



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

AGENDA
LVMWD BOARD OF DIRECTORS - REGULAR MEETING
TUESDAY, OCTOBER 1, 2024 – 9:00 AM

PUBLIC PARTICIPATION: The public may join this meeting virtually or attend in person in the Board Room. Teleconference participants will be muted until recognized at the appropriate time by the Board President. To join via teleconference, please use the following Webinar ID:

Webinar ID: <https://us06web.zoom.us/j/84692492879>

To join by telephone, please dial (669) 900-6833 or (346) 248-7799 and enter Webinar ID:
846 9249 2879

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; or inform the Executive Assistant/Clerk of the Board if attending in person.

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. 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 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 or accommodation, to attend or participate in this meeting, including auxiliary aids or services, may request such reasonable modification or accommodation by contacting the Executive Assistant/Clerk of the Board by telephone at (818) 251-2123 or via email to jguzman@lvmwd.com at least 48 hours prior to the 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.

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF AGENDA**
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: October 01, 2024 (Pg. 6)

Receive and file.

4.B Minutes: Regular Meeting of September 3, 2024 (Pg. 99)

Approve.

4.C Directors' Per Diem: August 2024 (Pg. 107)

Ratify.

4.D Annual Report: Records Review and Destruction (Pg. 114)

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

4.E Monthly Cash and Investment Report: July 2024 (Pg. 159)

Receive and file the Monthly Cash and Investment Report for July 2024.

4.F Proposed Insurance Provider Plan Renewals (Pg. 177)

Accept the proposals from MetLife, in the annual amount of \$99,708, for employee life insurance, accidental death/dismemberment (AD&D) insurance, and short- and long-term disability coverage with a two-year rate guarantee; and BBP Admin, in the annual amount of \$2,496, for employee flexible spending accounts.

4.G Travel Expense Policy Update: Adoption (Pg. 180)

Adopt the proposed update to the Travel Expense Policy.

4.H Third Amendment to Joint Exercise of Powers Agreement (Pg. 196)

Approve a Third Amendment to the Joint Exercise of Powers Agreement for the Las Virgenes-Triunfo Joint Powers Authority.

4.I GIS Software: Renewal of Small Utility Enterprise License Agreement (Pg. 204)

Authorize the General Manager to execute a three-year Small Utility Enterprise License Agreement with ESRI, Inc., at an annual cost of \$29,300, for the District's Geographical Information System software.

4.J Water Main Break at 5745 Parkmor Road: Continuation of Emergency Declaration (Pg. 216)

Approve the continuation of an emergency declaration due to a 12-inch water main break at 5745 Parkmor Road in the City of Calabasas.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION OF AGENDA ITEMS

5.A Association of Water Agencies of Ventura County Frontline Utility Worker of the Year

5.B Association of Government Contact Center Professionals Award of Distinction

5.C Proclamation in Recognition of Water Professionals Appreciation Week

5.D **MWD Representative Report (Pg. 221)**

5.E **Water Supply Conditions Update (Pg. 227)**

5.F **Public Affairs and Communications Update**

6. **TREASURER**

7. **GENERAL MANAGER**

7.A **Approval of Proposed Changes for Unrepresented Employees: Management Handbook and Salaries (Pg. 228)**

Approve the proposed updates to the Management Handbook, implement salary adjustments as of September 30, 2024, and authorize a cost of living adjustment, effective January 1, 2025, based on the October-to-October change in the Consumer Price Index for All Urban Consumers, Los Angeles-Long Beach-Anaheim, with a minimum of 1.5 percent and a maximum of 4.5 percent.

7.B **Support for Proposition 4: The Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024 (Pg. 295)**

Express support for Proposition 4: The Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024.

8. **EXTERNAL AFFAIRS**

8.A **Westlake Filtration Plant Landscaping Project: Award (Pg. 298)**

Authorize the General Manager to execute a contractual services agreement with Urban Greening, in the amount of \$159,665.20, and reappropriate funding, in the amount of \$100,000, from CIP No. 10787, Fire Hardening-LVMWD Facilities, to CIP No. 10790, Wolsey Fire-Landscape Restoration, for the Westlake Filtration Plant Landscaping Project.

9. **WATER OPERATIONS**

9.A **John Deere Track Loader: Authorization of Purchase Order (Pg. 301)**

Authorize the General Manager to issue a purchase order to Coastline Equipment, in the amount of \$213,420.40, for a 2024 John Deere 333P Track Loader.

10. **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*

11. **FUTURE AGENDA ITEMS**

12. **PUBLIC COMMENTS**

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13. **CLOSED SESSION**

13.A **Conference with District Counsel - Anticipated Litigation (Government Code Section 54956.9(d)(2)): One Item**

Tort claim by Jennifer Hardy

13.B **Conference with Labor Negotiators (Government Code Section 54957.6)**

Agency Designated Representatives: David W. Pedersen, General Manager; and Donald Patterson, Director of Finance and Administration

Employee Organizations: Supervisor, Professional, and Confidential Employees Association Unit; and General and Office Units represented by the Service Employees International Union Local 721.

14. **OPEN SESSION AND 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: ANDY CORADESCHI, TREASURER

Payments for Board Meeting of : October 1, 2024

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

Check Nos. 110530-110669; ACH/ACI Nos . 267-293 were issued in the total amount of: \$ 2,678,035.38

Payments through direct disbursements as follows:

Direct Disbursement payment number 25027-25048: \$ 7,943.37

Payments through wire transfers as follows:

8/20/2024 Wire #257 - CA State Treasurer BOE Use-Tax Payment for the month of July 2024 \$ 4,195.00

8/27/2024 Wire #256 - Metropolitan Water District payment for water deliveries in the month of July 2024 \$ 2,064,513.72

\$ 2,068,708.72

Total Payments \$ 4,754,687.47

(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/ACH/ACI LISTING FOR BOARD MEETING
10/1/2024**

		Check No. 110530 08/20/24	Check No. 110531-110578; 267-276 08/20/24	Check No. 110579-110620; 277-283 08/27/24	Check No. 110621-110669; 284-293 09/03/24	Total
Company Name	Company No.	Amount	Amount	Amount	Amount	Total
Potable Water Operations	101		20,044.19	10,617.76	235,234.20	265,896.15
Recycled Water Operations	102				928.76	928.76
Sanitation Operations	130		357.15		17,567.35	17,924.50
Potable Water Construction	201		2,381.00			2,381.00
Water Conservation Construction	203					-
Sanitation Construction	230					-
Potable Water Replacement	301		81,010.75	2,953.36	22,052.77	106,016.88
Recycled Water Replacement	302					-
Sanitation Replacement	330			199.00		199.00
Internal Service	701		63,949.90	67,298.94	132,446.87	263,695.71
JPA Operations	751		62,066.47	90,295.46	295,824.01	448,185.94
JPA Construction	752					-
JPA Replacement	754	75.00	1,091,211.75	44,824.20	465,937.50	1,602,048.45
	Total Printed	75.00	1,321,021.21	216,188.72	1,169,991.46	2,707,276.39
Voided Checks/payment stopped:						
CK#100219	101				(200.00)	(200.00)
CK#100861	101				(65.26)	(65.26)
ACI#276	301				(28,050.00)	(28,050.00)
CK#110475	101				(925.75)	(925.75)
						-
						-
	Total Voids	-	-	-	(29,241.01)	(29,241.01)
	Net Total	75.00	1,321,021.21	216,188.72	1,140,750.45	2,678,035.38

**DIRECT DISBURSEMENTS LISTING FOR BOARD MEETING
10/1/2024**

Company Name	Company No.	Direct Disb. No. 25027-25035 08/20/24	Direct Disb. No. 25036-25048 09/03/24	Total
		Amount	Amount	
Potable Water Operations	101	588.10	67.32	655.42
Recycled Water Operations	102			-
Sanitation Operations	130		153.32	153.32
Potable Water Construction	201			-
Water Conservation Construction	203			-
Sanitation Construction	230			-
Potable Water Replacement	301			-
Recycled Water Replacement	302			-
Sanitation Replacement	330			-
Internal Service	701	1,166.58	1,847.64	3,014.22
JPA Operations	751	72.56	4,047.85	4,120.41
JPA Construction	752			-
JPA Replacement	754			-
Total Printed		1,827.24	6,116.13	7,943.37
Voided Direct Disbursements:				
		-	-	-
		-	-	-
Total Voids		-	-	-
Totals		1,827.24	6,116.13	7,943.37

**WIRE LISTING FOR BOARD MEETING
10/1/2024**

Company Name	Company No.	Wire No. 257 08/20/24 Amount	Wire No. 256 08/27/24 Amount	Total
Potable Water Operations	101		2,064,513.72	2,064,513.72
Recycled Water Operations	102			-
Sanitation Operations	130			-
Potable Water Construction	201			-
Water Conservation Construction	203			-
Sanitation Construction	230			-
Potable Water Replacement	301			-
Recycled Water Replacement	302			-
Sanitation Replacement	330			-
Internal Service	701	0.43		0.43
JPA Operations	751	4,194.57		4,194.57
JPA Construction	752			-
JPA Replacement	754			-
	Total Printed	4,195.00	2,064,513.72	2,068,708.72
Voided Wires:		-	-	-
	Total Voids	-	-	-
	Totals	4,195.00	2,064,513.72	2,068,708.72

