0	0	0	0	0	0	0	0
10472	Westlake Wells 1 and 2 Renovation	Complete	\$0	\$10,000	\$60,000	\$50,240	0	0	0	0	0	0	0
10452	Tapia Process Air Evaluation	On-going	\$0	\$156,000	\$156,000	\$0	500,000	0	0	0	0	0	0
10457	Tapia Alternative Disinfection Study	On-going	\$0	\$50,000	\$110,000	\$108,718	150,000	780,000	775,000	0	0	0	0
10462	Tapia: 20 and 24" Influent Force Main Upgrade	On-going	\$0	\$363,000	\$363,000	\$0	305,000	0	0	0	0	0	0
10453	Tapia and Rancho Vulnerability Assessment	On-Hold	\$0	\$50,000	\$0	\$0	0	212,000	0	0	0	0	0
80744	Tapia: Primary Tank Rehabilitation	Proposed	\$0	\$0	\$0	\$0	0	300,000	300,000	300,000	300,000	300,000	300,000
80745	Tapia: Sludge Screening	Proposed	\$0	\$0	\$0	\$0	385,000	0	0	0	0	0	0
80748	Tapia Gate and Drive Replacement	Proposed	\$0	\$0	\$0	\$0	160,000	160,000	160,000	160,000	160,000	0	0
Sub-Total			\$0	\$2,131,000	\$1,114,000	\$263,381	\$1,500,000	\$1,962,000	\$1,235,000	\$460,000	\$300,000	\$300,000	\$300,000

JOB	TITLE	Project Status 6/30/2011	Project Costs through 2009-10	Authorized Budget 2010-11	Revised Budget 2010-11	Expenses through 12/31/10	PLANNED EXPENDITURES						
							2011-12	2012-13	2013-14	2014-15	2015-16	Beyond 2015-16	
RANCHO/FARM													
10257	Combined Heat and Power (CHP) Project	Complete	\$0	\$280,000	\$280,000	\$280,000	0	0	0	0	0	0	0
10392	Rancho Las Virgenes: Replace Centrate Line	Complete	\$123,056	\$1,402,441	\$1,402,441	\$692,064	0	0	0	0	0	0	0
10449	Rancho Solar Project	Complete	\$0	\$20,000	\$0	\$0	0	0	0	0	0	0	0
10454	Rancho Centrifuge Power Reliability Project	Complete	\$0	\$25,000	\$0	\$0	0	0	0	0	0	0	0
10455	Rancho Farm Building Rehabilitation	Complete	\$0	\$25,000	\$25,000	\$21,553	0	0	0	0	0	0	0
10465	Rancho: Flare Controls Safety Upgrade	Complete	\$0	\$25,000	\$25,000	\$0	0	0	0	0	0	0	0
10469	Rancho Miscellaneous Equipment - FY 10-11	Complete	\$0	\$40,000	\$40,000	\$0	0	0	0	0	0	0	0
10473	BNR Phase III, Centrate Sample Line	Complete	\$0	\$0	\$0	\$24,148	0	0	0	0	0	0	0
10480	Rancho Farm Centrate Generator Modification	Complete	\$0	\$0	\$52,000	\$46,921	0	0	0	0	0	0	0
10448	Rancho Polymer Feed System Rehabilitation	On-going	\$0	\$121,000	\$121,000	\$6,000	115,000	0	0	0	0	0	0
10387	Rancho Material Handling Improvements	On-Hold	\$0	\$0	\$0	\$0	116,000	0	0	0	0	0	0
10351	Rancho Las Virgenes: Compost Reactor Building Roof Repair	On-Hold	\$31,030	\$305,470	\$0	\$0	525,000	0	0	0	0	0	0
10446	Buffer Land at Rancho	On-Hold	\$0	\$250,000	\$0	\$0	250,000	0	0	0	0	0	0
80659	Construct 3rd Digester at Rancho	Proposed	\$0	\$0	\$0	\$0	165,000	1,025,000	520,000	520,000	0	0	0
80714	Rancho Digester Heating System Evaluation	Proposed	\$0	\$0	\$0	\$0	150,000	0	0	0	0	0	0

JOB	TITLE	Project Status 6/30/2011	Project Costs through 2009-10	Authorized Budget 2010-11	Revised Budget 2010-11	Expenses through 12/31/10	PLANNED EXPENDITURES					Beyond 2015-16
							2011-12	2012-13	2013-14	2014-15	2015-16	
80737	Rancho: Installation of 3rd Centrifuge	Proposed	\$0	\$0	\$0	\$0	0	0	0	50,000	1,025,000	525,000
80742	Rancho: Rehabilitate Existing Centrate Line	Proposed	\$0	\$0	\$0	\$0	0	150,000	0	0	0	0
80748	Rancho: Replace Agitators	Proposed	\$0	\$0	\$0	\$0	0	0	0	0	1,000,000	0
Sub-Total			\$154,086	\$4,439,352	\$1,945,441	\$1,070,686	\$1,321,000	\$1,175,000	\$520,000	\$570,000	\$2,025,000	\$525,000

JOB	TITLE	Project Status 6/30/2011	Project Costs through 2009-10	Authorized Budget 2010-11	Revised Budget 2010-11	Expenses through 12/31/10	2011-12	2012-13	2013-14	2014-15	2015-16	Beyond 2015-16
SEWER/LIFT STATIONS												
10421	CIS: Sanitation System Data Conversion	Complete	\$9,080	\$40,920	\$14,880	\$14,880	0	0	0	0	0	0
80720	Manhole Rehabilitation, F2/F3 Line	Proposed	\$0	\$0	\$0	\$0	0	615,000	0	0	0	0
Sub-Total			\$9,080	\$55,800	\$14,880	\$14,880	\$0	\$615,000	\$0	\$0	\$0	\$0
Total			\$2,581,267	\$7,270,381	\$6,537,871	\$3,977,824	\$3,551,000	\$5,152,000	\$2,820,000	\$1,475,000	\$2,325,000	\$8,125,000

**LAS VIRGENES - TRIUNFO
JOINT POWERS AUTHORITY
MINUTES**

5:00 PM

February 7, 2011

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was given by Director Renger.

