



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

MINUTES
SPECIAL MEETING

9:00 AM

March 24, 2020

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Glen Peterson.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **9:00 a.m.** by Board President Lewitt via teleconference in the Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road, Calabasas, CA 91302. The meeting was conducted via teleconference pursuant to the provisions of the Governor's Executive Order, N-29-20, which suspended certain requirements of the Ralph M. Brown Act to support social distancing guidelines associated with response to the coronavirus (COVID-19) outbreak. Josie Guzman, Clerk of the Board, conducted the roll call.

Present: Directors Charles Caspary, Jay Lewitt, Lynda Lo-Hill, Len Polan, and Lee Renger (all via teleconference)

Absent: None

Staff Present: David Pedersen, General Manager
Joe McDermott, Director of Engineering and External Affairs (via teleconference)
Don Patterson, Director of Finance and Administration
John Zhao, Director of Facilities and Operations (via teleconference)
Josie Guzman, Clerk of the Board
Keith Lemieux, District Counsel (via teleconference)

2. APPROVAL OF AGENDA

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

3. **PUBLIC COMMENTS**

None.

4. **CONSENT CALENDAR**

Director Polan pulled Item 4F.

A List of Demands: March 17, 2020: Receive and file

B Minutes Special Meetings of March 3, 2020 and March 4, 2020: Approve

C Directors' Per Diem – February 2020: Ratify

D Monthly Cash and Investment Report: February 2020

Receive and file the Monthly Cash and Investment Report for February 2020.

E ACC Business: Internet Service Contract Renewal

Authorize the General Manager to execute a three-year contract with ACC Business for a monthly rate of \$884 to provide external/public internet addresses and a 100 Mbps redundant internet connection and allocate \$2,850 to pay the remaining monthly fees until execution of a new contract for a total cost of \$34,674.

G Temporary Protective Canopy at Westlake Filtration Plant: Purchase Order Amendment

Authorize the General Manager to increase the purchase order to Rolls Scaffolding, Inc., in the amount of \$29,565, from \$35,300.02 to \$64,865.02, for a temporary protective canopy at the Westlake Filtration Plant.

Director Lo-Hill moved to approve the Consent Calendar Items 4A, 4B, 4C, 4D, 4E, and 4G. Motion seconded by Director Renger. Motion carried unanimously by roll call vote.

4. **CONSENT CALENDAR – Separate Action Item**

F 2019 Bioassessment Monitoring Report: Approval of Purchase Order

Authorize the General Manager to approve a purchase order to Aquatic Bioassay Consulting Laboratories, Inc., in the amount of \$48,866, for the 2019 Bioassessment Monitoring Report.

Director Polan noted that one of the potential reasons given for low scores in the bioassessment report was the water quality in Malibu Creek, and that because of high sulfate and phosphate concentrations in the water due to the influence of the Monterey Formation, there was a detrimental effect on benthic macroinvertebrates.

Director Renger moved to approve Item 4F. Motion seconded by Director Caspary. Motion carried unanimously by roll call vote.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A MWD Representative Report

Glen Peterson, MWD Representative, noted that several MWD tours were canceled due to the COVID-19 outbreak. He reported that the MWD Board approved the bond issuance, approved the sale of surplus parcels at Diamond Valley Lake, approved a five-year contract for auditing services, and met in closed session to discuss existing litigation with the San Diego County Water Authority. He provided an update regarding the MWD Board's upcoming public hearing to discuss proposed water rates and charges for calendar years 2021 and 2022. He also reported that MWD General Manager Jeffrey Kightlinger had announced his retirement, effective at the end of the year.

B Legislative and Regulatory Updates

Joe McDermott, Director of Engineering and External Affairs, reported that the California Legislature approved up to \$1 billion in spending to combat the COVID-19 outbreak. He noted that the Legislature suspended work through April 13th. He also noted that the Legislature approved \$500 million for Governor Newsom to spend for any purpose related to the COVID-19 outbreak. He also reported that Governor Newsom issued a Stay at Home Order for all California residents. He reported that the federal government was working on passing a stimulus bill in excess of \$1 trillion as a result of the COVID-19 outbreak. He noted that H.R. 6201, the Families First Coronavirus Response Act, was passed, which would require public and private companies to provide up to 80 hours of paid sick leave for those affected by COVID-19. He noted that only private companies were currently eligible for a payroll tax credit to offset the cost of the sick leave, and the District signed onto a letter to leaders of the Senate and House of Representatives requesting that a provision be added to the proposed Coronavirus Aid, Relief, and Economic Security Act to allow similar payroll tax credits for public agencies.