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									
110530	08/20/2024	PRTD	3514 LOS ANGELES COUNTY, REGISTRAR-REC	10801/NOE TAPIA TANK	08/05/2024		082024C	75.00	
Invoice: 10801/NOE TAPIA TANK				75.00	754440	900000	NOE TAPIA ALUM SULFATE TANK RPLCMNT FILING FEE		
							CHECK	110530 TOTAL:	75.00
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***			75.00
TOTAL PRINTED CHECKS						COUNT	AMOUNT		
					1	1	75.00		
*** GRAND TOTAL ***								75.00	

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				
2025	2	256													
APP	754-200000				08/20/2024	082024C	082024			Accounts Payable				75.00	
APP	999-100100				08/20/2024	082024C	082024			AP CASH DISBURSEMENTS JOURNAL					
										Cash-General					75.00
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				75.00	75.00
APP	999-207540				08/20/2024	082024C	082024			Due to/Due FromJPA Replacement				75.00	
APP	754-100100				08/20/2024	082024C	082024			Cash-General					75.00
										SYSTEM GENERATED ENTRIES TOTAL				75.00	75.00
										JOURNAL 2025/02/256			TOTAL	150.00	150.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
754	JPA Replacement 754-100100 754-200000	2025	2	256	08/20/2024	Cash-General Accounts Payable		75.00
						FUND TOTAL	75.00	75.00
999	Pooled Cash 999-100100 999-207540	2025	2	256	08/20/2024	Cash-General Due to/Due From JPA Replacement	75.00	75.00
						FUND TOTAL	75.00	75.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
754	JPA Replacement		75.00
999	Pooled Cash	75.00	
TOTAL		75.00	75.00

** 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
267	08/20/2024	EFT	30314 ALLIANCE SOURCE TESTING LLC	INV443697	07/31/2024		082024	1,320.00
			Invoice: INV443697		JULY 2024 SAMPLING			
				1,320.00 751820 571520	Other Laboratory Serv			
					CHECK		267 TOTAL:	1,320.00
268	08/20/2024	EFT	30119 ATS COMMUNICATIONS	7-2024	08/06/2024		082024	2,006.25
			Invoice: 7-2024		JULY 2024 CELL SITE MGMT			
				2,006.25 701310 552500	Consulting Services			
					CHECK		268 TOTAL:	2,006.25
269	08/20/2024	EFT	7421 HAMNER, JEWELL AND ASSOCIATES	203851	08/06/2024		082024	2,381.00
			Invoice: 203851		TWIN LAKES P/S JULY 2024			
				2,381.00 201440 900000	Capital Asset Expenses			
					CHECK		269 TOTAL:	2,381.00
270	08/20/2024	EFT	30141 LUCIDEA TECHNOLOGIES (U.S.) CORP.	INV28896	07/22/2024		082024	2,987.00
			Invoice: INV28896		ANNUAL RENEWAL 9/01/24-8/31/25			
				2,987.00 701420 621500	System Support and Maintenance			
					CHECK		270 TOTAL:	2,987.00
271	08/20/2024	EFT	21659 ONTARIO REFRIGERATION SERVICE, IN	GW30794	07/31/2024		082024	550.00
			Invoice: GW30794		DRAIN REPAIR - BLDG#2 7/23/24			
				550.00 701002 551500	Outside Services			
			Invoice: GW31110		07/31/2024		082024	595.09
				595.09 101600 551500	TROUBLESHOOT AC 7/23/24			
					Outside Services			
					CHECK		271 TOTAL:	1,145.09
272	08/20/2024	EFT	19685 W. LITTEN INC.	24029	07/22/2024		082024	7,931.98
			Invoice: 24029		SPRAYFIELD 7/14-7/20/24			
				7,931.98 751810 678800	District Sprayfield			
					CHECK		272 TOTAL:	7,931.98
273	08/20/2024	PRTD	2727 IDEXX LABORATORIES	3157034639	07/29/2024		082024	1,917.44
			Invoice: 3157034639		COLILERT, ENTEROLERT			
				1,917.44 701341 551000	Supplies/Material			

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 273 TOTAL:	1,917.44
274	08/20/2024	PRTD	2814 MCMaster-CARR SUPPLY CO	31344957	08/07/2024		082024	175.33
Invoice: 31344957				175.33 751810 551000	ELECTRICAL SUPPLIES Supplies/Material			
							CHECK 274 TOTAL:	175.33
275	08/20/2024	PRTD	18914 WECK LABORATORIES, INC.	W4G2106	07/29/2024		082024	265.37
Invoice: W4G2106				265.37 101300 571520	DISTRIBUTION SITES CALCIUM Other Laboratory Serv			
Invoice: W4G2107			WECK LABORATORIES, INC.	W4G2107	07/29/2024		082024	177.84
				177.84 101600 571520	WESTLAKE (MONTHLY) Other Laboratory Serv			
Invoice: W4G2105			WECK LABORATORIES, INC.	W4G2105	07/29/2024		082024	111.96
				111.96 751750 571520	PW SAMPLING WEEKLY Other Laboratory Serv			
Invoice: W4G1801			WECK LABORATORIES, INC.	W4G1801	07/25/2024		082024	29.16
				29.16 701341 551500	DIONIZED WATER Outside Services			
							CHECK 275 TOTAL:	584.33
276	08/20/2024	PRTD	30645 VITAL COATINGS INC	264	07/25/2024		082024	8,900.00
Invoice: 264				8,900.00 301440 900000	POTABLE SYSTEMS COATING 8/5/24 Capital Asset Expenses			
Invoice: 267			VITAL COATINGS INC	267	08/08/2024		082024	1,300.00
				1,300.00 301440 900000	EXTERIOR DOORS & VENT LOUVERS 3 SPRING P/S 7/25/24 Capital Asset Expenses			
Invoice: 266			VITAL COATINGS INC	266	08/08/2024		082024	17,850.00
				17,850.00 301440 900000	SVC & COATING 3 SPRINGS P/S 7/25/24 Capital Asset Expenses			
							CHECK 276 TOTAL:	28,050.00
110531	08/20/2024	PRTD	5367 ADT COMMERCIAL	155862101	07/29/2024		082024	4,431.99
Invoice: 155862101				4,431.99 751820 551500	REPLACEMENT EXTINGUISHERS Outside Services			
							CHECK 110531 TOTAL:	4,431.99

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								
110532	08/20/2024	PRTD	20389 AIRGAS SPECIALTY PRODUCTS	9152126142	07/25/2024		082024	1,839.67
			Invoice: 9152126142					
				1,839.67	101600	541000	7,740 LBS AMMONIUM HYDROXIDE Supplies/Material	
							CHECK 110532 TOTAL:	1,839.67
110533	08/20/2024	PRTD	30729 AMAZON CAPITAL SERVICES, INC.	1H3X-4PYJ-3HKT	08/07/2024		082024	19.70
			Invoice: 1H3X-4PYJ-3HKT					
				19.70	701420	543000	HDMI SPLITTER Capital Outlay	
							CHECK 110533 TOTAL:	19.70
110534	08/20/2024	PRTD	2526 APPLIED INDUSTRIAL TECHNOLOGIES	7030164530	07/29/2024		082024	1,688.81
			Invoice: 7030164530					
				1,688.81	751820	551000	PUMP REBUILD PARTS Supplies/Material	
							CHECK 110534 TOTAL:	1,688.81
110535	08/20/2024	PRTD	19264 ARNOLD LAROCHELLE MATHEWS VANCONA	10820	08/05/2024		082024	825.00
			Invoice: 10820					
				825.00	751840	687200	JPA COUNSEL SRV JULY 2024 Outside Services	
							CHECK 110535 TOTAL:	825.00
110536	08/20/2024	PRTD	20698 BATTERIES PLUS	P74932981	08/07/2024		082024	32.84
			Invoice: P74932981					
				32.84	751820	551000	BATTERIES Supplies/Material	
			Invoice: P74878928					
			BATTERIES PLUS	P74878928	08/05/2024		082024	21.47
				21.47	751820	551000	BATTERIES Supplies/Material	
							CHECK 110536 TOTAL:	54.31
110537	08/20/2024	PRTD	20655 CANNON CORPORATION	89283	08/08/2024		082024	1,760.50
			Invoice: 89283					
				1,760.50	301440	900000	WILDLIFE CROSSING RELOCATION JULY 2024 Capital Asset Expenses	
			Invoice: 89282					
			CANNON CORPORATION	89282	08/08/2024		082024	9,970.25
				9,970.25	301440	900000	CORNELL P/S UPRD JULY 2024 Capital Asset Expenses	
							CHECK 110537 TOTAL:	11,730.75