1. CALL TO ORDER AND ROLL CALL**A** Call to order and roll call

The meeting was called to order at 5:00 p.m. by Director Renger in the District offices. Deputy Clerk of the Board called the roll. Those answering present were Directors Iceland, McReynolds, Paule, Wall, Caspary, Renger and Steinhardt. Directors absent: Bowman, Orkney and Peterson.

2. CHAIR/VICE CHAIR**A** Appointment of JPA Chair and Vice Chair

Triunfo Sanitation District Director, Michael Paule as Chair, and Las Virgenes Municipal Water District Director, Lee Renger as Vice Chair of the Las Virgenes - Triunfo Joint Powers Authority for calendar year 2011.

Director Renger passed the gavel to Chair Paule.

3. APPROVAL OF AGENDA**A** Approval of agenda

On a motion by Director Lee Renger, seconded by Director Charles Caspary, the Board of Directors voted 7-0 -3 to Approve the agenda as presented.

*AYES: Director(s) Caspary , Iceland , McReynolds , Paule , Renger , Steinhardt , Wall
ABSENT: Director(s) Bowman , Orkney , Peterson*

4. 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

No speaker cards were received by the public.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS**A** Agromin Presentation -- Bill Camarillo

ITEM 5A

Bill Camarillo, CEO of Agromin gave a presentation about his company and how it may perform services for the JPA. He also thanked Administering Agent/General Manager Mundy for the site visit he and staff made to the Agromin plant and for inviting him to speak tonight.

6. **CONSENT CALENDAR**

- A** Minutes: Regular meetings of December 6, 2010 and January 3, 2011, Special meeting of January 24, 2011. **Approve**

On a motion by Director Lee Renger, seconded by Director Michael Paule, the Board of Directors voted 7-0 -3 to Approve the consent calendar 6A as amended. Director Iceland commented on the December 6, 2010 minutes as the voting to be corrected to: 7 ayes; 0 noes; 2 abstain, 1 absent.

*AYES: Director(s) Caspary , Iceland , McReynolds , Paule , Renger , Steinhardt , Wall
ABSENT: Director(s) Bowman , Orkney , Peterson*

7. **ACTION ITEMS**

- A** Tapia Water Reclamation Facility: Alternative Disinfection Study

Provide staff direction on which of the two alternative disinfection options, modified chlorination or a hybrid of modified chlorination and ultra-violet will be implemented, and direct staff to issue an RFP for CEQA and design of the preferred option.

On a motion by Director Charles Caspary, seconded by Director Lee Renger, the Board of Directors voted 7-0 -3 to Approve the recommendation of Hybrid of Modified Chlorination system and UV phased implementation and direct staff to issue an RFP for CEQA and design. Roger Stephenson of Montgomery Watson Harza gave a presentation on the Disinfection Alternatives further details including questions from the JPA board.

*AYES: Director(s) Caspary , Iceland , McReynolds , Paule , Renger , Steinhardt , Wall
ABSENT: Director(s) Bowman , Orkney , Peterson*

- B** Tapia Water Reclamation Facility Process Air Evaluation: Award

Approve the proposal from Carollo Engineers, Inc. to provide the Tapia WRF Process Air Evaluation for the amount of \$83,127.00.

On a motion by Director Lee Renger, seconded by Director Steven Iceland, the Board of Directors voted 7-0 -3 to Approve

the recommendation as presented. Brett Dingman, Water Reclamation Manager gave a presentation on this item.

*AYES: Director(s) Caspary , Iceland , McReynolds , Paule , Renger , Steinhardt , Wall
ABSENT: Director(s) Bowman , Orkney , Peterson*

- C** Woodland Hills Country Club Recycled Water Extension

Provide staff direction related to the JPA's participation in the Woodland Hills Country Club Recycled Water Extension.

Director of Facilities & Operations Lippman presented an overview of this item. He stated this project will be in the upcoming Infrastructure Investment Plan. No action was taken on this item.

D Budget Calendar for FY 11-12

Discuss budget concerns with staff.

Mr. Mundy stated the budget workshop will be at the regular meeting on March 7, 2011. He mentioned that an overview of the JPA agreement and budget will be given at the meeting for the new members of the board. Sandra Hicks, Director of Finance & Administration invited the JPA board to meet with her and her staff before the budget workshop on March 7, 2011.

8. BOARD COMMENTS

Director Caspary commended Resource Conservation & Public Outreach for the collaborative work done on the watershed monitoring program. He thanked Dr. Randal Orton and staff for their good work and controlling costs. Chair Paule mentioned Director Orkney is still ill and wish her a quick recovery on behalf of the JPA. He also thanked staff and consultant for the good work on the alternative disinfection study.

9. FUTURE AGENDA ITEMS

Mr. Mundy stated the farm/sprayfield contract with Litten expires this month and we will be continuing on a month to month basis.

10. INFORMATION ITEMS**A Watershed-wide Monitoring Program****B Joint Powers Authority Second Quarter Financial Report and Spotlight on Joint Powers Authority**

Receive and file.