C Water Supply Conditions Update

Joe McDermott, Director of Engineering and External Affairs, presented the report.

Brett Dingman, Water Reclamation Manager, responded to a question regarding whether flushable wipes were being seen in the sewer system by stating that there had not yet been an increase in the amount seen at the Tapia Water Reclamation Facility.

A discussion ensued regarding issuing a press release and posting on social media to

inform customers not to flush wipes into the sewer system.

6. TREASURER

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

7. GENERAL MANAGER

A Declaration of a State of Emergency Due to Coronavirus (COVID-19)

Pass, approve, and adopt proposed Resolution No. 2572, declaring a state of emergency due to the spread of the novel coronavirus (COVID-19) pandemic.

RESOLUTION NO. 2572

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT DECLARING A STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC AND AUTHORIZING ACTIONS TO SUPPORT THE RESPONSE AND RECOVERY EFFORT

(Reference is hereby made to Resolution No. 2572 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

General Manager David Pedersen presented the report and provided an overview of the COVID-19 outbreak. He noted that a Pandemic Action Plan was added to the District's Emergency Response Plan, and a virtual Emergency Operations Center (EOC) was activated on March 16th with John Zhao, Director of Facilities and Operations, serving as the Incident Commander. He also noted that five Branch Chiefs were identified; the District's buildings were closed to the public effective March 17th; water shutoffs were suspended; door tags and late fee assessments were suspended; and late charges would be waived for late bill payments. He urged customers to continue to pay their bills in order to keep the District in operation. He provided an overview of alternative work schedules and a new Telecommuting Policy implemented for staff. He also provided an overview of the District's response to the Safer-at-Home Order issued by the County of Los Angeles and Governor, and efforts to continue essential District functions. He stated that an update regarding the emergency would be provided on future agendas, including a report on customers' comments and feedback. Don Patterson, Director of Finance and Administration, added that staff would provide the status of payments received by customers, including the number of late payments, missed payments and potential financial impacts.

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

General Manager David Pedersen responded to questions regarding utilizing Zoom meeting and other tools to allow staff to be more connected when working from home, monitoring infection rates, planning for disruption of mail service, and adapting to electronic document handling.

Motion carried unanimously by roll call vote.

8. FINANCE AND ADMINISTRATION

A Multi-Site Security Assessment: Contract Award

Authorize the General Manager to execute a professional services agreement with Triad Consulting & System Design Group, LLC, in an amount not to exceed \$143,968, for the Multi-Site Security Assessment Project, and appropriate funds in the same amount.

General Manager David Pedersen presented the report.

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

B Headquarters Boardroom Improvement Project: Award

Authorize the General Manager to execute a contract with AMT Systems, Inc., in an amount not to exceed \$164,764, to replace and upgrade the audio-visual equipment; and a contract with Picasso Custom Cabinets, in an amount not to exceed \$38,737, for remodeling and replacement of the dais as part of the Headquarters Boardroom Improvement Project.

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

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

Director Caspary expressed concern with expending revenue for this project at this time and suggested tabling this item indefinitely.

Director Renger withdrew his motion.

Director Caspary moved to table this item.

A discussion ensued regarding utilizing Zoom Meeting, having staff present options to reduce costs, and taking advantage of upgrading the Boardroom while it is not in use.

Director Caspary moved to amend his motion to table this item for 90 days. Motion seconded by Director Renger.

A discussion ensued regarding the plan to utilize the Boardroom to serve as the starting point for visitors touring the Pure Water Demonstration Project; seeking options to improve the current audio-visual system; purchasing additional laptops and a larger monitor for the Boardroom if needed; allowing the public to participate in Board meetings via Zoom; and looking at options on an interim basis to improve participation in Board meetings.

Board President Lewitt requested that the motion be amended to table this item until the next Board meeting. Director Caspary did not accept the amended motion.

Roll call on motion to table this item for 90 days:

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

Motion failed.

Board President Lewitt moved to have staff bring back cost effective options to improve the quality of the audio-visual equipment in the Boardroom at the next Board meeting. Motion seconded by Director Polan.

General Manager David Pedersen stated that staff would return with a scaled-back version of the project, seek cost-savings measures, and propose only those essential elements that would need to be done at this time. He asked that the Board consider having staff bring back these options at the April 21st Board meeting.