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
CHECK 110544 TOTAL: 385.75								
110545	08/20/2024	PRTD	19397 FIRST CHOICE SERVICES (DAIOHS USA 499664	499664	07/25/2024		082024	46.50
			Invoice: 499664	46.50 701410 620000	JULY 2024 COFFEE SRVC-OPS			
					Forms, Supplies And Postage			
			Invoice: 499665	54.63 701410 620000	JULY 2024 COFFEE SRVC-RANCHO		082024	54.63
					Forms, Supplies And Postage			
			Invoice: 499666	53.30 701410 620000	JULY 2024 COFFEE-TAPIA		082024	53.30
					Forms, Supplies And Postage			
			Invoice: 499663	83.40 701410 620000	JULY 2024 COFFEE SRVC-HQ		082024	83.40
					Forms, Supplies And Postage			
CHECK 110545 TOTAL: 237.83								
110546	08/20/2024	PRTD	30780 FLOW SCIENCE INCORPORATED	9520	08/05/2024		082024	5,125.00
			Invoice: 9520	5,125.00 754440 900000	HYDRODYNAMIC MLDNG/ANLYS JULY 2024			
					Capital Asset Expenses			
CHECK 110546 TOTAL: 5,125.00								
110547	08/20/2024	PRTD	2701 GRAINGER	9193466373	07/24/2024		082024	1,324.66
			Invoice: 9193466373	1,324.66 101900 572500	WAREHOUSE SUPPLIES			
					Genl Supplies/Small Tools			
			Invoice: 9183238790	56.37 101900 572500	BATTERIES		082024	56.37
					Genl Supplies/Small Tools			
			Invoice: 9194992146	134.55 101900 572500	BRAKE PARTS CLEANER		082024	134.55
					Genl Supplies/Small Tools			
			Invoice: 9203489480	11.47 101900 572500	STAPLES		082024	11.47
					Genl Supplies/Small Tools			
			Invoice: 9202053584	322.74 701321 572500	ROD, KNEE PAD, MOUSE PAD		082024	322.74
					Genl Supplies/Small Tools			
			Invoice: 9201282283		TUBING CUTTER WHEEL		082024	84.03

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 110551 TOTAL:	99,115.06
110552	08/20/2024	PRTD	8484 LINDE GAS AND EQUIPMENT, INC	44136680	07/22/2024		082024	386.96
			Invoice: 44136680				CYLINDER RENTAL 6/20-7/20/24	
				386.96 101100 541000			Supplies/Material	
							CHECK 110552 TOTAL:	386.96
110553	08/20/2024	PRTD	2839 MOTION INDUSTRIES, INC.	CA22-00761506	07/29/2024		082024	279.93
			Invoice: CA22-00761506				BUSHINGS, SHEAVES	
				279.93 751810 551000			Supplies/Material	
			Invoice: CA22-00761534				MOTION INDUSTRIES, INC. CA22-00761534	
				242.81 751810 551000			BELT SHEAVE	
							Supplies/Material	
			Invoice: CA22-00761365				MOTION INDUSTRIES, INC. CA22-00761365	
				1,185.10 751820 551000			BACKSTOP	
							Supplies/Material	
							CHECK 110553 TOTAL:	1,707.84
110554	08/20/2024	PRTD	30857 MRC SMART TECHNOLOGY SOLUTIONS	IN4291449	07/24/2024		082024	176.85
			Invoice: IN4291449				CANON OVRG 6/24-7/23/24	
				176.85 701420 621500			System Support and Maintenance	
							CHECK 110554 TOTAL:	176.85
110555	08/20/2024	PRTD	16754 SUSAN REIFER GORDON	8461	08/01/2024		082024	345.00
			Invoice: 8461				AUGUST 2024 INTERIOR PLANT CARE FEE	
				345.00 701001 551500			Outside Services	
							CHECK 110555 TOTAL:	345.00
110556	08/20/2024	PRTD	2302 ODP BUSINESS SOLUTIONS LLC	376261060001	07/26/2024		082024	70.92
			Invoice: 376261060001				NAME SIGNS	
				70.92 701410 620000			Forms, Supplies And Postage	
			Invoice: 373766748001				ODP BUSINESS SOLUTIONS LLC 373766748001	
				79.89 701410 620000			MOUSEPAD, MARKER, ENVELOPE	
							Forms, Supplies And Postage	
			Invoice: 375912698001				ODP BUSINESS SOLUTIONS LLC 375912698001	
				23.97 701410 620000			DRAWER ORGANIZER	
							Forms, Supplies And Postage	
							ODP BUSINESS SOLUTIONS LLC 376885223001	
							07/18/2024	
							082024	275.36

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
110561	08/20/2024	PRTD	20779 SAND MATERIALS & AGGREGATE SALES, 89549		08/06/2024		082024	1,231.23
			Invoice: 89549	1,231.23 101700 551000	25.62 TONS CRUSHED AGGREGATE Supplies/Material			
					CHECK		110561 TOTAL:	1,231.23
110562	08/20/2024	PRTD	2952 SHI INTERNATIONAL CORP	B18632486	07/31/2024	2250017	082024	2,750.57
			Invoice: B18632486	2,750.57 701420 543000	PA 440 FIREWALLS Capital Outlay			
					CHECK		110562 TOTAL:	2,750.57
110563	08/20/2024	PRTD	30883 SOCIAL NEWS DESK	15176	07/22/2024		082024	14,313.60
			Invoice: 15176	14,313.60 701230 660400	SOCIAL DESK ANNL LICENSE FY 24-25 Public Education Programs			
					CHECK		110563 TOTAL:	14,313.60
110564	08/20/2024	PRTD	30117 SOUTHERN CALIFORNIA NEWS GROUP	0000596367	07/31/2024		082024	8,272.72
			Invoice: 0000596367	8,272.72 101900 660400	DIGITAL AD - JULY 2024 Public Education Programs			
					CHECK		110564 TOTAL:	8,272.72
110565	08/20/2024	PRTD	20648 STANTEC CONSULTING SERVICES INC.	2267545	08/05/2024		082024	1,011.92
			Invoice: 2267545	1,011.92 701420 621500	FAMS SUBSCRIPTION 7/9/24-8/5/24 System Support and Maintenance			
					CHECK		110565 TOTAL:	1,011.92
110566	08/20/2024	PRTD	20412 STERICYCLE, INC.	8008018584	07/31/2024		082024	294.96
			Invoice: 8008018584	294.96 701121 623500	JULY 2024 DOC SHREDDING Records Management			
					CHECK		110566 TOTAL:	294.96
110567	08/20/2024	PRTD	30534 TAIT ENVIRONMENTAL SERVICES, INC.	958766	08/05/2024		082024	2,500.00
			Invoice: 958766	357.15 101100 551500	QTRLY SAMPLNG SRV 7/10/24 & 7/15/24			
				357.15 101600 551500	Outside Services			
				357.15 130100 551500	Outside Services			
				357.15 701325 551500	Outside Services			
				357.15 751810 551500	Outside Services			
				357.15 751820 551500	Outside Services			
				357.10 751830 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
110574	08/20/2024	PRTD	21509 VEGA AMERICAS, INC.	615777	07/31/2024		082024	709.43
				709.43 101600 551000	VEGABAR 38 Supplies/Material			
			VEGA AMERICAS, INC.	615778	07/31/2024		082024	2,618.40
				2,618.40 101100 551000	ELECTRICAL SUPPLIES Supplies/Material			
					CHECK		110574 TOTAL:	3,327.83
110575	08/20/2024	PRTD	21662 SUEZ WTS ANALYTICAL INSTRUMENTS,	902787770	07/21/2024		082024	8,865.13
				8,865.13 751750 541500	SEMI-ANNUAL SERVICE Outside Services			
					CHECK		110575 TOTAL:	8,865.13
110576	08/20/2024	PRTD	30056 VERIZON WIRELESS	9967619605	06/26/2024		082024	576.15
				576.15 701224 540520	WIRELESS SVC 6/27-7/26/24 Telephone			
					CHECK		110576 TOTAL:	576.15
110577	08/20/2024	PRTD	3035 VWR SCIENTIFIC	8816698704	07/30/2024		082024	34.36
				34.36 701341 551000	CONDUCTIVITY STANDARD Supplies/Material			
			VWR SCIENTIFIC	8816753143	08/06/2024		082024	735.09
				735.09 701341 551000	TUBE CULT, ALCOHOL Supplies/Material			
			VWR SCIENTIFIC	8816672646	07/26/2024		082024	397.45
				397.45 701341 551000	TUBE CULTURE Supplies/Material			
			VWR SCIENTIFIC	8816698705	07/30/2024		082024	1,946.40
				1,946.40 701341 551000	PIPET GLS DISP Supplies/Material			
			VWR SCIENTIFIC	8816612416	07/19/2024		082024	120.76
				120.76 701341 551000	BREAKER CUP Supplies/Material			
					CHECK		110577 TOTAL:	3,234.06
110578	08/20/2024	PRTD	30823 WALSH CONSTRUCTION COMPANY II, LL	10635/PMT#3	08/07/2024		082024	931,876.69
				931,876.69 754440 900000	PHASE 1 DESIGN BUILD SVCS PWP JULY 2024 Capital Asset Expenses			