*On a motion by Director Charles Caspary, seconded by Director Barry Steinhardt, the Board of Directors voted 7-0 -3 to Approve the recommendation as presented.
AYES: Director(s) Caspary , Iceland , McReynolds , Paule , Renger , Steinhardt , Wall
ABSENT: Director(s) Bowman , Orkney , Peterson*

11. CLOSED SESSION

The meeting adjourned into Closed Session at 7:43 p.m.

A Conference with District Counsel - Existing Litigation (Government Code Section 54956.9(a)):

1. LVMWD vs. Onsite Power Systems, Inc.

12. ADJOURNMENT

The meeting reconvened into Open Session at 7:52 p.m. and the Chair declared the meeting adjourned at 7:53 p.m.

Michael Paule, Chair

ATTEST:

Lee Renger, Vice Chair

March 7, 2011 JPA Board Meeting

TO: JPA Board of Directors

FROM: Resource Conservation & Public Outreach

Subject: Farm Sprayfield Operation and Maintenance Contract Renewal

SUMMARY:

Last year, the Board authorized the General Manager to enter into a one-year contract with W. Litten Land Preparation (Litten) in an amount not to exceed \$250,000. Litten provides services related to effluent disposal as required by the NPDES permit, planting and harvesting of crops for nutrient removal as required by the Part 503 biosolids regulations, maintenance of catch basins to prevent offsite runoff, and general upkeep of the 75-acre Farm.

The conditions and requirements for operating the Farm did not change with the NPDES permit renewal in 2010. During meetings with staff and at the February 7, 2011 JPA meeting, Bill Camarillo with Agromin expressed an interest in working with the District relative to the biosolids treatment, material supply and the Farm operation. Staff will continue with these discussions and provide the Board with updates and solicit direction as necessary. Until changes to the current Farm operation are identified, staff recommends renewing the contract with Litten for one year.

RECOMMENDATION(S):

Authorize the General Manager to enter into a one-year contract with W. Litten Land Preparation in an amount not to exceed \$250,000.

FINANCIAL IMPACT:

Litten proposes the same cost as last year. The work is funded under Treatment/Reclamation account no. 751810.6788.

Prepared By: Carlos G. Reyes, Director of Resource Conservation & Public Outreach

ATTACHMENTS:

[Litten Contract](#)

AGREEMENT

As of March 7, 2011, **LAS VIRGENES MUNICIPAL WATER DISTRICT**, herein "DISTRICT," and **W. LITTEN LAND PREPARATION**, herein "CONTRACTOR," agree as follows:

1. Scope of Work:

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

2. Term:

This agreement is for one year, beginning March 7, 2011. This agreement may be extended by mutual agreement.

3. Consideration:

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

4. Laws and Regulations:

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

5. Insurance:

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

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

Limits:

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

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

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

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

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

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

or

Bodily injury and property damage coverage shall be in a

combined single limit of not less than \$1,000,000 for each occurrence.

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

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

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

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

6. Contractor Representative:

CONTRACTOR shall maintain a local representative who can be reached during normal working hours who is authorized to discuss matters pertaining to the agreement. An answering service in conjunction with a pager for the designated company representative would fulfill this requirement, provided calls are returned within one-hour. A mobile telephone or an answering machine shall not fulfill the requirement for a local office.

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

7. Contractor's Responsibility for Work:

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

8. Safety:

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

9. Contractor's Personnel:

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

10. Assignment of Contract:

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

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

Las Virgenes Municipal Water District

By: _____
John R. Mundy, General Manager

Dated: _____, 20__

W. Litten Land Preparation

By: _____
Wallace A. Litten

Dated: _____, 20__

By: _____
W. Dean Litten

Dated: _____, 20__

Approved as to Form:

Wayne K. Lemieux, District Counsel

EXHIBIT "A"

SCOPE OF WORK

1. WORK OBJECTIVES

The purpose of the Sprayfields Program is to maximize the volume of recycled water applied to District owned sprayfields, subject to the important requirement that there be *absolutely no runoff* beyond the property boundaries.

Water application to the sprayfields (irrigation) can be needed any time, but periods of heaviest application typically occur during cool weather between April 15th and June 15th (Spring / early Summer) and October 1st and November 15th (late Summer / Fall), depending on weather.

Historically, the District has applied as much as 87 million gallons (267 acre-feet) of surplus recycled water on approximately 75 acres of sprayfields during these periods each year without off site runoff. Comparable performance is expected from the successful bidder. The ability to operate the sprayfields with zero runoff is a critical element of the Sprayfields Program, as runoff can result in substantial sanctions and fines to the District.

2. FACILITIES DESCRIPTION

A. General

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

The Rancho Las Virgenes Farm comprises approximately 70 acres of generally flat fields, falling off slightly to the west for positive drainage during periods of heavy rainfall. This acreage is divided into 16 separately irrigated fields, 13 of which take water through booster pumps. The farm fields are utilized primarily for seasonal waste spray of surplus recycled water. Occasionally, one or more fields is taken out of production, prepped for injection of biosolids, and then replanted after the injection process is complete. A mixture of grasses and legumes--including oats, fescue, rye, orchard grass, clover and alfalfa--is grown as a means of nutrient and moisture uptake and erosion control. The fields are managed by a variety of methods, including green chopping, mowing, baling, and discing under.

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

Soils vary from clay loam to sandy loam.

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

B. Additional Locations

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

C. HOURS OF WORK AND FACILITY ACCESS

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

3. DISTRICT/CONTRACTOR REPRESENTATIVES

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

4. SUBMITTALS

A. Soils Tests

Soils tests will be obtained and tested by the District. The Contractor will not receive payment for soils tests performed without District authorization.

B. Substitute Products

All equipment and products must be approved by the District prior to installation or use.

