

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

**AGENDA**  
**LVMWD BOARD OF DIRECTORS - REGULAR MEETING**  
**TUESDAY, DECEMBER 20, 2022 – 9:00 AM**

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Public Participation for Meetings of Las Virgenes Municipal Water District Board of Directors in Response to COVID-19

Pursuant to AB-361 (Government Code Section 54953(e)), the Las Virgenes Municipal Water District Board of Directors finds health concerns dictate offer the public and directors the opportunity to attend board meetings via teleconferencing.

**PUBLIC PARTICIPATION:** Pursuant to AB-361 and given the current health concerns, this meeting is being conducted via Zoom Webinar and all attendees are muted by default. To join via computer, please use the following Webinar ID:

Webinar ID: <https://us06web.zoom.us/j/83171534258>

To join by telephone, please dial (669) 900-6833 or (346) 248-7799 and enter Webinar ID: 831 7153 4258

For members of the public wishing to address the Board during Public Comment or during a specific agenda item, please press "Raise Hand" if you are joining via computer, or press \*9 if you are joining via phone.

Members of the public can also access and request to speak at meetings live on-line, with audio and limited video, at [www.lvmwd.com/livestream](http://www.lvmwd.com/livestream). To ensure distribution of the agenda, please submit comments 24 hours prior to the day of the meeting. Those comments, as well as any comments received during the meeting, will be distributed to the members of the Board of Directors and will be made part of the official public record of the meeting. Contact Josie Guzman, Executive Assistance/Clerk of the Board, at (818) 251-2123 or [jguzman@lvmwd.com](mailto:jguzman@lvmwd.com) with any questions.

**ACCESSIBILITY:** If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in the implementation thereof. Any person who requires a disability-related modification, accommodation, aid, or service by contacting the Executive Assistant/Clerk of the Board by telephone at (818) 251-2123 or via email to [jguzman@lvmwd.com](mailto:jguzman@lvmwd.com) no later than 9:00 AM on the day before the scheduled meeting.

Members of the public wishing to address the Board of Directors are advised that a statement of Public Comment Protocols is available from the Clerk of the Board. Prior to speaking, each speaker is asked to review these protocols, complete a speakers' card, and hand it to the Clerk of the Board. Speakers will be recognized in the order the cards are received. A live webcast of the meeting will be available at LVMWD.com. Also, a web-based version of the speaker card is available for those who would like to submit written comments electronically or request to make public comment by telephone during the meeting.

The Public Comments agenda item is presented to allow the public to address the Board on matters not on the agenda. The public may also present comments on matters on the agenda; speakers for agenda items will be recognized at the time the item is called up for discussion.

Materials prepared by the District in connection with the subject matter on the agenda are available for public inspection at 4232 Las Virgenes Road, Calabasas, CA 91302. Materials prepared by the District and distributed to the Board during this meeting are available for public inspection at the meeting or as soon thereafter as possible. Materials presented to the Board by the public will be maintained as part of the records of these proceedings and are available upon request to the Clerk of the Board.

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## **PLEDGE OF ALLEGIANCE**

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF AGENDA AND APPROVAL OF FINDINGS OF RESOLUTION NO. 2609 (AB 361)**
3. **PUBLIC COMMENTS**

*Members of the public may now address the Board of Directors **ON MATTERS NOT APPEARING ON THE AGENDA**, but within the jurisdiction of the Board. No action shall be taken on any matter not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2*

4. **CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered to be routine, non-controversial and normally approved with one motion. If discussion is requested by a member of the Board on any Consent Calendar item, or if a member of the public wishes to comment on an item, that item will be removed from the Consent Calendar for separate action.*

- 4.A **List of Demands: December 20, 2022 (Pg. 6)**  
Receive and file.
- 4.B **Minutes: Regular Meeting of December 6, 2022 (Pg. 55)**  
Approve.

4.C **Directors' Per Diem: November 2022 (Pg. 63)**  
Ratify.

4.D **Continuation of Local State of Emergency Due to Water Shortage from Statewide Drought (Pg. 70)**  
Approve the continuation of a local emergency declaration due to water shortage from the statewide drought.

4.E **Statement of Revenues, Expenses and Changes in Net Position: October 2022 (Pg. 72)**  
Receive and file the Statement of Revenues, Expenses and Changes in Net Position for the period ending on October 31, 2022.

4.F **New Janitorial Services Contract: Award (Pg. 75)**  
Authorize the General Manager to execute a one-year contract with US Metro Group, Inc., in the amount \$250,000, for janitorial services.

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

5.A **MWD Representative Report (Pg. 78)**

5.B **Legislative and Regulatory Updates**

5.C **Drought and Water Supply Conditions Update (Pg. 85)**

6. **TREASURER**

7. **BOARD OF DIRECTORS**

7.A **Nomination of Officers: President, Vice-President, Secretary and Treasurer (Pg. 87)**  
Accept nominations for directors to serve two-year terms as President, Vice-President, Secretary and Treasurer of the Board.

7.B **Nomination of District's MWD Representative (Pg. 88)**  
Accept nominations for the District's representative to the Board of Directors of Metropolitan Water District of Southern California.

8. **GENERAL MANAGER**

8.A **Memorandum of Understanding for Colorado River Basin Urban Water Conservation Actions: Authorization (Pg. 90)**  
Authorize the General Manager to sign the Memorandum of Understanding for Colorado River Basin Urban Water Conservation Actions.

9. **ENGINEERING AND EXTERNAL AFFAIRS**

9.A **Calabasas Recycled Water Pipeline Improvement Project: Award of Design (Pg. 95)**  
Accept the proposal from MKN & Associates, Inc., and authorize the General Manager to execute a professional services agreement, in the amount of \$113,473, for design and engineering services during construction for the Calabasas Recycled Water Pipeline Improvement Project.

9.B **Relief to Specified Customers to Support Rebuilding of Homes Destroyed in Woolsey Fire: Extension of Time (Pg. 146)**

Pass, approve and adopt proposed Resolution No. 2615, granting a two-year time extension for relief provided to specified customers to support rebuilding of homes destroyed by the Woolsey Fire.

**RESOLUTION NO. 2615**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT GRANTING AN EXTENSION OF TIME TO PROVIDE RELIEF TO SPECIFIED CUSTOMERS TO SUPPORT REBUILDING OF HOMES DESTROYED BY THE WOOSLEY FIRE.**

(Reference is hereby made to Resolution No. 2615 on file in the LVMWD's Resolution Book and by this reference the same is incorporated herein.)

10. **INFORMATION ITEMS**

10.A **Reimbursable Expenses for Fiscal Year 2021-22 (Pg. 152)**

10.B **Participation in Population Viability Assessment for Southern California Steelhead (Pg. 158)**

11. **NON-ACTION ITEMS**

A. *Organization Reports*

B. *Director's Reports on Outside Meetings*

C. *General Manager's Reports*

(a) *General Business*

(b) *Follow-up Items*

D. *Director's Comments*

12. **FUTURE AGENDA ITEMS**

13. **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*

14. **ADJOURNMENT**

*Pursuant to Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and applicable federal rules and regulations, requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting,*

*should be made to the Executive Assistant/Clerk of the Board in advance of the meeting to ensure availability of the requested service or accommodation. Notices, agendas, and public documents related to the Board meetings can be made available in appropriate alternative format upon request.*

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LYNDA LO-HILL, TREASURER

Payments for Board Meeting of : December 20, 2022

Deputy Treasurer has verified that all checks and wire transfers were issued in conformance with LVMWD Administrative Code Section 2-6.203.

Wells Fargo Bank A/C No. 4806-994448

Checks Nos. 105506 through 105611 were issued in the total amount of \$ 1,117,032.22

**Payments through direct disbursements as follows:**

11/22/2022 Las Virgenes Municipal Water District payment number 23098 through 23106 \$ 2,105.11

**Payments through wire transfers as follows:**

11/29/2022 Metropolitan Water District payment for water deliveries in the month of October 2022 \$ 1,294,955.05

\$ 1,294,955.05

**Total Payments** \$ 2,414,092.38

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

**CHECK LISTING FOR BOARD MEETING  
12/20/2022**

Company Name	Company No.	Check No. 105506-105566 11/22/22 Amount	Check No. 105567-105611 11/29/22 Amount	Total
Potable Water Operations	101	72,067.73	17,028.00	89,095.73
Recycled Water Operations	102			-
Sanitation Operations	130	1,085.49		1,085.49
Potable Water Construction	201		41,558.00	41,558.00
Water Conservation Construction	203			-
Sanitation Construction	230			-
Potable Water Replacement	301	82,314.01	252,822.25	335,136.26
Reclaimed Water Replace	302			-
Sanitation Replacement	330			-
Internal Service	701	91,697.18	93,591.90	185,289.08
JPA Operations	751	210,427.08	66,863.77	277,290.85
JPA Construction	752			-
JPA Replacement	754		187,738.06	187,738.06
	<b>Total Printed</b>	<b>457,591.49</b>	<b>659,601.98</b>	<b>1,117,193.47</b>
<b>Voided Checks/payment stopped:</b>				
Check #104931	701	(161.25)		(161.25)
				-
				-
				-
	<b>Total Voids</b>	<b>(161.25)</b>	<b>-</b>	<b>(161.25)</b>
	<b>Net Total</b>	<b>457,430.24</b>	<b>659,601.98</b>	<b>1,117,032.22</b>

**DIRECT DISBURSEMENTS LISTING FOR BOARD MEETING  
12/20/2022**

		<b>Direct Disb. No. 23098-23106 11/22/22</b>	
Company Name	Company No.	Amount	Total
Potable Water Operations	101	927.66	927.66
Recycled Water Operations	102		-
Sanitation Operations	130		-
Potable Water Construction	201		-
Water Conservation Construction	203		-
Sanitation Construction	230		-
Potable Water Replacement	301		-
Reclaimed Water Replace	302		-
Sanitation Replacement	330		-
Internal Service	701	1,109.03	1,109.03
JPA Operations	751	68.42	68.42
JPA Construction	752		-
JPA Replacement	754		-
	<b>Total Printed</b>	<b>2,105.11</b>	<b>2,105.11</b>
<b>Voided Direct Disbursements:</b>			
		-	-
	<b>Total Voids</b>	-	-
	<b>Totals</b>	<b>2,105.11</b>	<b>2,105.11</b>



**WIRE LISTING FOR BOARD MEETING  
12/20/2022**

**Wire No.  
11  
11/29/22**

Company Name	Company No.	Amount
Potable Water Operations	101	1,294,955.05
Recycled Water Operations	102	
Sanitation Operations	130	
Potable Water Construction	201	
Water Conservation Construction	203	
Sanitation Construction	230	
Potable Water Replacement	301	
Reclaimed Water Replace	302	
Sanitation Replacement	330	
Internal Service	701	
JPA Operations	751	
JPA Construction	752	
JPA Replacement	754	
<b>Total Printed</b>		<b><u>1,294,955.05</u></b>
<b>Voided Wires:</b>		
		-
<b>Total Voids</b>		<b><u>-</u></b>
<b>Totals</b>		<b><u>1,294,955.05</u></b>

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
104931	09/13/2022	VOID	2956 SOUTH COAST AIR QUALITY MGMT DIST	090722	09/07/2022			-161.25
			Invoice: 090722					
				-161.25	701001	552000	HQ CHILLER REG 2022 Permits and Fees	
							CHECK    104931 TOTAL:	-161.25
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		-161.25
				TOTAL VOIDED CHECKS	COUNT	AMOUNT		
					1	161.25		
							*** GRAND TOTAL ***	-161.25

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2023	5	245							
APP 701-200000		11/22/2022	104931	112222			Accounts Payable		161.25
							AP CASH DISBURSEMENTS JOURNAL		
APP 999-100100		11/22/2022	104931	112222			Cash-General	161.25	
							AP CASH DISBURSEMENTS JOURNAL		
							GENERAL LEDGER TOTAL	161.25	161.25
APP 999-207010		11/22/2022	091322	112222			Due to/Due FromInternal Svs		161.25
APP 701-100100		11/22/2022	091322	112222			Cash-General	161.25	
							SYSTEM GENERATED ENTRIES TOTAL	161.25	161.25
							JOURNAL 2023/05/245 TOTAL	322.50	322.50

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
701	Internal Service Fund	2023	5	245	11/22/2022			
	701-100100					Cash-General	161.25	
	701-200000					Accounts Payable		161.25
						FUND TOTAL	161.25	161.25
999	Pooled Cash	2023	5	245	11/22/2022			
	999-100100					Cash-General	161.25	
	999-207010					Due to/Due From Internal Svs		161.25
						FUND TOTAL	161.25	161.25

**A/P CASH DISBURSEMENTS JOURNAL**  
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
701	Internal Service Fund		161.25
999	Pooled Cash	161.25	
	TOTAL	161.25	161.25

\*\* END OF REPORT - Generated by Jessica Cortez \*\*

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET	
105506	11/22/2022	PRTD	2317 ACORN NEWSPAPER	192585	10/29/2022		112222	830.40	
Invoice: 192585				830.40	101900	660400	4X5 DISPLAY AD-ADVANCED METER Public Education Programs		
							CHECK	105506 TOTAL:	830.40
105507	11/22/2022	PRTD	20389 AIRGAS SPECIALTY PRODUCTS	1600025676	10/31/2022		112222	121.78	
Invoice: 1600025676				100.93	751810	541013	LATE FEES		
				20.85	101600	541000	Aqua Ammonia Supplies/Material		
Invoice: 9131031108							10/13/2022	7,474.67	
				7,474.67	751810	541013	30,900 LBS AMMONIUM HYDROXIDE Aqua Ammonia		
							CHECK	105507 TOTAL:	7,596.45
105508	11/22/2022	PRTD	3077 AIRGAS USA, LLC	9992685565	10/31/2022		112222	317.16	
Invoice: 9992685565				317.16	701002	551500	CYLINDER RENT - OCT'22 Outside Services		
							CHECK	105508 TOTAL:	317.16
105509	11/22/2022	PRTD	30339 ALESHIRE & WYNDER, LLP	LVMWD/SEP'22	10/31/2022		112222	22,291.75	
Invoice: LVMWD/SEP'22				8,044.00	701121	650000	LEGAL SERVICES - SEP'22		
				2,204.25	701122	687200	Legal Services		
				1,457.00	751840	687200	Outside Services		
				10,039.10	701122	687200	Outside Services		
				547.40	701122	687200	Outside Services		
Invoice: LVMWD/OCT'22							11/04/2022	15,744.13	
				8,044.00	701121	650000	LEGAL SERVICES - OCT'22		
				1,016.60	701122	687200	Legal Services		
				4,649.80	751840	687200	Outside Services		
				1,564.53	701122	687200	Outside Services		
				469.20	701122	687200	Outside Services		
							CHECK	105509 TOTAL:	38,035.88
105510	11/22/2022	PRTD	2869 AT&T	90545245/110522	11/05/2022		112222	245.24	
Invoice: 90545245/110522				245.24	101122	540520	SVCS 11/5-12/4/22 Telephone		
Invoice: 01246420/110722							11/07/2022	33.97	
				33.97	101207	540520	SVCS 11/7-12/6/22 Telephone		

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
Invoice: 01230713/110722			AT&T	01230713/110722	11/07/2022		112222	142.35
		142.35	101300	540520	SVCS 11/7-12/6/22 Telephone			
Invoice: 20453450/110722			AT&T	20453450/110722	11/07/2022		112222	206.83
		206.83	101100	540520	SVCS 11/7-12/6/22 Telephone			
Invoice: 20438014/110722			AT&T	20438014/110722	11/07/2022		112222	417.12
		417.12	101100	540520	SVCS 11/7-12/6/22 Telephone			
							CHECK 105510 TOTAL:	1,045.51
105511 11/22/2022 PRD			9631 AT&T LONG DISTANCE	806368136/110422	11/04/2022		112222	39.27
Invoice: 806368136/110422					LONG DIST SRV 10/1-10/31/22			
		4.78	701002	540520	Telephone			
		14.08	701420	540520	Telephone			
		20.04	751810	540520	Telephone			
		.37	130100	540520	Telephone			
							CHECK 105511 TOTAL:	39.27
105512 11/22/2022 PRD			16253 AT&T MOBILITY	287319785901X111020211/02/2022	11/02/2022		112222	66.73
Invoice: 287319785901X1110202					MOBILITY FOUNDATION ACCT 10/03-11/02/22			
		44.13	701331	540520	Telephone			
		22.60	751810	540520	Telephone			
Invoice: 992789332X11112022			AT&T MOBILITY	992789332X11112022	11/03/2022		112222	6,029.12
					WIRELESS SRV 10/4-11/3/22			
		43.23	101300	540520	Telephone			
		171.38	701122	540520	Telephone			
		44.33	701220	540520	Telephone			
		154.47	701221	540520	Telephone			
		448.34	701222	540520	Telephone			
		778.74	701224	540520	Telephone			
		43.23	701230	540520	Telephone			
		901.15	701320	540520	Telephone			
		386.87	701321	540520	Telephone			
		122.04	701322	540520	Telephone			
		119.78	701326	540520	Telephone			
		63.24	701330	540520	Telephone			
		1,815.54	701331	540520	Telephone			
		32.92	701340	540520	Telephone			
		86.46	701410	540520	Telephone			
		34.45	701350	540520	Telephone			
		540.08	701420	540520	Telephone			
		43.23	751750	540520	Telephone			
		120.78	751810	540520	Telephone			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				78.86 751820 540520			INVOICE DTL DESC Telephone	
							CHECK 105512 TOTAL:	6,095.85
105513	11/22/2022	PRTD	30096 BUSINESS ORIENTED SOFTWARE SOLUTI	BDKSUB22114429	11/02/2022		112222	294.00
			Invoice: BDKSUB22114429				BOSSDESK EXTRA LICENSE System Support and Maintenance	
				294.00 701420 621500			CHECK 105513 TOTAL:	294.00
105514	11/22/2022	PRTD	6777 JOHN DEERE FINANCIAL	794111	10/27/2022		112222	1,548.52
			Invoice: 794111				200 HR SERVICE- HYDROLIC SYSTEM SRVC District Sprayfield	
				1,548.52 751810 678800			CHECK 105514 TOTAL:	1,548.52
105515	11/22/2022	PRTD	18986 CALIFORNIA CRANE SCHOOL, INC.	6845	10/17/2022	2230027	112222	1,395.00
			Invoice: 6845				CRANE CERTIFICATION COURSE - IMMER CABRERA Training & Professional Devel	
				1,395.00 701321 683000			CHECK 105515 TOTAL:	1,395.00
105516	11/22/2022	PRTD	20655 CANNON CORPORATION	82271	11/07/2022		112222	298.50
			Invoice: 82271				KIMBERLY PRESSURE REDUCING STATION OCT'22 Capital Asset Expenses	
				298.50 301440 900000			CHECK 105516 TOTAL:	298.50
105517	11/22/2022	PRTD	30178 CHARLES CASPARY	103122	10/31/2022		112222	34.30
			Invoice: 103122				ACWA STATE LEG COMMITTEE 10/28 Directors' Conference Exp	
				34.30 701112 601000			CHECK 105517 TOTAL:	34.30
105518	11/22/2022	PRTD	30466 CSDA-CALIFORNIA SPECIAL DISTRICTS	111622	11/16/2022		112222	1,881.00
			Invoice: 111622				CSDA MEMBERSHIP FY23 Dues, Subsc & Memberships	
				1,881.00 701210 710500			CHECK 105518 TOTAL:	1,881.00
105519	11/22/2022	PRTD	11330 DIAL SECURITY	437918	11/01/2022		112222	271.00
			Invoice: 437918				NOV'22 SEC SRV - TAPIA Building Maintenance	
				271.00 751810 551800			CHECK 105519 TOTAL:	271.00
			DIAL SECURITY	437925	11/01/2022		112222	114.00



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 437925				114.00 701002 551500	NOV'22 SRV- OPS Outside Services			
Invoice: 437926			DIAL SECURITY	437926	11/01/2022		112222	55.00
				55.00 751750 551500	NOV'22 FIRE MONITORING- Outside Services		BLD1	
CHECK 105519 TOTAL:								440.00
105520	11/22/2022	PRTD	7257 DIRECTV, INC.	013810616x221106	11/06/2022		112222	29.99
			Invoice: 013810616x221106	29.99 101600 551500	SUBSCRIPTION RESTORATION Outside Services			
CHECK 105520 TOTAL:								29.99
105521	11/22/2022	PRTD	20970 GARDA CL WEST, INC.	10715515	11/01/2022		112222	472.22
			Invoice: 10715515	472.22 701410 622000	ARMORED TRANSPORT NOV'22 Outside Services			
Invoice: 20546927			GARDA CL WEST, INC.	20546927	10/31/2022		112222	80.62
				80.62 701410 622000	EXCESS TIME & ITEMS FEE Outside Services		OCT'22	
CHECK 105521 TOTAL:								552.84
105522	11/22/2022	PRTD	30364 GEOTAB USA, INC	IN321635	10/31/2022		112222	467.52
			Invoice: IN321635	467.52 701326 622500	PRO PLUS PLAN & SUPPORT Radio Maintenance Expense			
CHECK 105522 TOTAL:								467.52
105523	11/22/2022	PRTD	2701 GRAINGER	9492523684	10/26/2022		112222	178.91
			Invoice: 9492523684	178.91 751820 551000	MAILBOX Supplies/Material			
Invoice: 9493856364			GRAINGER	9493856364	10/27/2022		112222	347.99
				347.99 701325 572500	DIAL CALIPERS Genl Supplies/Small Tools			
Invoice: 9479570252			GRAINGER	9479570252	10/14/2022		112222	1,293.62
				1,293.62 701321 572500	DRILL BIT SET, TORQ WRENCH, PUNCH SET Genl Supplies/Small Tools			
CHECK 105523 TOTAL:								1,820.52

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
105524	11/22/2022	PRTD	21168 GRANICUS	158018	10/31/2022		112222	14,200.00
			Invoice: 158018					
				14,200.00	701420	621500	PUBLIC MTG AGENDA SFTWARE MILESTONE 3&4 System Support and Maintenance	
							CHECK 105524 TOTAL:	14,200.00
105525	11/22/2022	PRTD	21133 H2O INNOVATION USA, INC.	CD126615	10/31/2022		112222	907.51
			Invoice: CD126615					
				907.51	751750	541000	MEMBRANE CONNECTORS - DUPONT MEMBRANES Supplies	
							CHECK 105525 TOTAL:	907.51
105526	11/22/2022	PRTD	2705 HACH COMPANY	13311883	10/28/2022		112222	440.28
			Invoice: 13311883					
				440.28	751750	541000	LAB SUPPLIES Supplies	
			Invoice: 13312745					
			HACH COMPANY	13312745	10/28/2022		112222	371.40
			Invoice: 13310479					
			HACH COMPANY	13310479	10/27/2022		112222	1,081.19
			Invoice: 13313559					
			HACH COMPANY	13313559	10/31/2022		112222	168.66
			Invoice: 13318418					
			HACH COMPANY	13318418	11/01/2022		112222	381.16
			Invoice: 13304185					
			HACH COMPANY	13304185	10/25/2022	2230030	112222	13,977.24
				13,977.24	751750	541000	LAB EQUIPMENT Supplies	
							CHECK 105526 TOTAL:	16,419.93
105527	11/22/2022	PRTD	2727 IDEXX LABORATORIES	3117080090	10/31/2022		112222	1,474.62
			Invoice: 3117080090					
				1,474.62	701341	551000	GAMMA IRRAD COLILERT 100 ML Supplies/Material	
							CHECK 105527 TOTAL:	1,474.62
105528	11/22/2022	PRTD	10102 INFOSEND INC.	224306	11/08/2022		112222	1,567.88
			Invoice: 224306					
				1,567.88	701221	622000	PRESSURE REGULATOR LETTER 2ND NOTICE Outside Services	

# Las Virgenes Municipal Water District

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC				
Invoice: 224332	INFOSEND INC.	224332	11/10/2022 112222	508.43
		508.43 701221 622000	VGN FLOW RESTRICTOR 2 11/02 Outside Services	
Invoice: 224350	INFOSEND INC.	224350	11/11/2022 112222	629.06
		629.06 701221 622000	VGN FLOW RESTRICTOR 2ND EXCEEDENCE 11/4 Outside Services	
Invoice: 224351	INFOSEND INC.	224351	11/11/2022 112222	644.62
		644.62 701221 622000	VGN FLOW RESTRICTOR 4TH EXCEEDENCE 11/04 Outside Services	
			CHECK 105528 TOTAL:	3,349.99
105529 11/22/2022 PRD Invoice: 22913	20856 INTERNATIONAL PRINTING & TYPESETT 22913		10/28/2022 112222	323.03
		323.03 701410 620000	KIMBERLY PRS NO. 45 REHAB PROJECT Forms, Supplies And Postage	
Invoice: 22914	INTERNATIONAL PRINTING & TYPESETT 22914		10/31/2022 112222	498.23
		498.23 701221 622000	500 RESTRICTED FLOW REMOVAL DOOR HANGER Outside Services	
			CHECK 105529 TOTAL:	821.26
105530 11/22/2022 PRD Invoice: 964-2022_10	20823 INVOICE CLOUD INC.	964-2022_10	10/31/2022 112222	6,127.97
		6,127.97 701221 622000	INVOICE CLOUD FEES - OCT'22 Outside Services	
			CHECK 105530 TOTAL:	6,127.97
105531 11/22/2022 PRD Invoice: 48892/103122	2547 LOS ANGELES COUNTY SANITATION DIS 48892/103122		10/31/2022 112222	434.31
		434.31 751810 541500	TAPIA GRIT HAULING OCT'22 Outside Services	
			CHECK 105531 TOTAL:	434.31
105532 11/22/2022 PRD Invoice: 22050906288	2610 LOS ANGELES COUNTY DEPT. OF PUBLI 22050906288		05/09/2022 112222	168.30
		168.30 751800 551500	COLLECTIONS WORK INSPECTION Outside Services	
			CHECK 105532 TOTAL:	168.30
105533 11/22/2022 PRD Invoice: 671161	14322 MILES CHEMICAL COMPANY, INC 671161		10/31/2022 112222	463.91
		463.91 751750 541000	53 GAL SODIUM HYPOCHLORITE Supplies	

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 105533 TOTAL:	463.91
105534	11/22/2022	PRTD	2839 MOTION INDUSTRIES, INC.	CA22-00725359	06/23/2022		112222	835.77
			Invoice: CA22-00725359	835.77 751820 551000	V-BELTS Supplies/Material		CHECK 105534 TOTAL:	835.77
105535	11/22/2022	PRTD	2365 MSO TECHNOLOGIES	7511	10/27/2022		112222	1,267.60
			Invoice: 7511	1,267.60 701420 651600	8/1-9/30 SCADA SUPPORT Other Professional Serv		CHECK 105535 TOTAL:	1,267.60
105536	11/22/2022	PRTD	16754 NATURAL SURROUNDINGS	7933	11/01/2022		112222	345.00
			Invoice: 7933	345.00 701001 551500	NOV'22 FLORAL MAINT Outside Services		CHECK 105536 TOTAL:	345.00
105537	11/22/2022	PRTD	30003 NV5, INC	296532	10/25/2022		112222	940.70
			Invoice: 296532	940.70 701 231501	TWIN LAKES 03/01-09/30/22 Wtr System Design Rpt			
			Invoice: 297747		10/31/2022		112222	1,552.50
			NV5, INC	297747	TWIN LAKES P/S 8/1-9/30/22 Wtr System Design Rpt		CHECK 105537 TOTAL:	2,493.20
105538	11/22/2022	PRTD	2302 ODP BUSINESS SOLUTIONS LLC	273013722001	10/27/2022		112222	700.62
			Invoice: 273013722001	700.62 701410 620000	DESKPADS AND PLANNERS Forms, Supplies And Postage			
			Invoice: 273455081001		10/28/2022		112222	389.80
			ODP BUSINESS SOLUTIONS LLC	273455081001	PAPER Forms, Supplies And Postage			
			Invoice: 273455011001		10/31/2022		112222	43.78
			ODP BUSINESS SOLUTIONS LLC	273455011001	NAME PLATES Forms, Supplies And Postage		CHECK 105538 TOTAL:	1,134.20

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
105539	11/22/2022	PRTD	21659 ONTARIO REFRIGERATION SERVICE, IN	PRJ22035-01A	10/27/2022		112222	19,959.00
			Invoice: PRJ22035-01A					
				19,959.00 751820 551000			EXHAUST FANS REMOVE/REPLACE REACTOR BLDG Supplies/Material	
			Invoice: PRJ22035-01B					
				19,959.00 751820 551500	10/27/2022		112222	19,959.00
							R/R TWO SUPPLY FANS FOR REACTOR BLDG Outside Services	
			Invoice: GW24534					
				1,578.00 751830 551500	10/21/2022		112222	1,578.00
							AC #1 & #2 SRVCS 10/13 Outside Services	
			Invoice: GW24690					
				520.43 751830 551500	10/27/2022		112222	520.43
							SERVICE FARM HVAC 10/20 Outside Services	
			Invoice: GW23830					
				2,147.00 751820 551500	10/27/2022		112222	2,147.00
							REPAIR REACTOR HVAC 10/20 Outside Services	
							CHECK	105539 TOTAL:
								44,163.43
105540	11/22/2022	PRTD	30458 PIONEER AMERICAS, LLC 10728	900200259	10/27/2022		112222	4,692.37
			Invoice: 900200259					
				4,692.37 751810 541014			4,864 GAL SODIUM HYPOCHLORITE Sodium Hypochlorite	
			Invoice: 900203714					
				10,332.14 751810 541014	11/03/2022		112222	10,332.14
							4,810 GAL SODIUM HYPOCHLORITE Sodium Hypochlorite	
							CHECK	105540 TOTAL:
								15,024.51
105541	11/22/2022	PRTD	30155 LEN POLAN	110722	11/07/2022		112222	1,345.50
			Invoice: 110722					
				1,345.50 701112 601000			ACWA REGION 5 TOUR 10/5-10/7/22 Directors' Conference Exp	
							CHECK	105541 TOTAL:
								1,345.50
105542	11/22/2022	PRTD	30129 PULSCO, INC.	6619	08/12/2022	22100154	112222	77,914.73
			Invoice: 6619					
				6,759.73 301440 900000			HYDROPNEUMATIC SURGE SYSTEM Capital Asset Expenses	
				71,155.00 301440 900000			Capital Asset Expenses	
			Invoice: 6695					
				355.78 301440 900000	10/20/2022	22100154	112222	4,100.78
				3,745.00 301440 900000			HYDROPNEUMATIC SURGE SYSTEM Capital Asset Expenses	
							Capital Asset Expenses	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

				INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC				
							CHECK 105542 TOTAL:	82,015.51
105543	11/22/2022	PRTD	2585 PURETEC	2026194	10/31/2022		112222	273.74
	Invoice: 2026194			273.74	701341	551500	14" D1 RENTAL 11/01-01/31/23 Outside Services	
	Invoice: 2028712						11/03/2022 112222	307.12
	Invoice: 2029152						TANK EXCHANGE 11/01 Outside Services	
	Invoice: 2029152						11/04/2022 112222	10.90
	Invoice: 2029152			10.90	701341	551500	10" MELT BLOWN FILTER Outside Services	
							CHECK 105543 TOTAL:	591.76
105544	11/22/2022	PRTD	2902 QUINN POWER SYSTEM	WON10018589	10/27/2022		112222	3,875.30
	Invoice: WON10018589			3,875.30	751810	551500	GENERATOR PM Outside Services	
	Invoice: WON10018620						10/28/2022 112222	3,764.30
	Invoice: WON10018620			3,764.30	751810	551500	GENERATOR PM Outside Services	
							CHECK 105544 TOTAL:	7,639.60
105545	11/22/2022	PRTD	21594 RECYCLED WOOD PRODUCTS	232608	10/28/2022		112222	1,924.00
	Invoice: 232608			1,924.00	751820	541080	130 YDS WOODCHIPS Amendment	
	Invoice: 232793						10/30/2022 112222	1,924.00
	Invoice: 232793			1,924.00	751820	541080	130 YDS WOODCHIPS Amendment	
	Invoice: 232981						11/04/2022 112222	1,924.00
	Invoice: 232981			1,924.00	751820	541080	130 YDS WOODCHIPS Amendment	
							CHECK 105545 TOTAL:	5,772.00
105546	11/22/2022	PRTD	30284 ROGERS, ANDERSON, MALODY & SCOTT	71631	10/31/2022		112222	3,000.00
	Invoice: 71631			2,023.10	701440	651700	PROGRESS BILL- AUDIT OCT'22 Audit Fees	
	Invoice: 71631			976.90	751840	651700	Audit Fees	
							CHECK 105546 TOTAL:	3,000.00

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
105547	11/22/2022	PRTD	17174 ROTH STAFFING COMPANIES, LP	14263795	11/04/2022		112222	1,152.00
			Invoice: 14263795	1,152.00 701221 622000			TEMP SRVCS 10/17-10/23/22 Outside Services	
			Invoice: 14264950	2,777.76 701221 622000			11/04/2022 TEMP SRVCS 10/24-10/30/22 Outside Services	2,777.76
							CHECK 105547 TOTAL:	3,929.76
105548	11/22/2022	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1027594	10/27/2022		112222	1,411.96
			Invoice: 9009-1027594	1,411.96 751810 551000			I/O MODULES Supplies/Material	
			Invoice: 9009-1027645	1,147.11 751810 551000			10/27/2022 LOGIC CONTROLLER Supplies/Material	1,147.11
							CHECK 105548 TOTAL:	2,559.07
105549	11/22/2022	PRTD	2957 SOUTHERN CALIFORNIA EDISON (M-BIL 45743/103122	45743/103122	10/31/2022		112222	68,594.01
			Invoice: 45743/103122	34,297.01 751127 540510			RW P/A 9/29-10/30/22 397,453 KH Energy	
				34,297.00 751128 540510			Energy	
							CHECK 105549 TOTAL:	68,594.01
105550	11/22/2022	PRTD	2958 SOUTHERN CALIFORNIA GAS CO (M-bil 36005/110722	36005/110722	11/07/2022		112222	1,673.09
			Invoice: 36005/110722	1,673.09 701001 540530			HQ & OPS 10/5-11/03/22 1121 THERMS Gas	
			Invoice: 42006/110722	542.39 751820 540530			11/07/2022 RANCHO 10/5-11/03/22 282 THERMS Gas	542.39
			Invoice: 40001/110722	1,000.39 751810 540530			11/07/2022 TAPIA 10/5-11/3/22 633 THERMS Gas	1,000.39
							CHECK 105550 TOTAL:	3,215.87
105551	11/22/2022	PRTD	16271 SPOK, INC.	F0143084W	11/10/2022		112222	18.12
			Invoice: F0143084W	18.12 751820 540520			PAGER SRV 10/11-11/10/22 Telephone	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>				
			CHECK    105551 TOTAL:	18.12
105552 11/22/2022 PRD    2969 STATE WATER RESOURCES CONTROL BOA 047219/111622	11/16/2022		112222	1,085.12
Invoice: 047219/111622			REFUND FINAL CR BALANCE ARREARAGE PROGRAM	
		1,085.12 130    110000	A/R-Service Billings	
			CHECK    105552 TOTAL:	1,085.12
105553 11/22/2022 PRD    14479 STEPHEN'S VIDEO PRODUCTIONS	10-30-22		112222	1,450.00
Invoice: 10-30-22			VIDEO SRV - LV MTGS OCT'22	
		1,450.00 701112    651600	Other Professional Serv	
			CHECK    105553 TOTAL:	2,050.00
Invoice: 10-31-22			112222	600.00
			VIDEO SRV - JPA MTG - OCT'22	
		600.00 751840    651600	Other Professional Serv	
			CHECK    105553 TOTAL:	2,050.00
105554 11/22/2022 PRD    20412 STERICYCLE, INC.	10-30-22		112222	235.21
Invoice: 8002698588			OCT'22 DOC SHREDDING	
		235.21 701121    623500	Records Management	
			CHECK    105554 TOTAL:	235.21
105555 11/22/2022 PRD    30349 SUSAN BROWN	11-14-22		112222	1,170.92
Invoice: 111422			CSDA 2022 BOARD SECRETARY/CLERK PROGRAM 11/7-11/10	
		1,170.92 701310    683000	Training & Professional Devel	
			CHECK    105555 TOTAL:	1,170.92
105556 11/22/2022 PRD    17645 TORO ENTERPRISES INC.	10-31-22		112222	27,571.18
Invoice: 16095			2" RECLAIM SERVICE REPLACEMENT	
		27,571.18 751700    551500	Outside Services	
			CHECK    105556 TOTAL:	27,571.18
Invoice: 16097			112222	2,528.90
			REPAIR/RPLCE OF TRAFFIC LOOP; HYDRNT RPAIR	
		2,528.90 101700    551500	Outside Services	
			CHECK    105557 TOTAL:	27,571.18
Invoice: 16106			112222	8,282.53
			10" MAINLINE REPAIR ON DECKER CANYON	
		8,282.53 101700    551500	Outside Services	
			CHECK    105558 TOTAL:	27,571.18
Invoice: 16125			112222	27,704.58
			10" MAINLINE REPAIR ON MULHOLLAND HWY	
		27,704.58 101700    551500	Outside Services	



## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 105556 TOTAL:	66,087.19
105557	11/22/2022	PRTD	19135 TRANSUNION RISK AND ALTERNATIVE D	974571/OCT'22	11/01/2022		112222	160.00
			Invoice: 974571/OCT'22		OCT'22 BAD DEBT SRV			
				160.00 701221 620000	Forms, Supplies And Postage			
							CHECK 105557 TOTAL:	160.00
105558	11/22/2022	PRTD	30465 TYLER BUSINESS FORMS	76779	11/10/2022		112222	513.70
			Invoice: 76779		w2, 1099NEC FORMS & ENV			
				513.70 701440 620000	Forms, Supplies And Postage			
							CHECK 105558 TOTAL:	513.70
105559	11/22/2022	PRTD	3006 UNDERGROUND SERVICE ALERT	22-2301468	11/01/2022		112222	135.99
			Invoice: 22-2301468		DIG SAFE FEE OCT'22			
				135.99 101700 551500	Outside Services			
			Invoice: 1020220418					
				493.00 101700 551500	277 TICKETS - OCT'22		112222	493.00
					Outside Services			
							CHECK 105559 TOTAL:	628.99
105560	11/22/2022	PRTD	2780 VALLEY NEWS GROUP	11-03-22	11/04/2022		112222	250.00
			Invoice: 11-03-22		DISPLAY AD - ADVANCED METER 11/03			
				250.00 101900 660400	Public Education Programs			
							CHECK 105560 TOTAL:	250.00
105561	11/22/2022	PRTD	21643 VALLEY SOIL, INC.	27010	11/04/2022		112222	22,357.25
			Invoice: 27010		METER INSTALLS 10/3-10/27/22			
				22,357.25 101800 670900	Res. ET Irrigation Controller			
							CHECK 105561 TOTAL:	22,357.25
105562	11/22/2022	PRTD	18604 VENTURA PEST CONTROL	841289	11/01/2022		112222	590.00
			Invoice: 841289		PEST CONTROL OCT'22			
				165.00 101600 551500	Outside Services			
				40.00 701002 551500	Outside Services			
				105.00 751820 551500	Outside Services			
				78.00 701001 551500	Outside Services			
				34.00 751200 551500	Outside Services			
				46.00 751810 551500	Outside Services			
				43.00 101200 551500	Outside Services			
				39.00 751100 551500	Outside Services			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				40.00 751830 551500				
			VENTURA PEST CONTROL	841371	11/01/2022		112222	55.00
			Invoice: 841371	55.00 101600 551500				
							CHECK	105562 TOTAL: 645.00
105563	11/22/2022	PRTD	21295 VERTICAL ELEVATOR SOLUTIONS, INC.	11577	11/01/2022		112222	290.00
			Invoice: 11577	145.00 701001 551500				
				145.00 701002 551500				
							CHECK	105563 TOTAL: 290.00
105564	11/22/2022	PRTD	30388 WATERWISE CONSULTING, INC	7346	10/31/2022		112222	8,082.50
			Invoice: 7346	8,082.50 101800 541500				
							CHECK	105564 TOTAL: 8,082.50
105565	11/22/2022	PRTD	18914 WECK LABORATORIES, INC.	W2J2684	10/31/2022		112222	201.40
			Invoice: W2J2684	201.40 751750 571520				
			Invoice: W2J2687	WECK LABORATORIES, INC. W2J2687	10/31/2022		112222	151.58
				151.58 751810 571520				
			Invoice: W2J2690	WECK LABORATORIES, INC. W2J2690	10/31/2022		112222	8.48
				8.48 751810 571520				
			Invoice: W2K0090	WECK LABORATORIES, INC. W2K0090	11/01/2022		112222	727.70
				727.70 751750 571520				
			Invoice: W2K0551	WECK LABORATORIES, INC. W2K0551	11/08/2022		112222	611.10
				611.10 751750 571520				
							CHECK	105565 TOTAL: 1,700.26
105566	11/22/2022	PRTD	3047 WESCO DISTRIBUTION, INC.	096981	11/01/2022		112222	1,299.93
			Invoice: 096981	1,299.93 701002 551000				

A/P CASH DISBURSEMENTS JOURNAL

	CHECK	105566	TOTAL:	1,299.93
NUMBER OF CHECKS	61	*** CASH ACCOUNT TOTAL ***		457,591.49
	COUNT	AMOUNT		
TOTAL PRINTED CHECKS	61	457,591.49		
		*** GRAND TOTAL ***		457,591.49

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2023	5	248													
APP	101-200000		11/22/2022	112222	112222					Accounts Payable				72,067.73	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		11/22/2022	112222	112222					Cash-General					457,591.49
										AP CASH DISBURSEMENTS JOURNAL					
APP	751-200000		11/22/2022	112222	112222					Accounts Payable				210,427.08	
										AP CASH DISBURSEMENTS JOURNAL					
APP	701-200000		11/22/2022	112222	112222					Accounts Payable				91,697.18	
										AP CASH DISBURSEMENTS JOURNAL					
APP	130-200000		11/22/2022	112222	112222					Accounts Payable				1,085.49	
										AP CASH DISBURSEMENTS JOURNAL					
APP	301-200000		11/22/2022	112222	112222					Accounts Payable				82,314.01	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				457,591.49	457,591.49
APP	999-201010		11/22/2022	112222	112222					Due to/Due Frm Potable Wtr Ops				72,067.73	
										Cash-General					72,067.73
APP	101-100100		11/22/2022	112222	112222					Due to/Due FromJPA Operations				210,427.08	
										Cash-General					210,427.08
APP	999-207510		11/22/2022	112222	112222					Due to/Due FromInternal Svs				91,697.18	
										Cash-General					91,697.18
APP	751-100100		11/22/2022	112222	112222					Due to/Due FrmSanitation Ops				1,085.49	
										Cash-General					1,085.49
APP	999-207010		11/22/2022	112222	112222					Due to/Due FrmPotable Wtr Repl				82,314.01	
										Cash-General					82,314.01
APP	701-100100		11/22/2022	112222	112222					Due to/Due FrmPotable Wtr Repl				82,314.01	
										Cash-General					82,314.01
APP	999-201300		11/22/2022	112222	112222					Due to/Due FrmPotable Wtr Repl				82,314.01	
										Cash-General					82,314.01
APP	130-100100		11/22/2022	112222	112222					Due to/Due FrmPotable Wtr Repl				82,314.01	
										Cash-General					82,314.01
APP	999-203010		11/22/2022	112222	112222					Due to/Due FrmPotable Wtr Repl				82,314.01	
										Cash-General					82,314.01
APP	301-100100		11/22/2022	112222	112222					Due to/Due FrmPotable Wtr Repl				82,314.01	
										Cash-General					82,314.01
										SYSTEM GENERATED ENTRIES TOTAL				457,591.49	457,591.49
										JOURNAL 2023/05/248 TOTAL				915,182.98	915,182.98

**A/P CASH DISBURSEMENTS JOURNAL**  
**JOURNAL ENTRIES TO BE CREATED**

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2023 5	248	11/22/2022	Cash-General Accounts Payable	72,067.73	72,067.73
FUND TOTAL					72,067.73	72,067.73
130 Sanitation Operations 130-100100 130-200000	2023 5	248	11/22/2022	Cash-General Accounts Payable	1,085.49	1,085.49
FUND TOTAL					1,085.49	1,085.49
301 Potable wtr Replacement Fund 301-100100 301-200000	2023 5	248	11/22/2022	Cash-General Accounts Payable	82,314.01	82,314.01
FUND TOTAL					82,314.01	82,314.01
701 Internal Service Fund 701-100100 701-200000	2023 5	248	11/22/2022	Cash-General Accounts Payable	91,697.18	91,697.18
FUND TOTAL					91,697.18	91,697.18
751 JPA Operations 751-100100 751-200000	2023 5	248	11/22/2022	Cash-General Accounts Payable	210,427.08	210,427.08
FUND TOTAL					210,427.08	210,427.08
999 Pooled Cash 999-100100 999-201010 999-201300 999-203010 999-207010 999-207510	2023 5	248	11/22/2022	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due Frm Sanitation Ops Due to/Due Frm Potable wtr Repl Due to/Due From Internal Svs Due to/Due From JPA Operations	72,067.73 1,085.49 82,314.01 91,697.18 210,427.08	457,591.49
FUND TOTAL					457,591.49	457,591.49

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		72,067.73
130	Sanitation Operations		1,085.49
301	Potable Wtr Replacement Fund		82,314.01
701	Internal Service Fund		91,697.18
751	JPA Operations		210,427.08
999	Pooled Cash		
		457,591.49	
TOTAL		457,591.49	457,591.49

\*\* END OF REPORT - Generated by Thieu Chau \*\*

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
23098	11/22/2022	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4531451	11/02/2022			34.21
	Invoice: 4531451			34.21 751125 540540	MORRSN P/S 9/21-10/24/22			
					Water			
						CHECK	23098 TOTAL:	34.21
23099	11/22/2022	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4531330	11/02/2022			34.21
	Invoice: 4531330			34.21 751223 540540	IND HILLS 9/21-10/24/22			
					Water			
						CHECK	23099 TOTAL:	34.21
23100	11/22/2022	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4531224	11/02/2022			428.94
	Invoice: 4531224			428.94 701002 540540	BD#7/RW 9/20-10/24/22			
					Water			
						CHECK	23100 TOTAL:	428.94
23101	11/22/2022	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4531223	11/02/2022			232.55
	Invoice: 4531223			232.55 701001 540540	BD#8/RW 9/20-10/24/22			
					Water			
						CHECK	23101 TOTAL:	232.55
23102	11/22/2022	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4531222	11/02/2022			231.69
	Invoice: 4531222			231.69 701001 540540	BD#8/RW 9/20-10/24/22			
					Water			
						CHECK	23102 TOTAL:	231.69
23103	11/22/2022	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4531221	11/02/2022			215.85
	Invoice: 4531221			215.85 701001 540540	RWPS 9/23-10/24/22			
					Water			
						CHECK	23103 TOTAL:	215.85
23104	11/22/2022	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4527724	11/02/2022			89.25
	Invoice: 4527724			89.25 101201 540540	EQS TANK 9/22-10/24/22			
					Water			
						CHECK	23104 TOTAL:	89.25
23105	11/22/2022	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4530863	11/02/2022			472.31
	Invoice: 4530863			472.31 101600 540540	WLK FLT 9/22-10/24/22			
					Water			

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK    23105 TOTAL:	472.31
23106	11/22/2022	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4530861	11/02/2022			366.10
			Invoice: 4530861		WLK FLT 9/22-10/24/22			
				366.10 101600 540540	Water			
							CHECK    23106 TOTAL:	366.10
				NUMBER OF CHECKS	9		*** CASH ACCOUNT TOTAL ***	2,105.11
				TOTAL MANUAL CHECKS	COUNT		AMOUNT	
					9		2,105.11	
							*** GRAND TOTAL ***	2,105.11



**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	5	250	APP	751-200000	11/22/2022	CASH DISB	112222			Accounts Payable		68.42	
										AP CASH DISBURSEMENTS JOURNAL			
										Cash-General			2,105.11
										AP CASH DISBURSEMENTS JOURNAL			
APP	999-100100				11/22/2022	CASH DISB	112222			Accounts Payable		1,109.03	
										AP CASH DISBURSEMENTS JOURNAL			
APP	701-200000				11/22/2022	CASH DISB	112222			Accounts Payable		927.66	
										AP CASH DISBURSEMENTS JOURNAL			
APP	101-200000				11/22/2022	CASH DISB	112222			GENERAL LEDGER TOTAL		2,105.11	2,105.11
APP	999-207510				11/22/2022	CASH DISB	112222			Due to/Due FromJPA Operations		68.42	
										Cash-General			68.42
APP	751-100100				11/22/2022	CASH DISB	112222			Due to/Due FromInternal Svs		1,109.03	
										Cash-General			1,109.03
APP	999-207010				11/22/2022	CASH DISB	112222			Due to/Due Frm Potable Wtr Ops		927.66	
										Cash-General			927.66
APP	701-100100				11/22/2022	CASH DISB	112222			SYSTEM GENERATED ENTRIES TOTAL		2,105.11	2,105.11
APP	999-201010				11/22/2022	CASH DISB	112222			JOURNAL 2023/05/250 TOTAL		4,210.22	4,210.22
APP	101-100100				11/22/2022	CASH DISB	112222						

**A/P CASH DISBURSEMENTS JOURNAL**  
**JOURNAL ENTRIES TO BE CREATED**

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2023 5	250	11/22/2022	Cash-General		927.66
				Accounts Payable	927.66	
				FUND TOTAL	927.66	927.66
701 Internal Service Fund 701-100100 701-200000	2023 5	250	11/22/2022	Cash-General		1,109.03
				Accounts Payable	1,109.03	
				FUND TOTAL	1,109.03	1,109.03
751 JPA Operations 751-100100 751-200000	2023 5	250	11/22/2022	Cash-General		68.42
				Accounts Payable	68.42	
				FUND TOTAL	68.42	68.42
999 Pooled Cash 999-100100 999-201010 999-207010 999-207510	2023 5	250	11/22/2022	Cash-General		2,105.11
				Due to/Due Frm Potable Wtr Ops	927.66	
				Due to/Due FromInternal Sys	1,109.03	
				Due to/Due FromJPA Operations	68.42	
				FUND TOTAL	2,105.11	2,105.11



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
105567	11/29/2022	PRTD	2317 ACORN NEWSPAPER	193100	11/05/2022		112922	830.40
			Invoice: 193100					
				830.40	101900	660400	4X5 DISPLAY AD-ADVANCED METER Public Education Programs	
							CHECK 105567 TOTAL:	830.40
105568	11/29/2022	PRTD	7770 AUTOMATIONDIRECT.COM	14345016	11/08/2022		112922	135.78
			Invoice: 14345016					
				135.78	751820	551000	FUJI ELECTRIC SUPPLIES Supplies/Material	
							CHECK 105568 TOTAL:	135.78
105569	11/29/2022	PRTD	8091 BROWN AND CALDWELL	45459805	10/13/2022		112922	842.62
			Invoice: 45459805					
				842.62	754440	900000	PWP DEMO OPS SUPPORT 10/26/21-09/29/22 Capital Asset Expenses	
			Invoice: 45464515					
			BROWN AND CALDWELL	45464515	11/10/2022		112922	2,402.62
				2,402.62	754440	900000	PWP DEMO OPS SUPPORT 9/30-10/27/22 Capital Asset Expenses	
							CHECK 105569 TOTAL:	3,245.24
105570	11/29/2022	PRTD	2516 CALIFORNIA ASSOC. OF SANI AGENCIE	6645	11/01/2022		112922	21,500.00
			Invoice: 6645					
				21,500.00	701122	710500	MEMBERSHIP DUES 2023 Dues, Subsc & Memberships	
							CHECK 105570 TOTAL:	21,500.00
105571	11/29/2022	PRTD	20655 CANNON CORPORATION	82418	11/10/2022		112922	557.00
			Invoice: 82418					
				557.00	751810	552500	TAPIA SELECTOR CHNL REPAIRS - OCT'22 Consulting Services	
							CHECK 105571 TOTAL:	557.00
105572	11/29/2022	PRTD	18992 CDW GOVERNMENT	DX85089	11/08/2022	2230053	112922	3,241.61
			Invoice: DX85089					
				3,241.61	701001	551000	3000 WATT RACK UPS BLDG 8 SERVER ROOM Supplies/Material	
							CHECK 105572 TOTAL:	3,241.61
105573	11/29/2022	PRTD	2533 CITY OF AGOURA HILLS	202209291822	09/29/2022		112922	211,500.00
			Invoice: 202209291822					
				211,500.00	301440	900000	REIMB ROADSIDE BRIDGE WIDENING PROJECT Capital Asset Expenses	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 105573 TOTAL:	211,500.00
105574	11/29/2022	PRTD	30467 DANA RESNICK	CLAIM/112122	11/21/2022		112922	2,286.06
			Invoice: CLAIM/112122				CLAIM FILED- WATER MAIN DAMAGES	
				2,286.06 101900 714500			Claims Paid	
							CHECK 105574 TOTAL:	2,286.06
105575	11/29/2022	PRTD	20685 DOCUMENT SYSTEMS INC	IN3062914	11/07/2022		112922	381.75
			Invoice: IN3062914				CANON MAINT NOV & OVRG OCT	
				381.75 701420 621500			System Support and Maintenance	
							CHECK 105575 TOTAL:	381.75
105576	11/29/2022	PRTD	4748 E.S.R.I. INC.	94348623	10/19/2022		112922	25,000.00
			Invoice: 94348623				GIS SOFTWARE LIC 10/20/22-10/19/23	
				25,000.00 701420 621500			System Support and Maintenance	
							CHECK 105576 TOTAL:	25,000.00
105577	11/29/2022	PRTD	2654 FAMCON PIPE	S100087375.001	09/09/2022	2230061	112922	278.86
			Invoice: S100087375.001				FORD METER PARTS	
				278.86 701 132000			Storeroom & Truck Inventory	
							CHECK 105577 TOTAL:	278.86
105578	11/29/2022	PRTD	2658 FEDERAL EXPRESS CORP	7-950-27540	11/18/2022		112922	131.67
			Invoice: 7-950-27540				SOIL CONTROL LAB	
				131.67 751820 571520			Other Laboratory Serv	
							CHECK 105578 TOTAL:	131.67
105579	11/29/2022	PRTD	19397 FIRST CHOICE SERVICES (DAIOHS USA 452210		11/17/2022		112922	329.89
			Invoice: 452210				NOV'22 COFFEE SRVC - HQ	
				329.89 701410 620000			Forms, Supplies And Postage	
			Invoice: 452211				NOV'22 COFFEE SRVC - OPS	129.06
				129.06 701410 620000			Forms, Supplies And Postage	
			Invoice: 452212				NOV'22 COFFEE SRVC - RLV	68.00
				68.00 701410 620000			Forms, Supplies And Postage	
			Invoice: 452213				NOV'22 COFFEE SRVC - TAPIA	149.07

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC			
				149.07 701410 620000				
					Forms, Supplies And Postage			
					11/17/2022		112922	53.57
Invoice: 452147			FIRST CHOICE SERVICES (DAIOHS USA 452147		NOV'22 COFFEE SRVC - WLK			
				53.57 701410 620000				
					Forms, Supplies And Postage			
						CHECK	105579 TOTAL:	729.59
105580	11/29/2022	PRTD	2690 GIBBS INTERNATIONAL TRUCKS	459387	11/16/2022		112922	2,092.89
			Invoice: 459387		TRUCK REPAIRS/ SRVCS VEH #163			
				2,092.89 701325 551500	Outside Services			
						CHECK	105580 TOTAL:	2,092.89
105581	11/29/2022	PRTD	2701 GRAINGER	9502925002	11/04/2022		112922	12.75
			Invoice: 9502925002		BELTS			
				12.75 701001 551000	Supplies/Material			
						CHECK	105581 TOTAL:	12.75
105582	11/29/2022	PRTD	7421 HAMNER, JEWELL AND ASSOCIATES	202157	11/15/2022		112922	19,172.50
			Invoice: 202157		TWIN LAKES P/S 10/1-10/31/22			
				19,172.50 201440 900000	Capital Asset Expenses			
						CHECK	105582 TOTAL:	19,172.50
105583	11/29/2022	PRTD	18646 HDR ENGINEERING, INC.	1200463686	09/20/2022		112922	24,059.51
			Invoice: 1200463686		P/E 8/27/22 MALIBU SIPHON REHAB			
				24,059.51 754440 900000	Capital Asset Expenses			
			Invoice: 1200469192		10/07/2022		112922	8,910.00
			HDR ENGINEERING, INC.	1200469192	MALIBU SIPHON REHAB 8/28-9/24/22			
				8,910.00 754440 900000	Capital Asset Expenses			
						CHECK	105583 TOTAL:	32,969.51
105584	11/29/2022	PRTD	2711 HEAL THE BAY	ONE52020	11/17/2022		112922	5,000.00
			Invoice: ONE52020		SPNR- ONE WATER DAY 2022-12/2/22			
				5,000.00 701122 710500	Dues, Subsc & Memberships			
						CHECK	105584 TOTAL:	5,000.00
105585	11/29/2022	PRTD	10102 INFOSEND INC.	223859	10/31/2022		112922	7,257.73
			Invoice: 223859		OCT'22 BILL PAYMENT MAILING			
				7,257.73 701221 622000	Outside Services			

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC			
							CHECK 105585 TOTAL:	7,257.73
105586	11/29/2022	PRTD	20856 INTERNATIONAL PRINTING & TYPESETT	22919	11/09/2022		112922	249.66
			Invoice: 22919				AP STAMPS	
				249.66 701440 620000			Forms, Supplies And Postage	
							CHECK 105586 TOTAL:	249.66
105587	11/29/2022	PRTD	21197 JACOBS ENGINEERING GROUP INC.	W9Y31200-022	10/29/2022		112922	143,497.45
			Invoice: W9Y31200-022				PWP ADVISOR/MOR SRV 8/27-9/30/22	
				143,497.45 754440 900000			Capital Asset Expenses	
							CHECK 105587 TOTAL:	143,497.45
105588	11/29/2022	PRTD	20584 KAMBRIAN CORPORATION	KINV13294	11/14/2022	2230054	112922	5,934.96
			Invoice: KINV13294				UNITRENDS SPANNING OFFICE 365 BACKUP	
				5,934.96 701420 651600			Other Professional Serv	
							CHECK 105588 TOTAL:	5,934.96
105589	11/29/2022	PRTD	5230 KENNEDY/JENKS CONSULTANTS	158818	10/28/2022		112922	22,385.50
			Invoice: 158818				TWIN LAKES P/S DESIGN AUG-SEPT'22	
				22,385.50 201440 900000			Capital Asset Expenses	
							CHECK 105589 TOTAL:	22,385.50
105590	11/29/2022	PRTD	30156 JAY LEWITT	112122	11/21/2022		112922	6,110.91
			Invoice: 112122				US-ISRAEL COLLAB ON WATER REUSE DLGTION 10/29-11/4	
				6,110.91 701112 601000			Directors' Conference Exp	
							CHECK 105590 TOTAL:	6,110.91
105591	11/29/2022	PRTD	2814 MCMaster-CARR SUPPLY CO	87395574	11/01/2022		112922	228.13
			Invoice: 87395574				PARTS FOR TURBIDIMETER UPGRDS	
				228.13 101600 541000			Supplies/Material	
			Invoice: 87496734				11/02/2022	110.31
				110.31 101600 541000			PARTS FOR TURBIDIMETER UPGRDS	
							Supplies/Material	
			Invoice: 85354425				09/26/2022	-334.81
				-334.81 751820 551000			CREDIT MEMO #82391020	
							Supplies/Material	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC				
			CHECK 105591 TOTAL:	3.63
105592 11/29/2022 PRTD 21574 METERSYS Invoice: INV-000759	11/15/2022		112922 PROJECT MANAGEMENT AMR/AMI 10/16-11/15/22 Capital Asset Expenses	20,195.25
20,195.25 301440 900000			CHECK 105592 TOTAL:	20,195.25
105593 11/29/2022 PRTD 21264 MICHAEL BAKER INTERNATIONAL, INC. 1161199 Invoice: 1161199	10/21/2022		112922 GENSETS PW P/S SEPT'22 Capital Asset Expenses	14,426.50
14,426.50 301440 900000			CHECK 105593 TOTAL:	14,426.50
105594 11/29/2022 PRTD 30165 DAVID PEDERSEN Invoice: 111722	11/17/2022		112922 US-ISRAEL COLLAB ON WATER REUSE DLGTION 10/24-11/4 Training & Professional Devel	1,261.58
1,261.58 701121 683000			CHECK 105594 TOTAL:	1,261.58
105595 11/29/2022 PRTD 17334 QAIR CALIFORNIA Invoice: 64049	11/07/2022		112922 WLK RESERVIOR QGD-30 COMPRESSOR SRVC 17000 HRS Labor	1,614.45
1,614.45 101600 550000			CHECK 105595 TOTAL:	1,614.45
105596 11/29/2022 PRTD 21594 RECYCLED WOOD PRODUCTS Invoice: 233096	11/07/2022		112922 130 YDS WOODCHIPS Amendment	1,924.00
1,924.00 751820 541080				
Invoice: 233127	11/08/2022		112922 130 YDS WOODCHIPS Amendment	1,924.00
1,924.00 751820 541080				
Invoice: 233146	11/09/2022		112922 130 YDS WOODCHIPS Amendment	1,924.00
1,924.00 751820 541080				
Invoice: 233183	11/10/2022		112922 130 YDS WOODCHIPS Amendment	1,924.00
1,924.00 751820 541080			CHECK 105596 TOTAL:	7,696.00



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
105597	11/29/2022	PRTD	17326 RINCON CONSULTANTS, INC.	43593	11/11/2022		112922	1,622.50
			Invoice: 43593					
				1,622.50	754440	900000	TAPIA OUTFALL 8/1-10/31/22 Capital Asset Expenses	
							CHECK 105597 TOTAL:	1,622.50
105598	11/29/2022	PRTD	21484 RMG COMMUNICATIONS	1393	07/05/2022		112922	4,287.50
			Invoice: 1393					
				4,287.50	101900	660400	WATER BUDGET & DROUGHT CAMPAIGN Public Education Programs	
							CHECK 105598 TOTAL:	4,287.50
105599	11/29/2022	PRTD	17174 ROTH STAFFING COMPANIES, LP	14267987	11/11/2022		112922	1,152.00
			Invoice: 14267987					
				1,152.00	701221	622000	TEMP SRVCS 10/31-11/6/22 Outside Services	
							CHECK 105599 TOTAL:	1,152.00
105600	11/29/2022	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1027976	11/11/2022		112922	561.46
			Invoice: 9009-1027976					
				561.46	101600	551000	OUTLET BOX AND ELECTRICAL SUPPLIES Supplies/Material	
							CHECK 105600 TOTAL:	561.46
105601	11/29/2022	PRTD	19169 SJM INDUSTRIAL RADIO	259179	09/20/2022		112922	3,755.20
			Invoice: 259179					
				3,755.20	701326	622500	MOTOROLA RADIOS Radio Maintenance Expense	
							CHECK 105601 TOTAL:	3,755.20
105602	11/29/2022	PRTD	30117 SOUTHERN CALIFORNIA NEWS GROUP	0000553559	10/31/2022		112922	3,000.00
			Invoice: 0000553559					
				3,000.00	101900	660400	DIGITAL ADVERTISING - OCT'22 Public Education Programs	
							CHECK 105602 TOTAL:	3,000.00
105603	11/29/2022	PRTD	20648 STANTEC CONSULTING SERVICES INC.	2001748	11/08/2022		112922	7,888.50
			Invoice: 2001748					
				7,888.50	701420	621500	FAMS SETUP 10/1-11/4/22 System Support and Maintenance	
							CHECK 105603 TOTAL:	7,888.50

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
105604	11/29/2022	PRTD	30393 STETSON ENGINEERS INC	2852-002	11/08/2022		112922	33,870.25
			Invoice: 2852-002				TAPIA WRF FLOOD PROTECT EVAL SEP'22	
				33,870.25	751810	551500	Outside Services	
							CHECK 105604 TOTAL:	33,870.25
105605	11/29/2022	PRTD	21599 THE ROVISYS COMPANY	80029	11/07/2022		112922	5,662.44
			Invoice: 80029				TAPIA SCADA UPGRD OCT'22	
				5,662.44	754440	900000	Capital Asset Expenses	
Invoice: 80030			THE ROVISYS COMPANY	80030	11/07/2022		112922	740.92
				740.92	754440	900000	TMDL SCADA UPGRD OCT'22	
							Capital Asset Expenses	
Invoice: 80189			THE ROVISYS COMPANY	80189	11/08/2022		112922	6,700.50
				6,700.50	301440	900000	UPGRADE MASTER PLAN DEVELOPMENT 10/1-10/31/22	
							Capital Asset Expenses	
							CHECK 105605 TOTAL:	13,103.86
105606	11/29/2022	PRTD	17645 TORO ENTERPRISES INC.	16000	09/30/2022		112922	3,906.23
			Invoice: 16000				12" H2O LINE MOD @ IVERSON RD	
				3,906.23	101700	541500	Outside Services	
							CHECK 105606 TOTAL:	3,906.23
105607	11/29/2022	PRTD	3034 VORTEX INDUSTRIES, LLC	01-1623932	11/03/2022		112922	1,049.45
			Invoice: 01-1623932				REPAIR BUILDING #2 ROLL UP DOOR	
				1,049.45	701002	551500	Outside Services	
							CHECK 105607 TOTAL:	1,049.45
105608	11/29/2022	PRTD	3035 VWR SCIENTIFIC	8811279707	11/09/2022		112922	23.05
			Invoice: 8811279707				SERVE TAPS	
				23.05	701341	551000	Supplies/Material	
Invoice: 8811278931			VWR SCIENTIFIC	8811278931	11/09/2022		112922	272.57
				272.57	701341	551000	O&G STANDARDS	
							Supplies/Material	
Invoice: 8811273678			VWR SCIENTIFIC	8811273678	11/08/2022		112922	373.84
				373.84	701341	551000	SPRAY BOTTLES, LARGE GLOVES	
							Supplies/Material	
							CHECK 105608 TOTAL:	669.46

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
105609	11/29/2022	PRTD	18521 WALTON MOTORS & CONTROLS, INC.	43575	08/16/2022	2230005	112922	19,440.19
			Invoice: 43575					
				19,440.19	751810	551000		
							9HP LANDIA SUBMERSIBLE WALL PUMP REBUILD S/N 23051 Supplies/Material	
							CHECK 105609 TOTAL:	19,440.19
105610	11/29/2022	PRTD	18914 WECK LABORATORIES, INC.	W2K0274	11/03/2022		112922	160.00
			Invoice: W2K0274					
				160.00	101600	571520		
							WESTLAKE RESERVIOR TTHM MONTHLY Other Laboratory Serv	
			Invoice: W2K0275					
				43.46	101600	571520		
							11/03/2022 112922	43.46
							WESTLAKE ONLINE MONTHLY Other Laboratory Serv	
			Invoice: W2K0276					
				25.00	701341	551500		
							11/03/2022 112922	25.00
							DIONIZED WATER Outside Services	
							CHECK 105610 TOTAL:	228.46
105611	11/29/2022	PRTD	4830 WEST COAST ROTOR	30351	11/08/2022	2230044	112922	5,367.69
			Invoice: 30351					
				5,367.69	751810	551000		
							GEAR JOINT KIT Supplies/Material	
							CHECK 105611 TOTAL:	5,367.69
							NUMBER OF CHECKS 45	
							*** CASH ACCOUNT TOTAL ***	659,601.98
							COUNT	AMOUNT
							TOTAL PRINTED CHECKS 45	659,601.98
							*** GRAND TOTAL ***	659,601.98

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2023	5	303													
APP	101-200000		11/29/2022	112922	112922					Accounts Payable				17,028.00	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		11/29/2022	112922	112922					Cash-General					659,601.98
										AP CASH DISBURSEMENTS JOURNAL					
APP	751-200000		11/29/2022	112922	112922					Accounts Payable				66,863.77	
										AP CASH DISBURSEMENTS JOURNAL					
APP	754-200000		11/29/2022	112922	112922					Accounts Payable				187,738.06	
										AP CASH DISBURSEMENTS JOURNAL					
APP	701-200000		11/29/2022	112922	112922					Accounts Payable				93,591.90	
										AP CASH DISBURSEMENTS JOURNAL					
APP	301-200000		11/29/2022	112922	112922					Accounts Payable				252,822.25	
										AP CASH DISBURSEMENTS JOURNAL					
APP	201-200000		11/29/2022	112922	112922					Accounts Payable				41,558.00	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				659,601.98	659,601.98
APP	999-201010		11/29/2022	112922	112922					Due to/Due Frm Potable Wtr Ops				17,028.00	
										Cash-General					17,028.00
APP	101-100100		11/29/2022	112922	112922					Due to/Due FromJPA Operations				66,863.77	
										Cash-General					66,863.77
APP	999-207510		11/29/2022	112922	112922					Due to/Due FromJPA Replacement				187,738.06	
										Cash-General					187,738.06
APP	751-100100		11/29/2022	112922	112922					Due to/Due FromInternal Svs				93,591.90	
										Cash-General					93,591.90
APP	701-100100		11/29/2022	112922	112922					Due to/Due FrmPotable Wtr Repl				252,822.25	
										Cash-General					252,822.25
APP	999-203010		11/29/2022	112922	112922					Due to/Due FrmPotable Wtr Cnst				41,558.00	
										Cash-General					41,558.00
APP	301-100100		11/29/2022	112922	112922					SYSTEM GENERATED ENTRIES TOTAL				659,601.98	659,601.98
										JOURNAL 2023/05/303 TOTAL				1,319,203.96	1,319,203.96

**A/P CASH DISBURSEMENTS JOURNAL**  
**JOURNAL ENTRIES TO BE CREATED**

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2023 5	303	11/29/2022	Cash-General Accounts Payable	17,028.00	17,028.00
FUND TOTAL					17,028.00	17,028.00
201 Potable Water Construction 201-100100 201-200000	2023 5	303	11/29/2022	Cash-General Accounts Payable	41,558.00	41,558.00
FUND TOTAL					41,558.00	41,558.00
301 Potable wtr Replacement Fund 301-100100 301-200000	2023 5	303	11/29/2022	Cash-General Accounts Payable	252,822.25	252,822.25
FUND TOTAL					252,822.25	252,822.25
701 Internal Service Fund 701-100100 701-200000	2023 5	303	11/29/2022	Cash-General Accounts Payable	93,591.90	93,591.90
FUND TOTAL					93,591.90	93,591.90
751 JPA Operations 751-100100 751-200000	2023 5	303	11/29/2022	Cash-General Accounts Payable	66,863.77	66,863.77
FUND TOTAL					66,863.77	66,863.77
754 JPA Replacement 754-100100 754-200000	2023 5	303	11/29/2022	Cash-General Accounts Payable	187,738.06	187,738.06
FUND TOTAL					187,738.06	187,738.06
999 Pooled Cash 999-100100 999-201010 999-202010 999-203010 999-207010 999-207510 999-207540	2023 5	303	11/29/2022	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due FrmPotable wtr Cnst Due to/Due FrmPotable wtr Repl Due to/Due FromInternal Svs Due to/Due FromJPA Operations Due to/Due FromJPA Replacement	17,028.00 41,558.00 252,822.25 93,591.90 66,863.77 187,738.06	659,601.98
FUND TOTAL					659,601.98	659,601.98

