



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

MINUTES
SPECIAL MEETING

9:00 AM

May 25, 2021

PLEDGE OF ALLEGIANCE

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

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **9:00 a.m.** by Board President Lewitt in-person and 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 in-person and 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 (arrived at 10:05 a.m.), and Lee Renger

Absent: None

Staff Present: David Pedersen, General Manager
Joe McDermott, Director of Engineering and External Affairs
Don Patterson, Director of Finance and Administration
John Zhao, Director of Facilities and Operations
Josie Guzman, Clerk of the Board
Keith Lemieux, District Counsel (via teleconference)
Doug Anders, Administrative Services Coordinator (via teleconference)
Ursula Bosson, Customer Service Manager (via teleconference)
Martha Castillo, Interim Resources Manager (via teleconference)

Brett Dingman, Water Reclamation Manager (via teleconference)
Darrell Johnson, Water Systems Manager
Jim Korkosz, Facilities Manager (via teleconference)
Mike McNutt, Public Affairs and Communications Manager (via teleconference)
Ivo Nkwenji, Information Systems Manager
Dave Roberts, Resource Conservation Manager (via teleconference)
Angela Saccareccia, Finance Manager
Eric Schlageter, Principal Engineer

2. APPROVAL OF AGENDA

General Manager David Pedersen asked to change the order of Items 7A and 7B.

Director Renger moved to approve the agenda as amended. Motion seconded by Director Caspary. Motion carried by the following vote:

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

3. PUBLIC COMMENTS

None.

4. STRATEGIC PLANNING

A Review of District's Strategic Plan

Review and provide feedback on the District's Strategic Plan.

General Manager David Pedersen presented the report and recommended minor updates, which would be brought back to the Board for review and approval at a later date.

Director Renger suggested adding strategic objectives related to the Pure Water Project Las Virgenes-Triunfo and the Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Project.

Director Lo-Hill suggested adding a strategic objective related to diversity in the workplace.

5. DROUGHT AND WATER SUPPLY CONDITIONS

A Update on Hydrologic Conditions and Initial Drought Response

Review and provide feedback on the Strategic Communications Plan on Drought Messaging and proposal to activate the District's Water Shortage Contingency Plan at Stage 1 – Water Shortage Alert.

Joe McDermott, Director of Engineering and External Affairs, presented the report. He noted that staff would bring back an item to recommend that the Board activate the District's Water Shortage Contingency Plan at Stage 1 – Water Shortage Alert.

Mike McNutt, Public Affairs and Communications Manager, reviewed the draft Strategic Communications Plan on Drought Messaging.

Director Lo-Hill stated that she was interested in knowing the number of online visits to the WaterSmart portal. She also noted that the portal had a 12-hour delay, and she expressed an interest in the portal reporting in real time.

Director Caspary suggested sending alerts to customers regarding their water usage before they enter the wasteful water use tier.

A discussion ensued regarding acknowledging customers who use water efficiently, placing more emphasis on reaching customers who do not use water efficiently, providing additional education on water conservation, and encouraging customers to always use water efficiently.

Board President Lewitt suggested informing customers that the service area should be considered as being in a permanent drought, and ensuring that customers are aware that the District imports 100 percent of its potable water. He also suggested sending messages to customers that water conservation is a *California Way of Life*, expressing the importance of conserving water indoors and outdoors, ensuring that customers enroll in the WaterSmart portal, reminding them how to use the portal, and informing customers that water conservation saves water resources and money.

Director Caspary suggested informing the customers that the District is not asking them to do anything different in regards to water conservation from any other area of the state. He noted that farmers were being forced to fallow land and layoff their employees. He also suggested sending strong messages to habitual wasteful water users, including sharing photographs of fish kills due to drying creeks.

6. TACTICAL ACTIONS AND ACTIVITIES

A Fiscal Years 2020-22 Tactical Actions and Activities

Review and file the District's Fiscal Years 2020-22 Tactical Actions and Activities.

General Manager David Pedersen provided introductory remarks.

Don Patterson, Director of Finance and Administration, presented Strategic Objective No. 1 – Develop a Strategy to Maintain a Highly Effective Workforce, and Strategic Objective

No. 5 – Achieve a High Credit Rate for LVMWD’s Three Enterprises.

Director Polan arrived at 10:05 a.m.

Joe McDermott, Director of Engineering and External Affairs, presented Strategic Objective No. 2 – Improve LVMWD’s Water Supply Reliability; Strategic Objective No. 3 – Support Customers to Meet Water-use Efficiency Standards; Strategic Objective No. 4 – Eliminate Discharges to Malibu Creek by Maximizing Beneficial Reuse; Strategic Objective No. 7 – Provide New/Improved Customer Tools to Enhance Service Delivery; and Strategic and Objective No. 9 – Enhance LVMWD’s Asset Management Program. He also provided a summary of tours held at the Pure Water Demonstration Facility, website enhancements, and the use of the Everbridge notification system to communicate with employees and send messages to customers via text messages or phone calls.

Board President Lewitt expressed an interest in being involved in the employees’ Speakers’ Bureau. He suggested that homeowners associations’ policies and state laws related to removal of turf be posted on the District’s website. He also suggested having a color-coded alert system through the AMR/AMI WaterSmart Portal, and showing videos regarding the AMR/AMI Project and weather-based irrigation controllers at the Pure Water Demonstration Facility.