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				
2025	2	265													
APP	751-200000		08/20/2024	082024	082024					Accounts Payable				62,066.47	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		08/20/2024	082024	082024					Cash-General					1,321,021.21
										AP CASH DISBURSEMENTS JOURNAL					
APP	701-200000		08/20/2024	082024	082024					Accounts Payable				63,949.90	
										AP CASH DISBURSEMENTS JOURNAL					
APP	201-200000		08/20/2024	082024	082024					Accounts Payable				2,381.00	
										AP CASH DISBURSEMENTS JOURNAL					
APP	101-200000		08/20/2024	082024	082024					Accounts Payable				20,044.19	
										AP CASH DISBURSEMENTS JOURNAL					
APP	301-200000		08/20/2024	082024	082024					Accounts Payable				81,010.75	
										AP CASH DISBURSEMENTS JOURNAL					
APP	754-200000		08/20/2024	082024	082024					Accounts Payable				1,091,211.75	
										AP CASH DISBURSEMENTS JOURNAL					
APP	130-200000		08/20/2024	082024	082024					Accounts Payable				357.15	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				1,321,021.21	1,321,021.21
APP	999-207510		08/20/2024	082024	082024					Due to/Due FromJPA Operations				62,066.47	
APP	751-100100		08/20/2024	082024	082024					Cash-General					62,066.47
APP	999-207010		08/20/2024	082024	082024					Due to/Due FromInternal Svcs				63,949.90	
APP	701-100100		08/20/2024	082024	082024					Cash-General					63,949.90
APP	999-202010		08/20/2024	082024	082024					Due to/Due FrmPotable wtr Cnst				2,381.00	
APP	201-100100		08/20/2024	082024	082024					Cash-General					2,381.00
APP	999-201010		08/20/2024	082024	082024					Due to/Due Frm Potable wtr Ops				20,044.19	
APP	101-100100		08/20/2024	082024	082024					Cash-General					20,044.19
APP	999-203010		08/20/2024	082024	082024					Due to/Due FrmPotable wtr Repl				81,010.75	
APP	301-100100		08/20/2024	082024	082024					Cash-General					81,010.75
APP	999-207540		08/20/2024	082024	082024					Due to/Due FromJPA Replacement				1,091,211.75	
APP	754-100100		08/20/2024	082024	082024					Cash-General					1,091,211.75
APP	999-201300		08/20/2024	082024	082024					Due to/Due FrmSanitation Ops				357.15	
APP	130-100100									Cash-General					357.15

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
	08/20/2024	082024	082024						
SYSTEM GENERATED ENTRIES TOTAL								1,321,021.21	1,321,021.21
JOURNAL 2025/02/265 TOTAL								2,642,042.42	2,642,042.42

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	2025 2	265	08/20/2024	Cash-General		20,044.19
				Accounts Payable	20,044.19	
				FUND TOTAL	20,044.19	20,044.19
130 Sanitation Operations 130-100100 130-200000	2025 2	265	08/20/2024	Cash-General		357.15
				Accounts Payable	357.15	
				FUND TOTAL	357.15	357.15
201 Potable Water Construction 201-100100 201-200000	2025 2	265	08/20/2024	Cash-General		2,381.00
				Accounts Payable	2,381.00	
				FUND TOTAL	2,381.00	2,381.00
301 Potable wtr Replacement Fund 301-100100 301-200000	2025 2	265	08/20/2024	Cash-General		81,010.75
				Accounts Payable	81,010.75	
				FUND TOTAL	81,010.75	81,010.75
701 Internal Service Fund 701-100100 701-200000	2025 2	265	08/20/2024	Cash-General		63,949.90
				Accounts Payable	63,949.90	
				FUND TOTAL	63,949.90	63,949.90
751 JPA Operations 751-100100 751-200000	2025 2	265	08/20/2024	Cash-General		62,066.47
				Accounts Payable	62,066.47	
				FUND TOTAL	62,066.47	62,066.47
754 JPA Replacement 754-100100 754-200000	2025 2	265	08/20/2024	Cash-General		1,091,211.75
				Accounts Payable	1,091,211.75	
				FUND TOTAL	1,091,211.75	1,091,211.75
999 Pooled Cash 999-100100 999-201010 999-201300 999-202010 999-203010 999-207010	2025 2	265	08/20/2024	Cash-General		1,321,021.21
				Due to/Due Frm Potable Wtr Ops	20,044.19	
				Due to/Due Frm Sanitation Ops	357.15	
				Due to/Due Frm Potable wtr Cnst	2,381.00	
				Due to/Due Frm Potable wtr Repl	81,010.75	
				Due to/Due From Internal Svs	63,949.90	

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
999-207510				Due to/Due FromJPA Operations	62,066.47	
999-207540				Due to/Due FromJPA Replacement	1,091,211.75	
				FUND TOTAL	1,321,021.21	1,321,021.21

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		20,044.19
130	Sanitation Operations		357.15
201	Potable Water Construction		2,381.00
301	Potable Wtr Replacement Fund		81,010.75
701	Internal Service Fund		63,949.90
751	JPA Operations		62,066.47
754	JPA Replacement		1,091,211.75
999	Pooled Cash		
		1,321,021.21	
	TOTAL	1,321,021.21	1,321,021.21

** 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
277	08/27/2024	EFT	2321 ACWA	MOEREG9-24-88	08/15/2024		082724	75.00
			Invoice: MOEREG9-24-88	75.00 701112 601000			REG. ACWA RGN 9 EVENT LEN P. 8/13/24 Directors' Conference Exp	
							CHECK 277 TOTAL:	75.00
278	08/27/2024	EFT	20856 INTERNATIONAL PRINTING & TYPESETT	23140.8	07/31/2024		082724	864.78
			Invoice: 23140.8	864.78 701410 620000			BUSINESS CARDS 13 EMPLOYEES Forms, Supplies And Postage	
							CHECK 278 TOTAL:	864.78
279	08/27/2024	PRTD	2814 MCMaster-CARR SUPPLY CO	30976452	07/31/2024		082724	187.22
			Invoice: 30976452	187.22 751810 551000			ELETRICAL SUPPLIES Supplies/Material	
			Invoice: 31122240				08/02/2024 COVER & WASHER Supplies/Material	278.04
			Invoice: 30884161				07/30/2024 ROD, PACKING SEAL Supplies/Material	113.95
			Invoice: 31039388				08/01/2024 ENCLOSURES COVER Supplies/Material	157.98
			Invoice: 31352151				08/07/2024 VIBRATION DAMPING PADS Supplies/Material	139.64
							CHECK 279 TOTAL:	876.83
280	08/27/2024	PRTD	18914 WECK LABORATORIES, INC.	W4H0188	08/01/2024		082724	65.38
			Invoice: W4H0188	65.38 101300 571520			DISTRIBUTION SITES CALCIUM Other Laboratory Serv	
			Invoice: W4H0003				08/01/2024 PW SAMPLING BI-MONTHLY Other Laboratory Serv	1,628.97
			Invoice: W4H0004				08/01/2024 WESTLAKE RESERVOIR - TTHM (MONTHLY) Other Laboratory Serv	115.40
			Invoice: W4H0189				08/01/2024 WATER QUALITY PARAMETERS Other Laboratory Serv	65.38

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								
				382.31 701321	540520		Telephone	
				43.23 701322	540520		Telephone	
				86.46 701326	540520		Telephone	
				63.24 701330	540520		Telephone	
				870.46 701331	540520		Telephone	
				166.89 701420	540520		Telephone	
				141.85 751810	540520		Telephone	
				43.23 751820	540520		Telephone	
						CHECK	110584 TOTAL:	2,707.67
110585	08/27/2024	PRTD	30874 BANNER BANK	MBC 24-52-05R	07/25/2024		082724	17,625.00
			Invoice: MBC 24-52-05R				ESCROW NO.2281 RETENTION FOR PROGRESS PAYMENT #5	
				17,625.00 754	201000		Contract Retainage	
						CHECK	110585 TOTAL:	17,625.00
110586	08/27/2024	PRTD	30535 BETTER BUSINESS PLANNING, INC	375154	07/30/2024		082724	239.58
			Invoice: 375154				FSA DEBIT CARD AUGUST 2024	
				239.58 701430	622000		Outside Services	
			Invoice: 375156				07/30/2024	082724
				1.50 701430	622000		ADMIN DATA FEED AUGUST 2024	1.50
							Outside Services	
			Invoice: 375155				07/30/2024	082724
				90.00 701430	622000		COBRA ADMIN AUGUST 2024	90.00
							Outside Services	
						CHECK	110586 TOTAL:	331.08
110587	08/27/2024	PRTD	20655 CANNON CORPORATION	89324	08/12/2024		082724	199.00
			Invoice: 89324				LIFT STATION NO.1 REHAB JULY 2024	
				199.00 330440	900000		Capital Asset Expenses	
						CHECK	110587 TOTAL:	199.00
110588	08/27/2024	PRTD	15755 CORE & MAIN LP	V044906	08/13/2024	2240138	082724	2,953.36
			Invoice: V044906				8" GATE VALVE	
				2,953.36 301440	900000		Capital Asset Expenses	
						CHECK	110588 TOTAL:	2,953.36
110589	08/27/2024	PRTD	7257 DIRECTV, INC.	017818825X240813	08/13/2024		082724	14.25
			Invoice: 017818825X240813				TV ACCESS FEE 8/12-9/11/24	
				14.25 751820	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
INVOICE DTL DESC								
							CHECK 110596 TOTAL:	766.49
110597	08/27/2024	PRTD	10102 INFOSEND INC.	268399	07/31/2024		082724	7,050.22
			Invoice: 268399		7/15-7/24/24		BILL PAYMENT MAILING	
				7,050.22	701221	622000	Outside Services	
							CHECK 110597 TOTAL:	7,050.22
110598	08/27/2024	PRTD	30553 KEYSTONE STRATEGIC PLANNING, LLC	3164	08/12/2024		082724	10,432.50
			Invoice: 3164				CEQA INITIAL STUDY 7/1-7/31/24	
				10,432.50	701	231500	Developer Deposits	
							CHECK 110598 TOTAL:	10,432.50
110599	08/27/2024	PRTD	30857 MRC SMART TECHNOLOGY SOLUTIONS	IN4311520	08/05/2024		082724	374.92
			Invoice: IN4311520				CANON OVRG 7/1-7/31/24	
				374.92	701420	621500	System Support and Maintenance	
							CHECK 110599 TOTAL:	374.92
110600	08/27/2024	PRTD	16687 NEWBURY PARK TREE SERVICE, INC.	16139	08/06/2024		082724	1,700.00
			Invoice: 16139				TREE SERVICE HQ 7/31/24	
				1,700.00	701223	551500	Outside Services	
							CHECK 110600 TOTAL:	1,700.00
110601	08/27/2024	PRTD	2302 ODP BUSINESS SOLUTIONS LLC	375894935001	07/26/2024		082724	75.53
			Invoice: 375894935001				CARTRIDGE	
				75.53	701410	620000	Forms, Supplies And Postage	
							CHECK 110601 TOTAL:	137.73
			Invoice: 373812812001					
				62.20	701410	620000	CARTRIDGE	
							Forms, Supplies And Postage	
							CHECK 110601 TOTAL:	137.73
110602	08/27/2024	PRTD	30458 PIONEER AMERICAS, LLC	10728	08/07/2024		082724	10,542.65
			Invoice: 900450350				4,908 GAL SODIUM HYPOCHLORITE	
				10,542.65	751810	541014	Sodium Hypochlorite	
							CHECK 110602 TOTAL:	10,542.65