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		17,028.00
201	Potable Water Construction		41,558.00
301	Potable Wtr Replacement Fund		252,822.25
701	Internal Service Fund		93,591.90
751	JPA Operations		66,863.77
754	JPA Replacement		187,738.06
999	Pooled Cash		
		659,601.98	
TOTAL		659,601.98	659,601.98

\*\* END OF REPORT - Generated by Thieu Chau \*\*

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
11	11/29/2022	WIRE	3384 METROPOLITAN WATER DISTRICT OF S.	10943	11/10/2022			1,294,955.05
Invoice: 10943								
				1,114,082.10	101001	500200	ANALYSIS MWD BILL-OCTOBER'22	
				46,665.00	101001	501200	Non-Interruptible Capacity Reservation Charge	
				130,887.00	101001	501000	Readiness To Serve	
				3,320.95	101900	715500	Other Expense	
							CHECK      11 TOTAL:	1,294,955.05
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***		1,294,955.05
				TOTAL WIRE TRANSFERS	COUNT	AMOUNT		
					1	1,294,955.05		
							*** GRAND TOTAL ***	1,294,955.05

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	5	305									
APP 101-200000			11/29/2022	CASH DISB	112922			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		1,294,955.05	
APP 999-100100			11/29/2022	CASH DISB	112922			Cash-General			1,294,955.05
								AP CASH DISBURSEMENTS JOURNAL GENERAL LEDGER TOTAL		1,294,955.05	1,294,955.05
APP 999-201010			11/29/2022	CASH DISB	112922			Due to/Due Frm Potable Wtr Ops		1,294,955.05	
APP 101-100100			11/29/2022	CASH DISB	112922			Cash-General			1,294,955.05
								SYSTEM GENERATED ENTRIES TOTAL		1,294,955.05	1,294,955.05
								JOURNAL 2023/05/305 TOTAL		2,589,910.10	2,589,910.10



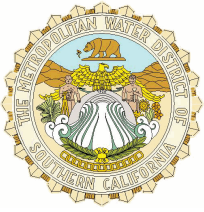
**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101	Potable Water Operations	2023	5	305	11/29/2022			
	101-100100					Cash-General		1,294,955.05
	101-200000					Accounts Payable	1,294,955.05	
						FUND TOTAL	1,294,955.05	1,294,955.05
999	Pooled Cash	2023	5	305	11/29/2022			
	999-100100					Cash-General		1,294,955.05
	999-201010					Due to/Due Frm Potable Wtr Ops	1,294,955.05	
						FUND TOTAL	1,294,955.05	1,294,955.05

**A/P CASH DISBURSEMENTS JOURNAL**  
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		1,294,955.05
999	Pooled Cash	1,294,955.05	
TOTAL		1,294,955.05	1,294,955.05

\*\* END OF REPORT - Generated by Jessica Cortez \*\*



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

**INVOICE**

**Billed To:**

Las Virgenes Municipal Water District



**Service Address**

4232 Las Virgenes Road  
 Calabasas, CA 91302

October 2022	Page No. 1 of 1
Mailed: 11/10/2022	Due Date: 12/29/2022
Invoice Number: 10943	Revision: 0

**NOTICE**

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

DELIVERIES	Volume (AF)
Total Water Treated Delivered	974.7
Total Water Untreated Delivered	

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total ( \$ )
Full Service	Tier 1 Supply Rate	974.7	\$243.00	\$236,852.10
	System Access Rate	974.7	\$389.00	\$379,158.30
	System Power Rate	974.7	\$167.00	\$162,774.90
	Treatment Surcharge	974.7	\$344.00	\$335,296.80
SUBTOTAL				\$1,114,082.10

OTHER CHARGES AND CREDITS	Rate (\$ /AF)	
Capacity Charge( Payment Schedule: M)	\$46,665.00	
Readiness To Serve Charge( Payment Schedule: M)	\$130,887.00	
Miscellaneous Debit/Credit (See Detail)	\$3,320.95	
SUBTOTAL		\$180,872.95

ADDITIONAL INFORMATION	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Capacity Charge			8/9/2018	45.9
Purchase Order Firm Delivery To Date (Jan 2015 to Dec 2024)	149,243.1			
Tier 1 Annual Limit (For Current Calendar Year)	24,359.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	11,713.4	48.1		
Tier 1 Current Month Deliveries	974.7			
Purchase Order Commitment (Jan 2015 to Dec 2024)	146,151.0			

**INVOICE TOTAL**

Volume AF  
**974.7**

Amount Now Due  
**\$1,294,955.05**

Note: Amount Due is based on highlighted fields



**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

700 North Alameda Street

Los Angeles, CA, 90012-2944

**INVOICE DETAIL**

**NOTICE**

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

IN ACCORDANCE WITH READINGS AND BILLING DATA LISTED BELOW

Agency Name	Invoice No.	Rev.	Bill Period	Page No.	Mailed On	Due On
Las Virgenes Municipal Water District	10943	0	October 2022	1 of 2	11-10-22	12-29-22

Meter No LV-01

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth St. and Andora Ave.	100	22138583	22200323	6174000	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	243.00	141.7	34,433.10
System Access Rate	389.00	141.7	55,121.30
System Power Rate	167.00	141.7	23,663.90
Treatment Surcharge	344.00	141.7	48,744.80
<b>Delivery Subtotal</b>		141.7	161,963.10
<b>LV-01 Total</b>		141.7	161,963.10

Meter No LV-02

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Terminus of Calabasas Feeder	1,000	22962082	22995841	33759000	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	243.00	775.0	188,325.00
System Access Rate	389.00	775.0	301,475.00
System Power Rate	167.00	775.0	129,425.00
Treatment Surcharge	344.00	775.0	266,600.00
<b>Delivery Subtotal</b>		775.0	885,825.00
<b>LV-02 Total</b>		775.0	885,825.00

Meter No LV-03

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth Park	10	92743985	92996659	2526740	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	243.00	58.0	14,094.00
System Access Rate	389.00	58.0	22,562.00
System Power Rate	167.00	58.0	9,686.00
Treatment Surcharge	344.00	58.0	19,952.00
<b>Delivery Subtotal</b>		58.0	66,294.00
<b>LV-03 Total</b>		58.0	66,294.00

--- OTHER CHARGES AND CREDITS ---

	Amount
Capacity Charge for current calendar year	46,665.00
Readiness to Serve Charge for current fiscal year	130,887.00
RTS adjustment for FY 2021/2022.	3,320.95

Agency Name	Invoice No.	Rev.	Bill Period	Page No.	Mailed On	Due On
Las Virgenes Municipal Water District	10943	0	October 2022	2 of 2	11-10-22	12-29-22

VOLUME TOTAL	INVOICE TOTAL
<b>974.7</b>	<b>\$1,294,955.05</b>

This invoice was printed on 11/8/2022 at 9:24:53AM



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

<http://www.mwdh2o.com/>

**SUMMARY OF PROGRAM DEMANDS BY WATER DESCRIPTION IN ACRE FEET  
BASED ON HISTORICAL WATER DELIVERIES  
INVOICE COVER SHEET  
For the Fiscal Year 2022 - 2023**

**LV - Las Virgenes Municipal Water District**

<b>DELIVERIES</b>													
<b>MWD Water</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Year Bal</b>
<b>Program: BASIC</b>													
<b>TREATED FULL SERVICE</b>													
Subtotal	1,047.7	1,211.0	997.5	974.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4,230.9
BASIC Total	1,047.7	1,211.0	997.5	974.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4,230.9
<b>MWD Water Total</b>	<b>1,047.7</b>	<b>1,211.0</b>	<b>997.5</b>	<b>974.7</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4,230.9</b>



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

**MINUTES**  
**REGULAR MEETING**

9:00 AM

December 6, 2022

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by Lee Renger.

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at **9:00 a.m.** by Board President Lewitt 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 Assembly Bill 361, which suspended certain requirements of the Ralph M. Brown Act to support social distancing guidelines associated with response to the coronavirus (COVID-19) outbreak. Susan Brown, Administrative Assistant, conducted the roll call.

Present: Directors Gary Burns, Charles Caspary, Andy Coradeschi, Jay Lewitt, Len Polan

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  
Susan Brown, Administrative Assistant  
Josie Guzman, Clerk of the Board  
Keith Lemieux, District Counsel

**2. APPROVAL OF AGENDA AND APPROVAL OF FINDINGS OF RESOLUTION NO. 2609 (AB 361)**

Director Caspary moved to approve the agenda and approve the findings of Resolution No. 2609 (AB 361). Motion seconded by Director Polan. Motion carried unanimously.

### **3. PUBLIC COMMENTS**

There were not public comments.

Board President Lewitt introduced and welcomed Division 3 Director Gary Burns and Division 2 Director Andy Coradeschi.

Don Patterson, Director of Finance and Administration, introduced new employees Arezoo Mohandessi, Systems Coordinator, and Kenneth Brasher, SCADA Analyst. The Board welcomed the new employees to the District.

John Zhao announced that Veronica Hurtado, Assistant Engineering, was promoted to Water Reclamation Manager. The Board congratulated Ms. Hurtado on her promotion.

### **4. CONSENT CALENDAR**

**A List of Demands: December 6, 2022: Receive and file**

**B Minutes Regular Meeting of November 15, 2022: Approve**

**C Continuation of Local State of Emergency Due to Water Shortage from Statewide Drought**

**Approve the continuation of a local emergency declaration due to water shortage from the statewide drought.**

**D Consideration of Non-Qualifying Event for Directors' Per Diem Compensation**

**Authorize Board Member attendance and per diem compensation for Heal the Bay's ONE Water Day Event held on December 2, 2022.**

**E Annual Report: Records Review and Destruction**

**Authorize the destruction of records in accordance with the District's records retention schedule and the Las Virgenes Municipal Water District Code.**

**F Monthly Cash and Investment Report: October 2022**

**Receive and file the Monthly Cash and Investment Report for October 2022**

**G CIS Software: Annual Support and Maintenance Agreement**



**Authorize the General Manager to execute an annual support and maintenance agreement with Advanced Utility Systems, in the amount of \$125,000, for the Customer Information System software.**

**H Annual Supply and Delivery of Unleaded and Diesel Fuel: Change Order**

**Authorize the General Manager to approve a change order with Merricac Energy Group, in the amount of \$90,000, for supply and delivery of unleaded and diesel fuel.**

**I Salary Resolution and Management Handbook Update: Approval**

**Pass, approve, and adopt proposed Resolution No. 2614, establishing salaries for employees; and approve the updated Management Handbook**

**RESOLUTION NO. 2614**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ESTABLISHING SALARIES FOR EMPLOYEES**

(Reference is hereby made to Resolution No. 2614 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

Director Polan moved to approve the Consent Calendar. Motion seconded by Director Coradeschi. Motion carried unanimously.

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

**A Recognition of LVMWD Director Lee Renger**

Board President Lewitt read a proclamation recognizing Lee Renger for his 17 years of service as Division 3 Director. The Board expressed their appreciation to former Director Renger.

Former Director Renger thanked the Board and wished them the best.

**B Oath of Office for Directors for Division 2, Division 3, and Division 5**

Josie Guzman, Clerk of the Board, administered the Oath of Office to Division 2 Director Andy Coradeschi, Division 3 Director Gary Burns, and Division 5 Director Jay Lewitt.

Director Burns noted that he attended several District and MWD tours in the past few years, and he was impressed with their operations.

Director Coradeschi stated that he was excited to serve on the Board, and that he was impressed with the Board and District staff.

Board President Lewitt stated that he was looking forward to serving on the Board for the next four years. He also stated that he was impressed with District staff, and that he was expecting the Board to work collaboratively as they face many water-related issues.

Director Caspary acknowledged Directors Burns, Coradeschi, and Lewitt, and stated that District customers would benefit from their efforts.

### **C Legislative and Regulatory Updates**

Joe McDermott, Director of Engineering and External Affairs, noted that staff from Best Best & Krieger, the District's lobbyists, would provide a report at the following week's JPA meeting. He provided a brief overview of federal and state elections results, and the impacts to the District. He noted that a tour of District facilities was provided to Assemblywoman Jacqui Irwin on November 15th. He also noted that recruitment for the Legislative Program Manager was completed.

### **D Drought and Water Supply Conditions Update**

Joe McDermott, Director of Engineering and External Affairs, reported that the California Department of Water Resources announced the initial five percent allocation from the State Water Project, and a final allocation would be in May or June. He also reported that the 8-station index was at 84 percent of normal for precipitation; however, reservoir levels were below average.

Board President Lewitt reminded everyone to continue to conserve water.

Director Caspary noted that the reservoirs that serve California were only at 25 percent of capacity, which would drastically affect residents next summer.

## **6. TREASURER**

Don Patterson, Director of Finance and Administration/Deputy Treasurer, stated that the Treasurer's report was in order.

## **7. FINANCE AND ADMINISTRATION**

### **A Fiscal Year 2021-22 Annual Comprehensive Financial Report**

#### **Receive and file the Fiscal Year 2021-22 Annual Comprehensive Financial Report.**

Don Patterson, Director of Finance and Administration, provided introductory remarks.

Brian Richie, Finance Manager, presented the report and explained the new lease standard under GASB Statement No. 87, which requires recording the value of the District's lease receivables and liabilities on the balance sheet. He introduced Veronica Hernandez and Scott Manno from Rogers, Anderson, Malody, & Scott, LLP.

Veronica Hernandez, Audit Supervisor, reviewed the District's responsibility for the audit, responsibilities of the auditor, audit process, auditor's unmodified opinion, and other key points.

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

Ms. Hernandez responded to a question regarding testing of internal controls processes, such as testing for separation of duties. Scott Manno provided other examples of review of internal control processes, such as ensuring there were two signatures on checks over \$10,000 and timecard approval.

Board President Lewitt reported that he attended a meeting with the auditors prior to the Board meeting, and that he was comfortable with the audit results.

Mr. Patterson responded to questions regarding the approved budget for penalty revenue to fund drought response expenditures and drought education programs.

General Manager David Pedersen noted a correction to the \$10 Standby Charge, which was only charged to parcels of one acre or less.

Motion carried unanimously.

## **8. NON-ACTION ITEMS**

### **A Organization Reports**

Director Caspary reported that the Association of California Water Agencies (ACWA) State Legislative Committee would hold a workshop to review proposed legislation to allow water districts to bill fixed charges on the property tax rolls. He noted that there was concern that the proposed legislation might be considered a new tax under Proposition 218. He also reported that the Santa Monica Bay Restoration Commission Governing Board would meet on December 15th, where they would consider the election of the Chair.

### **B Director's Reports on Outside Meetings**

Director Polan reported that he attended the ACWA Fall Conference in Palm Springs where he attended sessions regarding Fenner Valley Water Authority's Cadiz Valley Water Conservation, Recovery and Storage Project; a briefing regarding recent court ruling regarding tree removal to mitigate fire hazards; a briefing regarding the legality of administrative law; and support for native plants in front gardens as opposed to artificial turf and rocks.

Director Coradeschi reported that he also attended the ACWA Fall Conference. He stated that he enjoyed becoming acquainted with the Directors and staff, and that the presentations were very interesting.

Board President Lewitt reported that he also attended the ACWA Fall Conference. He noted that he serves on the ACWA Federal Affairs Committee, and they discussed the \$4 billion in drought relief funding secured through the Inflation Reduction Act; submitted comments to the U.S. Environmental Protection Agency regarding its proposed rules designating per- and polyfluoroalkyl substances (PFAS) as hazardous substances; submitted comments regarding the possibility of waiving restrictions imposed by the Build America Buy America Act; and that the Water Resources Development Act and the Farm Bill were expected to pass before the end of this Congressional session. He also noted that the Israeli Ambassador to the Pacific Northwest spoke regarding water leadership and exporting water to the Palestinian Authority and Jordan; a presentation was provided by Robert Bergstrom from Natural Ocean Well regarding ocean and seawater desalination; and a presentation was provided by Don Patterson, Director of Finance and Administration, regarding financing.

## **C General Manager Reports**

### **(1) General Business**

General Manager David Pedersen reported that he attended the ACWA Fall Conference. He noted that the District would host a presentation by Natural Ocean Well Co. on December 19th regarding its seawater desalination proposal. He reminded the Board that the next Board meeting would be held on December 20th, and the Board would begin the two-step process to nominate Board Officers to serve as President, Vice-President, Secretary, and Treasurer for a two-year term. He stated that the election of Board Officers would take place at the January 17, 2023 Board Meeting. He also stated that the Board would also nominate the MWD Representative from amongst the Board or from the public. He also reminded the Board that a Special JPA Meeting would be held on December 13th, which would include consideration to certify the final Programmatic Environmental Impact Report for the Pure Water Project Las Virgenes-Triunfo, and receive and file the Fiscal Year 2021-22 Annual Financial Statements and Independent Auditor's Report. He also reported that the California Department of Fish and Wildlife was proposing to list Southern Steelhead as a candidate species under the California Endangered Species Act. He stated that the ACWA Steelhead Work Group and United Water Conservation District were proposing to prepare a Species Viability Assessment, and were seeking other water agencies to participate in completing this study. He stated that an item would be brought back at a future meeting for the Board's consideration. He also reported that he attended meetings at MWD related to its Emergency Water Conservation Plan, which included a volumetric limit based on population. He stated that he believed this was not the appropriate method to allocate water and it did not serve the District well. He noted that he was successful in having this rationale changed, and the allocation could reflect some additional factors to more fairly allocate water next year.

### **(2) Follow-Up Items**

General Manager David Pedersen stated an item would be brought back at a future Board Meeting regarding the possibility of increasing the General Manager's purchasing authority.

## **D Directors' Comments**

Director Polan acknowledged Debbie Rosales, Financial Analyst II, on her efforts in financial reporting.

### **9. FUTURE AGENDA ITEMS**

None.

### **10. PUBLIC COMMENTS**

Dennis Washburn, representing the Conejo/Las Virgenes Future Foundation, provided copies of a brochure of the Santa Monica Mountains National Recreation Area. He referenced the book *Water Always Wins*, and stated that outgoing Calabasas Mayor Mary Sue Maurer made this the focus of her retirement speech. He congratulated new Directors Burns and Coradeschi, and he thanked outgoing Directors Lo-Hill and Renger for their service. He also acknowledged General Manager David Pedersen and John Zhao, Director of Facilities and Operations, for their past presentations at the Conejo/Las Virgenes Future Foundation.

### **11. ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **10:11 a.m.**, in honor of Lynda Lo-Hill's service as Division 2 Director and in honor of Lee Renger's service as Division 3 Director.

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

ATTEST:

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Josie Guzman, Deputy Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)

December 5, 2022

To: Payroll

From: David W. Pedersen  
General Manager

DocuSigned by:  
*David W. Pedersen*  
12C6BE2E4EC44E2...

**RE: Per Diem Request – November 2022**

Attached are the Director statements of attendance for meetings, conferences and miscellaneous functions, which are summarized in the table below. If you have any questions, please contact me. Thank you.

On April 25, 2017, the Board adopted Resolution No. 2513, amending the per diem rate to \$220.

	<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
8014	Charles Caspary	3	\$220.00	\$660.00
19447	Jay Lewitt	10	\$220.00	\$2,200.00
21169	Lynda Lo-Hill	4	\$220.00	\$880.00
18856	Leonard Polan	5	\$220.00	\$1,100.00
14702	Lee Renger	3	\$220.00	\$660.00

\*LVMWD Code Section 2-2.106(a): “not exceeding a total of ten (10) days in any calendar month”

\*\*LVMWD Code Section 2-2.106(b): MWD director “not exceeding a total of ten (10) additional days in any calendar month.”





## LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Josie Guzman, Clerk of the Board

Director's Name: Jay Lewitt

Month of: November 2022

Division: 5

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

Date(s)	# of Days Claimed			Reimbursible Expenses <sup>2</sup> (Y/N)	Check One		Event Title
	Event	Travel <sup>1</sup>	Total		MWD	LVMWD	
11.1.22							Israel Water Re-use
11.2.22							Israel Water Re-use
11.3.22							Israel Water Re-use
11.4.22							Israel Water Re-use
11.7.22							JPA Board Meeting
11.15.22							LVMWD Board Meeting
11.16.22							LV Audit Meeting
11.17.22							AWA Zoom Meeting
11.29.22							ACWA Federal Affairs Meeting
11.30.22							ACWA Indian Wells
<b>TOTAL</b>			<b>10</b>				

Date Submitted: 12.4.22

**NOTES:** 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach completed Statement of Account and Claim for Personally Incurred Expenses form.

Director Signature: Jay Lewitt







**Glen Peterson, Director**

*Metropolitan Water District of Southern California*

2936 Triunfo Canyon Rd

Agoura, CA. 91301

email: glenpsop@icloud.com

# INVOICE

**DATE:** 12/03/22  
**INVOICE #** 48  
**FOR:** Director fees

**Bill To:**

**Las Virgenes Municipal Water District**

4232 Las Virgenes Rd

Calabasas, CA. 91302

attn: Josie Guzman, Clerk of the Board

818-251-2100

Date	Description	fee
11/3/2022	Northern Caucus	\$220.00
11/4/2022	Pre Imported Water Committee	\$220.00
11/7/2022	Committee Meetings/ Colorado River Discussions	\$220.00
11/8/2022	Board Meeting and Committee Meetings	\$220.00
11/9/2022	Colorado River Board of California	\$220.00
11/10/2022	Meeting with MWD staff about future of MWD	\$220.00
11/15/2022	Report to Las Virgenes Board	\$220.00
11/29/1930	ACWA Indian Wells	\$440.00
<b>TOTAL</b>		<b>\$1,980.00</b>

Make Check payable to Glen Peterson

**Thank you for the opportunity to serve**



**DATE:** December 20, 2022  
**TO:** Board of Directors  
**FROM:** General Manager

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**SUBJECT: Continuation of Local State of Emergency Due to Water Shortage from Statewide Drought**

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**SUMMARY:**

On November 2, 2021, the Board adopted Resolution No. 2599, declaring a local state of emergency due to water shortage from drought conditions in the State of California; activating the District's Water Shortage Contingency Plan at Stage 3 – Water Shortage Emergency; and authorizing the continued implementation of a Strategic Communication Plan for Drought Messaging. The action also expanded enforcement of water conservation measures and applied a drought factor of 0.75 to the outdoor component of residential water budgets, irrigation only accounts and recycled water accounts, beginning with the first billing period after November 30, 2021.

On November 16, 2021, the Board adopted Resolution No. 2601, revising the District's Code related to water conservation penalty and enforcement measures, encouraging customers to conserve and use water more efficiently during times of water shortage emergency. The action included authorization to use flow restriction devices on water service accounts with repeat and continued excessive usage.

On May 17, 2022, the Board adopted Resolution No. 2608, declaring a continued state of local emergency due to water shortage from drought conditions in the State of California, continuing the activation of the District's Water Shortage Contingency Plan at Stage 3 – Water Shortage Emergency and implementing new water use restrictions with associated enforcement measures.

Section 2-6.402 of the Las Virgenes Municipal Water District Code requires that once the Board has declared an emergency, it must determine by a four-fifths vote at each subsequent regular Board meeting whether to continue or terminate the authorization for emergency. Staff recommends that the emergency declaration be continued.

**RECOMMENDATION(S):**

Approve the continuation of a local emergency declaration due to water shortage from the statewide drought.

**GOALS:**

Provide Safe and Quality Water with Reliable Services

Prepared by: Josie Guzman, Executive Assistant/Clerk of the Board



**DATE:** December 20, 2022  
**TO:** Board of Directors  
**FROM:** Finance and Administration

---

**SUBJECT: Statement of Revenues, Expenses and Changes in Net Position: October 2022**

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**SUMMARY:**

To ensure effective utilization of the public's assets and money, a monthly Statement of Revenues, Expenses and Changes in Net Position (Statement) is provided to the Board for review. The report is a high-level overview that summarizes the District's financial status through the end of the referenced month and can be used as a supplement to the additional detailed analysis provided in the quarterly financial reports. The data is formatted to mirror the presentation in the Annual Comprehensive Financial Report, which consists of an operating financial section, a non-operating financial section and year-to-date changes in net position. The report is unaudited and preliminary due to the timing of its preparation versus month-end closing for the reported month.

**RECOMMENDATION(S):**

Receive and file the Statement of Revenues, Expenses and Changes in Net Position for the period ending on October 31, 2022.

**FINANCIAL IMPACT:**

There is no financial impact associated with the report.

**DISCUSSION:**

Districtwide operating revenues year-to-date through October 2022 were \$22.5 million, which were \$6.0 million (or 21.0%) below the prior year's revenues of \$28.5 million, while trending slightly ahead of budget expectations through this point in the fiscal year. The decrease in revenues as compared to the prior year was driven mainly by decreases in Potable Water Enterprise operating revenues of \$6.9 million (or 39.4%) and Recycled Water Enterprise operating revenues of \$0.5 million (or 19.3%), offset by increases of \$0.4 million (or 5.1%) in Sanitation Enterprise operating revenues, and \$1.0 million in "other income", which consisted mainly of potable water penalties.



Year-to-date revenues from potable water penalties were \$1.0 million through October 2022, which are approximately double prior year revenues through October 2021 of \$0.5 million. Year-to-date revenues from recycled water penalties were \$0.5 million through October 2022, compared to only \$0.2 million in penalties during the prior fiscal year through October 2021.

Potable water deliveries year-to-date through October 2022 were 4,259 acre-feet, which were down 49.5% versus deliveries of 8,434 acre-feet through October 2021. The decrease in deliveries was higher than projected expectations of a 35% reduction and reflects the positive impact of on-going drought messaging and continuing water conservation efforts by District customers in Fiscal Year 2022-23.

Districtwide operating expenses year-to-date through October 2022 were \$18.8 million, which were \$3.2 million (or 14.2%) below prior year expenses through October 2021 of \$22.0 million. Actual operating expenses encompassed 32.0% of the \$58.9 million annual budget, which trends favorably to projected expectations through this point in the fiscal year. Operating expense savings through October 2022 were realized primarily from lower source of supply costs versus the prior year due to the aforementioned reduction in potable water deliveries.

The District generated net operating income available for capital projects of \$3.7 million year-to-date through October 2022, which was \$2.9 million below the prior year's net operating income of \$6.5 million. Net income through October 2022 trends favorably when compared to the annual budgeted net operating income of \$5.0 million for the fiscal year.

Within the attached report, the "Current Budget" column pertains to the current fiscal year budget that was adopted and/or amended by the Board. The "Actual Year-to-Date" columns presents the cumulative year-to-date revenues and expenses for both the current fiscal year and prior fiscal year. Lastly, the "Variance with Prior Year" column calculates the net difference between the current fiscal year-to-date balance and the prior fiscal year-to-date balance.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Brian Richie, Finance Manager

**ATTACHMENTS:**

[Statement of Revenues, Expenses and Changes in Net Position: October 2022](#)

**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**For the Month ended October 31, 2022 (Preliminary) and 2021**  
(dollars in thousands)



	<b>Current Budget</b>	<i>Through 33% of fiscal year</i>		<b>Variance with Prior Year Positive (Negative)</b>
		<b>Actual Year-to-Date</b>		
	<u>2022/23</u>	<u>2022/23</u>	<u>2021/22</u>	<u>2022/23 to 2021/22</u>
<b>OPERATING REVENUES:</b>				
Potable water sales and service fees	\$ 33,321	\$ 10,628	\$ 17,533	\$ (6,905)
Recycled water sales and service fees	4,610	2,034	2,521	(487)
Sanitation service fees	22,126	7,705	7,334	371
Other income	3,810	2,148	1,125	1,023
<b>Total operating revenues</b>	<b>63,867</b>	<b>22,515</b>	<b>28,513</b>	<b>(5,998)</b>
<b>OPERATING EXPENSES:</b>				
<b>Water expenses:</b>				
Source of supply	20,957	8,790	12,222	(3,432)
Pumping	1,760	333	461	(128)
Transmission and distribution	3,830	1,072	991	81
Meter	1,219	264	324	(60)
Water conservation	1,500	103	13	90
General and administrative	10,672	2,848	2,798	50
<b>Total water expenses</b>	<b>39,938</b>	<b>13,410</b>	<b>16,809</b>	<b>(3,399)</b>
<b>Sanitation expenses:</b>				
Share of Joint Powers Authority (expense)	15,903	4,402	4,186	216
Other sewage treatment	553	234	236	(2)
Lift stations	112	60	28	32
General and administrative	2,400	733	709	24
<b>Total sanitation expenses</b>	<b>18,968</b>	<b>5,429</b>	<b>5,159</b>	<b>270</b>
<b>Total operating expenses</b>	<b>58,906</b>	<b>18,839</b>	<b>21,968</b>	<b>(3,129)</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>4,961</b>	<b>3,676</b>	<b>6,545</b>	<b>(2,869)</b>
<b>NON-OPERATING REVENUES (EXPENSES):</b>				
Taxes	978	13	8	5
Lease income	100	30	21	9
Interest income	1,000	457	101	356
Facilities income/ (expense)	841	96	118	(22)
Interest expense and fiscal charges	(150)	(45)	(61)	16
Gain (Loss) on disposal of capital assets	-	6	-	6
Other revenues/(expenses)	75	463	(47)	510
<b>Non-operating revenues (expenses)</b>	<b>2,844</b>	<b>1,020</b>	<b>140</b>	<b>880</b>
Capital contributions	808	82	528	(446)
<b>Change in Net Position</b>	<b>8,613</b>	<b>4,778</b>	<b>7,213</b>	<b>(2,435)</b>
<b>NET POSITION:</b>				
Beginning of fiscal year	286,518	286,518	269,234	17,284
<b>Ending Net Position</b>	<b>\$ 295,131</b>	<b>\$ 291,296</b>	<b>\$ 276,447</b>	<b>\$ 14,849</b>



**DATE:** December 20, 2022  
**TO:** Board of Directors  
**FROM:** Finance and Administration

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**SUBJECT: New Janitorial Services Contract: Award**

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**SUMMARY:**

The District's janitorial services contract will expire on December 31, 2022. A new contract is necessary to continue service and ensure the cleanliness of District facilities. Staff recommends authorization to execute a one-year contract with US Metro Group, Inc., in the amount \$250,000, for janitorial services,

**RECOMMENDATION(S):**

Authorize the General Manager to execute a one-year contract with US Metro Group, Inc., in the amount \$250,000, for janitorial services.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total estimated cost for janitorial services is \$250,000. Sufficient funds are available in the adopted Fiscal Year 2022-23 Budget.

**DISCUSSION:**

The District's current janitorial service contract will expire on December 31, 2022, and no renewals are remaining. Pursuant to the District's Purchasing Policy, staff reviewed the contract and prepared for a formal request for proposals. During the review process, staff contacted other agencies and learned that US Metro Group, Inc., was recently awarded a contract by the City of Ventura through a competitive process. There is a provision in the City of Ventura's original request for proposals and contract that allows for the use of the contract terms by other public entities. Use of cooperative agreements or "piggybacking" is allowed by

District's Purchasing Policy.

Staff obtained and reviewed copies of the original request for proposals, scoring, award information, and contract with US Metro Group, Inc. from the City of Ventura. The selection process and award meet the District's requirements for a cooperative purchase. Staff recommends proceeding with a cooperative purchase based on the contract that was competitively reviewed and awarded to US Metro Group, Inc. The contract was executed on March 22, 2021 for one year with renewal options for up to five years. The City of Ventura renewed the contract on April 1, 2022. The contract is currently valid through June 30, 2023 and is expected to be renewed at that time as the City of Ventura is satisfied with the level of service. The City of Oxnard also utilizes the contract for their park restroom cleaning services and is similarly satisfied with the level of service by US Metro Group, Inc. Coincidentally, US Metro Group, Inc., is the District's current provider of janitorial services. As a result, the firm is familiar with the District's facilities and has performed at or above a satisfactory level during the contract period.

Cooperative purchasing or "piggybacking" on an existing contract will provide cost and time savings associated with eliminating the need for a formal Request for Proposals (site walk, committee review, etc.), while ensuring the contract pricing remains competitive with the current market and known level of service. The services in the City of Ventura's contract are similar to the District's, including a day porter option for additional cleanings in light of the lingering effects of COVID-19.

Staff anticipates reviewing the contract in late 2023 to determine if it would be in the District's best interest to continue to contract through a cooperative agreement or to complete a new formal bidding process.

Staff contacted US Metro Group, Inc., and below is a summary of the monthly fees by location based on the City of Ventura's contract. The new pricing is equivalent to a 5% increase as compared to the current and expiring contract the District has with US Metro Group, Inc.

<b>Location</b>	<b>Monthly Fee</b>	<b>Annual Total</b>
LVMWD Headquarter	\$ 9,770.43	\$ 117,245.16
Pure Water Demo Facility (PW)	\$ 1,254.60	\$ 15,055.20
Rancho Las Virgenes Composting Facility	\$ 1,105.08	\$ 13,260.96
Tapia Water Reclamation	\$ 1,644.49	\$ 19,733.88
Westlake Filtration Plant	\$ 225.51	\$ 2,706.12
Day Porters (20 days per month)	\$ 5,704.00	\$ 68,448.00
Total Standard Fee	\$ 19,704.11	\$ 236,449.32
Additional Services:		
Carpet Cleaning (Bi-annual)	\$ 4,727.14	\$ 9,454.28
PW Window Cleaning (Quarterly)	\$ 757.05	\$ 3,028.20
	<b>Base Annual</b>	\$ 248,931.80
	<b>Annual Contract NTE</b>	<b>\$ 250,000.00</b>

The contract includes enhanced cleaning services as recommended by the Los Angeles Department of Public Health to address increased risk associated with COVID-19. The service, amounting to \$68,448, is included as an optional service and may be canceled at any time should it no longer be needed.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Gretchen Bullock, Purchasing Supervisor

# The Metropolitan Water District of Southern California

# Agenda

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

## Board of Directors - Final - Revised 2

**December 13, 2022**

**12:30 PM**

<b>Tuesday, December 13, 2022 Meeting Schedule</b>
<b>08:30 a.m. L&amp;C</b> <b>09:00 a.m. RP&amp;AM</b> <b>10:30 a.m. C&amp;L</b> <b>12:00 p.m. Sp Exec</b> <b>12:30 p.m. Board</b>

Live streaming is available for all board and committee meetings on [mwdh2o.com](http://mwdh2o.com) ([Click Here](#))

A listen only phone line is also available at 1-877-853-5257; enter meeting ID: 831 5177 2466. Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via in-person or teleconference. To participate via teleconference (833) 548-0276 and enter meeting ID: 815 2066 4276.