5. EQUIPMENT AND LABOR

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

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

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

6. STANDARDS OF PERFORMANCE

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

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

All other portions of these specifications notwithstanding, it is agreed that the intent of this contract is to provide a level of management that will also present a pleasing and desirable appearance at all times.

The District representative:

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

7. MATERIALS

All materials and equipment used shall conform to District specifications.

Contractor supplied:

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

District supplied:

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

8. TASK DESCRIPTIONS

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

July through August

Dismantle irrigation pipe.

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

- Harvest and transport off fields

- Cut and leave on field

- Cut and disc into field

Improve drainage of fields as needed

- Rip soil to 24+ inches

- Develop and maintain farm ditches, mechanically and by hand

Prepare fields for planting as needed

- May include disking, rock removal, ring rolling

Seeding as needed

Set up irrigation pipe

Weed control on and off fields as directed

September through November

Operate sprayfields

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

Monitor field conditions to prevent runoff

Continue with vegetation and weed management

December through March

- Dismantle irrigation pipe.
- Pump catch basin water to fields
- Remove plugs from catch basin drain outlets
- Manage vegetation, as directed, by any or all of the following methods
 - Harvest and transport off fields
 - Cut and leave on field
 - Cut and disc into field
- Improve drainage of fields as needed
 - Rip soil to 24+ inches
 - Develop and maintain farm ditches, mechanically and by hand
- Prepare fields for planting as needed
 - May include discing, rock removal, ring rolling
- Seeding as needed
- Set up irrigation pipe
- Weed control on and off fields as directed

April through June

- Plug catch basin outlets to storm drain system
- Operate sprayfields
 - Turn water on and off, record meter readings, repair breaks, maintain equipment
- Monitor field conditions to prevent runoff
- Continue with vegetation and weed management

Year round activities

- Maintain and repair farm equipment
- Maintain roads and fences as needed
- Maintain irrigation equipment
 - Valve repair, sprinkler head repair, portable pump maintenance, etc.
- Develop new sprayfields if land becomes available
 - clearing, ripping, discing, seeding and irrigation system setup

9. FIELD CARE

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

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

10. FIELD MONITORING

The Contractor shall inspect the sprayfields daily for soil and crop condition and report any problems to the District.

11. FIELD MANAGEMENT

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

The Contractor shall notify the District immediately upon discovery of damage to any fields. Costs to repair fields or replace crops damaged as a result of anything other than Contractor neglect will be borne by the District. Costs to repair fields or replace crops damaged as a result of Contractor's neglect shall be borne by the Contractor. The Contractor shall repair said damage immediately after authorization to repair has been received from the District.

12. MANAGEMENT OF ADJACENT BASINS, BERMS AND ROADS

A. BASINS

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

B. BERMS

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

C. ROADS

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

13. EQUIPMENT AND IRRIGATION SYSTEMS CARE

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

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

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

14. SYSTEMS MONITORING

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

15. EQUIPMENT AND IRRIGATION SYSTEM MAINTENANCE, REPAIR AND OPERATION

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

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

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

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

EXHIBIT "B"
SPRAYFIELD PROGRAM SERVICES
UNIT COSTS

	Unit Cost ¹ per Hour
D-6 9U with operator	63.00
50 HP wheel tractor with operator	43.00
Pickup trucks	8.00
Disc	9.50
Ring Roller	3.00
Box Scraper	5.00
Flail Mower	16.00
Chainsaw	3.25
Weedeater	3.25
Labor – Unskilled	19.80
Labor – Skilled	24.20
Foreman	26.40
Operator only for district-supplied equipment	42.35
Supervisor	39.05
Labor – Unskilled: Overtime	7.50
Labor – Skilled: Overtime	11.00
Foreman: Overtime	12.00
Operator only for district-supplied equipment: Overtime	18.00
Supervisor: Overtime	17.50

¹Units include all overhead costs.

March 7, 2011 JPA Board Meeting

TO: JPA Board of Directors

FROM: Finance & Administration

Subject: Budget Discussion for FY11-12

SUMMARY:

At the JPA meeting on February 7, 2011, staff presented the budget calendar for FY 2011-12 and generally outlined the budget process. At tonight's meeting, staff will review the operations summary from the adopted JPA Budget for FY 2010-2011 and answer questions that the Board may have.

Operating expenses in the JPA are distributed as specified in the JPA Agreement, a copy of which will be included in Board folders for this meeting.

RECOMMENDATION(S):

Discuss budget issues and questions with staff.

DISCUSSION:

The first rough draft of the budget was distributed to the departments and to TSD staff on March 3. At this point the drafts have not been vetted by the general managers but will give staff a preliminary indication of the direction that revenue and expenses are expected to go.

The general managers will review the budget with staff on April 6. The executive staff, division managers and project managers attend this review to answer questions and discuss alternatives. After the general managers have given their directions concerning the budget, staff prepares the preliminary budget, which will be distributed to the JPA board members on April 21 and will be discussed at the JPA meeting on May 2. Based upon direction from the boards, staff will make modification and present the proposed budget for adoption on June 6.

Staff would be glad to meet with any board members interested in learning more about the budget process or who may have questions about the current budget, whether individually or as a group.