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
110603	08/27/2024	PRTD	30876 PORTER BOILER SERVICE, INC	64130	08/07/2024		082724	1,799.00
			Invoice: 64130				EMERGENCY SVC TO PARKER BOILER 8/3/24 Outside Services	
				1,799.00	751820	551500		
							CHECK 110603 TOTAL:	1,799.00
110604	08/27/2024	PRTD	17334 PUMP ENGINEERING COMPANY	68291	08/09/2024		082724	3,984.47
			Invoice: 68291				QUINCY A/C ANNL MAINT. 8/2/24 Outside Services	
				3,984.47	101600	551500		
							CHECK 110604 TOTAL:	3,984.47
110605	08/27/2024	PRTD	2585 PURETEC	2193170	07/31/2024		082724	315.94
			Invoice: 2193170				14" TANKS Outside Services	
				315.94	701341	551500		
							CHECK 110605 TOTAL:	315.94
110606	08/27/2024	PRTD	30840 REGENTS OF THE UNIVERSITY OF CALI	228232	08/01/2024		082724	27,000.00
			Invoice: 228232				DYE-TRACER STUDY PLAN 5/1-8/1/24 Capital Asset Expenses	
				27,000.00	754440	900000		
							CHECK 110606 TOTAL:	27,000.00
110607	08/27/2024	PRTD	30621 RINGCENTRAL, INC.	CD_000882344	08/02/2024		082724	861.40
			Invoice: CD_000882344				CONTACT CENTER AUGUST 2024 System Support and Maintenance	
				861.40	701420	621500		
							CHECK 110607 TOTAL:	861.40
110608	08/27/2024	PRTD	9259 ROCK N ROLL-OFF, INC	454257	08/09/2024		082724	740.00
			Invoice: 454257				40 YD P/U 8/9/24 Supplies/Material	
				740.00	751810	551000		
							CHECK 110608 TOTAL:	740.00
110609	08/27/2024	PRTD	20124 RON'S PORTABLE WELDING	6981	07/18/2024		082724	312.50
			Invoice: 6981				WELDING SVCS 7/18/24 Outside Services	
				312.50	751810	551500		
							CHECK 110609 TOTAL:	312.50

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
INVOICE DTL DESC								
110610	08/27/2024	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1049495	08/02/2024		082724	621.41
	Invoice: 9009-1049495			621.41 101100 551000	ELECTRICAL SUPPLIES Supplies/Material			
	Invoice: 9009-1049644		ROYAL INDUSTRIAL SOLUTIONS	9009-1049644	08/08/2024		082724	245.08
				245.08 101600 551000	ENHANCED PWRFLX HIM Supplies/Material			
	Invoice: 9009-1048070		ROYAL INDUSTRIAL SOLUTIONS	9009-1048070	06/17/2024		082724	427.43
				427.43 701001 551000	ELECTRICAL SUPPLIES Supplies/Material			
	Invoice: 9009-1049513		ROYAL INDUSTRIAL SOLUTIONS	9009-1049513	08/05/2024		082724	624.85
				624.85 101100 551000	ELECTRICAL SUPPLIES Supplies/Material			
							CHECK 110610 TOTAL:	1,918.77
110611	08/27/2024	PRTD	20779 SAND MATERIALS & AGGREGATE SALES, 89566		08/07/2024		082724	1,087.62
	Invoice: 89566			1,087.62 101700 551000	13.03 TONS FILL SAND, Supplies/Material		12.7 TONS CRUSHED ROCK	
							CHECK 110611 TOTAL:	1,087.62
110612	08/27/2024	PRTD	30911 SARA HUAYNATE	007008/081424	08/14/2024		082724	278.81
	Invoice: 007008/081424			278.81 101 230500	REFUND OVERPMT ON ACCT #0000560617-007008 Deposit Refd Clearing-Billing			
							CHECK 110612 TOTAL:	278.81
110613	08/27/2024	PRTD	21119 SOUTHERN COMPUTER WAREHOUSE, INC. INV00815598		07/27/2024	2250016	082724	2,813.36
	Invoice: INV00815598			2,813.36 701420 543000	FORTINET SWITCH 6 LICENSES/SFP Capital Outlay			
							CHECK 110613 TOTAL:	2,813.36
110614	08/27/2024	PRTD	30414 SYNAGRO WEST, LLC	50229	08/01/2024		082724	49,635.58
	Invoice: 50229			49,635.58 751820 543000	BIOSOLIDS DISPOSAL JULY 2024 Capital Outlay			
							CHECK 110614 TOTAL:	49,635.58
110615	08/27/2024	PRTD	21599 THE ROVISYS COMPANY	95741	08/07/2024		082724	1,144.00
	Invoice: 95741			1,144.00 701420 651600	SCADA SYST SUPPORT JULY 2024 Other Professional Serv			

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
			THE ROVISYS COMPANY	95739	08/07/2024		082724	5,041.50
Invoice: 95739				5,041.50 701420 651600	SCADA SYST SUPPORT JULY 2024 Other Professional Serv			
						CHECK	110615 TOTAL:	6,185.50
110616	08/27/2024	PRTD	8764 UNITED IMAGING	5557520	08/09/2024	2250027	082724	152.16
Invoice: 5557520				152.16 101900 572500	TONER Genl Supplies/Small Tools			
			UNITED IMAGING	5557289	08/06/2024	2250025	082724	229.92
Invoice: 5557289				229.92 101900 572500	TONER Genl Supplies/Small Tools			
			UNITED IMAGING	5556930	07/31/2024	2250023	082724	98.54
Invoice: 5556930				98.54 101900 572500	TONER Genl Supplies/Small Tools			
						CHECK	110616 TOTAL:	480.62
110617	08/27/2024	PRTD	30536 UNIVAR SOLUTIONS INC.	52296406	07/31/2024		082724	9,546.53
Invoice: 52296406				9,546.53 751810 541011	45,180 LBS SODIUM BISULFITE Sodium Bisulfite			
						CHECK	110617 TOTAL:	9,546.53
110618	08/27/2024	PRTD	20935 US METRO GROUP, INC.	108962	07/31/2024		082724	14,712.82
Invoice: 108962				7,043.42 701001 551500 3,042.59 701002 551500 232.79 101600 551800 1,555.63 751750 551800 1,697.61 751810 551800 1,140.78 751820 551800	JANITORIAL SRV JULY 2024 Outside Services Outside Services Building Maintenance Building Maintenance Building Maintenance Building Maintenance			
						CHECK	110618 TOTAL:	14,712.82
110619	08/27/2024	PRTD	21509 VEGA AMERICAS, INC.	615382	07/31/2024		082724	245.15
Invoice: 615382				245.15 101100 551000	UNIVERSAL HOLDER VEGADIF Supplies/Material			
						CHECK	110619 TOTAL:	245.15
110620	08/27/2024	PRTD	21295 VERTICAL ELEVATOR SOLUTIONS, INC.	14214	08/01/2024		082724	290.00
Invoice: 14214				145.00 701001 551500 145.00 701002 551500	JULY 2024 ELEVATOR SRV Outside Services Outside Services			

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	110620 TOTAL:	290.00
NUMBER OF CHECKS	49	***	CASH ACCOUNT TOTAL ***	216,188.72
		COUNT	AMOUNT	
TOTAL PRINTED CHECKS		47	215,248.94	
TOTAL EFT'S		2	939.78	
		***	GRAND TOTAL ***	216,188.72