Director Caspary suggested raising the issue of the calculation for the Malibu Creek flow augmentation requirements, which were calculated several decades ago.

A discussion ensued regarding the status of the Calleguas-Las Virgenes Interconnection Project and the greenhouse facility for the Regional Landscape Conversion Partnership.

John Zhao, Director of Facilities and Operations, presented Strategic Objective No. 1 – Develop a Strategy to Maintain a Highly Effective Workforce; Strategic Objective No. 2 – Improve LVMWD’s Water Supply Reliability; Strategic Objective No. 4 – Eliminate Discharges to Malibu Creek by Maximizing Beneficial Reuse; and Strategic Objective No. 6 – Reduce LVMWD’s Carbon Footprint. He also reviewed “Other Tactical Actions and Activities,” including the American Water Infrastructure Act of 2018 requirements, which requires the District to review operational security; update its Emergency Response Plan to include the District’s experience in responding to the COVID-19 pandemic and Southern California Edison’s Public Safety Power Shutoff events; and update its Injury and Illness Prevention Program. He responded to questions regarding increased transmission capability for new sources of electrical self-generation projects and related costs and reliability.

Board President Lewitt suggested looking into a long-term plan to reduce the amount of recycled water used by Pepperdine University to irrigate its lawn in an effort to provide additional sources water for the Pure Water Project Las Virgenes-Triunfo, and for the university to use plants similar to those growing naturally in the Santa Monica Mountains.

Director Lo-Hill suggested including a strategic objective to support cross-training of

employees as part of the District's Strategic Plan.

The Board recessed to a break at 10:47 a.m. and reconvened at 10:57 a.m.

Item 7B was presented before Item 7A.

7. FISCAL YEARS 2021-22 FINANCIAL UPDATE

B Financial Review: Third Quarter of Fiscal Year 2020-21

Receive and file the financial review for the third quarter of Fiscal Year 2020-21.

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

Angela Saccareccia, Finance Manager, provided a PowerPoint presentation.

General Manager David Pedersen responded to a question regarding future recycled water sales once the Pure Water Project Las Virgenes-Triunfo is on-line by stating that future strategies would include augmenting water supplies to the Tapia Water Reclamation Facility and recycled water conservation efforts.

Ms. Saccareccia continued the PowerPoint presentation.

The report was received and filed.

A Fiscal Year 2021-22 Budget: Review of Proposed Changes

Review and provide feedback on the proposed changes for the Fiscal Year 2021-22 Budget.

Angela Saccareccia, Finance Manager, presented the report and PowerPoint presentation, and reviewed the proposed changes to the Operating Budget.

John Zhao, Director of Facilities and Operations, responded to a question regarding the additional budget for replacement of existing turbidity meters at the Westlake Filtration Plant.

Ms. Saccareccia responded to a question regarding the additional budget for the Tyler ERP System Annual Maintenance by stating that budgeting for this item was missed when the two-year budget plan for Fiscal Years 2020-22 was prepared.

Ms. Saccareccia continued the PowerPoint presentation and reviewed changes to the Potable Water Capital Improvement Program, including projects that could be deferred or reduced.

General Manager David Pedersen noted that the Building No. 1 Improvements Project would only move forward to support a tenancy in the upstairs office space. He stated that

staff was in contact with the Resource Conservation District of the Santa Monica Mountains regarding leasing the office space, and staff would bring back a business case to the Board for consideration of lease terms and building improvement cost recovery.

Ms. Saccareccia continued the PowerPoint presentation and reviewed changes to the Sanitation Capital Improvement Program.

A discussion ensued regarding the Fiscal Year 2021-22 Budget for the Pure Water Project Las Virgenes-Triunfo and the Summer Season TMDL Compliance Project, which was previously deferred due to a scheduling change related to the County of Los Angeles' bridge replacement project (Malibu Canyon Road over Malibu Creek).

The report was received and filed.

C Annual Review of Investment Policy

Review and provide feedback on the District's Investment Policy.

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

The report was received and filed.

D Annual Review of Financial Policies

Review and provide feedback on the District's Financial Policies.

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

The report was received and filed.

8. PURE WATER PROJECT LAS VIRGENES- TRIUNFO

A Proposed New Position: Engineering Program Manager

Review and provide feedback on the proposal to add an Engineering Program Manager.

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

Director Polan suggested that the new Engineering Program Manager job description include mention of the importance of public speaking skills.

Director Caspary suggesting ensuring there would be good communication amongst the Engineering Program Manager, District staff, and District consultants.

Board President Lewitt suggested ensuring that the Triunfo Water & Sanitation District Board was made aware of the proposed new position, which would focus on the Pure

Water Project Las Virgenes-Triunfo.

B Description of Program Implementation Plan

Receive and file a description of the Program Implementation Plan.

Director Renger departed from the meeting at 11:51 a.m.

Eric Schlageter, Principal Engineer, presented the report. Mr. Schlageter provided an update regarding the District's property located at 30800 Agoura Road, Agoura Hills, which could be a potential site for the advanced water treatment facility. He noted that the property was progressing as an alternative site for analysis, preliminary design, and the California Environmental Quality Act (CEQA) review, which should be completed within the next 12 months.

The report was received and file.

9. ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **11:57 a.m.**



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

ATTEST:



Lee Renger, Secretary
Board of Directors
Las Virgenes Municipal Water District

(SEAL)