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

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### 1. Call to Order

- a. Invocation: Elisa T. Mendez, Principal Admin Analyst, Office of General Manager
- b. Pledge of Allegiance: Director Glen Peterson, Las Virgenes Municipal Water District

### 2. Roll Call

### 3. Determination of a Quorum

### 4. Opportunity for members of the public to address the Board on matters within the Board's jurisdiction. (As required by Gov. Code § 54954.3(a))

### 5. OTHER MATTERS AND REPORTS

- A. Report on Directors' Events Attended at Metropolitan's Expense [21-1698](#)  
Attachments: [12132022 BOD 5A Report](#)
- B. Chairwoman's Monthly Activity Report **21-1699**

- C. General Manager's summary of activities [21-1700](#)  
**Attachments:** [12132022 BOD 5C Report](#)
- D. General Counsel's summary of activities [21-1701](#)  
**Attachments:** [12132022 BOD 5D Report](#)
- E. Interim General Auditor's summary of activities [21-1702](#)  
**Attachments:** [12132022 BOD 5E Report](#)
- F. Ethics Officer's summary of activities [21-1703](#)  
**Attachments:** [12132022 BOD 5F Report](#)
- G. Induction of new Director Arturo Chacon from Central Basin Municipal Water District (ADDED ITEM 12/8/22) [21-1777](#)  
 (a) Receive credentials  
 (b) Report on credentials by General Counsel  
 (c) File credentials  
 (d) Administer Oath of Office  
 (e) File Oath

**\*\* CONSENT CALENDAR ITEMS -- ACTION \*\***

**6. CONSENT CALENDAR OTHER ITEMS - ACTION**

- A. Approval of the Minutes of the Special Board Meeting for October 25, 2022 and the Board of the Directors Meeting for November 8, 2022 (Copies have been submitted to each Director, Any additions, corrections, or omissions) [21-1705](#)  
**Attachments:** [12132022 BOD 6A-1 Minutes](#)  
[12132022 BOD 6A-2 Minutes](#)
- B. Authorize the preparation of commendatory resolutions for Senator Dianne Feinstein and Representative Grace Napolitano [21-1704](#)
- C. Approve Committee Assignments [21-1764](#)

**7. CONSENT CALENDAR ITEMS - ACTION**

- 7-1** Approve proposed amendments to the Administrative Code Section 2416 relating to Equal Employment Opportunity policies and investigative procedures involving the Board of Directors and its Direct Reports; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (AE) [21-1761](#)
- Attachments:** [12132022 AE 7-1 B-L](#)  
[12122022 AE 7-1 Presentation](#)
- 7-2** Adopt Legislative Priorities and Principles for 2023; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (CL) [21-1706](#)
- Attachments:** [12132022 CL 7-2 B-L](#)  
[12132022 CL 7-2 Presentation](#)
- 7-3** Authorize the General Manager to use \$80 million in grant funding from the State Water Resources Control Board to commence activities related to the initiation of the Pure Water Southern California program, and authorize an increase to Metropolitan's current staff levels by 17 full-time equivalent positions for employees to work on the program; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EO) [21-1709](#)
- Attachments:** [12132022 EO 7-3 B-L](#)  
[12122022 EO 7-3 Presentation](#)
- 7-4** Award a \$2,165,000 contract to Caltec Corp. for physical security improvements at Metropolitan's Headquarters Building; and authorize an increase of \$250,000 to an agreement with Arcadis IBI Group for a new not-to-exceed amount of \$3.35 million for technical support during construction; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA (EO) [21-1707](#)
- Attachments:** [12132022 EO 7-4 B-L](#)  
[12122022 EO 7-4 Presentation](#)



- 7-5** Adopt a resolution designating authorized agents for funding from the California Office of Emergency Services and the Federal Emergency Management Agency; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EO) [21-1710](#)
- Attachments:** [12132022 EO 7-5 B-L](#)  
[12122022 EO 7-5 Presentation](#)
- 7-6** Adopt resolution to accept \$50 million in state funding from the California Department of Water Resources to support Metropolitan's drought mitigation projects; designate the Group Manager of Engineering Services to be the signatory to execute actions related to the funds; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA (EO) [21-1711](#)
- Attachments:** [12132022 EO 7-6 B-L](#)  
[12122022 EO 7-6 Presentation](#)
- 7-7** Authorize on-call agreements with GEI Consultants, Inc., HDR, Inc., and Stantec Consulting Services Inc. in amounts not to exceed \$2.5 million each, for a maximum of five years, to support Metropolitan's Dam Safety Initiatives Program; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EO) [21-1765](#)
- Attachments:** [12132022 EO 7-7 B-L](#)  
[12122022 EO 7-7 Presentation](#)
- 7-8** Approve amendments to the Metropolitan Water District Administrative Code to conform to current law, practices, and regulations; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (LC) [21-1712](#)
- Attachments:** [12132022 LC 7-8 B-L](#)

- 7-9** Authorize an increase of \$100,000, to an amount not to exceed \$500,000, for a contract for legal services with Hanson Bridgett LLP to provide legal advice on deferred compensation plans, other employee benefits, taxes, and CalPERS matters; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (LC) [21-1713](#)
- Attachments:** [12132022 LC 7-9 B-L](#)  
[12132022 LC 7-9 Presentation](#)
- 7-10** Authorize an agreement with Voyageur Security Inc. doing business as Access Technologies in an amount not to exceed \$860,000 for procurement of radio equipment for Metropolitan's Automatic Meter Reading System; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (OPT) [21-1716](#)
- Attachments:** [12132022 OPT 7-10 B-L](#)  
[12122022 OPT 7-10 presentation](#)
- 7-11** Authorize the General Manager to enter into the First Amendment to the Agreement regarding Annexation of the Murrieta Window Area with Western Municipal Water District and Eastern Municipal Water District to extend the term ten years; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (RPAM) [21-1717](#)
- Attachments:** [12132022 RPAM 7-11 B-L](#)  
[12132022 RPAM 7-11 Presentation](#)
- 7-12** Adopt a resolution for the Yerba Valley Annexation to San Diego County Water Authority and Metropolitan; the General Manager has determined that this proposed action is exempt or otherwise not subject to CEQA (RPAM) [21-1718](#)
- Attachments:** [12132022 RPAM 7-12 B-L](#)  
[12132022 RPAM 7-12 Presentation](#)

- 7-13** Adopt resolution reaffirming the Regional Drought Emergency for all Member Agencies and calling on all Member Agencies to reduce the use of State Water Project and Colorado River Supplies (WPS) [21-1719](#)

**Attachments:** [12132022 WPS 7-13 B-L](#)  
[12132022 WPS 7-13 Presentation](#)

**\*\* END OF CONSENT CALENDAR ITEMS \*\***

**8. OTHER BOARD ITEMS - ACTION**

- 8-1** Approve appointment of Board Vice Chairs effective January 1, 2023 (Exec) [21-1766](#)

- 8-2** Approve changes in the Administrative Code modifying the standing committees of the Board, creating certain ad hoc committees, modifying the role of the Board Secretary and providing an additional at-large elected member of the Executive Committee, eliminating gender-specific references to the Board and staff; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. [REVISED LANGUAGE 12/6/22] (Exec) [21-1767](#)

**Attachments:** [12132022 BOD 8-2 B-L](#)

- 8-3** Approve Chairs, Vice Chairs, and members of Standing Committees, and of the newly approved Ad Hoc Committees of the Board effective January 1, 2023 (Exec) [21-1773](#)

**Attachments:** [12132022 BOD 8-3 Chair-Elect Memo.pdf](#)

**9. BOARD INFORMATION ITEMS**

- 9-1** Report on Conservation [21-1720](#)

**Attachments:** [12132022 BOD 9-1 Report.pdf](#)

**10. OTHER MATTERS**

- 10-1 General Auditor Interviews and Authority to Hire [21-1721](#)  
[Public Employment; General Auditor; to be heard in closed session pursuant to Gov. Code 54957 and Conference with labor negotiator: Agency designated representative: Diane Pitman; Unrepresented employee: General Auditor; to be heard in closed session pursuant to Gov. Code 54957.6]

**11. FOLLOW-UP ITEMS**

NONE

**12. FUTURE AGENDA ITEMS**

**13. ADJOURNMENT**

**NOTE:**

Each agenda item with a committee designation will be considered and a recommendation may be made by one or more committees prior to consideration and final action by the full Board of Directors. The committee designation appears in parenthesis at the end of the description of the agenda item e.g. (E&O). Committee agendas may be obtained from the Executive Secretary.

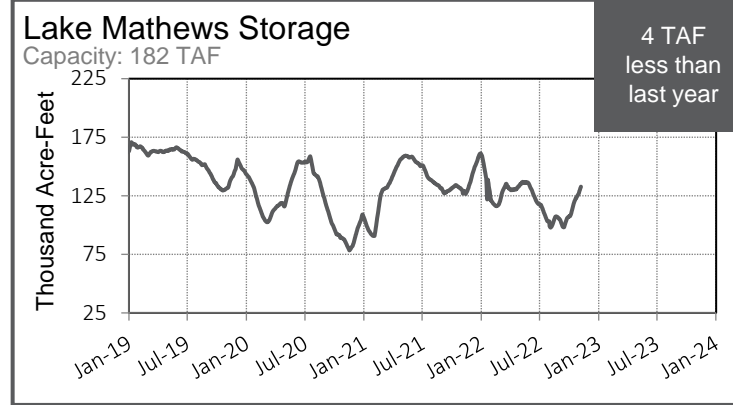
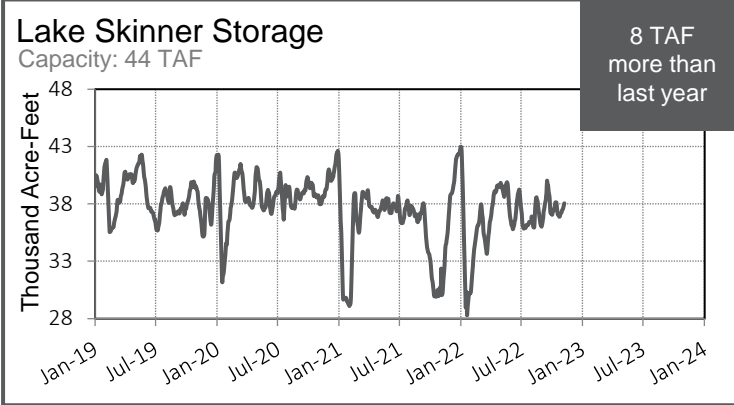
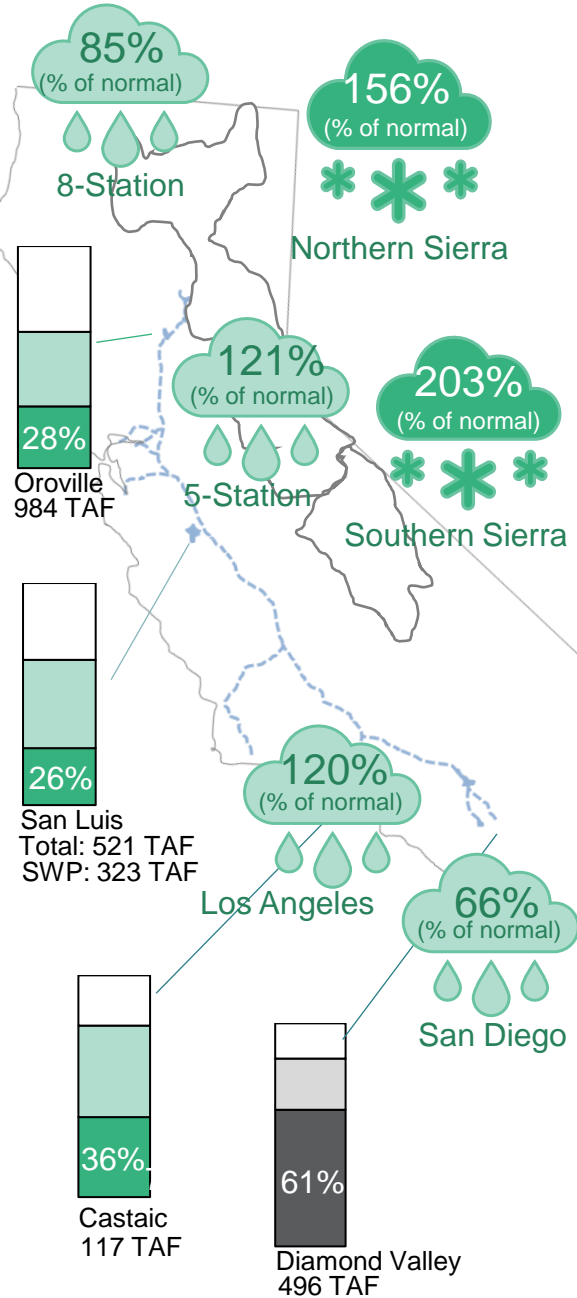
Requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.



SWP Table A – 5% - 95,575 AF

Projected CRA Diversions – 1,136,000 AF

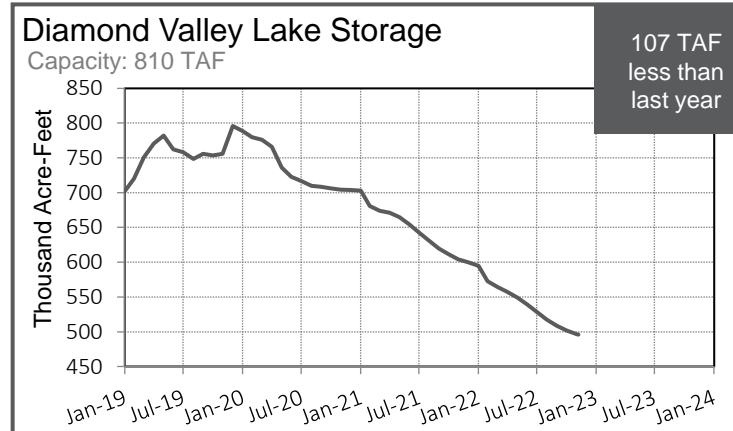
## Metropolitan Resources



### MWD WSDM Storage

Calendar Year 2022

	Net Projected Take
Colorado River Aqueduct Delivery System	68 TAF
State Water Project System	159 TAF
In-Region Supplies and WSDM Actions	109 TAF
Other Programs	11 TAF
<b>Total WSDM Projected Storage Take</b>	<b>347 TAF</b>



## Highlights

- Initial State Water Project allocation for calendar year 2023 is 5% of Table A plus Human Health and Safety Supplies
- Sacramento River runoff forecast based on December 1, 2022 conditions is 73% of normal
- For more information on the current drought, including the Emergency Conservation Program tracking:
  - <https://www.mwdh2o.com/how-we-plan/drought/>



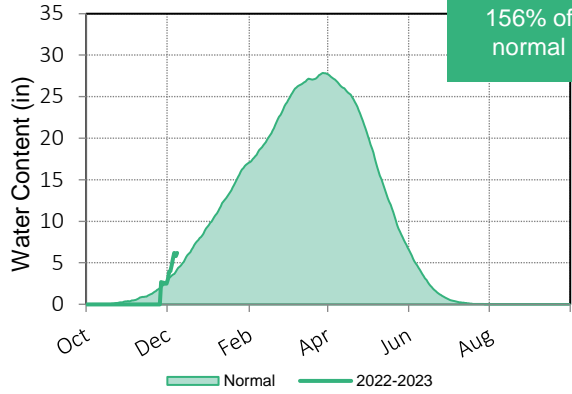
This report is produced by the Water Resource Management Group and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, federal, and local agencies for additional or for the most up to date water supply information. Reservoirs, lakes, aqueducts, maps, watersheds, and all other visual representations on this report are not drawn to scale. Questions? Email [mferreira@mwdh2o.com](mailto:mferreira@mwdh2o.com)

# State Water Project Resources

As of: 12/07/2022

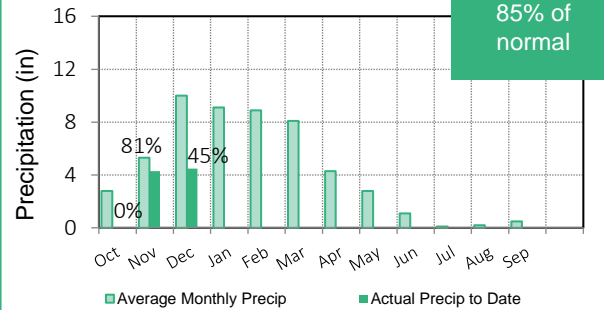
## Northern Sierra Snowpack

6.2 in  
156% of normal



## 8 Station Index Precipitation

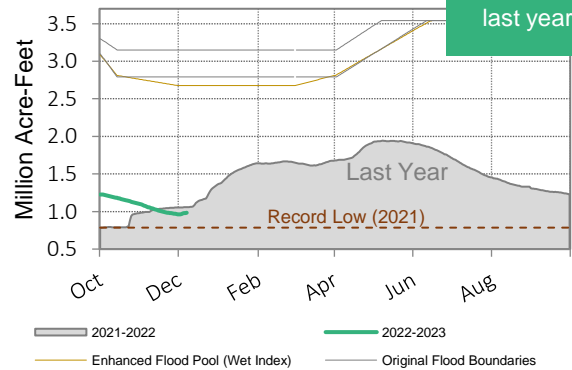
8.8 in  
85% of normal



## Oroville Reservoir Storage

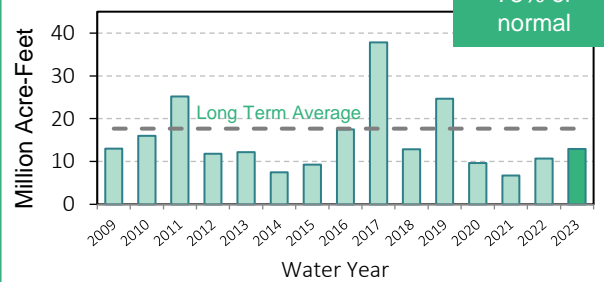
Capacity: 3.54 MAF

74 TAF  
less than last year



## Sacramento River Runoff

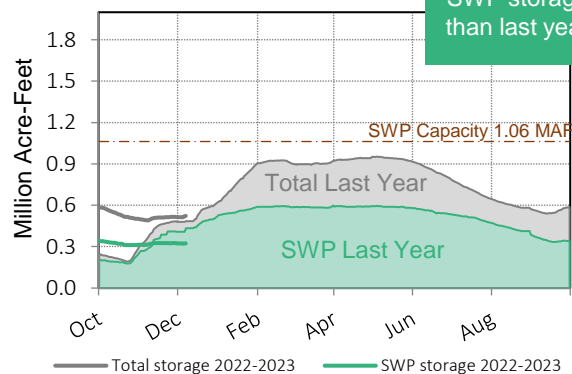
Forecast:  
73% of normal



## San Luis Reservoir Storage

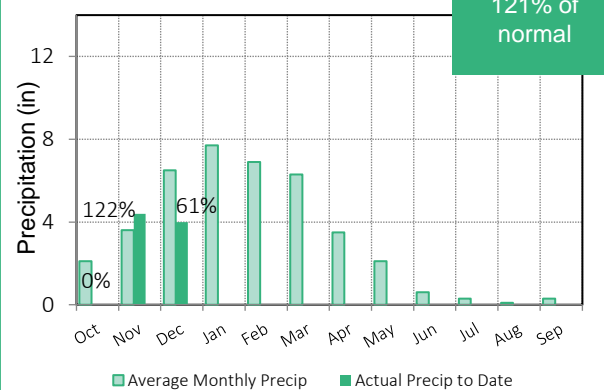
Capacity: 2.04 MAF

110 TAF less  
SWP storage  
than last year



## 5 Station Index Precipitation

8.4 in  
121% of normal



## Other SWP Supplies

Calendar Year 2022

Carryover 38,000 AF (Est.)

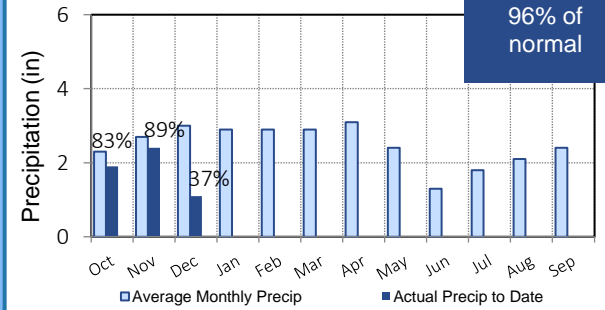
Human Health and Safety 134,000 AF

# Colorado River Resources

As of: 12/07/2022

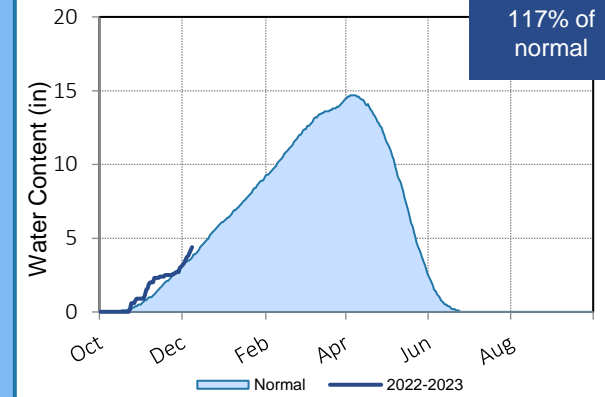
## Upper Colorado Precipitation

5.4 in  
96% of normal



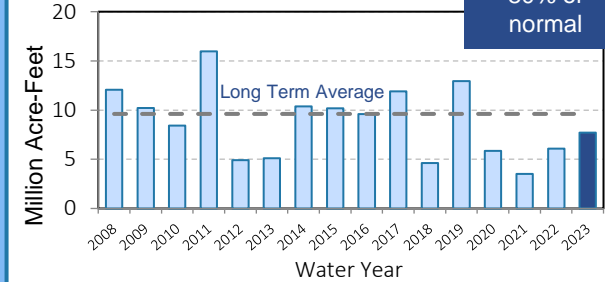
## Upper Colorado Snowpack

4.2 in  
117% of normal



## Powell Unregulated Inflow

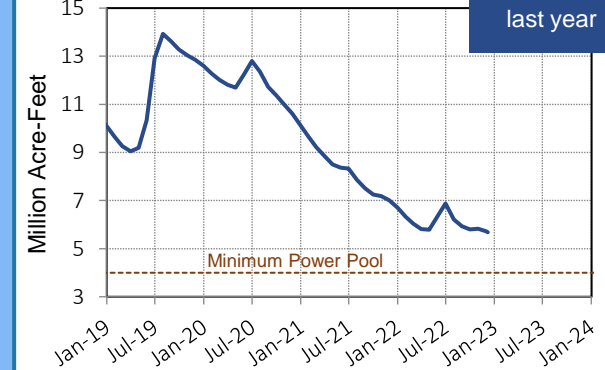
Forecast:  
80% of normal



## Lake Powell Storage

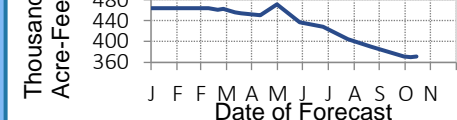
Capacity: 24.3 MAF

1.27 MAF  
less than last year



## PVID/Yuma Agricultural Use

Annual Forecasted for 2022



Current  
Annual  
Forecast:  
374 TAF

## Projected Lake Mead ICS

Calendar Year 2022

Put (+) / Take (-)  
-78,000 AF

## Lake Mead Surplus/Shortage Outlook

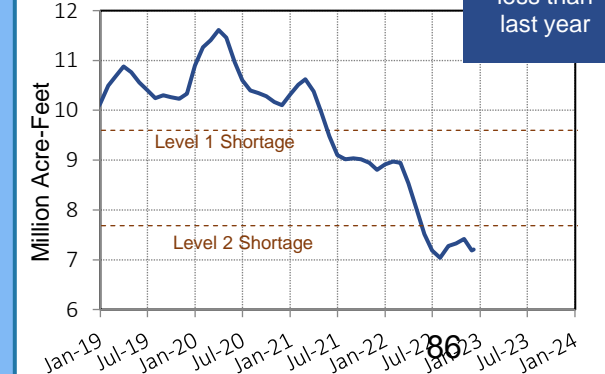
	2023	2024	2025	2026
Surplus	0%	0%	0%	0%
Shortage	100%	93%	100%	93%
Metropolitan	77%	71%	71%	67%
DCP*	282 TAF	302 TAF	293 TAF	

Likelihood based on results from the August 2022 CRMS in Ensemble Model/CRSS model run. Includes DCP Contributions.  
\* Chance of required DCP contribution by Metropolitan. Volume is average contribution when needed.

## Lake Mead Storage

Capacity: 26.1 MAF

1.61 MAF  
less than last year





**DATE:** December 20, 2022  
**TO:** Board of Directors  
**FROM:** General Manager

---

**SUBJECT: Nomination of Officers: President, Vice-President, Secretary and Treasurer**

---

**SUMMARY:**

Section 2-2.104 of the Las Virgenes Municipal Water District Code provides for a two-step process for election of Board Officers. The process involves nominations at one meeting and elections at the subsequent meeting, or as soon thereafter as may be convenient. Staff proposes that the Board accept nominations for President, Vice-President, Secretary and Treasurer. At the meeting, each nominee will be provided with an opportunity to make a brief statement regarding their interest in the role.

Staff will agendize an item for election of Board Officers on January 17, 2023. Immediately prior to the election, nominees will be provided with an opportunity to make a more thorough candidate statement.

**RECOMMENDATION(S):**

Accept nominations for directors to serve two-year terms as President, Vice-President, Secretary and Treasurer of the Board.

**FINANCIAL IMPACT:**

There is no financial impact of this action.

Prepared by: Josie Guzman, Executive Assistant/Clerk of the Board



**DATE:** December 20, 2022  
**TO:** Board of Directors  
**FROM:** General Manager

---

**SUBJECT: Nomination of District's MWD Representative**

---

**SUMMARY:**

The Board appoints a Representative to serve on the Board of the Metropolitan Water District of Southern California (MWD). The individual can be selected from the District's Board or can be a qualified member of the public. The proposed process to select the MWD Representative is intended to mirror the two-step process for election of the Board Officers, which involves nominations at one meeting and elections at the subsequent meeting, or as soon thereafter as may be convenient. At the meeting, each nominee will be provided with an opportunity to make a brief statement regarding their interest in the role.

Staff will agendize an item for appointment of the MWD Representative on January 17, 2023. Immediately prior to the appointment, nominees will be provided with an opportunity to make a more thorough candidate statement.

**RECOMMENDATION(S):**

Accept nominations for the District's representative to the Board of Directors of Metropolitan Water District of Southern California.

**FINANCIAL IMPACT:**

There is no financial impact associated with this action.

**DISCUSSION:**

The District is entitled to one representative to serve on MWD's Board of Directors. Typically, the MWD Representative is selected from amongst the Member Agency's Board of Directors; however, it is not mandatory that the MWD Representative be a Member Agency director. In fact, some MWD Member Agencies have appointed other qualified individuals to serve as their MWD Representatives. Examples include the cities of Anaheim, Fullerton, Los Angeles, Santa Monica, and San Marino; Central Basin Municipal Water District; Foothill Municipal Water District; Las Virgenes Municipal Water District; and West Basin Municipal Water District.



The District's voting entitlement for its MWD Representative is small relative to other Member Agencies. However, the District's influence in shaping policy at MWD is not limited to its voting entitlement. The District's MWD Representative can influence important MWD policy by persuading fellow Board Members and MWD staff. To effectively persuade others, an MWD Representative must have strong working relationships with fellow Board Members and staff and a thorough understanding of the potential impacts of policy decisions.

The MWD Representative is eligible for compensation in the amount of \$220, for each day's attendance at meetings of the MWD Board or its Committees and for each day of service rendered as the District's MWD Representative, not to exceed a total of ten days in any calendar month. These are the same terms that would be applicable to a District Director serving in the same capacity.

Glen Peterson currently serves as the District's MWD Representative, a role that he has held since 1993.

**GOALS:**

Provide Safe and Quality Water with Reliable Services

Prepared by: David Pedersen, General Manager



**DATE:** December 20, 2022  
**TO:** Board of Directors  
**FROM:** General Manager

---

**SUBJECT: Memorandum of Understanding for Colorado River Basin Urban Water Conservation Actions: Authorization**

---

**SUMMARY:**

On August 24, 2022, Metropolitan Water District of Southern California (MWD) joined with other large water providers from across the Colorado River Basin to announce a commitment to substantially expand existing efforts to conserve water, reduce demands and expand reuse and recycling of water supplies. The action was memorialized with the attached Memorandum of Understanding (MOU) for Colorado River Basin Urban Water Conservation Actions, which was signed by the participating water providers and sent to U.S. Bureau of Reclamation Commissioner Camille Calimlim Touton. On October 17, 2022, MWD contacted its 26 Member Agencies to encourage them to sign onto the MOU and demonstrate strong regional support for the effort. Staff recommends that the Board authorize the General Manager to sign the MOU for Colorado River Basin Urban Water Conservation Actions.

**RECOMMENDATION(S):**

Authorize the General Manager to sign the Memorandum of Understanding for Colorado River Basin Urban Water Conservation Actions.

**DISCUSSION:**

The Colorado River sustains hundreds of communities throughout the West, nourishing the lives and livelihoods of the millions of residents that rely on this essential water supply. Decades of drought, climate change and overuse have reduced the river's once-plentiful flows and upended the supply certainty that has allowed communities to develop, grow and flourish. Water agency managers across California recognize that achieving balance within the basin is an extraordinary and complex challenge that requires both swift and significant steps to protect the river and its many beneficiaries.

Answering this critical call to action requires individual and collective efforts to conserve the river's limited water supply and protect the vital environmental resources on which we depend. Innovation, action, adaptation and a shared commitment to stewardship are

fundamental steps in this journey and a responsibility shared by all water users. On August 24, 2022, Metropolitan Water District of Southern California (MWD) joined with other large water providers from across the Colorado River Basin to announce a commitment to substantially expand existing efforts to conserve water, reduce demands and expand reuse and recycling of water supplies. The action was memorialized with the attached Memorandum of Understanding (MOU) for Colorado River Basin Urban Water Conservation Actions, which was signed by the participating water providers and sent to U.S. Bureau of Reclamation Commissioner Camille Calimlim Touton.

On October 17, 2022, MWD contacted its 26 Member Agencies, including the District, to encourage them to sign onto the MOU and demonstrate strong regional support for the effort. Although the District receives a minimal supply of Colorado River Aqueduct water, it is important to acknowledge the inter-connected nature of Southern California's water supply system. As a result, staff recommends that the Board authorize the General Manager to sign the MOU for Colorado River Basin Urban Water Conservation Actions.

Following is a summary of the specific commitments outlined in the MOU:

- Continue and expand programs to increase indoor and outdoor water use efficiency;
- Introduce a program to reduce the quantity of non-functional turf grass by 30% through replacement with drought- and climate-resilient landscaping, while maintaining vital urban landscapes and tree canopies that benefit our communities, wildlife and the environment;
- Increase water reuse and recycling programs where feasible, contingent on the dependability and security of our existing Colorado River supplies essential to support these efforts;
- Implement best practices and sharing lessons learned to help one another accelerate our efficiency strategies; and
- Collaborate with other water users in the Colorado River basin to bring the supply and use of the river into balance.

**GOALS:**

Provide Safe and Quality Water with Reliable Services

Prepared by: David Pedersen, General Manager

**ATTACHMENTS:**

[MOU for Colorado River Basin Urban Water Conservation Actions](#)

**Memorandum of Understanding**  
**by and among Colorado River Basin Municipal and Public Water Providers**  
**November 1, 2022**

Over the past two decades, the Colorado River basin has experienced the worst drought in the last 1,200 years, which has reduced storage levels in Lakes Powell and Mead to unprecedented and critical levels. Water users throughout the basin must reduce demands to bring supply and use back into balance.

For over 20 years, communities have adapted to persistent and intensifying drought and reduced water supplies by achieving significant efficiencies in water use through direct and indirect conservation programs, including improved technology for indoor water fixtures, changes to landscapes and watering practices, conservation-oriented rates and fees, reuse and recycling programs, marketing and education campaigns, and efficient land use and development policies. Yet, climate change and the resulting hydrological shifts we are experiencing require all water users in the basin to redouble our efforts to conserve our water resources.

Together, since 2000 we have decreased annual water use by over a million acre-feet while also adding over five million people to our communities.

Much of this savings has been achieved through indoor and outdoor water use efficiencies. Recognizing that a clean, reliable water supply is critical to our communities, we can and must do more to reduce water consumption and increase reuse and recycling within our service areas. We pledge to be part of the solution.

Specifically, we commit to take the following actions:<sup>1</sup>

1. Continue and expand our programs to increase indoor and outdoor water use efficiency.
2. Introduce a program to reduce the quantity of non-functional turf grass by 30% through replacement with drought- and climate-resilient landscaping, while maintaining vital urban landscapes and tree canopies that benefit our communities, wildlife, and the environment.

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<sup>1</sup> Certain water wholesalers may not have regulatory authority over the use of water by end users. In such instances, those parties commit to encourage their contractors, members, and water users to pursue these actions in order achieve the stated goals.

3. Increase water reuse and recycling programs where feasible, contingent on the dependability and security of our existing Colorado River supplies essential to support these efforts.

4. Implement best practices and sharing lessons learned to help one another accelerate our efficiency strategies. Water providers will select from the following approaches those tactics best tailored to preserve thriving communities, environmental health, and strong economies:

- a. Transforming our outdoor landscapes and urban environments in a manner that improves climate resilience and promotes an ethic of wise water use through mandatory watering schedules and compliance enforcement, incentivized turf removal, and limitations on new turf;
- b. Increasing efficiency of indoor fixtures and appliances;
- c. Employing best practices for industrial processes and commercial operations, including minimization of evaporative cooling;
- d. Adopting conservation-oriented rate structures to incentivize efficiency;
- e. Accelerating water loss control by prioritizing supply considerations in asset management programs and exploring water loss control regulations to minimize water loss;
- f. Improving coordination between land use and water planning efforts through improved processes, best management practices, and additional regulations, where appropriate; and
- g. Employing other strategies tailored to the unique needs of each community.

5. Collaborate with other water users in the Colorado River basin to bring the supply and use of the river into balance. A robust agricultural economy, healthy watersheds, opportunities to recreate, and vibrant communities are all vital to our western way of life. No one sector, nor one state, can achieve sufficient use reductions independently. For the sake of current and future generations, we all must work together to achieve a balance of supply and use and thereby preserve a functioning and healthy river system.

6. Parties to this Memorandum of Understanding have signed below. Additional parties may join the Memorandum of Understanding without amendment by contacting Colby Pellegrino at [Colby.pellegrino@snwa.com](mailto:Colby.pellegrino@snwa.com).

Aurora Water

Denver Water

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Marshall Brown, General Manager

---

James S. Lochhead, Chief Executive Officer

Metropolitan Water District of Southern California

Pueblo Water

---

Adel Hagekhalil, General Manager

---

Seth Clayton, Executive Director

Southern Nevada Water Authority

Entity

---

John J. Entsminger, General Manager

---

Signatory, Title

Entity

Entity

---

Signatory, Title

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Signatory, Title



**DATE:** December 20, 2022  
**TO:** Board of Directors  
**FROM:** Engineering and External Affairs

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**SUBJECT: Calabasas Recycled Water Pipeline Improvement Project: Award of Design**

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**SUMMARY:**

The District’s recycled water (RW) system is comprised of approximately 68 miles of pipeline. Much of the RW infrastructure was installed in the 1970s and 1980s, and certain areas of the system have experienced a higher frequency of failures, including mainline breaks and service line leaks. Along Park Entrada in the City of Calabasas, there have been a significant number of RW system failures (leaks or breaks) over recent years. The area is comprised of 5,512 linear feet (LF) of 4-inch diameter and 2,161 LF of 6-inch diameter asbestos cement pipe (ACP), as well as 805 linear feet (LF) of 6-inch diameter steel pipe. Since 1994, there have been 22 failures along the RW pipeline in this particular area that is used for irrigation and was originally designed to provide average flows for the maximum day demands. The RW mains in this area are generally undersized and inadequate to accommodate the demands and associated pressure fluctuations, resulting in a reduction in the life expectancy of the pipe. The proposed project consists of looping the RW system to provide additional capacity, reduce velocities and eliminate water hammer (pressure surges), which is taxing the system. In addition, the project will include evaluating and replacing a portion of the existing pipeline with the highest frequency of failure to reduce the potential for continued breaks in the future.