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				
2025	2	347													
APP	701-200000		08/27/2024	082724	082724					Accounts Payable				67,298.94	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		08/27/2024	082724	082724					Cash-General					216,188.72
										AP CASH DISBURSEMENTS JOURNAL					
APP	751-200000		08/27/2024	082724	082724					Accounts Payable				90,295.46	
										AP CASH DISBURSEMENTS JOURNAL					
APP	101-200000		08/27/2024	082724	082724					Accounts Payable				10,617.76	
										AP CASH DISBURSEMENTS JOURNAL					
APP	754-200000		08/27/2024	082724	082724					Accounts Payable				44,824.20	
										AP CASH DISBURSEMENTS JOURNAL					
APP	330-200000		08/27/2024	082724	082724					Accounts Payable				199.00	
										AP CASH DISBURSEMENTS JOURNAL					
APP	301-200000		08/27/2024	082724	082724					Accounts Payable				2,953.36	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				216,188.72	216,188.72
APP	999-207010		08/27/2024	082724	082724					Due to/Due FromInternal Svcs				67,298.94	
										Cash-General					67,298.94
APP	701-100100		08/27/2024	082724	082724					Due to/Due FromJPA Operations				90,295.46	
										Cash-General					90,295.46
APP	999-207510		08/27/2024	082724	082724					Due to/Due Frm Potable Wtr Ops				10,617.76	
										Cash-General					10,617.76
APP	751-100100		08/27/2024	082724	082724					Due to/Due FromJPA Replacement				44,824.20	
										Cash-General					44,824.20
APP	999-201010		08/27/2024	082724	082724					Due to/Due FrmSanitat Replace				199.00	
										Cash-General					199.00
APP	754-100100		08/27/2024	082724	082724					Due to/Due FrmPotable Wtr Repl				2,953.36	
										Cash-General					2,953.36
APP	999-203300		08/27/2024	082724	082724					SYSTEM GENERATED ENTRIES TOTAL				216,188.72	216,188.72
										JOURNAL 2025/02/347 TOTAL				432,377.44	432,377.44

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	2025 2	347	08/27/2024	Cash-General Accounts Payable	10,617.76	10,617.76
FUND TOTAL					10,617.76	10,617.76
301 Potable Wtr Replacement Fund 301-100100 301-200000	2025 2	347	08/27/2024	Cash-General Accounts Payable	2,953.36	2,953.36
FUND TOTAL					2,953.36	2,953.36
330 Sanitation Replacement 330-100100 330-200000	2025 2	347	08/27/2024	Cash-General Accounts Payable	199.00	199.00
FUND TOTAL					199.00	199.00
701 Internal Service Fund 701-100100 701-200000	2025 2	347	08/27/2024	Cash-General Accounts Payable	67,298.94	67,298.94
FUND TOTAL					67,298.94	67,298.94
751 JPA Operations 751-100100 751-200000	2025 2	347	08/27/2024	Cash-General Accounts Payable	90,295.46	90,295.46
FUND TOTAL					90,295.46	90,295.46
754 JPA Replacement 754-100100 754-200000	2025 2	347	08/27/2024	Cash-General Accounts Payable	44,824.20	44,824.20
FUND TOTAL					44,824.20	44,824.20
999 Pooled Cash 999-100100 999-201010 999-203010 999-203300 999-207010 999-207510 999-207540	2025 2	347	08/27/2024	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due FrmPotable Wtr Repl Due to/Due FrmSanitat Replace Due to/Due FromInternal Svs Due to/Due FromJPA Operations Due to/Due FromJPA Replacement	10,617.76 2,953.36 199.00 67,298.94 90,295.46 44,824.20	216,188.72
FUND TOTAL					216,188.72	216,188.72

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		10,617.76
301	Potable Wtr Replacement Fund		2,953.36
330	Sanitation Replacement		199.00
701	Internal Service Fund		67,298.94
751	JPA Operations		90,295.46
754	JPA Replacement		44,824.20
999	Pooled Cash		
		216,188.72	
TOTAL		216,188.72	216,188.72

** 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
CHECK 291 TOTAL: 389.60								
292	09/03/2024	PRTD	7770 AUTOMATIONDIRECT.COM	16817723	08/08/2024		090324	573.78
			Invoice: 16817723	573.78 751810 551000	ELECTRICAL SUPPLIES Supplies/Material			
CHECK 292 TOTAL: 573.78								
293	09/03/2024	PRTD	18914 WECK LABORATORIES, INC.	W4H1043	08/16/2024		090324	111.96
			Invoice: W4H1043	111.96 751750 571520	PW SAMPLING WEEKLY Other Laboratory Serv			
			Invoice: W4H1133	WECK LABORATORIES, INC. W4H1133	08/19/2024		090324	2,066.56
				2,066.56 751750 571520	DEMONSTRATION FACILITY - CTR Other Laboratory Serv			
			Invoice: W4H0957	WECK LABORATORIES, INC. W4H0957	08/15/2024		090324	267.50
				267.50 751810 571520	TAPIA EFFLUENT (ANNUAL) Other Laboratory Serv			
CHECK 293 TOTAL: 2,446.02								
110621	09/03/2024	PRTD	30485 ADS CORP	22085-0724	07/20/2024		090324	3,486.00
			Invoice: 22085-0724	871.50 130100 551500	SEWER FLOW MONITORING JULY 2024			
				2,614.50 751800 551500	Outside Services Outside Services			
CHECK 110621 TOTAL: 3,486.00								
110622	09/03/2024	PRTD	30729 AMAZON CAPITAL SERVICES, INC.	13G4-X34R-3QXN	08/08/2024		090324	32.80
			Invoice: 13G4-X34R-3QXN	32.80 701325 551000	FIRST AID KIT Supplies/Material			
			Invoice: 17L3-TNNN-7TJJ	AMAZON CAPITAL SERVICES, INC. 17L3-TNNN-7TJJ	08/09/2024		090324	31.74
				31.74 751750 541000	ORGANIZER Supplies			
			Invoice: 1F3H-VVC3-7WQH	AMAZON CAPITAL SERVICES, INC. 1F3H-VVC3-7WQH	08/14/2024		090324	6.16
				6.16 101600 551000	ANTENNA FOR WIFI ROUTER Supplies/Material			
			Invoice: 136M-WNXL-7GP9	AMAZON CAPITAL SERVICES, INC. 136M-WNXL-7GP9	08/07/2024		090324	91.54
				91.54 701222 572500	PENS, FRAMES Genl Supplies/Small Tools			
			Invoice: 1HDQ-VL7J-XRNF	AMAZON CAPITAL SERVICES, INC. 1HDQ-VL7J-XRNF	08/05/2024		090324	26.27
					TRI-POD			

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								
110633	09/03/2024	PRTD	7217 ENGINEERING NEWS-RECORD	4038/MBR/24-25	08/14/2024		090324	99.99
			Invoice: 4038/MBR/24-25					
				99.99 701310 710500	ENR DIGITAL SUBSCRIPTION 10/29/24-10/28/25			
					Dues, Subsc & Memberships			
					CHECK		110633 TOTAL:	99.99
110634	09/03/2024	PRTD	2638 ENVIRONMENTAL RESOURCE ASSOCIATES	087183	08/09/2024		090324	378.37
			Invoice: 087183					
				378.37 701341 552000	PT MICROSAMPLES			
					Permits and Fees			
					CHECK		110634 TOTAL:	378.37
110635	09/03/2024	PRTD	30909 ONEPUMP GLOBAL ENTERPRISES. LLC	520384	08/14/2024	2250032	090324	4,964.00
			Invoice: 520384					
				4,964.00 130100 551000	BARNES SUBMERSIBLE PUMP			
					Supplies/Material			
					CHECK		110635 TOTAL:	4,964.00
110636	09/03/2024	PRTD	2655 FERGUSON ENTERPRISES	0030222	07/19/2024	2250009	090324	3,912.65
			Invoice: 0030222					
				3,912.65 701 132000	GALVANIZED BOLLARDS			
					Storeroom & Truck Inventory			
					CHECK		110636 TOTAL:	3,912.65
110637	09/03/2024	PRTD	19397 FIRST CHOICE SERVICES (DAIOHS USA	501798	08/20/2024		090324	97.44
			Invoice: 501798					
				97.44 701410 620000	AUGUST 2024 COFFEE SRVC - RLV			
					Forms, Supplies And Postage			
			Invoice: 501799					
				55.67 701410 620000	AUGUST 2024 COFFEE SRVC - TAPIA		090324	55.67
					Forms, Supplies And Postage			
			Invoice: 501797					
				83.40 701410 620000	AUGUST 2024 COFFEE SRVC - OPS		090324	83.40
					Forms, Supplies And Postage			
			Invoice: 501796					
				44.67 701410 620000	AUGUST 2024 COFFEE SRVC - HQ		090324	44.67
					Forms, Supplies And Postage			
					CHECK		110637 TOTAL:	281.18
110638	09/03/2024	PRTD	6770 G.I. INDUSTRIES	3126754-0283-7	08/16/2024		090324	3,168.36
			Invoice: 3126754-0283-7					
				3,168.36 701002 551500	25 YD ROLLOFF DISP 8/1-8/15/24			
					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 110645 TOTAL:	425.67
110646	09/03/2024	PRTD	30743 MLADEN BUNTICH CONSTRUCTION CO., Invoice: 10803/PMT#6	10803/PMT#6	08/26/2024		090324 MALIBOU LAKE SPHN RPLCMNT 7/26-8/26/24 Capital Asset Expenses	156,750.00
			156,750.00	754440	900000		CHECK 110646 TOTAL:	156,750.00
110647	09/03/2024	PRTD	30910 MUSEUM OF LATIN AMERICAN ART Invoice: 4618	4618	08/08/2024		090324 2024 MOLAA GALA SPONSORSHIP 10/19/24 Dues, Subsc & Memberships	2,500.00
			2,500.00	701122	710500		CHECK 110647 TOTAL:	2,500.00
110648	09/03/2024	PRTD	30427 NATEC INTERNATIONAL INC. Invoice: 215938	215938	07/09/2024		090324 ASBESTOS CEMENT PIPE COURSE 8/21/24 Safety	1,500.00
			1,500.00	701430	680000		CHECK 110648 TOTAL:	1,500.00
110649	09/03/2024	PRTD	30003 NV5, INC Invoice: 403115	403115	08/14/2024		090324 WATERLINE PROJECT JULY 2024 Capital Asset Expenses	8,674.50
			8,674.50	301440	900000		CHECK 110649 TOTAL:	8,674.50
110650	09/03/2024	PRTD	2302 ODP BUSINESS SOLUTIONS LLC Invoice: 378210050001	378210050001	08/08/2024		090324 NAME SIGNS Forms, Supplies And Postage	148.88
			148.88	701410	620000			
			Invoice: 374863458001	374863458001	08/09/2024		090324 PENS Forms, Supplies And Postage	5.42
			5.42	701410	620000			
			Invoice: 378121425001	378121425001	08/08/2024		090324 TAPE Forms, Supplies And Postage	30.10
			30.10	701410	620000			
			Invoice: 379196850001	379196850001	08/13/2024		090324 FOLDERS Forms, Supplies And Postage	35.89
			35.89	701410	620000			
			Invoice: 374589402001	374589402001	08/09/2024		090324 OFFICE SUPPLIES FOR COPY ROOM Forms, Supplies And Postage	187.20
			187.20	701410	620000			
			ODP BUSINESS SOLUTIONS LLC	379976549001	08/09/2024		090324	83.90