Prepared By: Sandra Hicks, Director of Finance and Administration

ATTACHMENTS:

[JPA Budget FY10-11](#)

**Las Virgenes - Triunfo
Joint Powers Authority
Operations Summary**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Est. Actual	FY 10-11 Budget
OPERATING REVENUES						
4235 RW Sales - LVMWD	\$1,858,807	\$1,180,729	\$992,244	\$1,492,532	\$1,298,508	\$1,351,403
4240 RW Sales - TSD	429,356	391,232	267,256	417,048	391,856	396,200
4245 MWD Incentive - Local Projects	107,800	71,887	107,800	107,800	107,800	107,800
4505 Other Income from Operations	41,920	55,462	57,330	56,855	56,950	56,855
4510 Compost Sales	26,398	17,496	3,847	5,000	2,100	5,000
4417 Prop 13 Urban Runoff Reduction	5,419	2,716	0	0	0	0
4420 Prop 13 Watershed Monitoring	0	14,701	0	0	0	0
TOTAL OPERATING REVENUES	\$2,469,700	\$1,734,223	\$1,428,477	\$2,079,235	\$1,857,214	\$1,917,258
SOURCE OF SUPPLY						
5115 Purchased Water - Potable Suppl	0	1,600	103,800	20,000	67,000	0
OPERATIONS DIVISION EXPENSE						
5400 Labor	1,445,234	1,523,703	1,946,503	2,037,607	1,886,367	2,049,282
5405.1 Electricity	2,387,002	2,288,156	2,246,860	2,558,800	2,205,490	2,299,010
5405.2 Telephone	23,072	24,162	24,857	24,625	28,210	28,310
5405.3 Natural Gas	11,249	12,620	12,395	11,000	12,100	13,000
5405.4 Water	13,589	25,952	30,882	30,385	15,424	18,740
5410 Supplies/Material	75,146	52,199	62,285	65,500	102,740	59,500
5410.1 Fuel	4,445	21,628	8,917	15,000	9,544	12,000
5410.5 Ferric Chloride	47,032	65,872	90,054	84,000	69,000	80,000
5410.6 Defoamer/Deodorant	4,858	5,087	0	6,000	5,607	0
5410.7 Polymer	108,223	204,921	200,824	192,000	125,000	192,000
5410.8 Amendment	123,979	225,565	203,034	126,000	175,000	210,000
5410.9 Alum	14,631	19,105	25,773	38,000	27,000	30,000
5410.10 Sodium Hypochlorite	304,845	291,620	349,984	390,000	365,000	375,000
5410.11 Sodium Bisulfite	97,070	114,400	250,305	280,000	220,000	250,000
5415 Outside Services	127,569	65,802	56,617	209,500	80,000	78,500
5417 Odor Control	76,697	112,290	117,180	127,000	124,470	135,000
5420 Permits and Fee	125,584	122,817	97,870	93,930	105,593	106,430
5425 Consulting Services	24,773	36,935	29,646	10,000	5,000	25,000
5430 Capital Outlay	164,192	49,850	46,181	85,000	87,000	70,000
Sub-total	\$5,179,190	\$5,262,684	\$5,800,167	\$6,384,347	\$5,648,545	\$6,031,772
MAINTENANCE DIVISION EXPENSE						
5500 Labor	857,387	926,020	1,063,074	1,248,641	1,312,091	1,297,843
5510 Supplies/Material	370,971	375,496	447,773	344,500	277,291	341,500
5515 Outside Services	229,149	444,910	421,652	434,000	416,900	432,000
5518 Building Maintenance	172,566	140,598	123,988	143,000	120,000	127,500
5520 Permits and Fee	0	0	404	500	750	500
5525 Consulting Services	0	0	23,530	18,000	18,000	0
5530 Capital Outlay	43,402	100,308	48,952	5,000	0	105,000
Sub-total	\$1,673,475	\$1,987,332	\$2,129,373	\$2,193,641	\$2,145,032	\$2,304,343
INVENTORY EXPENSES						
5536 Inventory Adjustment	(4,667)	(2,212)	4,023	4,000	4,000	4,000
PUBLIC INFORMATION						
6602 School Education Program	2,777	482	2,048	6,883	1,235	5,230
6604 Public Education Program	13,036	14,756	21,913	48,682	26,840	48,921
6606 Community Group Outreach	10,390	5,530	1,369	15,659	18,721	18,023
6608 Intergovernmental Coordination	45	4,209	8,345	29,409	12,054	34,272
Sub-total	\$26,248	\$24,977	\$33,675	\$100,633	\$58,850	\$106,446
RESOURCE CONSERVATION						
6786 Private Sprayfield	378,982	381,231	0	0	0	0
6787 Incentive Program	99,426	121,873	0	0	0	0
6788 District Sprayfield	240,112	271,493	260,797	219,366	200,000	297,234
6789 005 Discharge	17,595	14,951	41,827	18,500	45,000	45,000
6785 Watershed Programs	83,684	77,872	39,021	27,561	55,488	55,276
Sub-total	\$819,799	\$867,420	\$341,645	\$265,427	\$300,488	\$397,510