In August 2022, staff advertised a Request for Proposals (RFP) for design and engineering services during construction for the Calabasas Recycled Water Pipeline Improvement Project along Park Entrada. Four proposals were received from qualified engineering firms. Based on an evaluation of the proposals, staff recommends accepting the proposal from MKN & Associates, Inc., in the amount of \$113,473, for design and engineering services during construction for the Calabasas Recycled Water Pipeline Improvement Project.

**RECOMMENDATION(S):**

Accept the proposal from MKN & Associates, Inc., and authorize the General Manager to execute a professional services agreement, in the amount of \$113,473, for design and engineering services during construction for the Calabasas Recycled Water Pipeline Improvement Project.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total cost of the work is \$113,473. Sufficient funds are available in the adopted Fiscal Year 2022-2023 Budget for this work.

**DISCUSSION:**

The District’s recycled water (RW) system is comprised of approximately 68 miles of pipeline. Much of the RW infrastructure was installed in the 1970s and 1980s, and the pipeline in certain areas is approaching the end of its useful life. Along Park Entrada in the City of Calabasas, there have been a significant number of RW system failures (leaks or breaks) over recent years. The area is comprised of 5,512 linear feet (LF) of 4-inch diameter and 2,161 LF of 6-inch diameter asbestos cement pipe (ACP), as well as 805 LF of 6-inch diameter steel pipe. Since 1994, there have been 22 failures along the RW pipeline in this particular area. The RW pipeline in the area is used for irrigation and was sized and originally designed to provide estimated average flows for the maximum day demands at the time. The pipelines are generally undersized and inadequate to accommodate the current demands and associated pressure fluctuations.

During the original construction of the pipeline, the inspector’s daily reports noted difficulty passing pressure tests. Recent observations have documented that the majority of the leaks were reported at mainline couplings, as well as on service lines. Plastic service lines were previously installed to each residential property in the area; however, the services were activated and are subject to leaks. A pressure reducing station was installed at one point in time but has since been removed from service. Pressure data recorded in 2018 showed pressure spikes of 40 pounds per square inch (psi), likely due to the effects of water hammer. To validate the 2018 data, pressure recorders were installed on the pipeline at the end of Tedregal Court and Hermosilla Court in August 2022 for a 2-day period. Pressure data recorded confirmed pressure fluctuations of up to 40 psi at the Tedregal location and up to 25 psi at the Hermosilla location. District field staff have also witnessed large segments of the ACP pipes blow out during repairs.

In August 2022, staff issued an RFP for the design of a replacement pipeline along Park Entrada. The RFP was advertised on the District’s website and sent directly to several qualified engineering firms. Four firms submitted proposals for design and engineering services during construction.

Following is a summary of the proposals received:

<u>Consultants</u>	<u>Cost Proposal</u>
GHD	\$209,988.00
<b>MKN</b>	<b>\$113,473.00</b>



MNS	\$236,608.00
PACE	\$171,597.00

Each proposals was well-prepared and competitive in its approach. Staff thoroughly evaluated the proposals for project understanding, approach, corporate resources, costs and experience with pipeline repairs. MKN’s proposal streamlined and simplified the design approach for investigation of the causes of the breaks in the recycled water pipeline, saving time on the overall design.

As a result, staff recommends accepting the proposal from MKN & Associates, Inc., in the amount of \$113,473, for design of the Calabasas Recycled Water Pipeline Improvement Project along Park Entrada. The scope of work includes preparation of design specifications and construction drawings, along with engineering support during construction. Design services are estimated to be completed in 2022.

**GOALS:**

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

Prepared by: Alex Leu, Senior Engineer

**ATTACHMENTS:**

[MKN & Associates Proposal](#)



PROPOSAL FOR

**Calabasas Recycled Water Pipeline Improvement  
Project Park Entrada Preliminary Design Report,  
Design, Bid and Construction Support Services**

Submittal Due Date: September 30, 2022 at 3pm

Alex Leu, PE | Senior Engineer  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302



September 30, 2022

Alex Leu, PE | Senior Engineer  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302

Subject: **Request for Proposal for Las Virgenes Municipal Water District - Calabasas Recycled Water Pipeline Improvement Project Park Entrada Preliminary Design Report, Design, Bid and Construction Support Services**

Dear Mr. Leu,

Las Virgenes Municipal Water District (District) is seeking to select a consultant to evaluate 8,478 feet of recycled water pipeline with different sizes and materials. The performance of the pipeline in this area has been less than ideal with several leaks and breaks. While the age (40-50 years) of the pipeline wouldn't normally be a factor, combine with being undersized and pressure surges, premature aging and failure can occur. Our Team will evaluate the cause of the issues in the area and present solutions that will meet the needs of the system and exceed the expectations of the District. We will take into account the alternatives already proposed by the District such as adding a loop to the system and up sizing pipelines as well as other alternatives that are discovered during the preliminary design phase. MKN has proven its ability to meet and exceed these challenges in the past, and we look forward to reconfirming our capabilities with the District on another project.

**MKN is the ideal fit for this project.** Our Team brings the necessary expertise, a detailed plan to meet the expedited schedule, robust resources, and team members with highly applicable experience.

### MKN Proposal Highlights

Criteria	MKN Differentiators
Firm Overview & Project Team	<ol style="list-style-type: none"> <li><b>1. Local Team.</b> MKN's 45+ person team is located in Southern California. More importantly, our proposed key team members are in our local Ventura office, where they can provide responsive and focused attention to your project.</li> <li><b>2. Pipeline Design Team Depth.</b> Our team includes an experienced pipeline design lead, Parasto Azami, PE, who has completed several projects in <b>LA County</b> and will oversee the design effort. Our PM, Design Lead, and Design support staff each <b>bring 10-20 years of experience and miles of pipeline design.</b></li> <li><b>3. Local Surveyor.</b> Our key surveying subconsultant, Metz Surveying has offices in Santa Clarita and have performed surveying services for municipal and private clients in the area.</li> <li><b>4. Project Team is Available and Committed.</b> MKN's key proposed team members have availability between 30-60% and are committed to delivery on your project.</li> </ol>
Project Approach & Scope of Work	<ol style="list-style-type: none"> <li><b>1. Minimizing Customer Impacts.</b> MKN will prepare contract documents with LVMWD's customers always in mind. MKN will take careful consideration about sequencing to minimize impact to the community. <b>We believe an comprehensive design with traffic control and impact to residence in mind is key. As the Project Manager, Adam Bugielski brings several years of public sector experience and deeply understands the challenges of delivering a project with as little community impact as possible.</b></li> <li><b>2. Utility Research - Quick Start.</b> MKN's team has already begun reviewing available documents and is ready to issue requests to the pertinent utilities shortly after Notice of Award. <b>Our team is ready to begin today.</b></li> </ol>



**Firm Name:** MKN & Associates (S Corporation)

**Address:** 121 North Fir St., Suite G, Ventura, CA 93001

**Point of Contact:**



Adam Bugielski, PE  
Senior Project Manager  
abugielski@mknassociates.us  
805.947.4975

Criteria	MKN Differentiators
Firm Experience	<ol style="list-style-type: none"> <li><b>1. Pipeline Design is a Core Focus of MKN.</b> MKN is focused exclusively on water in Southern California. As such, <i>our team brings over 200 miles of pipeline design experience.</i></li> <li><b>2. Similar Project Experience.</b> Multiple projects are provided in our proposal which are similar in overall size, include similar elements, or have been within LA County, and involve replacing aging pipelines. <i>Our team anticipates challenges and provides immediate solutions.</i></li> <li><b>3. Permitting.</b> MKN's Team has experience assisting clients with permitting and compliance with various agencies including, municipalities, counties, LA County Flood Control, Caltrans, and multiple Cities throughout California. <i>We are committed to making the permitting process as seamless as possible.</i></li> </ol>
Schedule	<ol style="list-style-type: none"> <li><b>1. Meet the Design Schedule.</b> If selected, we prepare a detailed logic tied Microsoft Project schedule demonstrates our ability to meet the overall design schedule. There may also be elements to further expedite the schedule which we would discuss at the project Kickoff Meeting.</li> <li><b>2. Proven Delivery.</b> When the Water Replenishment District of Southern California needed a fast-paced pipeline design for 2,400 feet of new pipe, MKN delivered a full design in four weeks. This is the type of responsiveness and commitment the District can expect from MKN, and it is why 90% of our work comes from existing clients.</li> </ol>

MKN has thoroughly reviewed the RFP and is prepared to sign the District’s standard Professional Services Agreement. Our team also exceeds the minimum qualifications outlined in the RFP. As demonstration in this proposal, MKN has completed all stages of projects well over \$1 million and our Project Manager is a registered Civil Engineer in California with over 12 years of experience. Additionally, MKN has the necessary insurance coverage to meet the minimum amounts specified in the RFP.

We look forward to the opportunity to work with your team to expedite the delivery of this project. Thank you for your consideration.

MKN & Associates, Inc.



Adam Bugielski, PE  
Senior Project Manager/  
Responsible Representative



Ryan Gallagher, PE  
Project Manager/  
Responsible Representative for Contract Negotiations

# TABLE OF CONTENTS

- 1. PROJECT UNDERSTANDING AND APPROACH**
- 2. RECOMMENDED SCOPE OF WORK**
- 3. QUALITY CONTROL PROCESS**
- 4. INSURANCE**
- 5. SCHEDULE OF RATES AND FEES**
- 6. REFERENCES**
- 7. SAMPLE PRELIMINARY DESIGN REPORT**
- 8. PERSONNEL RESUMES**



# 1 PROJECT UNDERSTANDING AND APPROACH

PROPOSAL FOR CALABASAS RECYCLED WATER PIPELINE  
IMPROVEMENT PROJECT PARK ENTRADA PRELIMINARY DESIGN  
REPORT, DESIGN, BID AND CONSTRUCTION SUPPORT SERVICES

## SECTION 1

# PROJECT UNDERSTANDING & APPROACH

## Project Understanding

Las Virgenes Municipal Water District (LVMWD/ District) plans to replace recycled water distribution mains at the end of their useful service life as part of the Calabasas Recycled Water Pipeline Improvement Project. The Project will review the existing recycled water distribution system in the Park Entrada area consisting of 5,500 linear feet of 4-inch asbestos cement pipe (ACP), over 2,100 linear feet of 6-inch ACP, and 800 linear feet of steel pipe within the City of Calabasas. The pipelines in this area were installed in the 1970's and 1980' and have had several leaks/breaks. MKN understands that the cause of the pipeline failures in this area are not completely known and could be a result of age, hydraulic issues resulting from undersized pipes, and/or customer demand fluctuations resulting in pressure surges. The MKN Team has a strong understand of hydraulic issues facing aging potable and non-potable distribution systems and will work to identify the optimum solution for the Park Entrada area. Combining our Team's experience with our project approach will result in a reliable system for the District's customers, as well as one that will significantly reduce the operations and maintenance cost associated with owning an aging distribution system.

## Project Approach

The District has identified multiple solutions to the maintenance concerns surrounding the aging recycled waterline in the Park Entrada area ranging from replacing the pipelines to transferring the service connections to the potable water system. An initial scope item will be to identify causes of the pressure variations through a review of existing documentation, analysis of available pressure and demand data, and input from District Staff. MKN will then further develop each of the potential solutions identified by the District as well as add any additional alternatives that would resolve the issues causing failure of the recycled water system. Each of these solutions will be identified in a preliminary design report (PDR) and the most beneficial and economical alternatives will be evaluated further.

## MKN Quick Start - Research and Utility Review

Utility research responses can take weeks. To expedite the effort, we have begun the initial investigation and, immediately upon notice of award, MKN will distribute the requests for information, follow up as needed and track all responses in our Utility Log. The utility data will be incorporated into the base mapping as it is received. Additionally, the MKN team has reviewed record drawings from Los Angeles County Flood Control District (LACFCD) in the vicinity of the project and have identified two areas with 24 to 36 inch storm drains. A portion of the existing storm drain may potentially conflict with the area the District proposed an additional loop in the system which will warrant additional review during the design phase. This is an example of MKN's commitment to the District how we will expedite the preliminary design phase.



Storm Drain Atlas per LACFCD

MKN is ready to issue utility request letters immediately following notice of award.

## MKN Quick Start – Review of Record Drawings

The District provided an extensive set of background files. Understanding the need to expedite design, MKN reviewed each record drawing and took note of critical information and areas of conflict. This information will be a useful guide as our engineering team begins design. By allowing our team to focus

on only the relevant sheets and understand broadly the number of customer and appurtenances, we can efficiently implement the design, develop an accurate cost estimate and craft an appropriate phasing plan.

### Permitting

The permitting process is another critical path element in the project schedule. Our initial review of this project identified that the Project alignment will cross large storm drain pipelines that may require a permit from LACFCD. Additionally, the project will require an encroachment permit from the City of Calabasas. We propose early coordination with the LA County Flood Control District and the City of Calabasas to encourage a symbiotic plan between agencies' project efforts to recognize cost savings. MKN plans on discussing the overall project, traffic control, and paving requirements with the City of Calabasas well in advance of construction since these items could have a significant impact on the project approach and alignment of the new pipelines. Early contact with permitting agencies will be made to understand requirements for traffic control.

### Project Critical Elements

MKN has been involved in the analysis, planning, design, and construction supervision of numerous pipeline replacement projects. This experience and knowledge will be applied to the District's pipeline project. Our team has identified the following critical technical elements and key challenges associated with the proposed pipeline alignments:

#### Separation Requirements

- **Consideration:** Existing utilities in narrow traffic lanes will make it difficult to achieve appropriate utility pipeline separation requirements.
- ✓ **Solution:** Early determination of existing infrastructure with utility base mapping allows for immediate considerations for proposed alignments vs. existing infrastructure. We have already begun the process of understanding the existing utilities along the potential alignments by reviewing the available record drawings

### Traffic Lane Disruption

- **Consideration:** Addressing the needs of the community and minimizing impacts to their lives are essential to their acceptance and support for the project, which is a win/win for all parties as this project will mostly be in residential streets, potentially temporarily impacting access to homes.
- ✓ **Solution:** Our design team will work with District staff and residents to minimize impacts to traffic, residents, and the community at-large. The pipeline alignment will be identified and evaluated to maintain public access to the largest extent feasible. The traffic control plans will identify the optimum lane closures to maintain access to the school. Project Manager Adam Bugielski has significant Public Sector experience and personally understands the need to minimize community impacts.

### Hydraulic Considerations

- **Consideration:** Hydraulic issues in the pipeline are clearly present which add unnecessary burdens on Operations & Maintenance Staff. Additionally, the District has indicated the pipeline has service lines that were never connected to a meter and could be leaking resulting in unnecessary water loss.
- ✓ **Solution:** Our approach will quickly identify the causes of the hydraulic issues in the system whether it is from demand fluctuations causing water hammer or simply undersized pipelines. Once a superior solution is identified, MKN will move into final design which could be the RFP suggested 2,000 linear feet of pipe replacement plus 800 foot pipe loop, or a new alternative. While our team has preliminarily reviewed the historical documents, such as the Design Report from Boyle Engineering (Boyle 1978), we will also preform a comprehensive review of this and the Recycled Water Master Plant to be summarized in the PDR for this project.



# 2 RECOMMENDED SCOPE OF WORK

PROPOSAL FOR CALABASAS RECYCLED WATER PIPELINE  
IMPROVEMENT PROJECT PARK ENTRADA PRELIMINARY DESIGN  
REPORT, DESIGN, BID AND CONSTRUCTION SUPPORT SERVICES

## SECTION 2

# RECOMMENDED SCOPE OF WORK

## SCOPE OF WORK

The following scope of work is based on our extensive pipeline design experience and the requested scope provided in the District's RFP. We are open to discussing or modifying prior to award but have **provided a detailed scope of work** as part of our proposal to assist in an expedited process between selection and notice to proceed.

### 1 TASK 1 Project Management

#### Task 1.1 | Project Management

Overall project management, which includes supervision of in-house staff, planning, monitoring of contract budget and schedule, and coordination with the District and Consultant's project team will be conducted by MKN's Project Manager. The Project Manager will review relevant project issues and status of budget, schedule with the District's Project Manager on a bi-weekly basis via email or telephone.

#### Task 1.2 | Meetings

MKN Consultant shall organize, attend, and conduct five (5) meetings as part of the design scope of services and five (5) bidding and construction meetings as requested in the RFP. We propose to conduct progress meetings following deliverables and scheduled in alignment with progress and invoice reports. The following meetings are included:

1. Kick Off Meeting
  - Discuss project information, goals, schedule, potential conflicts and requirements
  - Discuss District record drawings of all affected streets
2. Site Inspection with District Staff
3. Preview Draft Preliminary Design Report Meeting

**MKN Quick Start - Productive Kickoff Meeting.** As demonstrated in our proposal, we are prepared to move quickly through the preliminary design. Our kickoff meeting will be more than just discussing scope, budget, and schedule. An MKN Kickoff Meeting will include utility information, initial phasing concepts, cost saving alternatives and pipe material selection.

4. Review of the 75% Design Comments
5. Review of the 100% Design Comments
6. Pre-Bid Meeting
7. Construction Kick Off meeting
8. Three (3) Construction Progress Meetings

MKN shall submit meeting agendas prior to the meeting and provide meeting minutes within one week of the meeting date.

#### Deliverables:

- Meeting Agendas/Meeting Minutes (10 total).
- Project Schedule

#### Task 1.3 | Quality Control

MKN will provide senior technical review and implement our quality assurance and quality control measures throughout the project. Our QC processes and procedures will result in a product and service that meets or exceeds your expectations and contract requirements.

### 2 TASK 2 Preliminary Design

#### Task 2.1 | Data Collection & Review (Utility Records & Permit Requirements)

MKN shall review the data provided by the District as part of the District's RFP; these documents include construction record and other reports for the project area, such as the Design Report from Boyle Engineer dated June 1978, the Recycled Water

Master Plan, and daily inspection reports from the original construction. MKN will prepare and submit a data request form for additional information needed from the District, which shall include but is not limited to:

1. LVMWD Border Template
2. District Front End and Technical Specifications
3. Working pressure for distribution system
4. Customer consumption data if available

## Task 2.2 | Topographic Survey

MKN's survey and mapping subconsultant, Metz Surveying (Metz), will prepare a topographic map with surface features identified (e.g., manholes, meter boxes and valve covers, walkways, fire hydrants, utility poles, trees, parkways, catch basins, and above-grade utilities) along with other aboveground facilities within the street right-of-way. Metz will also research existing monument records to a level sufficient to orient record boundaries. Field information will be compiled into an AutoCAD base map and will be used to generate design drawings that will serve as the foundation for the construction plans. Our team will also perform the following to aid in the development of the preliminary pipeline alignments:

- Document utility markings
- Dip the sewer manholes and storm drain catch basins to gather invert elevations, as needed.
- Perform a site walk on the proposed alignment locations to confirm topo features

Metz Surveying will provide a base map with 1" = 40' compilation and source CAD files for each project alignment. Field survey will be based on the following:

- Vertical Datum – North American Vertical Datum (NAVD) 1988.
- Basis of Bearing and Coordinates – California Coordinate System NAD83, Zone 5, Epoch 2017.5

**MKN - Metz Surveying.** MKN is currently working with Metz Surveying on other projects for design of new pressure reducing station and pipelines within the public right of way. Our pre-existing working relationship makes us the ideal team for working efficiently to complete this project.

## Task 2.3 | Utility Research

MKN shall perform utility research to locate utilities or other physical features including District utilities and any other utilities owned by other agencies (e.g., storm drain, oil, fiber optic, electrical, gas, and telephone/communication duct banks). MKN shall conduct multiple contacts to utilities failing to respond and document all correspondence within a utility log. We have assumed that utility contacts, at a minimum, will include AT&T, Southern California Gas Co., Spectrum, and Southern California Edison (SCE). Responses, including relevant utilities, will be included in the utility log.

After utility responses are gathered and reviewed, the project base map will be established to reflect utilities within and along the proposed alignments. A record and data search of available survey information and pertinent recorded maps and documents will also be performed to establish rights-of-way shown on the base mapping. A final base map will be developed to compile the record information obtained as part of our utility and records research.

## Task 2.4 | Preliminary Design Report

As described in Section 2.1, MKN's first task following the project kickoff is a thorough review of the existing project investigation studies and available data. The initial goal will be to identify key elements affecting the performance of the existing pipelines such as age, transient pressure events (surge/water hammer), and pipeline sizing. A Summary of this investigation will be included in the PDR along with recommended solutions in addition to those identified in the RFP. In parallel with the analysis of the existing system, MKN will commence the topographic surveying, utility research, and investigation of potential alignments for the proposed replacement pipeline which will include options for adding looped piping. Concurrently, we will kickoff identification of the any remaining utility research (based on the review of existing data), plans to obtain all permits, and the plan for obtaining any necessary traffic control approvals. Included in the PDR is an initial environmental constraints review of the project. This will confirm there are no existing hazards at the site or any cultural resources.

### Deliverables:

- *Draft and Final PDR in MS Word and PDF Formats*

## 3 TASK 3 Design

### Task 3.1 | 75% Design

After reviewing the PDR and finalizing the scope of the project, MKN shall prepare detailed construction drawings in the latest version of AutoCAD on 24-inch x 36-inch sheets utilizing LVMWD’s standard border template. Plans prepared in AutoCAD shall use the NAVD 88 and NAD 83 survey standards. As stated in the RFP, this scope assumes design of 800 linear feet of pipeline from Park Entrada to Calabasas Parkway and replacing 2,000 linear feet of 4-inch ACP with a larger, more appropriate pipeline.

MKN will also prepare the Technical Specifications for the Project. The specifications and plans will be consistent with the proposed Bid documents and the District’s requirements. We will prepare a Table of Contents/Specification outline for submittal to the District for review. Following receipt of comments, MKN will continue to populate the technical specifications concurrently with the design.

MKN will prepare a Class 3 estimate based on the 75% PS&E.

#### Deliverables:

- 75% design plans and specifications
- Class 3 construction cost estimate

### Task 3.2 | 100% Design

Following the receipt of District comments on the 75% design, MKN will commence with the final design of the pipeline replacements consisting of the 100% design package. This will include design plans and specifications in single consolidated submittal package. The final design will also include a stamped and signed drawing and specification set which will be delivered to the District.

The following is a list of anticipated design drawings that would be produced for the Project:

Description	# of Sheets
General Sheets: <ul style="list-style-type: none"> <li>• Title Sheet</li> <li>• List of Drawings, Abbreviations, Location and Index Maps</li> <li>• Legend and Notes (General, Reclaimed Water and Construction)</li> </ul>	3
Pipeline Replacement and Service Connections – Plan & Profile	6
Pipeline Replacement and Service Connections - Details	1
Estimated Sheet Total	10

#### Deliverables:

- One full set of stamped and signed final drawings
- Class 2 construction cost estimate
- Construction Schedule

### Task 3.3 | Permitting

MKN shall identify required permits and their controlling agencies. MKN shall prepare applications and secure approval for a City of Calabasas encroachment permit. Additionally, the Project will include plans for the crossing of the Los Angeles County Flood Control District (LACFCD), as needed. MKN has performed preliminary research for permitting contacts and will pursue permits until they are obtained from each agency. Copies of permit conditions shall be inserted in the plans and specifications.

#### Deliverables:

- Copy of Encroachment Permit
- Copy of LACFCD Permit (If required)
- Copy of all Permitting Correspondence

### Task 3.4 | Environmental Review

This project is subject to the California Environmental Quality Act (CEQA). As part of this task, MKN will contract with Rincon Consultants to prepare a categorical exemption and fill with the appropriate agency. Should the project require a more detailed CEQA document, it may result in an amendment to this scope of work, however it is not anticipated that additional documentation will be required.

#### Deliverables:

- Final categorical exception documentation

# 4

## TASK 4

### Bidding and Construction Phase

#### Task 4.1 | Bidding Phase Support

During the bidding period, MKN shall assist with providing information and clarification of bid documents to prospective bidders and project stakeholders. MKN proposes that our PM, Adam Bugielski, will attend the pre-bid meeting to support the District. Our design lead will also be available to respond to questions.

This shall include the preparation of two addenda for bidding, including revisions to the design plans and specifications and assistance with addressing bidder questions. Additionally MKN will respond to up to five (5) requests for information from prospective bidders.

#### Task 4.2 | Construction Phase Support & Record Drawings

MKN will attend a pre-construction meeting with the selected contractor and District Staff. Agenda and meeting minutes will be prepared by MKN and submitted to the District for approval.

**Requests for Information** – MKN will respond to up to 20 RFIs during the construction phase. RFIs will be logged and responded to in a timely manner, not to affect the contract duration.

**Submittal Management** – MKN will maintain a log of, manage, and review contractor submittals and shop drawings and provide comments to the contractor. It is anticipated that up to 20 submittals will be received. It is assumed that no more than one original submittal will be received, and that no more than 10 conforming resubmittals will be required.

**Record Drawings** – Review the project as-built drawings produced by the Contractor and confirm that the as-built drawings reflect the current project conditions. Provide the District with a copy of the contractor's as-built drawings and prepare digital set of record drawings.

**Punch List and Final Inspection** – MKN staff will develop a punch list at substantial completion and perform a final inspection to ensure project completion.

#### Deliverables:

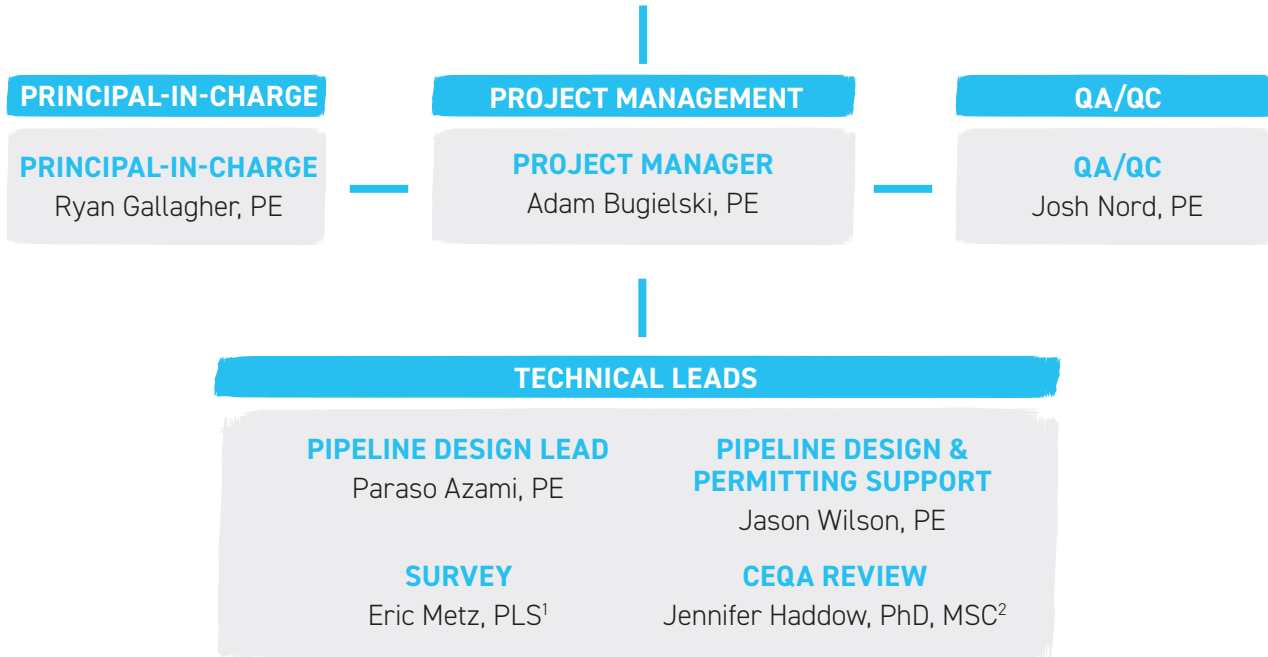
- *Pre-construction conference agenda and minutes in electronic PDF format.*
- *Submittal Review Comment sheets in electronic PDF format.*
- *Record Drawings in electronic PDF format.*
- *Punch list in electronic PDF format.*

#### Assumptions:

- *District will provide drawing boarder template in AutoCAD format*
- *District will provide front end and technical specifications in Microsoft Word format to be included in MKN specifications*
- *Permits obtained by the City and paid for by the District include City of Calabasas encroachment permit and LACFCD permit only*
- *CEQA documentation required is for a Categorical exemption, if additional documentation is required then an amendment to this scope of work may be required*
- *Assumes design of 2,000 feet of pipe replacement and 800 feet of new pipe. Actually project may vary based on PDR results and may warrant an amendment to this scope.*

**Key Project Team Take-Aways:**

1. Staff that are experienced with several complex pipeline designs
2. Committed local PM and Team that have worked together to deliver expedited designs
3. Local surveying firm will be readily available



1 - Metz Surveying; 2 - RINCON



## Adam Bugielski, PE - Project Manager - *Responsible Representative*

### EDUCATION

California State University,  
Northridge

BS Civil Engineering

### LICENSES & REGISTRATIONS

California Professional Engineer -  
Civil - No. C89065

Mr. Bugielski is experienced with small and large diameter pipeline design, water system design, and system hydraulic modeling and management. He has a strong understanding of agencies and municipalities needs and has worked closely with many in the region. Mr. Bugielski is also experienced with water infrastructure reviews to determine possible deficiencies and identify capital improvement needs. Additionally, Mr. Bugielski has strong project management experience on large projects and significant public sector experience understanding Agencies' needs and concerns with design and construction projects.

- Ventura System Interconnect Pipeline (**4.5 miles of new 24-inch Pipe**)
- Ventura Phase III Pipeline Replacement (**8,200 feet of 8- and 10-inch Pipe Replacement**)
- Emergency Pipeline Replacement (**Managed design and construction**)



## Ryan Gallagher, PE - Principal-in-Charge - *Responsible Representative for Contract Negotiations*

### EDUCATION

California Polytechnic State  
University San Luis Obispo,

BS Civil Engineering

### LICENSES & REGISTRATIONS

California Professional Engineer -  
Civil, No. C74805

Mr. Gallagher has 15 years of experience in the planning, design and construction support services for water, wastewater and recycled water systems projects. Mr. Gallagher has delivered 75+ projects for over 20 public agencies in Southern California. Relevant to IRWD, Ryan has successfully managed various infrastructure projects for local agencies, including OCWD, SCWD, and Laguna Beach CWD. **Ryan has experience on multiple pipeline projects exceeding 20,000 linear feet, in addition to pipeline projects for recycled water and pipeline replacement.**

- Ventura County Pipeline Replacement (**4 miles of 12-inch**)
- Palos Verdes Recycled Water Pipeline (**16,000 feet of 8 and 10-inch**)
- GRIP Conveyance (**5 miles of recycled water conveyance**)



## Josh Nord, PE - QA/QC

### EDUCATION

California State University, Fresno  
BS Civil Engineering

### LICENSES & REGISTRATIONS

California Professional Engineer -  
Civil - No. C61789

Josh Nord has nearly 20 years of industry experience including design, analysis, and management of major water supply and water resource projects throughout California. Mr. Nord is experienced in water supply and distribution systems having planned or designed **over 130 miles of pipeline, ranging in size from 6 to 144 inches**. Mr. Nord brings a public agency perspective to his projects, having served as District Engineer for multiple public agencies.

- North of the River Municipal Water District Highland Park **(27,000 feet of Pipe Design)**
- AVEK South Feeder Pipeline **(34,000 feet of Pipe Design)**
- LUSD Connection to Bakersfield **(15,500 feet of Pipe Design)**



## Parasto Azami, PE - Pipeline Design Lead

### EDUCATION

University of California, Irvine  
MS Civil Engineering

Tabriz University, Iran  
BS Mechanical Engineering

### LICENSES & REGISTRATIONS

California Professional Engineer -  
Civil - No. C91468

Parasto Azami has over 10 years of experience in water and wastewater engineering design delivering designs in the areas of gravity sewer, force main, water conveyance systems, pump stations, rehabilitation, and engineering estimates. **Her experience includes multiple, complex large pipeline design projects.**

- Portola Parkway Water, Sewer and Reclaimed Water **(2 miles of Pipeline Design)**
- San Diego PURE Program **(11 miles of Pipeline Design)**
- Otay 2nd Pipeline **(2 miles of Pipeline Design)**





## Jason Wilson, PE - Pipeline Design & Permitting Support

### EDUCATION

University of Central Florida  
Orlando

BS Civil Engineering

### LICENSES & REGISTRATIONS

California Professional Engineer -  
Civil - No. C89117

Jason Wilson is a project engineer almost 10 years of industry experience in design, analysis, and management of transmission pipelines, distribution pipeline systems, pumping stations, gravity sewer mains, and rehabilitation. His experience includes pipeline projects ranging in size from 6 to 48 inches.

- Gunner Ranch, Inc. Valley Children’s Hospital Water System Expansion Project (7,200 ft of 12 inch pipe)
- Private Agricultural Firm Pipeline Project (7.3 mi of 42 inch pipe)
- ENCSD Fairfax and Poppy Extension Project (aging infrastructure replacement and redundant interzone connections)

## Eric Metz, PE - Surveying - Metz Surveying

### EDUCATION

Santiago Canyon College  
Survey/Mapping Sciences

### LICENSES & REGISTRATIONS

California Professional Surveyor  
- No. 9198

Metz Surveying was formed in 2016 by President Eric Metz. Mr. Metz has over 16 years of experience in the fields of land surveying and engineering, providing services for government organizations, public agencies, and the private sector. Eric Metz has significant experience with topographical mapping, boundary research and survey, construction as built/record drawing, easements, utility research/survey, construction staking, and many more survey related tasks and projects.

## Jennifer Haddow, PhD, MSC - CEQA Review - Rincon Consultants (Rincon)

### EDUCATION

University of Aberdeen, UK

PhD Biogeochemistry

MSc Environmental Science

University of California, Davis

BSc Environmental Policy Analysis  
and Planning

Jennifer Haddow, PhD, Principal Environmental Scientist is responsible for technical oversight and quality assurance of the Rincon team. She has over 15 years of experience managing all levels of environmental documentation for large-and small scale infrastructure projects, with an emphasis on water supply, conveyance and quality projects, and watershed planning studies.

# 3 QUALITY CONTROL PROCESS

PROPOSAL FOR CALABASAS RECYCLED WATER PIPELINE  
IMPROVEMENT PROJECT PARK ENTRADA PRELIMINARY DESIGN  
REPORT, DESIGN, BID AND CONSTRUCTION SUPPORT SERVICES

SECTION 3

# QUALITY CONTROL PROCESS

MKN's Quality Management System is based on our Principals' experience at Fortune 500 Design Firms, but streamlined and focused for municipal water projects. This means better quality, faster delivery and lower overhead for our Clients.

## Risk Management and Quality Control

The final element of our Project Management Approach is Risk Management and Quality Control, which are both encompassed in MKN's Quality Management System (QMS). This defined program includes three key elements: (1) Quality Planning, (2) Quality Assurance, and (3) Quality Control.



### Quality Planning – Plan for Success

Our QMS requires the Project Manager to plan for quality even before a contract is signed. This means that our proposal must include the following:

- **Line Item Scope** – this helps to ensure that the budget is preserved through project execution.
- **Line Item Schedule** – QC is included in our task linked Microsoft Project Schedules to ensure that adequate time is allotted, this typically requires 2-5 days.
- **Identify QC Person** – this person is identified and confirmed prior to submitting.