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				
Invoice: 379976549001				83.90 701410 620000				
					FOLDERS			
					Forms, Supplies And Postage			
Invoice: 378326239002			ODP BUSINESS SOLUTIONS LLC	378326239002	08/20/2024		090324	43.79
				43.79 701410 620000				
					LABELS			
					Forms, Supplies And Postage			
Invoice: 378326239001			ODP BUSINESS SOLUTIONS LLC	378326239001	08/16/2024		090324	24.08
				24.08 701410 620000				
					TAPE			
					Forms, Supplies And Postage			
Invoice: 382294258001			ODP BUSINESS SOLUTIONS LLC	382294258001	08/20/2024		090324	71.53
				71.53 701410 620000				
					TAPIA SUPPLIES			
					Forms, Supplies And Postage			
					CHECK		110650 TOTAL:	630.79
110651	09/03/2024	PRTD	18946 PACIFIC ADVANCED CIVIL ENGINEERIN	8932	07/31/2024		090324	5,363.00
	Invoice: 8932			5,363.00 754440 900000				
					TAPIA CLARIFIER REHAB SVCS THRU 7/31/24			
					Capital Asset Expenses			
					CHECK		110651 TOTAL:	5,363.00
110652	09/03/2024	PRTD	30563 PENCCO, INC.	104299	08/12/2024		090324	13,897.79
	Invoice: 104299			13,897.79 751810 541050				
					49,260 LBS FERRIC CHLORIDE			
					Ferrous Chloride			
					CHECK		110652 TOTAL:	13,897.79
110653	09/03/2024	PRTD	17334 PUMP ENGINEERING COMPANY	68334	08/15/2024		090324	3,896.68
	Invoice: 68334			3,896.68 751100 551000				
					COOLING TUBING FOR AIR COMPRESSORS			
					Supplies/Material			
					CHECK		110653 TOTAL:	3,896.68
110654	09/03/2024	PRTD	2585 PURETEC	2195650	07/31/2024		090324	100.60
	Invoice: 2195650			100.60 101600 541000				
					8" DI RENTAL 8/1-10/31/24			
					Supplies/Material			
Invoice: 2198613			PURETEC	2198613	08/12/2024		090324	89.64
				89.64 101600 541000				
					8" MIXED RED TANK			
					Supplies/Material			
					CHECK		110654 TOTAL:	190.24

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
110655	09/03/2024	PRTD	17326 RINCON CONSULTANTS, INC.	59178	08/16/2024		090324	6,123.69
			Invoice: 59178					
				6,123.69	754440	900000	TAPIA OUTFALL 4/1-7/31/24 Capital Asset Expenses	
							CHECK 110655 TOTAL:	6,123.69
110656	09/03/2024	PRTD	30621 RINGCENTRAL, INC.	CD_000890973	08/18/2024		090324	3,931.50
			Invoice: CD_000890973					
				3,931.50	701420	621500	MONTHLY SUBSCRIPTION 8/17-9/16/24 System Support and Maintenance	
							CHECK 110656 TOTAL:	3,931.50
110657	09/03/2024	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1049622	08/07/2024		090324	3,189.37
			Invoice: 9009-1049622					
				3,189.37	101600	551000	ELECTRICAL SUPPLIES Supplies/Material	
			Invoice: 9009-1049741					
				3,250.00	701326	683000	ARC FLASH TRAINING ELEC TEAM 8/18/24 Training & Professional Devel	
			Invoice: 9009-1049621					
				1,042.81	101100	551000	ELECTRICAL SUPPLIES Supplies/Material	
							CHECK 110657 TOTAL:	7,482.18
110658	09/03/2024	PRTD	20583 RT LAWRENCE CORPORATION	49145	08/12/2024		090324	668.04
			Invoice: 49145					
				668.04	701221	622000	LOCKBOX FEE JULY 2024 Outside Services	
							CHECK 110658 TOTAL:	668.04
110659	09/03/2024	PRTD	30020 SOUTHERN CA EDISON	11884/082124	08/21/2024		090324	247,644.51
			Invoice: 11884/082124					
				58.16	101100	540510	BILNG CREDITS, JUNE-AUGUST 2024 USAGE	
				16,485.86	101101	540510	Energy	
				6,879.34	101102	540510	Energy	
				24,312.54	101103	540510	Energy	
				4,081.68	101104	540510	Energy	
				419.03	101105	540510	Energy	
				1,309.58	101107	540510	Energy	
				5,783.22	101108	540510	Energy	
				253.14	101109	540510	Energy	
				4,113.56	101110	540510	Energy	
				620.72	101112	540510	Energy	
				8,149.82	101113	540510	Energy	
				1,186.96	101114	540510	Energy	

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 110666 TOTAL:	1,907.92
110667 09/03/2024 PRTD 30645 VITAL COATINGS INC Invoice: 265	265	07/25/2024	090324	1,300.00
1,300.00 301440 900000		EXTERIOR DOORS & VENT LOUVERS Capital Asset Expenses	MCCOY P/S 8/5/24	
			CHECK 110667 TOTAL:	1,300.00
110668 09/03/2024 PRTD 3035 VWR SCIENTIFIC Invoice: 8816845863	8816845863	08/15/2024	090324	72.94
72.94 701341 551000		BOX GLASS DISP BENCH Supplies/Material		
			CHECK 110668 TOTAL:	72.94
110669 09/03/2024 PRTD 21634 WATERSMART SOFTWARE, INC Invoice: 3554	3554	07/23/2024	090324	53,750.00
53,750.00 701220 622000		WATERSMART PLATFORM YEAR 5 Outside Services		
			CHECK 110669 TOTAL:	53,750.00
NUMBER OF CHECKS 59				*** CASH ACCOUNT TOTAL ***
				1,169,991.46
		COUNT	AMOUNT	
TOTAL PRINTED CHECKS		52	987,507.81	
TOTAL EFT'S		7	182,483.65	
*** GRAND TOTAL ***				1,169,991.46

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				
2025	3	11													
APP	701-200000			09/03/2024	090324		090324				Accounts Payable			132,446.87	
											AP CASH DISBURSEMENTS JOURNAL				
APP	999-100100			09/03/2024	090324		090324				Cash-General				1,169,991.46
											AP CASH DISBURSEMENTS JOURNAL				
APP	751-200000			09/03/2024	090324		090324				Accounts Payable			295,824.01	
											AP CASH DISBURSEMENTS JOURNAL				
APP	101-200000			09/03/2024	090324		090324				Accounts Payable			235,234.20	
											AP CASH DISBURSEMENTS JOURNAL				
APP	130-200000			09/03/2024	090324		090324				Accounts Payable			17,567.35	
											AP CASH DISBURSEMENTS JOURNAL				
APP	754-200000			09/03/2024	090324		090324				Accounts Payable			465,937.50	
											AP CASH DISBURSEMENTS JOURNAL				
APP	301-200000			09/03/2024	090324		090324				Accounts Payable			22,052.77	
											AP CASH DISBURSEMENTS JOURNAL				
APP	102-200000			09/03/2024	090324		090324				Accounts Payable			928.76	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			1,169,991.46	1,169,991.46
APP	999-207010			09/03/2024	090324		090324				Due to/Due FromInternal Svs			132,446.87	
APP	701-100100			09/03/2024	090324		090324				Cash-General				132,446.87
APP	999-207510			09/03/2024	090324		090324				Due to/Due FromJPA Operations			295,824.01	
APP	751-100100			09/03/2024	090324		090324				Cash-General				295,824.01
APP	999-201010			09/03/2024	090324		090324				Due to/Due Frm Potable Wtr Ops			235,234.20	
APP	101-100100			09/03/2024	090324		090324				Cash-General				235,234.20
APP	999-201300			09/03/2024	090324		090324				Due to/Due FrmSanitation Ops			17,567.35	
APP	130-100100			09/03/2024	090324		090324				Cash-General				17,567.35
APP	999-207540			09/03/2024	090324		090324				Due to/Due FromJPA Replacement			465,937.50	
APP	754-100100			09/03/2024	090324		090324				Cash-General				465,937.50
APP	999-203010			09/03/2024	090324		090324				Due to/Due FrmPotable Wtr Repl			22,052.77	
APP	301-100100			09/03/2024	090324		090324				Cash-General				22,052.77
APP	999-201020			09/03/2024	090324		090324				Due to/Due Frm Recl Wtr Ops			928.76	
APP	102-100100										Cash-General				928.76