A discussion ensued regarding the use of an electronic agenda packet as opposed to a paper copy and consideration of providing the Boardmembers with a dedicated iPad for the agenda packet.

Board President Lewitt amended his motion to bring back this item at the April 21, 2020 Board meeting. Motion seconded by Director Polan.

Motion carried unanimously by roll call vote.

**C Automatic Meter Reading/Advanced Metering Infrastructure Project
Financing: Request for Proposals**

Pass, approve, and adopt proposed Resolution No. 2571, approving and authorizing the release of a Request for Proposals for the financing of the Automatic Meter Reading/Advanced Metering Infrastructure Project.

RESOLUTION NO. 2571

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT APPROVING A REQUEST FOR PROPOSALS IN CONNECTION WITH THE FINANCING OF THE ACQUISITION AND INSTALLATION OF AUTOMATIC METER READING/ADVANCED METERING INFRASTRUCTURE AND OTHER WATER SYSTEM IMPROVEMENTS AND CERTAIN OTHER MATTERS

(Reference is hereby made to Resolution No. 2571 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

General Manager David Pedersen provided introductory remarks.

Joe McDermott, Director of Engineering and External Affairs, provided an overview of the status of the Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Project. He noted that a recommendation would be provided to the Board on a future agenda to award a contract to Ferguson Enterprises for the procurement and installation of the AMR/AMI system.

Don Patterson, Director of Finance and Administration, provided an overview of the project financing. He recommended that the Board authorize the Request for Proposals, while allowing the District's financial advisor to monitor the market for the best time to release the solicitation.

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

A discussion ensued regarding working with the District's bond counsel and the financial advisor to structure debt that would be the most beneficial to the ratepayers, and asking Ferguson Enterprises whether they might provide financing for their meters.

Director Caspary suggested that staff verify the estimated cost for the AMR/AMI per customer.

Motion carried unanimously by roll call vote.

9. INFORMATION ITEMS

A Claim by Ryan Steers

B Special District Leadership Foundation: District Transparency Certificate of Excellence

10. NON-ACTION ITEMS

A Organization Reports

Director Caspary reported that he attended the Association of California Water Agencies (ACWA) State Legislative Committee Meeting on March 13th, where they discussed proposed amendments to SB 1099 (Dodd), Emergency Backup Generators Critical Facilities Exemption, to include suppliers of agricultural and raw water. He provided an update regarding the State Water Resources Control Board's negotiations for an exemption from state law requiring that they provide an assessment of the economic feasibility of new regulations.

B Director's Reports on Outside Meetings

Director Caspary reported that he attended the Santa Monica Bay Restoration Commission Watershed Advisory Committee Meeting on March 5th.

Director Lo-Hill reported that she attended the Water Education Foundation's Lower Colorado River Tour on March 11th through 13th.

C General Manager Reports

(1) General Business

General Manager David Pedersen acknowledged District staff for their support of each other and the customers, and thanked the Board for their support. He noted that District staff conducted an assessment of the number of N-95 masks that the District had in stock, and he proposed donating the surplus to the Los Angeles County Fire Department or a public hospital. Director Caspary suggested that staff investigate recommendation from the Centers for Disease Control and Prevention (CDC) and mask manufacturers' for potential disinfection and reuse of N-95 masks.

(2) Follow-Up Items

D Directors' Comments

Director Caspary acknowledged District staff for their efforts.

Board President Lewitt acknowledged John Zhao for taking the lead as Incident Commander.

Director Polan noted that his local neighborhood app was suggesting that bottled water was better than tap water and that he responded by explaining the amount of plastic found in a plastic bottle of water. He noted that the District's water was disinfected and treated, and it costs less than bottled water.

11. FUTURE AGENDA ITEMS

None.

12. PUBLIC COMMENTS

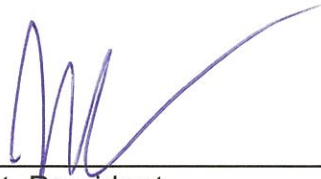
None.

13. CLOSED SESSION

None.

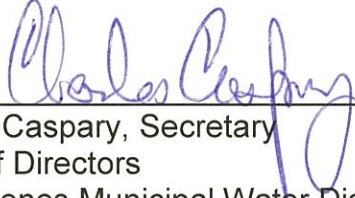
14. OPEN SESSION AND ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **11:03 a.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)