Once signed, a Project Management Plan is prepared which details key elements of the project, including risks and quality reviews.



### Quality Assurance – Prevent Errors

A key element of Quality Assurance is our technical training which is conducted every two weeks. Our engineers are also supported by our planning templates, calculation spreadsheets and access to our Technical Practice Groups which maintain and manage many of these documents.

The Technical Review completed at the 10% project phase is another key element of our Quality Assurance program.



### Quality Control – Confirm MKN Quality is Met

Every deliverable will be reviewed by MKN approved QC Reviewers, who will follow our defined process for QC review. Our standard review forms will be utilized which identify key elements of review. These documents have been prepared based on our team's extensive experience and "Lesson's Learned".



# 4 INSURANCE

PROPOSAL FOR CALABASAS RECYCLED WATER PIPELINE  
IMPROVEMENT PROJECT PARK ENTRADA PRELIMINARY DESIGN  
REPORT, DESIGN, BID AND CONSTRUCTION SUPPORT SERVICES





# 5 SCHEDULE OF RATES AND FEES

PROPOSAL FOR CALABASAS RECYCLED WATER PIPELINE IMPROVEMENT PROJECT PARK ENTRADA PRELIMINARY DESIGN REPORT, DESIGN, BID AND CONSTRUCTION SUPPORT SERVICES

## SECTION 5

# SCHEDULE OF RATE AND FEES

### 2023 FEE SCHEDULE FOR PROFESSIONAL SERVICES

#### ENGINEERS AND TECHNICAL SUPPORT STAFF

Administrative Assistant	\$105/HR
Engineering Technician	\$114/HR
CAD Technician I	\$137/HR
CAD Design Technician II	\$155/HR
Senior Designer	\$170/HR
Assistant Engineer I	\$151/HR
Assistant Engineer II	\$168/HR
GIS Specialist	\$165/HR
Senior Planner	\$220/HR
Planner II	\$205/HR
Planner I	\$180/HR
Project Engineer I/ Senior Scientist	\$200/HR
Project Engineer II	\$208/HR
Senior Project Engineer I	\$220/HR
Senior Project Engineer II	\$225/HR
Project Manager	\$230/HR
Senior Project Manager	\$240/HR
Principal Engineer	\$250/HR
Project Director	\$260/HR

#### CONSTRUCTION MANAGEMENT SERVICES

Construction Inspector	\$169/HR
Assistant Resident Engineer	\$176/HR
Resident Engineer	\$191/HR
Senior Construction Inspector	\$205/HR
Construction Manager	\$210/HR
Principal Construction Manager	\$245/HR

*Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.*

*The foregoing Billing Rate Schedule is effective through December 31, 2023 and will be adjusted each year after at a rate of 2 to 5%.*

#### DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.58.5/mi.

**Las Virgenes Municipal Water District  
Calabasas Recycled Water Pipeline Improvement Project - Park Entrada**

	Principal Engineer	Senior Project Manager	Senior Project Engineer II	Project Engineer II	Assistant Engineer II	Senior Drafter	Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Metz Survey (Survey)	Rincon Consultants (CEQA)	Non-Labor & Sub-Consultant Costs	Total Fee
Hourly Rates	250	240	225	208	168	170							
<b>Task Group 1: Project Management</b>													
Task 1.1 Project Management		16					16	\$3,840	\$ 115	\$ -	\$ -	\$115	\$ 3,955
Task 1.2 Project Meetings (10 Meetings)		16	20		8		44	\$9,684	\$ 291	\$ -	\$ -	\$291	\$ 9,975
Task 1.3 Quality Assurance/Quality Control	12						12	\$3,000	\$ 90	\$ -	\$ -	\$90	\$ 3,090
Subtotal	12	32	20	0	8	0	72	\$ 16,524	\$ 496	\$ -	\$ -	\$ 496	\$ 17,020
<b>Task Group 2: Preliminary Design</b>													
Task 2.1 Data Collection & Review		4	10	16	36		66	\$12,586	\$ 378	\$ -	\$ -	\$378	\$ 12,964
Task 2.2 Topographic Survey		2			8		10	\$1,824	\$ 55	\$ 6,144	\$ -	\$6,198	\$ 8,022
Task 2.3 Utility Research		2	4	4	16		26	\$4,900	\$ 147	\$ -	\$ -	\$147	\$ 5,047
Task 2.4 Preliminary Design Report		8	16	16	40	20	100	\$18,968	\$ 569	\$ -	\$ 9,350	\$9,919	\$ 28,887
Subtotal	0	16	30	36	100	20	202	\$ 38,278	\$ 1,148	\$ 6,144	\$ 9,350	\$16,642	\$ 54,920
<b>Task Group 3: Design</b>													
Task 3.1 75% Design		4	8	12	16	40	80	\$14,744	\$ 442	\$ -	\$ -	\$442	\$ 15,186
Task 3.2 100% Design		2	4				26	\$4,916	\$ 147	\$ -	\$ -	\$147	\$ 5,063
Task 3.3 Permitting		4			2	4	10	\$1,976	\$ 59	\$ -	\$ -	\$59	\$ 2,035
Task 3.4 Environmental Review		4					4	\$960	\$ 29	\$ -	\$ 5,500	\$5,529	\$ 6,489
Subtotal	0	14	12	16	26	52	120	\$ 22,596	\$ 678	\$ -	\$ 5,500	\$ 6,178	\$ 28,774
<b>Task Group 4: Bid &amp; Construction Phase</b>													
Task 4.1 Bidding Phase Support		4	8		8	2	22	\$4,444	\$ 133	\$ -	\$ -	\$133	\$ 4,577
Task 4.2 Construction Phase Support		4	16		8	12	40	\$7,944	\$ 238	\$ -	\$ -	\$238	\$ 8,182
Subtotal	0	8	24	0	16	14	62	\$ 12,388	\$ 372	\$ -	\$ -	\$ 372	\$ 12,760
<b>TOTAL BUDGET</b>	<b>12</b>	<b>70</b>	<b>86</b>	<b>52</b>	<b>150</b>	<b>86</b>	<b>456</b>	<b>\$89,786</b>	<b>\$ 2,694</b>	<b>\$ 6,144</b>	<b>\$14,850</b>	<b>\$23,687</b>	<b>\$ 113,473</b>





# 6 REFERENCES

PROPOSAL FOR CALABASAS RECYCLED WATER PIPELINE  
IMPROVEMENT PROJECT PARK ENTRADA PRELIMINARY DESIGN  
REPORT, DESIGN, BID AND CONSTRUCTION SUPPORT SERVICES

SECTION 6

# REFERENCES

Client	Contact Information
<p><b>City of Ventura</b> <i>Ondulando Phase III Waterline Replacement</i></p>	<p>Ron Herbst, PE   Principal Engineer 336 Sanjon Road Ventura, CA 93002 805.677.3942 rherbst@cityofventura.ca.gov</p>
<p><b>Water Replenishment District of Southern California</b> <i>208th Street Pipelines Project</i></p>	<p>Mario Bautista, PE   Project Manager 4040 Paramount Blvd. Lakewood CA 90712 562.275.4284 mbautista@wrd.org</p>
<p><b>Casitas Municipal Water District</b> <i>Multiple Projects</i></p>	<p>Julia Aranda   Engineering Manager 1055 N. Ventura Ave. Oak View, CA 93022 805.649.2251 jaranda@casitaswater.com</p>

## MKN's Client Centric Origins

MKN is a water, wastewater and recycled water engineering firm located and focused exclusively in California. Our firm was formed in 2012 and has grown to nearly 50 professional engineers, planners, construction managers/inspectors and support staff because of the need from Cities similar to the City of Santa Barbara. Since 2012, MKN has focused on meeting a growing need by public agencies for responsive, technically capable consultants who are committed to a long-term relationship based on excellence.

## Water is our Focus

Our team has reviewed the RFP, and the City's provided information, and are confident we are the right team for this project. While MKN offers a wide range of water, wastewater and water reuse expertise, **the engineering services requested in your RFP represent the core competency of our firm.**

Our Principal Engineers have decades of experience in management and leadership roles for some of the highest ranked engineering firms in the world, and we are excited to bring our expertise to the City. MKN practice groups include Treatment, Infrastructure, Program Management, Planning and Hydraulic Modeling, and Construction Management.



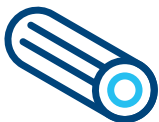
**MKN's PM is conveniently located less than a half hour away and key project team members are located in our local MKN Ventura Office.**

## MKN is Committed to the Central Coast

**MKN is growing in along the Central Coast and we are committed to a long-term relationship with the City of Santa Barbara.**

MKN's staff have been working in Ventura, and Santa Barbara Counties for nearly two decades and are committed to the local water industry. Our proposed Project Manager, Adam Bugielski, is focused on providing best-in-class services to our clients and comes with strong project management and pipeline design experience. Your project will be managed by Adam and coordinated with our local team in Ventura.

**MKN's strength in pipeline design is critical to delivering a comprehensive design that meets City's expedited schedule and limits impact to both customers and residents.**



200+ Miles of Pipeline



Committed Local PM and Design Team



CM Group Provides Phasing and Construction Perspective



Local Pipeline Experience

**MKN has delivered engineering services to 100+ agencies.**

 \*Represents MKN Office Locations

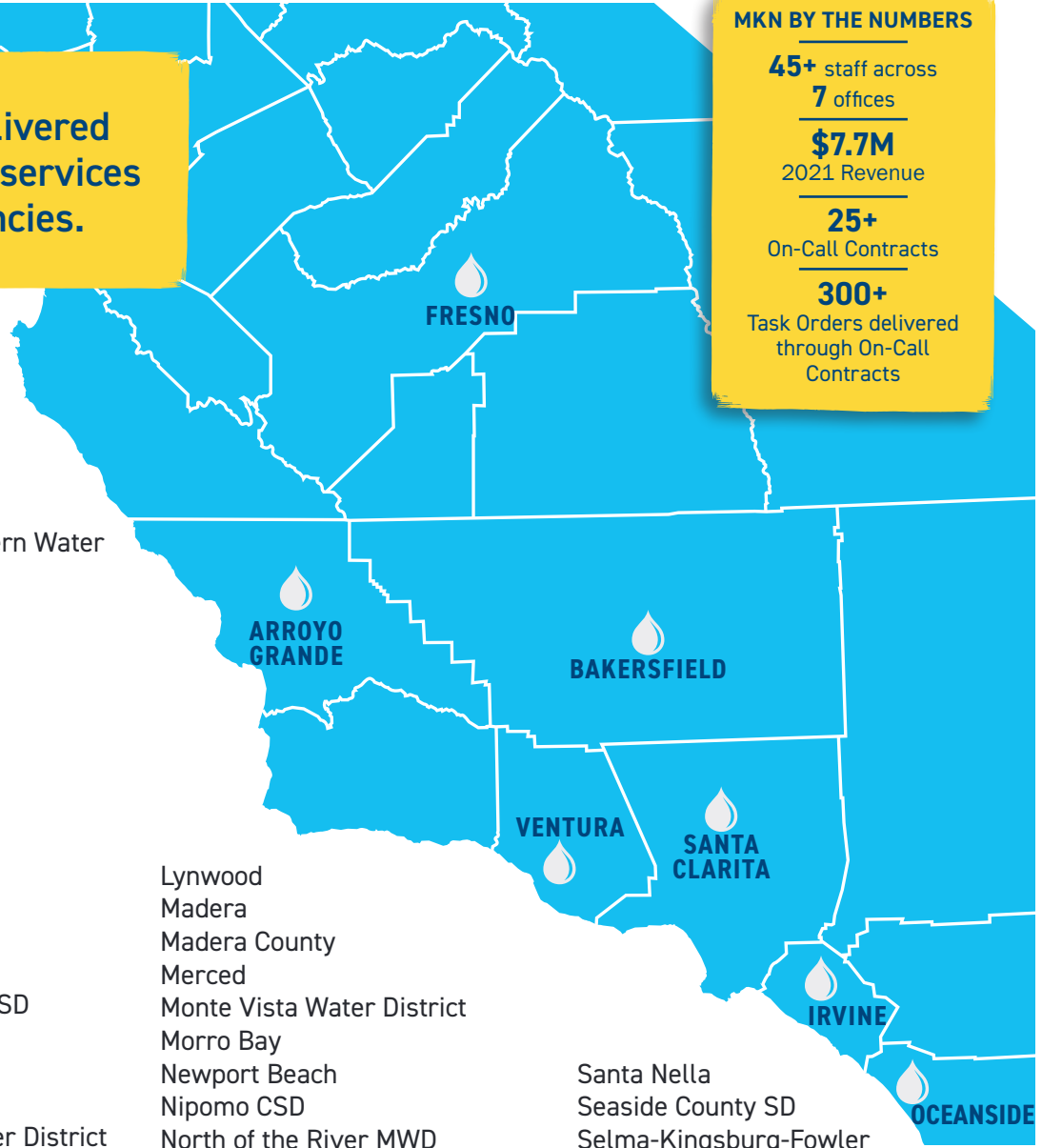
**MKN BY THE NUMBERS**

**45+** staff across **7** offices

**\$7.7M** 2021 Revenue

**25+** On-Call Contracts

**300+** Task Orders delivered through On-Call Contracts



- Antelope Valley - East Kern Water Agency
- Arroyo Grande
- Atascadero
- Atascadero MWC
- Atwater
- Bakersfield
- Bear Valley CSD
- Camarillo
- Calleguas MWD
- Cambria CSD
- Camrosa Water District
- Casitas MWD
- Cayucos SD
- Channel Islands Beach CSD
- Coalinga
- Delano
- East Niles CSD
- East Orange County Water District
- Emerald Bay CSD
- Foothill MWD
- Fresno
- Fresno County
- Goleta Water District
- Gonzales
- Greenfield
- Grover Beach
- Guadalupe
- Heritage Ranch CSD
- Hollister
- Kern County Water Agency
- Kern Sanitation Authority
- Kingsburg
- Laguna Beach County Sanitation District
- Las Virgenes MWD

- Lynwood
- Madera
- Madera County
- Merced
- Monte Vista Water District
- Morro Bay
- Newport Beach
- Nipomo CSD
- North of the River MWD
- North of the River Sanitary District No. 1
- Oceanside
- Oxnard
- Paso Robles
- Pismo Beach
- Port Hueneme Water Agency
- Quartz Hill Water District
- RCAC
- Reedley
- San Luis Obispo
- San Luis Obispo County
- San Simeon CSD
- Santa Maria
- Santa Clarita
- Santa Paula
- Santa Barbara

- Santa Nella
- Seaside County SD
- Selma-Kingsburg-Fowler Sanitation District
- Semitropic Water SD
- Soledad
- Solvang
- South Coast Water District
- South San Luis Obispo County Sanitation District
- Sunnyslope County Water District
- Taft
- Tehachapi
- Thousand Oaks
- Trabuco Canyon Water District
- Tulare
- Water Replenishment District of Southern California
- Westlands Water District
- Yorba Linda Water District



# 208th Street Pipelines Project

## Water Replenishment District of Southern California, CA

**OWNER:** Water Replenishment District of Southern California

**KEY PERSONNEL:** Ryan Gallagher, PE; Josh Nord, PE; Parasto Azami, PE

**DURATION:** February 2021 - May 2021

**CLIENT CONTACT:**

Mario Bautista, PE | Project Manager  
4040 Paramount Blvd.  
Lakewood CA 90712  
mbautista@wrdd.org; 562.275.4284

**RELEVANCE TO CVWD:**

1. Pipeline design in LA County
2. Construction Drawing Packages with congested utility crossings.
3. Same Key Team Members
4. Expedited Delivery

### BRIEF DESCRIPTION

Ryan Gallagher (Principal-In-Charge) delivered this project for WRD in an expedited schedule, in which the Draft Drawing package was completed within 4 weeks. The project included design, permitting, and schedule coordination in conjunction with the active City of Torrance Regional Transit Center construction project. The project required an alternatives analysis, pipeline sizing, identification of project constraints, identifications of limitations or fatal flaws in the delivery of specified materials with the current construction schedule for four separate pipelines intended for the future Regional Brackish Water Reclamation Facility. The four proposed pipelines totaled ~2,400 feet of HDPE pipeline consisting of one, 36-inch source water, two 24-inch product water, and one, 14-inch brine line.

# Pipeline Replacement Projects (Multiple)

## Casitas Municipal Water District, CA

**OWNER:** Casitas Municipal Water District

**KEY PERSONNEL:** Adam Bugielski, PE; Josh Nord, PE; Jason Wilson, PE

**CLIENT CONTACT:**

Julia Aranda | Engineering Manager  
1055 N. Ventura Ave.  
Oak View, CA 93022  
805.649.2251; jaranda@casitaswater.com

**RELEVANCE TO CVWD:**

1. Same project team members
2. Pipeline replacement project
3. Customer reconnection

### BRIEF DESCRIPTION

MKN is currently serving as one of five firms on the On-Call for Casitas Municipal Water District. The number of task orders sent to our team demonstrates our focus on responsiveness, quality and value (\$850k+ engineering services). Many of the task orders issued by Casitas are similar to CVWD's requested services. These include the following:

- West Ojai Cast Iron Pipe Replacement: MKN completed preparation of preliminary and final design for approximately **5,600 linear feet** of waterline replacement from small-diameter, aged, cast iron pipeline to 8-inch diameter PVC pipeline. **Improvements include abandonment of existing pipeline, relocation of several residential water services and design within tight residential streets and close proximity to two schools.**
- Running Ridge Zone Improvement: MKN completed preparation of preliminary and final design for approximately **2,000 feet of new 10-inch pipeline main**, and abandonment of existing pipelines.

# Ondulando Phase III Waterline Replacement

City of Ventura, CA

**OWNER:** City of Ventura

**KEY PERSONNEL:** Adam Bugielski, PE

**CLIENT CONTACT:**

Ron Herbst, PE | Principal Civil Engineer  
805.677.3942  
336 Sanjon Road  
Ventura, CA 93001  
rherbst@cityofventura.net

**RELEVANCE TO CVWD:**

1. Similar water pipeline
2. Same project manager
3. Mitigation of traffic and utility conflicts

## BRIEF DESCRIPTION

MKN's Adam Bugielski (Project Manager) while at the City of Ventura managed and designed the watermain replacement for the Ondulando neighborhood and Foothill Road, the adjacent arterial street. This project consisted of replacing 8,200 linear feet of 8- and 10-inch water lines, 16 hydrants, and 148 services connections. While most of the project was in a residential neighborhood, some portions were in a busy, two-lane arterial street that could not be closed during construction. Careful considerations were critical during design to reduce community impact and optimize traffic control. The project limits had significant utility conflicts that needed to be addressed during design such as oil lines, a 20-inch high pressure gas main, and multiple storm drain culverts.

# Pipeline Replacement Projects (Multiple)

East Niles Community Services District, CA

**OWNER:** East Niles Community Services District

**KEY PERSONNEL:** Josh Nord, PE; Parasto Azami, PE

**CLIENT CONTACT:**

Tim Ruiz, PE | General Manager  
1417 Vale Street  
Bakersfield, CA 93306  
661.872.2011

**RELEVANCE TO CVWD:**

1. Same project team members
2. Pipeline replacement project
3. Customer reconnection

## BRIEF DESCRIPTION

Since 2015 MKN has served as the District Engineer for East Niles Community Services District (ENCSD). Many of the task orders issued by ENCSD are similar to CVWD's requested services. These include the following:

- Well 20 Pipeline - MKN completed preparation of preliminary and final design for **approximately ½ mile of 12-inch pipeline**. The project included multiple packages to address timing constraints, and included multiple complex utility and road crossings.
- Morning Drive Pipeline - MKN completed preliminary and final design for approximately **½ mile of 12, 14 and 20-inch diameter pipeline**. The project included three separate bid packages and a segment within a bridge overcrossing.
- Fairfax/Poppy Pipeline Replacement - MKN completed preliminary and final design for approximately **2,500 feet of new 8-inch and 14-inch pipeline** to replace an existing aging pipeline. Project included conversion of existing customers to the new pipeline while minimizing service impacts.
- Office Pipeline - MKN completed preliminary and final design for approximately **1,100 feet of new PVC pipeline**.

# Palos Verdes Recycled Water Pipeline and Pump Station

## West Basin Municipal Water District, CA

**OWNER:** West Basin Municipal Water District

**KEY PERSONNEL:** Ryan Gallagher, PE

**DURATION:** March 2017 - December 2017

**CLIENT CONTACT:**

Curt Roth | Project Manager  
17140 S. Avalon Blvd., Ste. 210  
Carson, CA 90746  
curt@drpwater.com; 626.693.2966

### BRIEF DESCRIPTION

MKN's Ryan Gallagher (Principal-in-Charge) while at Gannett Fleming delivered this project for West Basin MWD. The project included preliminary and final design for the Palos Verdes Recycled Water pipeline and Lago Seco Pump Station. The project required identification of project constraints, limitations or fatal flaws in the proposed alignment of the approximately **12,000 feet of 8 and 10-inch PVC and DI pipeline**, and preparation of the preliminary and final design.

MKN's Ryan Gallagher identified an alignment that reduced the project length from the Feasibility Study **resulting in a reduction in project cost by approximately \$700,000.**

### RELEVANCE TO CVWD:

1. Recycled water pipeline
2. Same project team members
3. Mitigation of traffic and utility conflicts

# Pipeline Design Projects (Multiple)

## Nipomo Community Services District, CA

**OWNER:** Nipomo Community Services District

**KEY PERSONNEL:** Josh Nord, PE

**DURATION:** On-going

**CLIENT CONTACT:**

Peter Sevcik  
PO Box 326  
Nipomo CA 93444  
805.929.1133  
psevcik@ncsd.ca.gov

### BRIEF DESCRIPTION

MKN staff have completed 50+ projects for Nipomo Community Services District. Many of these projects have included pipeline planning and design. Two projects relevant to CVWD's requested services include the following:

- Branch Waterline Replacement - MKN completed replacement of existing AC pipeline and installed nearly **2,000 feet of new 8-inch PVC** replacement pipeline. The project included reconnection of 16 service lateral reconnections.
- Waterline Intertie Project - MKN staff (at previous firm) completed preliminary and final design for NCS D's Waterline Intertie Project. The project included **over 27,000 linear feet (LF)** of 24-inch diameter pipeline, a 0.5 million gallon (MG) storage tank, a 2,000 gallon per minute (gpm) pump station, and chloramination systems.

### RELEVANCE TO CVWD:

1. Pipeline design
2. Same project team members
3. Large design package
4. Pipeline replacement
5. Customer reconnection

MKN's staff bring 200+ miles of pipeline design experience. This includes a full range of pipe sizes and materials.

## Pipelines

Client	Project Name	Diameter (inches)	Material	Length
Antelope Valley/East Kern WA	95th Street East PS/Turnout	20	Steel	500
Antelope Valley/East Kern WA	South Feeder Parallel Pipeline	24, 36, 48	Steel	34,320
Arvin CSD	Arvin RW Disposal Pipeline	18	PVC	18,480
California Rail Builders	North Kern WSD Canal 9-26	42	Conc/HDPE	400
Casitas MWD	Pipeline Loading Evaluation	33	Steel	NA
Casitas MWD	West Ojai Pipeline Project	8	PVC	5,600
Cayucos Sanitary District	Sewer Pipeline Improvements	8	PVC	3,500
Cayucos Sanitary District	Toro Creek Bridge Pipeline Rehab	8	PVC	100
City of Arroyo Grande	Fair Oaks Waterline Replacement Project	8	PVC	2,025
City of Fresno	Regional Transmission Mains	16-48	WSP, DIP	68,640
City of Fresno	Friant-Kern Canal Pipeline	60	WSP	26,400
City of Grover Beach	CDBG Waterline Replacement	6, 8	PVC	5,500
City of Grover Beach	CDBG Waterline Replacement	8	PVC	2,400
City of Guadalupe	Tognazzini Well Intertie	8	PVC	600
City of Modesto	Ninth Street Storm Drain Replacement	24-96	RCP/CIP	52,800
City of San Luis Obispo	Highland Waterline Replacement	24	DIP	165
East Niles CSD	Redbank Rd Pipeline Project	8, 14	PVC	6,800
East Niles CSD	Pesante Sewer Replacement	8	VCP	500
East Niles CSD	Water Master Plan	12-36	NA	67,500
East Niles CSD	Morning Dr Transmission Pipe	20	Steel	5,500
East Niles CSD	Well 20 Flushing Pipeline Project	12	PVC	1,500
East Niles CSD	Brentwood Sewer Extension	8	VCP,PVC,HDPE	1,000
East Niles CSD	Pioneer Pipeline Project	12	PVC	1,400
East Niles CSD	Morning and 178 Intertie	20	Steel	1,320
Fresno Met Flood CD	Various Flood Control Projects	18-48	RCP/CIP	21,120
Gunner Ranch	Wastewater Improvements	27, 30	PVC	21,120
Kern County Water Agency	Northwest Feeder PS & Pipeline	42	Steel	21,120
Lakeside Union SD	LUSD Connection to Bakersfield	16	PVC	15,500
Las Virgenes MWD	Westlake Reservoir	30, 36	Steel	2,200
Monterey County WRA	Salinas River Diversion Facility	20, 30	WSP, DIP	10,560
Municipality of Jeddah	Urgent Works Storm Drainage Program	18-96	RCP/CIP	100+ miles
ND State Water Commission	Devils Lake Emergency Outlet	30, 54	Steel, HDPE	3,500
ND State Water Commission	Southwest Pipeline Project and PS	24, 30	Steel	448,800
Nipomo CSD	Supplemental Water Project	12, 18, 24	DIP, HDPE	27,000
Nipomo CSD	Frontage Rd Trunk Sewer Replacement	24	PVC	4,200
Nipomo CSD	Branch St Water Improvements	8	PVC	2,100
Nipomo CSD	Joshua Road Booster Pump Station	24		
North of the River MWD	Highland Park Improvement	8, 12	PVC	27,000
Santa Maria	WWTP Influent Piping Improvements	42, 48	PE	600
SLO County Food Control	Nacimiento Water Pipeline	18-36	PVC, DIP	264,000
South Coast Water District	Via California Replacement	10	PVC	500
United Water CD	Alternatives Analysis	16	PVC	20,000
Valley Children's Hospital	VCH Rio Mesa Well & Pipeline	12	PVC	1,800
Ventura County	Potable Pipeline Project	12	PVC	20,00
Water Replenishment District	208th Street Pipelines	14, 24, 36	HDPE	2,400
Water Replenishment District	GRIP Conveyance Alternatives Analysis	42	Steel	25,000
Water Replenishment District	Brine Pipeline	16	HDPE	2,000
West Basin MWD	Palos Verdes Pipeline	10, 12	PVC	16,000



# 7 SAMPLE PRELIMINARY DESIGN REPORT

PROPOSAL FOR CALABASAS RECYCLED WATER PIPELINE  
IMPROVEMENT PROJECT PARK ENTRADA PRELIMINARY DESIGN  
REPORT, DESIGN, BID AND CONSTRUCTION SUPPORT SERVICES

## SECTION 7

# SAMPLE PRELIMINARY DESIGN REPORT

Casitas Municipal Water District hired MKN to design the replacement of 5,600 lf of existing watermain in West Ojai in 2019. MKN prepared the attached Preliminary Engineering Memorandum for the project. Concurrently the District wanted to complete a hydraulics study for optimization of transmission mains throughout Ojai. MKN also prepared the attached Optimization Study which confirmed pipe sizing for the West Ojai Pipeline Replacement Project which was constructed in 2021.



Scan the QR Code to access the Sample Preliminary Report files.

OR

[Click here to see the Sample Preliminary Resign Report files.](#)

# 8 PERSONNEL RESUMES

PROPOSAL FOR CALABASAS RECYCLED WATER PIPELINE  
IMPROVEMENT PROJECT PARK ENTRADA PRELIMINARY DESIGN  
REPORT, DESIGN, BID AND CONSTRUCTION SUPPORT SERVICES



## ADAM BUGIELSKI, PE PROJECT MANAGER

### EDUCATION

California State University,  
Northridge

BS Civil Engineering

### LICENSES & REGISTRATIONS

California Professional Engineer -  
Civil - No. C89065

### PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers  
American Public Works Association

Adam Bugielski is experienced with water and wastewater system design, system hydraulic modeling and management, large diameter pipeline design, and is a strong project manager. He has a strong understanding of agencies and municipalities needs and has worked closely with many in the region. Mr. Bugielski is also experienced with water and wastewater infrastructure reviews to determine possible deficiencies and identify capital improvement needs, as well as opportunities to optimize existing infrastructure to achieve the project goal as quickly and efficiently as possible.

## Relevant Projects

### Waterline Interconnect - Midtown to Westside | Ventura, CA

This project consisted of an alignment study and preliminary design for 3 miles of 24-inch diameter steel transmission line and two pressure reducing stations. This project, when constructed, will serve the water customers in the west end of Ventura in the event that all water supply sources are significantly reduced or eliminated.

### Waterline Interconnect - Eastside to Midtown | Ventura, CA

This project consisted of an alignment study and preliminary design for 1.5 miles of 24-inch diameter steel transmission line and a pressure reducing station. This project, when constructed, will assist with transferring water from the eastside supply sources, such as state water and potable water wells, to other parts of the distribution system.

### Booster Pump Station - Seaward/Poli BPS Upgrade | Ventura, CA

This project consists of a site condition assessment and replacing the electrical cabinet, MCC and PLC, and installing safety measures such as vehicular guard rail, handrails, and bollards. Discharge piping configuration was also evaluated and a new magnetic flow meter was designed.

### Storage Tank Interior Coating Project | Ventura, CA

This project consisted of removing and replacing the interior coating of three potable water storage tanks, installing corrosion control systems, and piping modifications. Specifications for coating and corrosion control were developed along with the design of piping modifications and a pressure reducing station.

### City of Ventura - Concrete Reservoir Inspection | Ventura, CA

Managed the condition assessment and inspection of a 7.2 million gallon concrete reservoir that significant cracking resulting leaks and water loss. Project included reviewing dive inspections and making recommendations ranging from full replacement to crack filling.

### City of Ventura - VenturaWaterPure | Ventura, CA

Served as the project manager for several high-profile projects that made up the VenturaWaterPure program, a potable reuse project. Projects managed included feasibility study and design of a 14-inch ocean outfall and pump station, a 6-million-gallon storage tank, an advanced water purification facility, and injection wells. As part of this program, a feasibility study of replacing the existing traditional activated sludge water reclamation facility with a membrane bioreactor.

### Ojai Valley Pumping Plant Evaluation, Casitas Municipal Water District | Ojai, CA

Project consisted of conducting pump tests to determine energy deficiencies of two pairs of existing, aged vertical turbine and horizontal axial split-case pumps that exhibited unusually low pumping efficiency. Performed hydraulic analysis,

## **Adam Bugielski, PE**

### **RELEVANT EXPERIENCE (CONT.)**

developed new system curves, identified several viable alternatives, and provided a recommendation that all four pumps should be replaced.

#### **Signal Tank and BPS Preliminary Design | Casitas Municipal Water District, CA**

Assisted the Team in preliminary design effort for Signal Tank and Booster Pump Station Replacement including the siting study to connect the signal zone to the main zone to better serve the mountain view area. Completed siting study, preliminary cost opinion and basis of design memorandum.

#### **Waterline Replacement Project – Ondulando Area, Phase III | California**

The Ondulando Tract in the City of Ventura had 8 to 10 inch diameter asbestos concrete waterlines with lateral saddle connections that frequently fail. This phase replaced 8,200 linear feet of waterline with PVC pipe. Other aspects of this project included replacing 16 fire hydrants and replacing 148 residential service connections.

#### **Casitas-Ventura Interconnect Hydraulic Analysis | California**

This analysis consisted of hydraulically modeling the water system for the City of Ventura to evaluate the potential impacts when delivering water to Casitas Municipal Water District. The analysis was done at multiple connection points for optimum efficiency and summarized in a memorandum to Casitas MWD. Potential sites for booster pump stations to transport water from Ventura to Casitas were also identified.

#### **Ojai Optimization Study | Casitas Municipal Water District, CA**

Reviewed and evaluated the Ojai Water System for Casitas MWD. Analyzed capacity and fire flow throughout the system and recommended capital improvement projects to the District to meet requirements and utilize existing infrastructure in order to maximize available funding.

#### **Heidelberger Tank and BPS Slope Stabilization | Casitas Municipal Water District, CA**

Project efforts included providing slope stabilization solutions to the District for their Heidelberger Tank and Heidelberger Booster Pump Station sites. Conducted site visits, managed geotechnical teams' analysis and provided District with solutions. Designed plans and specifications for slope stabilization solutions at the Heidelberger Tank site.

#### **City Development Infrastructure Review Projects | Ventura, CA**

Project Manager for over 30 infrastructure reviews completed for the City. Reviews include, modeled demands of the impacts development projects will have on the City's sewer and water systems and recommended improvements to City systems based off findings.

#### **Meiners Oaks Water District Surface Water Treatment Plant | Ventura, CA**

Project consists of planning, design, and construction of a 1.0 MGD surface water treatment facility treating groundwater under the influence of surface water through direct filtration technologies with chlorine gas, sodium hypochlorite, coagulant, and provisions for ammonia sulfate storage and injection facilities. Prepared Design Direction technical memorandum, construction plans, specifications, and cost estimates for process/mechanical and instrumentation/controls design disciplines. (Ongoing).

#### **City of Ventura Water Master Plan | Ventura, CA**

Project consisted of developing a new water master plan for the City of Ventura. Full master plan included evaluation of 380 miles of pipeline 21 pump stations, 32 number of tanks, 10 number of wells, and 3 treatment facilities. Included in the master plan was a condition assessment, hydraulic model development, capacity/deficiency analysis, and development of the recommended CIP.

#### **City of Ventura Wastewater Master Plan | Ventura, CA**

Served as the project manager for developing a new wastewater master plan for the City of Ventura. Full master plan included evaluation of 300 miles of pipeline 14 lift stations, and a treatment facility. Included in the master plan was a condition assessment, hydraulic model development, capacity/deficiency analysis, and development of the recommended CIP.



## RYAN GALLAGHER, PE PRINCIPAL-IN-CHARGE

### EDUCATION

California Polytechnic State University, San Luis Obispo  
BS Civil Engineering

### LICENSES & REGISTRATIONS

California Professional Engineer - Civil - C74805

### PROFESSIONAL ASSOCIATIONS

Tustin City Council (2020-2024)

Orange County Sanitation District (Board of Directors 2020)

Orange County Water Association (President 2020 and 2021)

American Society of Civil Engineers (Santa Barbara/Ventura YMF President 2012)

American Public Works Association (Ventura County Chapter President 2014)

Association of Water Agencies Ventura County (President 2013, Board of Directors 2010-2016)

Ryan Gallagher: for the past 15 years, Ryan has completed over 75 projects with 20 public agencies in Southern California, serving as the Project Manager for the majority. The estimated construction value of the projects that have been planned, designed and/or constructed exceeds \$250 million. Projects include planning through design for water, wastewater and recycled-water conveyance, pumping, storage, and treatment. Ryan specializes in complex multi-agency water supply programs, alternative delivery program management, master planning, and contract negotiations.

## Relevant Projects

### Via California Pipeline Replacement, South Coast Water District | Dana Point, CA

Project Manager for replacement of 500 feet of pipe following failure of the pipeline. The 10-inch pipeline is located within a 16-inch casing located in a freeway overpass. The replacement design included evaluation of various materials, including fusible PVC and Certa-Lok PVC. **The final design included a cured-in-place liner for the casing and new Certa-Lok PVC to replace the failed carrier pipe.** The design was expedited to ensure the pipe could be returned to service.