**Las Virgenes - Triunfo
Joint Powers Authority
Operations Summary**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Est. Actual	FY 10-11 Budget
SPECIALTY EXPENSES						
5700 SCADA Services	67,647	62,079	53,638	101,199	90,799	116,412
5710.2 Technical Services	0	872	7,152	6,038	6,782	3,614
5712 Compost Sales/Use Tax	2,095	4,926	12,772	0	4,000	4,000
5715.2 Other Lab Services	158,785	139,299	160,955	125,000	141,700	143,200
5715.3 Tapia Lab Sampling	88,482	76,530	93,321	110,984	90,590	97,196
7202 Allocated Lab Expense	326,434	337,183	357,998	376,935	363,039	387,222
Sub-total	<u>\$643,443</u>	<u>\$620,889</u>	<u>\$685,836</u>	<u>\$720,156</u>	<u>\$696,910</u>	<u>\$751,644</u>
ADMINISTRATIVE EXPENSES						
6872 Litigation/Outside Services	11	7,474	6,184	0	0	0
6516 Other Professional Services	122,304	119,299	115,661	122,000	0	0
6517 Audit Fees	4,950	4,100	4,265	4,265	4,435	8,545
7110 Travel/Misc Staff Expense	7	30	0	1,500	0	0
7135 General Insurance	160,569	190,905	171,829	174,000	0	0
7135.1 Property Insurance	0	0	0	0	71,400	72,100
7135.4 Earthquake Insurance	0	0	0	0	93,500	95,600
7145 Claims Paid	9,151	0	0	0	0	0
7153 TSD Staff Services	0	0	0	5,500	0	0
6260 Rental Charge - Facility Repl	543,961	446,205	392,306	369,121	356,749	382,279
7203 Allocated Building Maint	87,596	146,815	98,825	113,761	93,126	104,549
7206 Allocated G&A	5,090,388	0	0	0	0	0
7225 Allocated Support Services	0	3,257,503	3,553,336	3,736,004	3,649,507	3,918,356
7226 Allocated Operations Services	0	1,767,267	1,595,439	1,646,083	1,573,770	1,798,467
Sub-total	<u>\$6,018,937</u>	<u>\$5,939,598</u>	<u>\$5,937,845</u>	<u>\$6,172,234</u>	<u>\$5,842,487</u>	<u>\$6,379,896</u>
TOTAL EXPENSES	<u>\$14,356,425</u>	<u>\$14,702,288</u>	<u>\$15,036,364</u>	<u>\$15,860,438</u>	<u>\$14,763,312</u>	<u>\$15,975,611</u>
NET OPERATING EXPENSE	<u>\$11,886,725</u>	<u>\$12,968,065</u>	<u>\$13,607,887</u>	<u>\$13,781,203</u>	<u>\$12,906,098</u>	<u>\$14,058,353</u>

March 7, 2011 JPA Board Meeting

TO: JPA Board of Directors

FROM: Facilities & Operations

Subject: Tapia Influent Force Mains Rehabilitation and Valves Replacement Project

SUMMARY:

The 20" and 24" influent force mains transport raw sewage from Tapia's influent pump station to the primary clarifier tanks. Several failures have occurred along the seams of these steel pipelines due to corrosion, once resulting in flooding of critical facilities with raw sewage.

Staff has been welding external patches on failed seams as an inexpensive way to temporarily stop pipe failure. However, the welding process itself could accelerate the corrosion process for the steel pipe; therefore a long-term solution must be found.

In addition, three out of ten pump station control valves cannot be operated or are unable to close. These three valves need to be replaced in order to have the proper valve control for the pump station to transport raw sewage. Staff obtained the services of Phoenix Civil Engineering, Inc. to facilitate an option study for the influent pipeline rehabilitation and an option study for the valves replacement (see attached LVMWD Report #2472.00).

The option study for the influent pipeline rehabilitation identified several methods to rehabilitate the steel pipeline. They range from various lining technologies to outright pipe replacement. The estimated costs range from \$190,000 to \$376,000.

The option study for the valves replacement identified several valve replacement manufacturers with an estimated cost around \$40,000 per valve.

With the completion of the options study, staff would like to proceed with the completion of plans and specifications in order to facilitate the call for bids. Staff solicited a proposal from Phoenix Civil Engineering to prepare the plans and specifications at a cost of \$19,215.00.

RECOMMENDATION(S):

Receive and file LVMWD Report #2472.00, Tapia Influent Force Mains Rehabilitation for influent pipeline rehabilitation and valves replacement; and authorize the General Manager/Administering Agent to issue a purchase order to Phoenix Civil Engineering, Inc. in the amount of \$19,215 to prepare plans and specifications.

FINANCIAL IMPACT:

A total of \$363,000 was approved in the FY 10-11 budget. No additional budget is required at this time.

Prepared By: John Zhao, Principal Engineer

ATTACHMENTS:

[Proposal](#)



Phoenix Civil Engineering, Inc.

1802 Eastman Avenue, Ste. 101 Ventura, Ca 93003 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

Mr. John Zhao, PE
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302-1994

February 16, 2011

Las Virgenes Municipal Water District – Tapia Water Reclamation Facility Influent Pipeline Rehabilitation Project – Proposal for Civil Engineering Design Services

Dear John:

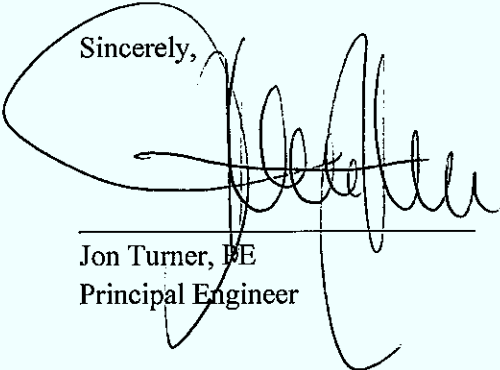
I am pleased to provide you with this proposal for civil engineering design services associated with the Tapia Influent Pipeline Rehabilitation Project. Based on the previous work in preparing the technical memorandum for the project, it is my understanding that this phase of the work will involve preparation of plans, specifications and an engineer's opinion of probable construction cost (OPCC) for the replacement of the influent pump station discharge pipelines (20- and 24-inch diameter) from the upstream valves located on the west side of the pipeline gallery to the point on the southeast side where the pipelines exit the gallery and transition to a buried condition heading to the filters. The first phase of the project involved analyzing the existing 20-inch and 24-inch diameter influent pipelines to determine an appropriate rehabilitation product. As part of the technical memorandum, recommendations and manufacturer quotes were included for rehabilitating the pipeline and replacing the pipeline. After the review of the technical memorandum by District staff, it was determined that replacement of the pipeline was not substantially more expensive than rehabilitation. As outlined in the technical memorandum, replacement of the existing piping will lead to a longer term solution and not have the installation difficulties associated with a rehabilitation product. Based on our discussions, I have the following list of tasks included in our proposal:

- Task 1: Field Documentation
- Task 2: 50% Plans, Specifications and OPCC Submittal
- Task 3: 90% Plans, Specifications and OPCC Submittal
- Task 4: Final Plans, Specifications and OPCC Submittal
- Task 5: Project Meetings

The specifications will be provided in CSI format and in accordance with District standards. Since this project is considered a replacement of an existing structure, I did not feel it was necessary to prepare and review 30% level plans and specifications as would be standard procedure for a proposed pipeline in a new alignment. The design will be based on the existing record drawings that you provided and no additional survey will be necessary. Actual dimensions of the existing pipeline will be field measured and incorporated into the proposed replacement project.

Thank you again for this opportunity.

Sincerely,



Jon Turner, PE
Principal Engineer

ITEM 6C

Scope of Services

Background/Project Understanding

This project is intended to provide a solution to two issues that are occurring at the Tapia Water Reclamation Facility. A previously prepared assessment report on the 20-inch and 24-inch wastewater influent pipelines was prepared by MJ Schiff & Associates, Inc. in 2001. In that report, it was noted that the influent pipelines were experiencing leaking due to internal grooved corrosion that is occurring along the longitudinal weld seam that was created when the pipes were fabricated. This affects the piping in the influent pump station dry well, the West pipe gallery and a portion of the piping in the East gallery located across the road near the filters. Based on the previous work in preparing the technical memorandum for the project, it is my understanding that this phase of the work will involve preparation of plans, specifications and an engineer's opinion of probable construction cost (OPCC) for the replacement of the influent pump station discharge pipelines (20- and 24-inch diameter) inside the influent pump station dry well (pump room), from the upstream valves located on the west side of the pipeline west gallery to the point on the southeast side where the pipelines exit the gallery and transition to a buried condition heading to the filters and a section of the 20-inch piping in the East gallery adjacent to the filters. In addition, three of the ten OS&Y gate valves located in the dry well (pump room) of the influent pump station will be replaced with knife gate valves as part of this project. The three valves consist of one 24-inch valve and two 20-inch valves.

The first phase of the project (technical memorandum) involved analyzing the existing 20-inch and 24-inch diameter influent pipelines to determine an appropriate rehabilitation product. As part of the technical memorandum, recommendations and manufacturer quotes were included for rehabilitating the pipeline and replacing the pipeline. After the review of the technical memorandum by District staff, it was determined that replacement of the pipeline was not substantially more expensive than rehabilitation. As outlined in the technical memorandum, replacement of the existing piping will lead to a longer term solution and not have the installation difficulties associated with a rehabilitation product. As a comparison, the project specifications will include a bid schedule for replacement of the piping and a separate bid schedule for rehabilitation of the piping. This will allow the District the most flexibility in their decision after the bid results are received.

Task 1: Field Documentation

A portion of the as-built plans provided by District staff of the pipe gallery (Tapia Water Reclamation Facility Expansion Phase III, Sheet YP-7 and YP-8) were used for the technical memorandum task performed previously. This phase will require obtaining field measurements of each existing pipeline and associated appurtenance for design purposes. As part of the design, the field measurements will be incorporated into the project plans to accurately reflect the existing connections, pipe lengths, etc. This information will be important to the project construction. It is anticipated that one field visit is required to obtain this information. Tapia WRF staff will provide access to the three locations where pipe is to be documented.

The following efforts are included in this task:

- One (1) field visit to verify pipeline configuration (length, connection details, appurtenances, etc).

Deliverable: No deliverable is anticipated with this task. Field information gathered will be incorporated in Task 2 work products.

Task 2: 50% Plans, Specifications and Opinion of Probable Construction Cost (OPCC) Submittal

This task involves preparation of project plans in accordance with District format/guidelines, project technical specifications, and an Opinion of Probable Construction Cost (OPCC). The District plan sheet border will be provided for incorporation into the plans. It is anticipated that the project plans will consist of the following sheets:

- Title Sheet
- 20- inch Influent Pump Station Dry Well (pump room) Piping

- 24-inch Influent Pump Station Dry Well (pump room) Piping
- 20- and 24-inch Pipeline Plan Sheet (West gallery) North/South
- 20- and 24-inch Pipeline Plan Sheet (West gallery) East/West
- 20-inch Pipeline Plan Sheet (East gallery)
- Bypass Detail Sheet
- Detail Sheet

In addition, project technical specifications will be prepared for this project. The technical specifications will be in CSI format. Project front end documents will be provided by the District. The technical specifications are anticipated to include the following sections:

- 01200 Measurement and Payment
- 01330 Submittal Procedures
- 01505 Construction Waste Management and Disposal
- 01500 Temporary Facilities and Controls
- 01820 Commissioning
- 02050 Equipment, Piping and Materials Demolition
- 02536 Low Pressure Force Mains
- 02957 Relining Sanitary Sewers
- 09900 Paints and Coatings
- 15050 Piping Schedule and General Piping Requirements
- 15100 Manual, Check and Process Valves
- 15144 Pressure Testing of Piping
- 15201 General Requirements for Steel Piping
- 15083 Centrifugally Cast Fiberglass Reinforced Polymer Mortar Pipe (would replace 15201)

The following efforts are included in this task:

- Incorporation of data gathered as part of Task 1 onto project plans sheets.
- Discussion with manufacturers to incorporate appropriate dimensions and features of selected valves and piping.
- Discussion with District staff on project features and requirements.
- Preparation of plan set, specifications and OPCC to a 50% level.
- Review meeting effort is included in Task 5.

Deliverable: 50% level plans, technical specifications and OPCC will be prepared. Five (5) sets of 11 x 17 plans, project technical specifications and OPCC will be provided to the District for their internal review.

Task 3: 90% Plans, Specifications and OPCC Submittal

As part of this task, the efforts outlined in Tasks 1 and 2 as well as District review comments on the work products from Task 2 will be incorporated into a 90% level set of project documents. Research of product costs, equipment and labor assumptions and industry standard values will be performed to develop a Class 3 level of estimate (OPCC) consistent with the guidelines established by the Association for the Advancement of Cost Engineering (AACE). Contact will be made with product manufacturers and discussions with construction contractors will be performed to create an accurate estimate.

The following efforts are included in this task:

- Incorporation of District staff review comments on work products from Task 2.
- Preparation of plan set, specifications and OPCC to a 90% level.
- Review meeting effort is included in Task 5.

Deliverable: 90% level plans, technical specifications and OPCC will be developed. Five (5) sets of 11 x 17 plans, project technical specifications and OPCC will be provided to District for their internal review. The OPCC will consist of an MS Excel workbook containing linked spreadsheets as well as product quotes, phone discussion summaries and research documents.

Task 4: Final Plans, Specifications and OPCC Submittal

This task involves incorporation of review comments from the 90% level project documents. A final set of project plans, technical specifications and OPCC will be completed.

The following efforts are included in this task:

- Incorporation of District review comments from Task 3.
- Finalization of any outstanding project items/issues.
- Final work product submittal meeting is included in Task 5.

Deliverable: Final project documents (plans, technical specifications, and OPCC) will be delivered to the District. Final project plans will consist of one set of reproducible 22 x 34 mylar plans, one set of 8.5 x 11 reproducible technical specifications and one copy of the OPCC with the supporting documentation outlining the basis of the OPCC. In addition, one electronic copy of all of the documents will be provided on a CD.

Task 5: Project Meetings

During the course of the project, team meetings will be necessary to obtain review comments and deliver the final deliverables. For purposes of this proposal, it is estimated that three team meetings will be required. A meeting review summary/decision log will be prepared for each meeting summarizing discussions and decisions made during the meeting.

The following efforts are included in this task:

- One (1) review meeting at the 50% level.
- One (1) review meeting at the 90% level.
- One (1) final deliverable submittal meeting.

Deliverable: Meeting decision log/summaries will be distributed to meeting attendees within 5 working days from the meeting. Action items will be clearly delineated and responsibility noted for completion.

Schedule

The work associated with Tasks 1 through 5 will be made a top priority. We recognize the importance of completing the design of this project so that construction can take place to minimize the possibility of additional corrosion related failures on the existing pipeline. Based on our discussions, it is my understanding that the District anticipates that the final project documents (plans, technical specifications and OPCC) will be

complete in May for advertising for construction bids. It is anticipated that review times will be kept to a 7 working day limit to keep the aggressive schedule progressing.

Fees

Work associated with Tasks 1 through 5 are estimated to cost \$19,215. A breakdown of the level of effort is attached as Exhibit B.

Assumptions

The following assumptions apply to this proposal:

- No bid or construction phase services are included in this proposal. These services can be provided upon request.
- District plan set title block and cover sheet example will be provided in AutoCAD.
- Plan sheet size is 22 x 34.

Las Virgenes Municipal Water District
 Tapia Water Reclamation Facility Influent Pipeline Replacement Project
 Fee Proposal Estimate

Task	Description	Principal Engr.	Prof. Engr.	Senior Designer	Admin Support	Total
1	Field Documentation	155	130	115	45	\$1,960.00
2	50% Plans, Specifications and Opinion of Probable Construction Cost (OPCC) Submittal		8	8		
3	90% Plans, Specifications and OPCC Submittal		40	68	4	\$13,200.00
4	Final Plans, Specifications and OPCC Submittal	2	8	8	2	\$2,050.00
5	Project Meetings	8		2	2	\$630.00
	Total	10	56	86	11	\$19,215.00

March 7, 2011 JPA Board Meeting

TO: JPA Board of Directors

FROM: Facilities & Operations

Subject: Tapia WRF Alternative Disinfection Project: Preliminary Design

SUMMARY:

At the February 7, 2011, JPA meeting, the Boards directed staff to pursue a phased hybrid implementation option of modified chlorination and ultra-violet light as an alternative disinfection and to issue an RFP for preliminary design and CEQA for that option. Upon completion of the Disinfection Alternatives Study, MWH still had approximately two-thirds of their authorized budget remaining and provided a scope of work to complete preliminary design within the remaining authorized budget, approximately \$69,000. The preliminary design is used as a basis for CEQA and other required permitting for the project. Staff decided to pursue the preliminary design with MWH rather than to request proposals from other consultants. By doing this, the study and preliminary design stays consistent and the schedule for these RWQCB mandated improvements is accelerated by six to eight weeks. Once the preliminary design is complete, CEQA and permitting can be addressed either by administrative approval or by an RFP process.

FINANCIAL IMPACT:

The FY 2010-11 budget provides funding in the amount of \$156,000 for this study under CIP Job No. 10457, Tapia Alternative Disinfection Study. There is no additional financial impact for this item as it was approved at the December 6, 2010, JPA meeting. Each JPA partner is allocated with a cost split of 70.6% for LVMWD and 29.4% for Triunfo.

Prepared By: Brett Dingman, Reclamation Manager