### GRIP Program Conveyance Alternatives Analysis, Water Replenishment District of Southern California | Lakewood, CA

Project Manager for an Alternatives Analysis and Preliminary Design of **5-mile, 42-inch recycled-water conveyance pipeline**. The project includes an economic analysis comparing two alternative alignments, 30 percent design drawings, and Preliminary Design Report. The investigation addresses multiple trenchless crossing, utility coordination, hydraulics, traffic impacts, corrosion, residential/commercial impacts, geotechnical issues, and constructability. The estimated construction cost of the pipeline is \$30 million.

### Potable Water Pipeline Project, Ventura County Waterworks District | Somis, CA

Principal-in-Charge overseeing the preparation of **4 miles of 12-inch pipeline design** in the congested Los Angeles Avenue (State Route 118) and Somis Road (State Route 34) area. The project included extensive utility mapping in the state highway corridor and direct up-front coordination with the Calleguas Municipal Water District. Work involved investigating alternative pipe installation methods including open-cut, pipe-bursting, horizontal directional drill, replacement on existing alignment (using highline), jack-and-bore, and microtunneling methods.

### Palos Verdes Recycled-Water Pipeline, West Basin Municipal Water District | Carson, CA

Project Manager for preliminary design, environmental assessment, and final design for a recycled-water pipeline conveying water through Torrance and Palos Verdes Estates. The project includes **approximately 16,000 feet of 8-inch to 10-inch-diameter pipeline**, a pump station, and a connection to the Palos Verdes Golf Course, several parks, schools, and other irrigation customers along the route. Established several options, which reduced overall project cost by approximately \$750,000. Major project elements included easement assessment, hydraulics, pump station concept development, a California Department of Transportation (Caltrans) crossing, and an expedited schedule. Total project cost is estimated at \$6.2M.

### HDPE Brine Pipeline, Water Replenishment District of Southern California | Pico Rivera, CA

Principal-in-Charge for this project that included an approximately **2,000-foot, 16-inch-diameter**, high-density polyethylene (HDPE) pipeline in the city of Pico Rivera. The pressurized pipeline conveyed brine from the Groundwater Reliability Improvement Project (GRIP) Advanced Water Treatment Facility (AWTF) to a 63-inch trunk sewer owned and operated by the Sanitation Districts of Los Angeles

## Ryan Gallagher, PE

### RELEVANT EXPERIENCE (CONT.)

County (LACSD). The work included both preliminary and final design. In addition, the preliminary design included evaluation of a turnout structure along a 66-inch reinforced-concrete pipe conveying tertiary effluent from the San Jose Creek Water Reclamation Plant. The objective of the turnout was to deliver influent water to the GRIP AWTF.

#### 36-Inch Steel Pipeline and 5 MG Reservoir, Las Virgenes Municipal Water District (LVMWD) | Westlake Village, CA

As Project Manager, prepared plan and profile drawings for **2,200 feet of 30-inch and 36-inch potable-water steel pipeline design** for the LVMWD 5 MG potable water reservoir. Completed designs for open-cut installation using blasting and aboveground installation in 42-inch casing on pipe supports across the existing dam. Designs also included 8-inch, 16-inch, and 24-inch steel pipeline designs for overflow, drain line, and other potable-water improvements as part of the project. The project required coordination with the California Department of Water Resources, Division of Safety of Dams and the California Department of Public Health. Conducted extensive public outreach efforts, including a full-day open house with design experts, client staff, and workshop materials.

#### Sewer Rehabilitation CIP Development, Channel Islands Beach Community Services District | Channel Islands Harbor, CA

Project Manager for development of rehabilitation plan based on review of CCTV and inspection results. Prepared 5-Year CIP based on identification and grouping of priority rehabilitation projects, and conceptual cost estimates. **Projects include both cured-in-place liners, spot repair projects, and manhole rehabilitation.** Estimated construction is \$750,000.

#### Force Main Rehabilitation Constructability Review, Channel Islands Beach Community Services District | Oxnard, CA

Project Manager for a constructability review of 90 percent design documents related to a sewer rehabilitation project. **Improvements included cured-in-place pipeline (CIPP) lining for approximately 2 miles of 8-inch to 12-inch force main.** The review included technical evaluation of design drawings and specifications and development of a summary table of comments.

#### Hope Reservoir Feasibility Study, Las Virgenes Municipal Water District | Calabasas, CA

Project Manager for development of a feasibility analysis evaluating a proposed 3,000 acre-foot recycled-water reservoir in the city of Calabasas. The investigation included evaluation of access road alignments, dam types, geotechnical issues, **necessary recycled-water infrastructure**, operation, mixing, and sizing. An economic analysis was provided for the preferred alternative.

#### Las Virgenes Reservoir Access Road and Pipeline Feasibility Study, Las Virgenes Municipal Water District | Las Virgenes, CA

Project Manager for a fatal-flaw analysis of an alternative access road and pipeline options from Triunfo Canyon Road to Las Virgenes Reservoir. The evaluation included development of a conceptual-level plan and profile drawings, hydraulic schematics, constructability, and opinion of probable construction cost.

#### Recycled Water Alternatives Study, United Water Conservation District | Ventura County, CA

As Project Manager, prepared an alternatives study of three options for delivering recycled water from the City of Oxnard to the District's spreading grounds and agricultural customers. The alternatives consisted of pipelines ranging in size from **16 inches to 24 inches for a range of 4 miles to 6 miles**, and an annual delivery of approximately 4,000 AFY. Analysis included hydraulic modeling, cost estimates, implementation schedules, operational integration, permitting, utility investigations, coordination with the City of Oxnard's Master Plan, and development of a business plan comparing alternatives against Master Plan alternatives.



**JOSH  
NORD, PE**  
QA/QC

#### EDUCATION

California State University, Fresno  
BS Civil Engineering

#### LICENSES & REGISTRATIONS

California Professional Engineer -  
Civil - No. C61789

#### PROFESSIONAL ASSOCIATIONS

American Public Works Association  
(Kern Branch) Past President  
American Society of Civil Engineers

Mr. Nord has been analyzing, designing, and providing quality control reviews related water and sewer conveyance infrastructure for over 20 years. Josh has designed pipelines ranging from 6-inch to 144-inch that convey sewage, raw water, and treated water for municipalities, utilities, large-scale agricultural operations, and State Special Districts. Mr. Nord's experience includes the design of gravity sewers, gravity raw water systems, sewer lift stations, pressurized water conveyance systems (e.g., lake intake pump stations, intermediate booster stations, and associated transmission mains), and open canal conveyance systems. Mr. Nord provides quality-related input to MKN's design teams from project initiation through bid package submittal.

## Relevant Projects

### Reclaimed Water Disposal Pipeline, Arvin Community Services District | Arvin, CA

Project Engineer for the construction of the pipeline, which consisted of approximately **3.5 miles of 18-inch PVC pipeline** with isolation valves and appurtenances.

### South Feeder Parallel Pipeline, Antelope Valley – East Kern Water Agency | Bakersfield, CA

Project Engineer. Work consisted of the preparation of steel pipe design calculations, preparation of technical specifications, and construction drawings for the project including approximately **6.5 miles of 48-inch, 36-inch, and 24-inch CML&C steel pipe** and appurtenances.

### Morning Dr. Pipeline (3 Phases), East Niles Community Services District | Bakersfield, CA

Project Manager for the environmental document preparation and preparation of the plans, specifications, and estimates for the project. The design included three segments: 1) 20-inch CML&C steel pipeline between the Morning Drive Tank Site and Pump Station and the Freeway Tank Site (future pump station site), 2) **½-mile of 20-inch CML&C steel pipeline** between the Morning Drive Pipeline and Auburn Street (includes a segment of ductile-iron pipeline inside the bridge with saddles and seismic flexibility at the point of crossing Highway 178), and 3) 14-inch and 12-inch welded steel piping (CML&C and FBEL&C) as well as two pressure-reducing valves and an altitude valve.

### Fairfax & Poppy Pipeline (3 Ph.), East Niles Community Services District | Bakersfield, CA

Project Manager for the preparation of construction plans, technical specifications, and contract documents for the project. The design includes **14-inch ductile iron (DI) transmission main (2,000 l.f.+)** and **8-inch and 6-inch distribution pipelines PVC and DI (1,000 l.f.+)** and related appurtenances. The purpose of the pipeline construction is to separate transmission and distribution facilities and replace and aging pipeline that has become a maintenance issue.

### Pioneer Pipeline Project, East Niles Community Services District | Bakersfield, CA

Project Manager for the preparation of construction plans, technical specifications, and contract documents for the project. The design includes **1,400 l.f.+ of 12-inch PVC** distribution pipeline with isolation valves, air-release, and hydrants. The pipeline was required to be relocated as a result of the overlying road being realigned/re-graded.

### Redbank Road Water Pipeline Project, East Niles Community Services District | Bakersfield, CA

Project Engineer for the preparation of construction plans, technical specifications, and contract documents for the project. The design includes approximately **7,000 l.f. of 14-inch and 8-inch transmission pipelines** (PVC and Ductile Iron). The purpose of the pipeline is to provide looping of the distribution in the southern part of the



## Josh Nord, PE

### RELEVANT EXPERIENCE (CONT.)

District.

#### North Feeder, Kern County Water Agency | Bakersfield, CA

Technical design team. Preparation of preliminary design, surge analysis, and plans and specifications for **3-mile long 27-inch diameter** CML&C steel feeder from the Kern County Water Agency's WTP to the North of the River Municipal Water District's turnout.

#### Running Ridge Improvements, Casitas Municipal Water District | Ojai, CA

Project Manager for the preparation of a baseline design report and design documents for the Running Ridge Improvements. The improvements consist of a pump station relocation/reconstruction, tank inlet revisions, a chlorination station for conversion from chloramines to chlorine, a **10-inch transmission main**, tie-ins to multiple pressure zones, tank abandonments, and associated electrical and instrumentation.

#### Well 20 Flushing Pipeline Project, East Niles Community Services District | Bakersfield, CA

Project Manager for preparation of plans, specifications, and estimates for the **12-inch ductile and PVC flushing pipeline** connecting the Well 19 and Well 20 sites. The design included tie-ins at the well sites, tie-ins to adjacent zones, and crossing of multiple utilities.

#### Office Waterline Extension Project, East Niles Community Services District | Bakersfield, CA

Principal-in-charge for preparation of plans, specifications, and estimates for the extension of water service to the District's future office site. The design included a road bore under Niles Street as well as all valving and appurtenances.

#### Big Rock Creek Siphon Turnout, John Blalock | Los Angeles, Pearblossom, CA

Project Engineer for the design of the project. Design included **20-inch steel turnout** piping and appurtenances from the connection at the existing blow-off of the South Siphon of the California Aqueduct siphon under Big Rock Creek. DWR metering was included in the design.

#### East Feeder, Kern County Water Agency | Bakersfield, CA

Technical design team. Preparation of preliminary design, surge analysis, and plans and specifications for **0.9-mile long 30-inch diameter CML&C** steel feeder from the Kern County Water Agency's Oswell Pump Station to the Corner Tank site turnout to Cal Water and ENCSD.

#### Northwest Feeder Pump Station and Pipeline Project, Kern County Water Agency | Bakersfield, CA

Project Engineer for the preparation of system hydraulics, surge analyses, pipeline design, and plans and specifications for Northwest Feeder Project. The project included approximately **4 miles of 42-inch CML&C steel pipe** and appurtenances.

#### Supplemental Water Project, Nipomo Community Services District | Nipomo, CA

Project Engineer during design and project manager during construction phase. Participated in the design of booster pump station and transmission facilities to deliver supplemental water from the City of Santa Maria water system to the Nipomo CSD water system. The design consists of over **5 miles of waterline**, chloramination facilities, PRV stations, a 3,000 linear foot horizontal directional drill river crossing, several jack-and-bore crossings, a 0.5 million gallon reservoir, and a 2,000 gpm pump station. Responsibilities included compilation of technical reports summarizing design considerations, hydraulic modeling, analysis, and recommendations for design, compilation of relevant technical specifications and assistance with pipeline and pump station facilities layouts.

#### Highland Park Water System Improvement, North of the River Municipal Water District | Bakersfield, CA

Project engineer for the preparation of a system model for the entire NORMWD wholesale and retail systems. The work included specifying field calibration data collection procedures and flushing procedures. Design services included pipeline and appurtenance layout for the entire retail system owned and operated by NORMWD (approx. **27,000 l.f. of 8-inch PVC**, 80 hydrants, and 700 services).



## PARASTO AZAMI, PE PIPELINE DESIGN LEAD

### EDUCATION

University of California Irvine,  
California  
MS Civil Engineering

Tabriz University, Iran  
BS Mechanical Engineering

### LICENSES & REGISTRATIONS

California Professional Engineer -  
Civil - No. 91468

### PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers  
Association of Woman in Water,  
Energy & Environment  
Woman in Water (OC Chapter)

Parasto Azami has over 10 years of experience in water and wastewater engineering design delivering designs in the areas of gravity sewer, force main, water conveyance systems, pump stations, rehabilitation, and engineering estimates. Her experience includes multiple, complex large pipeline design projects.

### Relevant Projects

#### Capital Improvement water and Sewer lines, Portola Parkway, Irvine Ranch Water District | Irvine, CA

Project Engineer for design over **2 miles 30-inch domestic transmission water line, 10-inch sewer line, 16-inch recycled water lines** and over 200 feet of trenchless/tunneling pipe for new developments along Portola pkwy. Prepared civil details, plan & profile, Air/vac relief and blow-off vaults, sections, paving plans, construction schedule and specifications.

#### Rehabilitation of Western Regional Sewer, Orange County Sanitation District | Fountain Valley, CA

Design Engineer for rehabilitation (cured-in-place liner) and replacement of **16 miles of sewer pipes** and over 200 manholes to extend sewer system's reliable life by 50 years. Major tasks include preparation of preliminary and final design technical reports, design of plan & profile, civil details, bypass plans, paving plans, construction schedule, cost estimate and specifications. Work also included coordination and attending progress review meetings with client, utility agencies and sub-contractors. Also, coordination with various agencies to identify submittal and permit requirements.

#### Morena Pump Station and Conveyance System (Pure Water), City of San Diego | San Diego, CA

Design Engineer for design of over **11 miles of 48-inch Force main and 30-inch Brine line to convey sewer** from Morena pump station to North City Pure Water Facility and producing 15 MGD of purified drinking water. Major tasks include hydraulic analysis, steel pipe calculations (AWWA M-11), preparing plan & profile, civil and connection details, air release valve and blow-off vaults, and associated appurtenances. Also, designed pressure reducing facility (PRV), prepared specifications and O&M manuals.

#### Otay 2nd Pipeline, City of San Diego | San Diego, CA

Project Engineer for design of **2 miles of new 48-inch water line** and a pressure reducing facility. Designed PRV, conducted hydraulic calculations and steel pipe welding size, developed plan & profile, civil details, and technical reports. Also, coordinated with vendors to obtain PRV sizing and requirements.

#### Water Pipeline Assessment, Channel Islands Beach Community Services District | Channel Islands Harbor, CA

As Project Engineer, evaluated existing conditions and risk mitigation measures associated with an existing potable pipeline located within private easements. Prepared report and recommendation including construction feasibility and cost estimate.

#### Sunnyside Regional Treatment Facility, Spill Containment and Drainage Improvement, County of San Bernardino | San Bernardino, CA

## Parasto Azami, PE

### RELEVANT EXPERIENCE (CONT.)

Project Engineer for design **of new 10-inch drainage pipes** and drainage vaults for the treatment facility site. Major tasks include hydraulic analysis, developing system curve and pump selection. Also, prepared technical memorandum, construction schedule and specifications.

#### Terminal Link Road Triturator, San Diego County Regional Airport Authority | San Diego, CA

Design Engineer in charge of designing trenchless 8-inch sewer line and connections to convey airlines sewer from Triturator facility to city sewer. Major tasks include preparing plan & profile, civil details, sections, grading, and paving plans, evaluation of access road alternatives, construction schedule and cost estimate.

#### Mentone Boulevard SR-38 Sewer System, City of Redlands | Redlands, CA

Design Engineer for the design of over one mile 10-inch sewer line to provide sewer service for new senior center and library. Major tasks include preparing preliminary and final design report, plan & profile, and civil details. Conducted utility research, performed alignment study, calculated hydraulics, prepared construction schedule, cost estimate, and specifications. Reviewed construction submittals and performed site inspection.

#### Emergency Interconnects, City of Thousand Oaks | Thousand Oaks, CA

Design Lead for final design for two emergency potable water interconnects between the City of Thousand Oaks and American Water. The interconnects include control valves, pressure relief valve, pump connections, metering, below grade vaults and associated appurtenances. As part of project, evaluated multiple locations and alignments, coordinated with both agencies to obtain design requirements, and coordinated with surveying and pot-holing subconsultants.

#### Pressure-Reducing Station, City of Thousand Oaks | Thousand Oaks, CA

Design Lead for final design of two pressure reducing facilities. Major tasks include hydraulic analysis of existing conditions, utilities research, and development of a preliminary and final design for a new pressure-reducing station to offset the need for alternative capital improvement projects.

#### Reservoir 2B & 3B Replacement, South Coast Water District | Thousand Oaks, C

Project engineer for preliminary design of replacement of existing water reservoirs to meet the emergency fire demand. Major tasks include hydraulic analysis, reservoirs siting evaluation, constraint analysis, environmental and geotechnical evaluation. Prepared technical memos, construction schedule and cost estimate.

#### Santa Anita Debris Dam Seismic Strengthening, County of Los Angeles | Arcadia, CA

Project Engineer for design of **8-inch water line** to provide temporary water for construction and future fire hydrant at dam site. Tasks include developing scope, budget and work schedule for project addendum, design of waterline, hydraulic calculations, site plan, plan & profile, civil details, construction schedule and cost estimate.

#### Lift Station Rehabilitation, Channel Islands Beach Community Services District | Channel Islands Harbor, CA

As Project Engineer, evaluated alternatives for replacement or rehabilitation of existing raw wastewater lift station in the District service area. Prepared report with recommended improvements covering mechanical, structural, electrical, and instrumentation.



**JASON  
WILSON, PE**  
PIPELINE DESIGN &  
PERMITTING SUPPORT

**EDUCATION**

University of Central Florida  
Orlando, FL  
BS Civil Engineering

**LICENSES & REGISTRATIONS**

California Professional  
Engineer - Civil - No. C89117

**PROFESSIONAL ASSOCIATIONS**

American Society of Civil  
Engineers  
California Water Environment  
Association

Mr. Wilson is a Project Manager with design experience as a Project Engineer specializing in water supply and distribution systems specifically pumping station design, surge analysis, transmission mains, distribution systems, water treatment, and construction management. Mr. Wilson is also experienced in wastewater collection systems assessment and rehabilitation.

**Relevant Projects**

**Fairfax and Poppy Extension Project | East Niles Services District, CA**

Project engineer for the project that consisted of design and installation of replacement pipelines for aging water transmission and distribution pipelines, separation of dual-purpose transmission and distribution pipelines into separate transmission and distribution pipelines, and replacement of water service laterals. Contributions to the project included design and construction phase services. Engineering phase contributions to the project conducted under the supervisions of the project engineer included, pipe design and alignment selection, hydraulic calculations, development of construction documents and bid phase services. Construction phase contributions to the project included reviewing technical submittals, responding to RFI's, construction observation, construction management, development of progress pay estimates and evaluation of contract change orders.

**Gunner Ranch, Inc. – Valley Children’s Hospital Water System Expansion Project | Madera, CA**

Project Engineer for the project that included the design and installation of 1.36 mi of 12” diameter C900 PVC pipe. Engineering phase services included, pipe design, alignment selection, hydraulic calculations, and development of construction documents, Construction phase services included submittal review, review and responses to construction RFI's, and general technical support.

**Valley Children’s Hospital, Rio Mesa Well & Pipeline | Madera, CA**

Project Engineer for the project that included the design of a 600 gpm well equipping and transmission pipeline project that will add a third potable water well to the hospitals water distribution system. Contributions to the project included, Hydraulic calculations and analysis, development of system and pump curves, vertical turbine pump design, coordination of subconsultants, generation of construction documents. Construction phase contributions included reviewing technical submittals, responding to RFI's, and field inspections.

**Private Agricultural Client – Transmission Main | California**

Assistant Engineer for the project that included the design and installation of a large diameter PVC transmission pipeline. Contributions included engineering and construction phase services. Engineering phase contributions to the project conducted under the supervisions of the project engineer included, pipe design and alignment selection, hydraulic calculations, development of construction documents and bid phase services. Construction phase contributions to the project included reviewing technical submittals, responding to RFI's, construction observation, construction management, development of progress pay estimates and evaluation of contract change orders.

**East Niles Community Services District, Water Line Extension for Office | Bakersfield, CA**

Project Engineer for the project that included the design and installation of a water line extension for the future District offices. Contributions included engineering and construction phase services. Engineering phase contributions to the project included, pipe design, alignment selection, hydraulic calculations, development of

## **Jason Wilson, PE**

### **RELEVANT EXPERIENCE (CONT.)**

construction documents, and bid phase services. Construction phase contributions to the project included reviewing technical submittals, responding to RFI's, construction observation, and construction management.

#### **East Niles Community Services District, Rosewood Pump Station Relocation | Bakersfield, CA**

Project Engineer for the project that included the design of a 2,500 gpm replacement booster pump station and transmission pipeline for aging infrastructure. Contributions to the project included, Hydraulic calculations and analysis, development of system and pump curves, vertical turbine pump design, water transmission pipeline design, coordination of subconsultants, generation of construction documents, and bid phase services. Construction phase contributions included reviewing technical submittals, responding to RFI's, and construction management.

#### **City of Delano, Well 32 Nitrate Blending Pipeline Analysis | Delano, CA**

Project Engineer for the project that included analysis and conceptual design of a 1.2 mile transmission main connecting the City's Well 32 site to a future 2.0 MG water storage tank located adjacent to their Well 22 site and blending analysis of raw water from Wells 32 and 22. Contributions to the project included pumping capacity analysis for both well sites, blended water quality analysis, conceptual transmission main alignment selection, and development of the associated conceptual design report

#### **East Niles Community Services District, Brentwood Sewer Main Extension | Bakersfield, CA**

Project Engineer for the project that included the design and installation of a sewer main connecting the future District offices to the District's collection system. Contributions included engineering and construction phase services. Engineering phase contributions to the project included, alignment selection, development of construction documents, and bid phase services. Construction phase contributions to the project included reviewing technical submittals, responding to RFI's, and construction management.

#### **East Niles Community Services District, Well 21 TCP Treatment| Bakersfield, CA**

Project Manager for the project that included the design and installation of an well head 1,2,3 Trichloropropane (TCP) treatment system at the District's Well 21 Site. The Well 21 TCP treatment system also included a separate Water treatment system of the District's nearby Choate Street Well. Contributions included engineering phase services. Engineering phase contributions to the project

#### **East Niles Community Services District, Well 22 Arsenic Treatment | Bakersfield, CA**

Project Manager for the project that included the design and installation of an well head arsenic treatment system at the District's Well 22 Site. Contributions included engineering and construction phase services. Engineering phase contributions to the project included, treatment vessel design, pipe design and alignment, hydraulic calculations, development of construction documents and bid phase services. Construction phase contributions are expected to include reviewing technical Construction phase contributions are expected to include reviewing technical submittals, responding to RFI's, and construction management.

#### **Private Developer – Booster Pump Station | California**

Project Engineer for an as yet unconstructed project that included the design of a 2,500 gpm booster pump station, 130,000 gal water storage tank, and a hydropneumatic tank. Contributions to the project included , hydraulic calculations and analysis, development of system and pump curves, hydraulic modeling, vertical turbine pump design, hydropneumatic tank design, water storage tank detailing, coordination of subconsultants, and generation of construction documents.

#### **California Rail Builders, Canal 9-22 Protection Project | Bakersfield, CA**

Project Engineer for the project that included the design and installation of an inverted siphon, canal turnouts, wet wells, irrigation pumping systems, and a transmission pipeline required to allow for the construction of construction package 4 of the California high speed rail across the canal's alignment. Engineering phase contributions to the project included, open-channel flow analysis, design of an inverted siphon, generation of system and pumping curves, pumping unit selection, pipeline design and alignment selection, investigation into required utility clearances for multiple utility owners crossed by the siphon, adherence to design requirements of utility owner, and generation of construction documents.

## ERIC W METZ, PLS

Mr. Metz has over 20 years of professional experience in land surveying and engineering work for government organizations, public agencies, and the private sector. His experience includes preparation of Records of Surveys, Tract Maps, topographic surveying, boundary surveys, aerial control, GPS control surveys, right-of-way mapping, ALTA surveying, and construction staking. Mr. Metz also has extensive knowledge in AutoCAD Civil 3D, Revit and Navisworks BIM software.

### Project Experience:

- **Riverside Drive near Zoo Drive Bridge over Los Angeles River, Bridge No. 53C-1298, City of Los Angeles, Los Angeles, CA**  
Project Surveyor responsible for topographic survey, right-of-way survey, property research to support the bridge widening and retrofit. In addition, provided construction staking support for the project
- **Orangethorpe Ave Widening Phase 1 & 2, City of Buena Park, Buena Park, CA**  
Project Surveyor responsible for topographic survey, right-of-way survey, property research, legal descriptions and plats for right of way acquisitions and temporary construction easements required by the city. In addition, provided construction staking support for the project.
- **Bus Stop Improvement Projects, City of Santa Clarita, Santa Clarita, CA**  
Project Surveyor responsible for topographic survey, survey control plans, utility research, legal descriptions and plats for right-of-way acquisitions and temporary construction easements to meet city requirements.
- **Lakewood Stormwater and Runoff Capture Project, City of Lakewood, Lakewood, CA**  
Project Surveyor responsible for topographic survey and cross sections of the flood control channels. Legal descriptions and plats were prepared for proposed city storm drain easements across county land.
- **Waste Management (Southern California Sites)**  
Project Surveyor responsible for topographic survey, right-of-way survey, property research and construction staking support for sites across Southern California.
- **Limekiln Creek Restoration Project, City of Los Angeles Bureau of Engineering, Los Angeles, CA**  
Project Surveyor responsible for topographic survey, cross-sections of the flood channels and site utility research.
- **Houghton Park Community Center, City of Long Beach, Long Beach, CA**  
Project Surveyor responsible for topographic survey, cross-sections and profile survey, preparation of horizontal control plans, and preparation of existing conditions base map.
- **Los Angeles Bureau of Sanitation Monitoring Station, Gardena, CA**  
Project Surveyor responsible for utility research and topographic survey of the Dominguez Channel from right-of-way to right-of-way for approximately 1,000 feet at the West 135th Street bridge.
- **EL Paseo Drive Pedestrian Overcrossing Replacement, City of Santa Clarita, Santa Clarita, CA,**  
Project Surveyor responsible for topographic survey and survey control plans.
- **Surveying and Mapping at Marine Corps Recruit Depot (MCRD) NAVFAC SW, San Diego, CA**  
Project Surveyor responsible for topographic cross section survey of all roadways within the MCRD base boundary as well as project aerial control.
- **Surveying and Mapping at Naval Air Weapons Station (NAWS) China Lake, NAVFAC SW, China Lake, CA**  
Project Surveyor responsible of surveying and mapping to establish new horizontal and vertical control monuments in the areas at and surrounding the runway, to provide a uniform set of horizontal and vertical values for consistency of datums for future work to be performed within these areas. The preparation of Horizontal and Vertical Control Map including the basis of coordinates, benchmark, procedure of survey, vicinity map indicating monument locations, point listing, monument stamping, northing, easting, latitude, longitude, elevation, plane convergence, grid scale factor, elevation scale factor and combined factor. Additionally, provided concrete survey monuments with bronze survey marker set above grade and stamped following Government standards.
- **Boundary Surveys for NRCS Easements, Natural Resources Conservation Services, CA**  
Project Surveyor responsible for field surveys for the Natural Resources Conservation Services (NRCS) Wetland Restoration and Protection (WRP) Easement Program. Provided boundary surveys, legal descriptions and filling of record of survey.

### Education:

Santiago Canyon College,  
Survey/Mapping Sciences

### Registrations/Certifications:

Professional Land Surveyor,  
California No. 9198

Trimble Business Center,  
Project Specialist

OPUS,  
Projects Manager's Training

### Professional Affiliations:

California Land Surveyors  
Association

Orange County Land Surveyors  
Association

Society of American Military  
Engineers



## Jennifer Haddow, PhD, MSc, AIEMA

### Principal Environmental Scientist

Dr. Haddow has over 18 years of professional experience in the field of environmental science and assessment and has prepared and coordinated all levels of environmental documentation for large- and small-scale infrastructure projects, with an emphasis on water supply, treatment, conveyance and quality projects, as well as watershed planning studies. She is currently the Principal-in-Charge of Rincon Consultants' environmental on-call contract with The Metropolitan Water District of Southern California and has served as project manager on a number of projects under that contract. In addition, she has managed or served as the Principal-in-Charge for the environmental documentation/compliance processes for several of Rincon Consultants' water-purveyor clients, including the City of Pismo Beach, City of San Luis Obispo, Soquel Creek Water District, San Lorenzo Valley Water District, and Monterey Peninsula Water Management District.

Dr. Haddow's philosophy is to provide excellent, "no-surprises" consultancy advice and expertise to her clients. This includes advising on both environmental and stakeholder issues which may arise during the documentation process but also the implications of decisions made as part of the California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) processes which could impact schedules and costs as a project progresses through design and construction.

### EDUCATION

PhD, Biogeochemistry,  
University of Aberdeen, UK  
MSc, Environmental Science,  
University of Aberdeen, UK  
BSc, Environmental Policy  
Analysis and Planning,  
University of California, Davis  
Associate, Institute of  
Environmental Management  
and Assessment

### SELECT PROJECT EXPERIENCE

#### **Principal-in-Charge, City of Pismo Beach – Central Coast Blue CEQA-Plus Environmental Impact Report and Environmental Permitting, San Luis Obispo County**

Rincon prepared a CEQA-Plus Environmental Impact Report (EIR) and assisted with permit acquisition for the Central Coast Blue Project, a multi-jurisdictional indirect potable reuse project intended to develop a seawater intrusion barrier for the Santa Maria Groundwater Basin that includes an advanced treatment facility, injection wells, monitoring wells, a new production well, and water distribution and agricultural irrigation pipelines located in the city of Grover Beach and the community of Oceano in unincorporated San Luis Obispo County. Key issues in the EIR included cultural resources, California red-legged frog, discharge of reverse osmosis concentrate, recreation, and growth inducement. The Final EIR was certified by the City of Pismo Beach in February 2021, and the project was approved in March 2021. Rincon is currently assisting with obtaining coastal development permits from the City of Grover Beach, the County of San Luis Obispo, and the California Coastal Commission as well as a United States Army Corps of Engineers Section 404 Permit, a Regional Water Quality Control Board Section 401 Water Quality Certification, a California Department of Fish and Wildlife Section 1602 Lake and Streambed Alternation Agreement, and consultation with the United States Fish and Wildlife Service. Dr. Haddow is the contract manager for this work effort and is responsible for overall quality control/quality assurances for all deliverables.



## SELECT PROJECT EXPERIENCE, CONT'D

### **Project Manager/Principal-in-Charge, City of San Luis Obispo - Environmental Documentation, Permitting and Construction Monitoring for the Water Resource Recovery Facility, San Luis Obispo County, California**

Rincon completed an EIR in support of the City of San Luis Obispo Water Resource Recovery Facility project. The City is proposing a number of improvements/upgrades to the existing 55-acre facility, including new equipment installation, demolition of several components, roadway improvements, and new building construction to meet the facility's stringent National Pollutant Discharge Elimination System requirements, increase the production of recycled water and position the City for future potable reuse. Rincon prepared the EIR to satisfy the requirements of CEQA-Plus to support application for federal funding under the Clean Water State Revolving Fund. Key issues addressed in the EIR included the presence of special-status wildlife species at and adjacent to the site, impacts to existing recreational facilities and consistency with existing regulatory permit conditions from the National Marine Fisheries Service and local Regional Water Quality Control Board. As part of the project's design process, Rincon provided expertise and advice on probable future regulatory conditions that could be attached to a potential cooling wetland option to assist the City in its decision-making process on that component of the project. Rincon successfully completed the Environmental Package as part of the funding application for this project, which has been approved by the State Water Resources Control Board. Rincon continues to support the project, providing construction compliance monitoring related to archaeological and paleontological resources.

### **Principal-in-Charge, Soquel Creek Water District – Country Club Replacement Well and 1,2,3-Trichloropropane Removal Water Treatment Plant IS-MND and Coastal Development Permitting Assistance, Santa Cruz County**

Rincon prepared an Initial Study with Mitigated Negative Declaration (IS-MND) and is supporting the acquisition of a coastal development permit for the Country Club Well Replacement Well and 1,2,3-Trichloropropane (1,2,3-TCP) Removal Water Treatment Plant Project for Soquel Creek Water District. The project includes construction of a granular activated carbon adsorption treatment plant and a back-up well. Rincon's scope also included preparation of a Biological Resources Assessment, Cultural Resources Assessment, and a Paleontological Resources Assessment as well as the provision of Tribal consultation support. Dr. Haddow is the contract manager for this work effort and is responsible for overall quality control/quality assurances for all deliverables.

### **Principal-in-Charge, Santa Clarita Valley Water Agency – Well 205 Groundwater Treatment Facility Project Initial Study-Mitigated Negative Declaration, Los Angeles County**

Rincon is currently preparing an IS-MND for the Well 205 Groundwater Treatment Facility Project in Santa Clarita, California. The project involves construction and operation of a new groundwater treatment facility for treatment of perchlorate and other groundwater contaminants at an existing groundwater well site. Under the proposed project, groundwater pumped from the existing Well 205 would proceed through pre-filters, granulated activated carbon (GAC) vessels, ion exchange (IX) vessels, and chemical injection before connecting to an existing water distribution pipeline on the project site. Key issues include biological resources, cultural resources, hazards/hazardous materials, recreation, land use/planning, and noise. To support the CEQA documentation, Rincon is also preparing stand-alone biological and cultural resources technical studies. In addition, an optional task was provided for focused surveys for coastal California gnatcatcher if suitable habitat is observed during the biological field reconnaissance survey. To evaluate potential operational noise impacts, Rincon is conducting SoundPlan noise modeling to quantify pump noise levels at nearby residential receptors.



Rincon Consultants, Inc.  
Environmental Scientists · Planners · Engineers





**Arroyo Grande/Corporate Office**  
530 Paulding Circle, Ste. B  
Arroyo Grande, CA 93420

**Bakersfield**  
1800 21st St., Ste. C  
Bakersfield, CA 93301

**Fresno**  
8405 North Fresno St., Ste. 120  
Fresno, CA 93720

**Irvine**  
16310 Bake Parkway  
Irvine, CA 92618

**Oceanside**  
702 Civic Center Dr., Ste.104  
Oceanside, CA 92054

**Santa Clarita**  
23942 Lyons Ave., Ste. 215  
Newhall, CA 91321

**Ventura**  
121 North Fir St., Ste. G  
Ventura, CA 93001





**DATE:** December 20, 2022  
**TO:** Board of Directors  
**FROM:** Engineering and External Affairs

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**SUBJECT: Relief to Specified Customers to Support Rebuilding of Homes Destroyed in Woolsey Fire: Extension of Time**

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**SUMMARY:**

On the afternoon of Thursday, November 8, 2018, the Woolsey Fire broke out and quickly spread into the District's service area. Close to 400 homes within the District's service area were destroyed or rendered uninhabitable. The General Manager was authorized to develop a policy to expedite the process and minimize the cost for customers to rebuild their homes. On June 11, 2019, the Board adopted Resolution No. 2557, authorizing the General Manager to provide customers meeting certain criteria with a substantial discount to install a larger 1-inch meter, in place of their existing 3/4-inch meter, to comply with current codes requiring the installation of fire sprinkler systems. On June 1, 2021, the Board adopted Resolution No. 2594, which extended the deadline by one year to December 31, 2022.

Due to delays in processing permits and the long duration of time that many customers are encountering to rebuild their homes, staff recommends adoption of Resolution No. 2615 to extend the deadline another two years to December 31, 2024.

**RECOMMENDATION(S):**

Pass, approve and adopt proposed Resolution No. 2615, granting a two-year time extension for relief provided to specified customers to support rebuilding of homes destroyed by the Woolsey Fire.

**RESOLUTION NO. 2615**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT GRANTING AN EXTENSION OF TIME TO PROVIDE RELIEF TO SPECIFIED CUSTOMERS TO SUPPORT REBUILDING OF HOMES DESTROYED BY THE WOOSLEY FIRE.**

(Reference is hereby made to Resolution No. 2615 on file in the LVMWD's Resolution Book and by this reference the same is incorporated herein.)

## **FISCAL IMPACT:**

Yes

## **FINANCIAL IMPACT:**

This action is not expected to result in a significant financial impact to the District.

## **DISCUSSION:**

The Woolsey Fire broke out on the afternoon of Thursday, November 8, 2018, in Ventura County near the Santa Susana Field Laboratory, quickly spreading into the District's service area due to strong Santa Ana winds and a large amount of dry vegetation. Close to 400 homes were destroyed or rendered uninhabitable. On November 11, 2018, the Board declared a state of emergency for the District's service area due to the significant impacts of the Woolsey Fire and authorized actions to support the response and recovery effort. The General Manager was authorized to develop a policy, in coordination with local cities and the Los Angeles County Department of Public Works, to expedite the process and minimize the cost for customers to rebuild their homes.

Effective January 1, 2011, all new one- or two-family dwellings or townhomes are required to be constructed with residential fire sprinklers pursuant to the California Plumbing Code (California Code of Regulations, Title 24, Part 5). Approximately 216 of the homes destroyed in the Woolsey Fire were served through 3/4-inch water meters that may need to be upsized to 1-inch meters for the sole purpose of providing sufficient flow for new residential fire sprinklers. The Las Virgenes Municipal Water District Code prescribes Capacity Fees and Water Conservation Fees that are applicable to customers upsizing their water meters; however, the subject fees can pose a financial hardship for underinsured customers whose homes were destroyed in the Woolsey Fire and who are seeking to rebuild.

On June 11, 2019, the Board adopted Resolution No. 2557, which established a policy to provide customers with a credit for an existing 3/4-inch water meter at the then-current rates for a 1-inch meter to offset the cost of the applicable Construction Fee and Water Conservation Fee, subject to the following conditions and criteria:

- The credit applies only to one- or two-family dwellings or townhomes that were destroyed or rendered uninhabitable by the Woolsey Fire;
- The replacement dwelling is less than or equal in size to the destroyed dwelling plus 5%, as measured by square footage, and without the addition of accessory units or outbuildings;
- The customer provides evidence to the satisfaction of the General Manager that his or her insurance will not, or is insufficient to, cover the cost of the subject fees;
- The customer pays the applicable meter, administration and installation charges pursuant to Section 3-2.205 of the Las Virgenes Municipal Water District Code;
- The fees for any subsequent upgrade to the meter shall be figured with credit provided for a 3/4-inch meter rather than the larger 1-inch meter;

- The credit shall be available upon request by an eligible customer through December 31, 2021.

Since adoption of the policy, 29 customers have requested relief for upgrading to a 1-inch meter. Of these customers, seven have been approved. The remaining 22 customers who requested a larger meter did not qualify under the policy or needed to submit additional information that was requested of them. Most homes that were destroyed in the fire have not yet been rebuilt either because of delays with receiving building permits from the city or county or because many of the homes were underinsured and the homeowners cannot afford to rebuild.

On May 4, 2021, the Board directed staff to return with a resolution to extend the eligibility deadline by 12 months and on June 1, 2021, the Board adopted Resolution No. 2594 that extended relief by an additional year to December 31, 2022. Due to delays in processing permits and the long duration of time that many customers are encountering to rebuild their homes, staff is recommending that the deadline be extended by another two years to better account for the actual pace of rebuilding efforts. The extension would result in a new deadline of December 31, 2024.

In addition to the time extension, staff recommends that the relief be limited to those customers who owned the affected property at the time of the Woolsey Fire and not extended to customers who have subsequently purchased an affected property. The rationale is to provide relief from financial hardship to customers who lost their homes and not to third parties who purchased an affected property since the time of the Woolsey Fire.

**GOALS:**

Provide Excellent Services that Exceed Customer's Expectation

Prepared by: Joe McDermott, Director of Engineering and External Affairs

**ATTACHMENTS:**

[Proposed Resolution No. 2615](#)

**RESOLUTION NO. 2615**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT GRANTING AN EXTENSION OF TIME TO PROVIDE RELIEF TO SPECIFIED CUSTOMERS TO SUPPORT REBUILDING OF HOMES DESTROYED BY THE WOOSLEY FIRE**

WHEREAS, on the afternoon of Thursday, November 8, 2018, a major wildfire known as the "Woolsey Fire" broke out in Ventura County near the Santa Susana Field Laboratory;

WHEREAS, the fire quickly spread into the District's service area due to low relative humidity, strong Santa Ana winds and a large amount of dry vegetation;

WHEREAS, approximately 397 homes were destroyed or rendered uninhabitable in the District's service area due to the Woolsey Fire;

WHEREAS, on November 9, 2018, Acting Governor Gavin Newsom issued an emergency proclamation for Los Angeles and Ventura counties due to the effects of the Hill and Woolsey fires, which destroyed homes, threatened critical infrastructure and caused the evacuation of residents;

WHEREAS, subsequently, the President and Federal Emergency Management Agency granted California's request for a presidential emergency declaration for direct federal assistance to supplement the state and local emergency response to the major wildfires burning in Ventura, Los Angeles and Butte counties;

WHEREAS, on November 12, 2018, the Board declared a state of emergency for the District's service area due to the significant impacts of the Woolsey Fire and authorized actions to support the response and recovery effort;

WHEREAS, the General Manager was authorized to develop a policy, in coordination with local cities and the Los Angeles County Department of Public Works, to expedite the process and minimize the cost for customers to rebuild their homes;

WHEREAS, effective January 1, 2011, all new one- or two-family dwellings or townhomes are required to be constructed with residential fire sprinklers pursuant to the California Plumbing Code (California Code of Regulations, Title 24, Part 5);

WHEREAS, approximately 216 of the homes destroyed in the Woolsey Fire were served through 3/4-inch water meters that will need to be upsized to 1-inch meters for the sole purpose of providing sufficient flow for new residential fire sprinklers;

WHEREAS, Sections 3-2.206 and 3-2.208 of the Las Virgenes Municipal Water District Code prescribe Capacity Fees and Water Conservation Fees that are applicable to customers upsizing their water meters;

WHEREAS, the subject fees can pose a financial hardship for underinsured customers whose homes were destroyed in the Woolsey Fire and who are seeking to rebuild;

WHEREAS, the relief as described herein was authorized by the Board of Directors and adopted by Resolution No. 2557 on June 11, 2019;

WHEREAS, on June 1, staff returned to the Board as was requested and the Board adopted Resolution No. 2594 that extended relief to specified customers to support rebuilding of homes destroyed by the Woolsey Fire from the deadline of December 31, 2021 to December 31, 2022; and

WHEREAS, due to factors beyond the control of customers such as delays in processing permits, and the long duration of time that customers are encountering to rebuild their homes, the deadline should be further extended to better account for the actual pace of rebuilding efforts.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER DISTRICT AS FOLLOWS:**

1. Authorize the General Manager to continue to provide customers with a credit for an existing 3/4-inch water meter at the then-current rates for a 1-inch meter to offset the cost of the applicable Construction Fee and Water Conservation Fee, subject to the criteria outlined in items “a” through “e” of Resolution 2557 with the following modifications (modify item f and add item g):
  - f. The credit shall be available upon request by an eligible customer through December 31, 2024.
  - g. The property cannot have been sold since the time of the Woolsey Fire in order to be eligible.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_, President

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, Secretary

(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
W. Keith Lemieux, District Counsel



**DATE:** December 20, 2022  
**TO:** Board of Directors  
**FROM:** Finance and Administration

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**SUBJECT: Reimbursable Expenses for Fiscal Year 2021-22**

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**SUMMARY:**

The Las Virgenes Municipal Water District Code requires that the District publish a list of reimbursable expenditures over \$100 incurred during the prior fiscal year. Attached is the Fiscal Year 2021-22 Reimbursable Expenses Report. On December 1, 2022, a notice was published in the *Las Virgenes and Calabasas Enterprise* to indicate the availability of the report.

**DISCUSSION:**

Pursuant to Section 2-2.107 of the Las Virgenes Municipal Water District Code and Government Code Section 53065.5, the District is required to report reimbursed expenditures in excess of \$100 in a publicly available document at the District's headquarters in December and January. In the interest of transparency, the District has historically reported more than minimally required by law. While the law requires the reporting of reimbursed expenditures over \$100, the District's report contains all employee/director-related expenditures over \$100 that were reimbursed to the employee/director or directly paid with a District credit card that would have otherwise been eligible for reimbursement. This approach is most transparent and appears to be consistent with the intent of the law to publicly report employee/director-related expenditures over \$100 that are incurred in the course of one's position or to expand knowledge and resources for the District through attendance at training events and conferences.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Brian Richie, Finance Manager

**ATTACHMENTS:**

[Reimbursable Expenses for Fiscal Year 2021-22](#)



**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2022**

NAME		DATE	EVENT/EXPLANATION	CONFERENCES & OTHER MEETINGS ATTENDED					OTHER EXPENSES	TOTAL
LAST	FIRST			LOCATION	REGISTRATION	TRAVEL	LODGING	MEALS		
ALVAREZ	RICHARD	11/19/2021	FRED PRYOR TRAINING	VIRTUAL	199.00					199.00
									<b>Sub-Total</b>	<b>199.00</b>
ANCHETA	PERSEUS	9/26-9/28/21	MISAC CONFERENCE	RANCHO MIRAGE, CA	525.00	154.56	326.18			1,005.74
									<b>Sub-Total</b>	<b>1,005.74</b>
BAIRD	STEVEN	11/1-11/5/21	CAPIO CONFERENCE	LAKE TAHOE, CA	635.00	424.83	669.81	263.00		1,992.64
BAIRD	STEVEN	5/3-5/5/22	ACWA SPRING CONFERENCE	SACRAMENTO, CA	420.00	459.66	504.74	155.50		1,539.90
BAIRD	STEVEN	5/11/2022	CAPIO ON-CAMERA SEMINAR	PLEASANTON, CA		235.74				235.74
									<b>Sub-Total</b>	<b>3,768.28</b>
BOSSON	URSULA	8/23-8/27/21	NEPTUNE 360 CONFERENCE	CHICAGO, IL		597.35	665.67	58.06		1,321.08
									<b>Sub-Total</b>	<b>1,321.08</b>
BROWN	SUSAN	3/14-3/18/22	TECHNICAL CLERKS TRAINING	RIVERSIDE, CA		102.08	588.60	310.50		1,001.18
									<b>Sub-Total</b>	<b>1,001.18</b>
BUCHANAN	STAN	8/10-8/11/21	AWWA TRAINING	VIRTUAL	150.00					150.00
									<b>Sub-Total</b>	<b>150.00</b>
BULLOCK	GRETCHEN		CPPB ANNUAL RENEWAL						315.00	315.00
									<b>Sub-Total</b>	<b>315.00</b>
CASPARY	CHARLES	8/10-8/11/21	CASA ANNUAL CONFERENCE	SAN DIEGO, CA		172.48	309.98			482.46
CASPARY	CHARLES	3/10/2022	ACWA VIRTUAL SYMPOSIUM	VIRTUAL	124.00					124.00
CASPARY	CHARLES	05/02-05/05/22	ACWA SPRING CONFERENCE	SACRAMENTO, CA	844.00	210.13	924.73	147.14		2,126.00
CASPARY	CHARLES	07/12-07/14/22	ACWA CONFERENCE	WASHINGTON, DC	760.00					760.00
									<b>Sub-Total</b>	<b>3,492.46</b>
CLARK	RIKI	8/10-8/11/21	CASA ANNUAL CONFERENCE	SAN DIEGO, CA	595.00		1,280.76			1,875.76
CLARK	RIKI	11/1-11/5/21	CAPIO CONFERENCE	LAKE TAHOE, CA		236.14	950.05			1,186.19
CLARK	RIKI	6/11/2022	CEEF BOARD MEETING	VIRTUAL		250.96				250.96
									<b>Sub-Total</b>	<b>3,312.91</b>
CORTEZ	JESSICA	5/15-5/18/22	TYLER CONNECT CONFERENCE	INDIANAPOLIS, IN	1,099.00	810.34	873.99	255.90		3,039.23
CORTEZ	JESSICA	6/4-6/8/22	GFOA CONFERENCE	AUSTIN, TX	475.00	369.23	1,152.60	302.40		2,299.23
									<b>Sub-Total</b>	<b>5,338.46</b>
CROCKER	SOPHIA	11/15-11/18/21	CALPERLA CONFERENCE	MONTEREY, CA	1,125.00					1,125.00
CROCKER	SOPHIA	11/29-11/30/21	JPIA FALL CONFERENCE	PASADENA, CA		107.95				107.95
CROCKER	SOPHIA	2/1-2/4/22	LCW CONFERENCE	SAN FRANCISCO, CA	1,095.00	388.28	1,044.51	158.00		2,685.79
									<b>Sub-Total</b>	<b>3,918.74</b>
FRANCISCO	LIZA	5/15-5/18/22	TYLER CONNECT CONFERENCE	INDIANAPOLIS, IN	1,349.00	1,320.46	803.79	310.50		3,783.75
									<b>Sub-Total</b>	<b>3,783.75</b>
GILMER	CASON	8/23-8/27/21	NEPTUNE 360 CONFERENCE	CHICAGO, IL		356.80	665.67			1,022.47
GILMER	CASON	10/4-10/6/22	HARRIS CUSTOMER CONFERENCE	LAS VEGAS, NV		102.96	236.96			339.92
									<b>Sub-Total</b>	<b>1,362.39</b>
GONZALEZ	FERNANDO	12/6-12/7/21	WWP CERTIFICATION TRAINING	SANTA PAULA, CA			237.89			237.89
GONZALEZ	FERNANDO	5/23-5/27/22	USC CROSS CONNECTION TRAINING	LOS ANGELES, CA	1,600.00					1,600.00
									<b>Sub-Total</b>	<b>1,837.89</b>
GUZMAN	JOSIE	10/25-10/27/21	CSDA CONFERENCE	ANAHEIM, CA	865.00		352.68	67.76		1,285.44
									<b>Sub-Total</b>	<b>1,285.44</b>

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2022**

NAME		DATE	EVENT/EXPLANATION	CONFERENCES & OTHER MEETINGS ATTENDED					OTHER EXPENSES	TOTAL
LAST	FIRST			LOCATION	REGISTRATION	TRAVEL	LODGING	MEALS		
HEHR	TYLER	11/5/2021	ARCSA RAINWATER TRAINING	VIRTUAL	585.50					585.50
<b>Sub-Total</b>										<b>585.50</b>
HEITKAMP	BILL	10/4~10/6/21	HARRIS CUSTOMER CONFERENCE	LAS VEGAS, NV		102.96	236.96			339.92
<b>Sub-Total</b>										<b>339.92</b>
HENDRICKS	WILLIAM	12/6~12/7/21	USC CROSS CONNECTION TRAINING	LOS ANGELES, CA		160.72				160.72
HENDRICKS	WILLIAM	5/23~5/27/22	USC CROSS CONNECTION TRAINING	LOS ANGELES, CA	1,600.00	200.66				1,800.66
<b>Sub-Total</b>										<b>1,961.38</b>
JOHNSON	DARRELL	9/19~9/21/21	WATEREUSE CONFERENCE	LOS ANGELES, CA	575.00	159.95		27.27		762.22
JOHNSON	DARRELL	3/5~3/9/22	WATEREUSE CONFERENCE	SAN ANTONIO, TX	750.00	426.64	1,127.17	320.31		2,624.12
JOHNSON	DARRELL	6/11~6/16/22	AWWA CONFERENCE	SAN ANTONIO, TX	895.00	670.42	1,448.05	352.00		3,365.47
<b>Sub-Total</b>										<b>6,751.81</b>
JONES	CRAIG	8/23~8/27/21	NEPTUNE 360 CONFERENCE	CHICAGO, IL		452.67	443.78	48.20		944.65
<b>Sub-Total</b>										<b>944.65</b>
KRAUSS	DEREK	11/19/2021	FRED PRYOR TRAINING	VIRTUAL	199.00					199.00
KRAUSS	DEREK	5/23~5/27/22	USC CROSS CONNECTION TRAINING	LOS ANGELES, CA	1,600.00					1,600.00
<b>Sub-Total</b>										<b>1,799.00</b>
KUHLMAN	KEN	3/7~3/30/22	LEADERSHIP TRAINING PROGRAM	VIRTUAL	499.00					499.00
<b>Sub-Total</b>										<b>499.00</b>
LEWITT	JAY	9/19~9/21/21	WATEREUSE ANNUAL CONFERENCE	VIRTUAL	315.00					315.00
LEWITT	JAY	11/30~12/3/21	ACWA CONFERENCE	PASADENA, CA	725.00		565.79	44.69		1,335.48
LEWITT	JAY	12/14~12/16/21	COLORADO RIVER WATER CONFERENCE	LAS VEGAS, NV	505.00	391.36	551.04			1,447.40
LEWITT	JAY	3/6~3/9/22	WATEREUSE SYMPOSIUM	SAN ANTONIO, TX	950.00	1,016.98	961.44	173.66		3,102.08
LEWITT	JAY	3/10/2022	ACWA SYMPOSIUM	VIRTUAL	155.00					155.00
LEWITT	JAY	5/3~5/5/22	ACWA CONFERENCE	SACRAMENTO, CA	775.00	281.52	508.94	172.50		1,737.96
LEWITT	JAY	7/11~7/14/22	ACWA ANNUAL CONFERENCE	WASHINGTON, DC	608.00					608.00
LEWITT	JAY	8/10~8/12/22	CASA ANNUAL CONFERENCE	LAKE TAHOE, CA	625.00		301.81			926.81
<b>Sub-Total</b>										<b>9,627.73</b>
LO-HILL	LYNDA	9/19~9/21/21	WATEREUSE CONFERENCE	LOS ANGELES, CA	240.00					240.00
LO-HILL	LYNDA	12/14~12/16/21	COLORADO RIVER WATER CONFERENCE	LAS VEGAS, NV	505.00	127.62	578.22	241.50		1,452.34
LO-HILL	LYNDA	5/3~5/5/22	ACWA CONFERENCE	SACRAMENTO, CA	775.00	266.79	763.41	241.50		2,046.70
LO-HILL	LYNDA	8/10~8/12/22	CASA ANNUAL CONFERENCE	LAKE TAHOE, CA	625.00		357.90			982.90
LO-HILL	LYNDA	09/21~09/23/22	COLORADO RIVER VIRTUAL SYMPOSIUM	VIRTUAL	749.00					749.00
<b>Sub-Total</b>										<b>5,470.94</b>
LOZA	JESSICA	11/8/2021	EXCEL TRAINING	VIRTUAL	335.00					335.00
<b>Sub-Total</b>										<b>335.00</b>
MARTINEZ	JUAN	8/10~8/11/21	AWWA WATER MAIN TRAINING	VIRTUAL	175.00					175.00
MARTINEZ	JUAN	11/1~11/5/21	CAL/OSHA COURSE	VIRTUAL	799.00					799.00
MARTINEZ	JUAN	2/14/2022	NATIONAL STORMWATER CENTER WEBINAR	VIRTUAL	824.00					824.00
MARTINEZ	JUAN	5/26, 5/31~6/1, 6/29/22	AWWA WEBINARS	VIRTUAL	375.00					375.00
<b>Sub-Total</b>										<b>2,173.00</b>

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2022**

NAME		DATE	EVENT/EXPLANATION	CONFERENCES & OTHER MEETINGS ATTENDED					OTHER EXPENSES	TOTAL
LAST	FIRST			LOCATION	REGISTRATION	TRAVEL	LODGING	MEALS		
MCDERMOTT	WILLIAM	8/12/2021	GREEN BELT TRAINING	VIRTUAL	157.00					157.00
MCDERMOTT	WILLIAM	5/3-5/5/22	ACWA CONFERENCE	SACRAMENTO, CA	775.00	429.07	504.74			1,708.81
MCDERMOTT	WILLIAM	7/11-7/14/22	ACWA ANNUAL CONFERENCE	WASHINGTON, DC	760.00	1,117.21				1,877.21
									<b>Sub-Total</b>	<b>3,743.02</b>
NIKOLAJEV	VIKTOR	06/13-06/14/22	SCADA TRAINING	VIRTUAL	1,075.50					1,075.50
									<b>Sub-Total</b>	<b>1,075.50</b>
NKWENJI	IVO	9/26-9/28/21	MISAC CONFERENCE	RANCHO MIRAGE, CA	550.00	162.40	489.27	18.26		1,219.93
NKWENJI	IVO	02/14-02/18/22	CYBERSECURITY TRAINING	VIRTUAL	299.00					299.00
NKWENJI	IVO	06/13-06/14/22	SCADA TRAINING	VIRTUAL	1,075.50					1,075.50
									<b>Sub-Total</b>	<b>2,594.43</b>
PALOS	FRANCISCO	5/23-5/27/22	USC CROSS CONNECTION TRAINING	LOS ANGELES, CA	1,600.00					1,600.00
PALOS	FRANCISCO	11/19/2021	FRED PRYOR TRAINING	VIRTUAL	199.00					199.00
									<b>Sub-Total</b>	<b>1,799.00</b>
PATTERSON	DONALD	5/14-5/20/2020	2020 GFOA CONFERENCE - CANCELLED			257.96				257.96
PATTERSON	DONALD	8/10-8/11/22	CASA ANNUAL CONFERENCE	SAN DIEGO, CA	595.00	171.36	640.70	136.36		1,543.42
PATTERSON	DONALD	11/3/2021	GFOA GAAP UPDATE	VIRTUAL	135.00					135.00
PATTERSON	DONALD	11/16-11/19/2021	CALPERLA CONFERENCE	MONTEREY, CA		417.00	900.27	209.00		1,526.27
PATTERSON	DONALD	11/30-12/3/21	ACWA CONFERENCE	PASADENA, CA	580.00	134.54		32.37		746.91
PATTERSON	DONALD	02/15-02/16/22	CSMFO ANNUAL CONFERENCE	SAN DIEGO, CA	470.00	183.42	767.47	259.00		1,679.89
PATTERSON	DONALD	4/18/2022	AWWA CYBER SECURITY CONFERENCE	VIRTUAL	395.00					395.00
PATTERSON	DONALD	5/3/22	ACWA FINANCE COMMITTEE MEETING	SACRAMENTO, CA		101.72		8.00		109.72
PATTERSON	DONALD	5/3-5/6/22	CMTA CONFERENCE	LOS ANGELES, CA	395.00	65.81	798.60	203.50		1,462.91
PATTERSON	DONALD	6/4-6/8/22	GFOA ANNUAL CONFERENCE	AUSTIN, TX	475.00	497.54	757.44	288.00		2,017.98
PATTERSON	DONALD		CPFO ANNUAL LICENSE RENEWAL						175.00	175.00
									<b>Sub-Total</b>	<b>10,050.06</b>
PEDERSON	DAVID	8/10-8/11/21	CASA ANNUAL CONFERENCE	SAN DIEGO, CA		12.95	334.05	8.94		355.94
PEDERSON	DAVID	9/8-9/9/21	UWI CONFERENCE	COSTA MESA, CA	375.00	40.00				415.00
PEDERSON	DAVID	9/19-9/19/21	WATEREUSE CONFERENCE	LOS ANGELES, CA		96.55		8.76		105.31
PEDERSON	DAVID	11/30-12/2/22	ACWA CONFERENCE	PASADENA, CA	725.00	35.85	282.28	24.11		1,067.24
PEDERSON	DAVID	1/10/22	WATEREUSE MEETING WITH JENNIFER WEST	SACRAMENTO, CA		126.03		23.99		150.02
PEDERSON	DAVID	3/6-3/9/22	WATEREUSE SYMPOSIUM	SAN ANTONIO, TX	650.00	389.03	973.35	368.24		2,380.62
PEDERSON	DAVID	3/14/2022	ACWA SYMPOSIUM	VIRTUAL	155.00					155.00
PEDERSON	DAVID	3/24/22	ACWA COMMITTEE MEETING	SACRAMENTO, CA		281.35	229.10	94.26		604.71
PEDERSON	DAVID	4/21/2022	SOUTHERN CA WATER COALITION QUARTERLY MEETING	NEWPORT BEACH, CA	100.00					100.00
PEDERSON	DAVID	5/3-5/5/22	ACWA SPRING CONFERENCE	SACRAMENTO, CA	775.00	355.92	508.94	208.62		1,848.48
PEDERSON	DAVID	6/3/22	ACWA EXECUTIVE MEETING	SACRAMENTO, CA		314.56		51.75		366.31
PEDERSON	DAVID	6/14/2022	SB1157 HEARING	SACRAMENTO, CA		375.18				375.18
PEDERSON	DAVID	7/11-7/14/22	ACWA ANNUAL CONFERENCE	WASHINGTON, DC	760.00	1,117.21				1,877.21
PEDERSON	DAVID	7/28/2022	ACWA BOARD OF DIRECTORS WORKSHOP	SACRAMENTO, CA		137.96				137.96
PEDERSON	DAVID	9/11-9/13/22	WATEREUSE CONFERENCE	SAN FRANCISCO, CA	575.00	187.20				762.20
									<b>Sub-Total</b>	<b>10,701.18</b>

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2022**

NAME		DATE	EVENT/EXPLANATION	CONFERENCES & OTHER MEETINGS ATTENDED					OTHER EXPENSES	TOTAL
LAST	FIRST			LOCATION	REGISTRATION	TRAVEL	LODGING	MEALS		
POLAN	LEN	8/11-8/13/21	CASA ANNUAL CONFERENCE	SAN DIEGO, CA	595.00	573.66			1,168.66	
POLAN	LEN	09/19-09/21/21	WATEREUSE CONFERENCE	LOS ANGELES, CA	240.00				240.00	
POLAN	LEN	11/30-12/2/21	ACWA CONFERENCE	PASADENA, CA	725.00	90.14	458.50		1,273.64	
POLAN	LEN	02/28-03/01/22	CASA POLICY FORUM	VIRTUAL	695.00				695.00	
POLAN	LEN	03/06-03/09/22	WATEREUSE SYMPOSIUM	VIRTUAL	950.00				950.00	
POLAN	LEN	3/10/2022	ACWA SYMPOSIUM	VIRTUAL	155.00				155.00	
POLAN	LEN	5/3-5/5/22	ACWA SPRING CONFERENCE	SACRAMENTO, CA	775.00				775.00	
POLAN	LEN	7/11-7/14/22	ACWA ANNUAL CONFERENCE	WASHINGTON, DC	760.00				760.00	
									<b>Sub-Total</b>	<b>6,017.30</b>
REESE	MATTHEW	7/15-7/16/21	BACKFLOW TRAINING	BREA, CA	1,000.00				1,000.00	
									<b>Sub-Total</b>	<b>1,000.00</b>
RENGER	LEE	09/19-09/21/21	WATEREUSE CONFERENCE	LOS ANGELES, CA	190.00				190.00	
RENGER	LEE	12/1-12/2/21	ACWA CONFERENCE	PASADENA, CA	725.00	67.56	252.28		1,044.84	
									<b>Sub-Total</b>	<b>1,234.84</b>
RICHIE	BRIAN	11/3/2021	GFOA GAAP UPDATE	VIRTUAL				180.00	180.00	
RICHIE	BRIAN	02/15-02/16/22	CSMFO ANNUAL CONFERENCE	SAN DIEGO, CA	535.00	174.34	819.24	259.00	1,787.58	
RICHIE	BRIAN		CPA ANNUAL LICENSE RENEWAL					250.00	250.00	
									<b>Sub-Total</b>	<b>2,217.58</b>
ROSALES	DEBBIE	02/15-02/16/22	CSMFO ANNUAL CONFERENCE	SAN DIEGO, CA	470.00				470.00	
ROSALES	DEBBIE	6/4-6/8/22	GFOA ANNUAL CONFERENCE	AUSTIN, TX	475.00	408.19	1,152.60	288.00	2,323.79	
									<b>Sub-Total</b>	<b>2,793.79</b>
SCHLAGETER	ERIC	09/19-09/21/21	WATEREUSE CONFERENCE	LOS ANGELES, CA	190.00				190.00	
SCHLAGETER	ERIC	09/11-09/13/22	WATERUSE CONFERENCE	SAN FRANCISCO, CA	1,150.00				1,150.00	
									<b>Sub-Total</b>	<b>1,340.00</b>
SILVA	ALBERT	10/4-10/6/22	HARRIS CUSTOMER CONFERENCE	LAS VEGAS, NV		102.96	236.96		339.92	
									<b>Sub-Total</b>	<b>339.92</b>
SONGER	MARIA	3/15/2022	ACWA JPIA HR MEETING	RANCHO CUCAMONGA, CA	35.00	82.13			117.13	
SONGER	MARIA	5/1-5/4/22	IPMA-HR TRAINING CONFERENCE	ANAHEIM, CA	349.00	97.63	994.19	259.00	1,699.82	
									<b>Sub-Total</b>	<b>1,816.95</b>
SPEAR	ANDREW	8/23-8/27/21	NEPTUNE 360 CONFERENCE	CHICAGO, IL	150.00	446.10	665.67	125.40	1,387.17	
SPEAR	ANDREW	5/15-5/18/22	TYLER CONNECT CONFERENCE	INDIANAPOLIS, IN		1,603.40	812.34	310.50	2,726.24	
SPEAR	ANDREW	03/07-03/10/22	PROJECT MANAGEMENT TRAINING	VIRTUAL	1,000.00				1,000.00	
									<b>Sub-Total</b>	<b>5,113.41</b>
THURMAN	ROBERT	11/19/2021	FRED PRYOR TRAINING	VIRTUAL	199.00				199.00	
									<b>Sub-Total</b>	<b>199.00</b>
WILLIAMS	SARA	8/10-8/11/22	CASA ANNUAL CONFERENCE	SAN DIEGO, CA		172.48	739.96	65.12	977.56	
									<b>Sub-Total</b>	<b>977.56</b>
ZHAO	JOHN	9/20/2021	WATERUSE CONFERENCE	LOS ANGELES, CA	190.00		90.40		280.40	
ZHAO	JOHN	11/30/2021	APWA ANNUAL MEETING	LOS ANGELES, CA	270.00			90.00	360.00	
									<b>Sub-Total</b>	<b>640.40</b>
<b>Grand Total</b>									<b>116,234.19</b>	

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2022**

NAME		DATE	EVENT/EXPLANATION	CONFERENCES & OTHER MEETINGS ATTENDED					OTHER EXPENSES	TOTAL
LAST	FIRST			LOCATION	REGISTRATION	TRAVEL	LODGING	MEALS		
ACWA =	ASSOCIATION OF CALIFORNIA WATER AGENCIES									
APWA =	AMERICAN PUBLIC WORKS ASSOCIATION									
ARCSA =	AMERICAN RAINWATER CATCHMENT SYSTEMS ASSOCIATION									
AWAVC =	ASSOCIATION OF WATER AGENCIES VENTURA COUNTY									
AWRA =	AMERICAN WATER RESOURCES ASSOCIATION									
AWWA =	AMERICAN WATER WORKS ASSOCIATION									
CALPELRA =	CALIFORNIA PUBLIC EMPLOYERS LABOR RELATIONS ASSOCIATION									
CALPERS =	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM									
CAPIO =	CALIFORNIA PUBLIC INFORMATION OFFICIALS									
CAPPO =	CALIFORNIA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS									
CASA =	CALIFORNIA ASSOCIATION OF SANITATION AGENCIES									
CCAC =	CITY CLERKS ASSOCIATION OF CALIFORNIA									
CCCA =	CALIFORNIA CITY CLERKS ASSOCIATION									
CEEF =	CONSUMER ENERGY EDUCATION FOUNDATION									
CIS =	CUSTOMER INFORMATION SYSTEM									
CLCA =	CALIFORNIA LANDSCAPE CONTRACTORS ASSOCIATION									
CMTA =	CALIFORNIA MUNICIPAL TREASURERS ASSOCIATION									
CMUA =	CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION									
CPA =	CERTIFIED PUBLIC ACCOUNTANT									
CPFO =	CERTIFIED PUBLIC FINANCE OFFICER									
CPPB =	CERTIFIED PROFESSIONAL PUBLIC BUYER									
CSDA =	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION									
CSMFO =	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS									
CWEA =	CALIFORNIA WATER ENVIRONMENT ASSOCIATION									
CWSRF =	CLEAN WATER STATE REVOLVING FUND									
ESRI =	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE									
GFOA =	GOVERNMENT FINANCE OFFICERS ASSOCIATION									
IIMC =	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS									
IPMA-HR =	INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION FOR HUMAN RESOURCES									
JPIA =	JOINT POWERS INSURANCE AUTHORITY									
LCW =	LIEBERT CASSIDY WHITMORE									
MISAC =	MUNICIPAL INFORMATION SYSTEMS ASSOCIATION OF CALIFORNIA									
MMC =	MASTER MUNICIPAL CLERK									
NELAC =	NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION CONFERENCE									
OSHA =	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION									
RWQCB =	REGIONAL WATER QUALITY CONTROL BOARD									
SCADA =	SUPERVISORY CONTROL AND DATA ACQUISITION									
USC =	UNIVERSITY OF SOUTHERN CALIFORNIA									
UWI =	URBAN WATER INSTITUTE									
WEF =	WATER EDUCATION FOUNDATION									
WEF* =	WATER ENVIRONMENT FEDERATION									
WWP =	WATER WISE PRO									



**DATE:** December 20, 2022  
**TO:** Board of Directors  
**FROM:** General Manager

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**SUBJECT: Participation in Population Viability Assessment for Southern California Steelhead**

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**SUMMARY:**

On May 13, 2022, the California Fish and Game Commission provided a public notice that southern California steelhead are now a candidate species under California Endangered Species Act (CESA), which initiated a 12- to 18-month status review by the California Department of Fish and Wildlife (CDFW). The viability of the population proposed for listing is a vital component of their overall status with respect to the listing criteria; however, an assessment does not currently exist that reflects the proposed listing unit, which includes both resident and anadromous *O. mykiss* in southern California. As a result, a group of water agency stakeholders have requested a proposal from Cramer Fish Sciences to prepare a population viability assessment that would represent the best available science on this subject and fill an important data gap to inform CDFW and the Fish and Game Commission’s determination and ultimate listing decision. In addition, the population viability assessment would support water districts in pursuing potential future permit coordination under CESA.

The General Manager proposes that the District participate financially in the preparation of the population viability assessment, and the amount is expected to be within his approval authority.

**FISCAL IMPACT:**

Yes

**FINANCIAL IMPACT:**

The cost of the work is expected to be approximately \$25,000. Sufficient funds are available in the adopted Fiscal Year 2022-23 Budget for the work.

Prepared by: David Pedersen, General Manager