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
	09/03/2024	090324	090324						
						SYSTEM GENERATED ENTRIES TOTAL		1,169,991.46	1,169,991.46
						JOURNAL 2025/03/11 TOTAL		2,339,982.92	2,339,982.92

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	2025 3	11	09/03/2024	Cash-General		235,234.20
				Accounts Payable	235,234.20	
				FUND TOTAL	235,234.20	235,234.20
102 Recycled Water Operations 102-100100 102-200000	2025 3	11	09/03/2024	Cash-General		928.76
				Accounts Payable	928.76	
				FUND TOTAL	928.76	928.76
130 Sanitation Operations 130-100100 130-200000	2025 3	11	09/03/2024	Cash-General		17,567.35
				Accounts Payable	17,567.35	
				FUND TOTAL	17,567.35	17,567.35
301 Potable Wtr Replacement Fund 301-100100 301-200000	2025 3	11	09/03/2024	Cash-General		22,052.77
				Accounts Payable	22,052.77	
				FUND TOTAL	22,052.77	22,052.77
701 Internal Service Fund 701-100100 701-200000	2025 3	11	09/03/2024	Cash-General		132,446.87
				Accounts Payable	132,446.87	
				FUND TOTAL	132,446.87	132,446.87
751 JPA Operations 751-100100 751-200000	2025 3	11	09/03/2024	Cash-General		295,824.01
				Accounts Payable	295,824.01	
				FUND TOTAL	295,824.01	295,824.01
754 JPA Replacement 754-100100 754-200000	2025 3	11	09/03/2024	Cash-General		465,937.50
				Accounts Payable	465,937.50	
				FUND TOTAL	465,937.50	465,937.50
999 Pooled Cash 999-100100 999-201010 999-201020 999-201300 999-203010 999-207010	2025 3	11	09/03/2024	Cash-General		1,169,991.46
				Due to/Due Frm Potable Wtr Ops	235,234.20	
				Due to/Due Frm Recl Wtr Ops	928.76	
				Due to/Due Frm Sanitation Ops	17,567.35	
				Due to/Due Frm Potable Wtr Repl	22,052.77	
				Due to/Due From Internal Svs	132,446.87	

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
999-207510				Due to/Due FromJPA Operations	295,824.01	
999-207540				Due to/Due FromJPA Replacement	465,937.50	
				FUND TOTAL	1,169,991.46	1,169,991.46

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		235,234.20
102	Recycled Water Operations		928.76
130	Sanitation Operations		17,567.35
301	Potable Wtr Replacement Fund		22,052.77
701	Internal Service Fund		132,446.87
751	JPA Operations		295,824.01
754	JPA Replacement		465,937.50
999	Pooled Cash		
		1,169,991.46	
TOTAL		1,169,991.46	1,169,991.46

** 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
INVOICE DTL DESC								
100219	01/05/2021	VOID	21081 NEXTCORE TECHNOLOGIES, LLC	1041	12/14/2020			-200.00
	Invoice: 1041				JUNIPER SWITCH SUPPORT FOR BLDG #7			
				-200.00 101300 570000	SCADA Services			
					CHECK	100219	TOTAL:	-200.00
100861	03/23/2021	VOID	30059 ROY VATERLAUS	076597	03/08/2021			-65.26
	Invoice: 076597				REFUND BAL-CLOSED A/C			
				-65.26 101 230500	Deposit Refd Clearing-Billing			
					CHECK	100861	TOTAL:	-65.26
				NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***		-265.26
				TOTAL VOIDED CHECKS	COUNT	AMOUNT		
					2	265.26		
						*** GRAND TOTAL ***		-265.26

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
					EFF	DATE				LINE	DESC				
2025	3	41													
APP	101-200000				09/03/2024	100219	090324				Accounts Payable				265.26
											AP CASH DISBURSEMENTS JOURNAL				
APP	999-100100				09/03/2024	100219	090324				Cash-General			200.00	
											AP CASH DISBURSEMENTS JOURNAL				
APP	999-100100				09/03/2024	100861	090324				Cash-General			65.26	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			265.26	265.26
APP	999-201010				09/03/2024	010521	090324				Due to/Due Frm Potable Wtr Ops				265.26
											Cash-General			265.26	
APP	101-100100				09/03/2024	010521	090324								
											SYSTEM GENERATED ENTRIES TOTAL			265.26	265.26
											JOURNAL 2025/03/41 TOTAL			530.52	530.52

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	2025	3	41	09/03/2024			
	101-100100					Cash-General	265.26	
	101-200000					Accounts Payable		265.26
						FUND TOTAL	265.26	265.26
999	Pooled Cash	2025	3	41	09/03/2024			
	999-100100					Cash-General	265.26	
	999-201010					Due to/Due Frm Potable Wtr Ops		265.26
						FUND TOTAL	265.26	265.26

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		265.26
999	Pooled Cash	265.26	
	TOTAL	265.26	265.26

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

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
					EFF	DATE				LINE	DESC				
2025	3	45													
APP	301-200000				09/03/2024		276	090324			Accounts Payable				28,050.00
											AP CASH DISBURSEMENTS JOURNAL				
APP	999-100100				09/03/2024		276	090324			Cash-General			28,050.00	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			28,050.00	28,050.00
APP	999-203010				09/03/2024	082024		090324			Due to/Due FrmPotable wtr Rep1				28,050.00
APP	301-100100				09/03/2024	082024		090324			Cash-General			28,050.00	
											SYSTEM GENERATED ENTRIES TOTAL			28,050.00	28,050.00
											JOURNAL 2025/03/45		TOTAL	56,100.00	56,100.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
301	Potable wtr Replacement Fund 301-100100 301-200000	2025	3	45	09/03/2024	Cash-General	28,050.00	
						Accounts Payable		28,050.00
						FUND TOTAL	28,050.00	28,050.00
999	Pooled Cash 999-100100 999-203010	2025	3	45	09/03/2024	Cash-General	28,050.00	
						Due to/Due FrmPotable wtr Rep1		28,050.00
						FUND TOTAL	28,050.00	28,050.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
301	Potable wtr Replacement Fund		28,050.00
999	Pooled Cash	28,050.00	
TOTAL		28,050.00	28,050.00

** 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
				INVOICE DTL DESC				
110475	08/06/2024	VOID	30904 SANDRA LEWIS	011771/072524	07/25/2024			-925.75
			Invoice: 011771/072524					
				-925.75	101	230500	OVERPAYMENT ON ACCT#0000780536-011771 Deposit Refd Clearing-Billing	
							CHECK 110475 TOTAL:	-925.75
				NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***	-925.75
				TOTAL VOIDED CHECKS		COUNT	AMOUNT	
						1	925.75	
							*** GRAND TOTAL ***	-925.75

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
					EFF	DATE				LINE	DESC				
2025	3	62													
APP	101-200000				09/05/2024	110475	090524			Accounts Payable					925.75
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100				09/05/2024	110475	090524			Cash-General				925.75	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				925.75	925.75
APP	999-201010				09/05/2024	080624	090524			Due to/Due Frm Potable Wtr Ops					925.75
APP	101-100100				09/05/2024	080624	090524			Cash-General				925.75	
										SYSTEM GENERATED ENTRIES TOTAL				925.75	925.75
										JOURNAL 2025/03/62				1,851.50	1,851.50
										TOTAL					

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	2025	3	62	09/05/2024			
	101-100100					Cash-General	925.75	
	101-200000					Accounts Payable		925.75
						FUND TOTAL	925.75	925.75
999	Pooled Cash	2025	3	62	09/05/2024			
	999-100100					Cash-General	925.75	
	999-201010					Due to/Due Frm Potable Wtr Ops		925.75
						FUND TOTAL	925.75	925.75

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		925.75
999	Pooled Cash	925.75	
	TOTAL	925.75	925.75

** 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
INVOICE DTL DESC								
							CHECK 25034 TOTAL:	36.28
25035	08/20/2024	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5047578	07/31/2024		082024A	36.28
			Invoice: 5047578		MORRSN P/S 6/21-7/22/24			
				36.28 751125 540540	Water			
							CHECK 25035 TOTAL:	36.28
				NUMBER OF CHECKS	9		*** CASH ACCOUNT TOTAL ***	1,827.24
				TOTAL MANUAL CHECKS	COUNT	AMOUNT		
					9	1,827.24		
							*** GRAND TOTAL ***	1,827.24

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				
2025	2	254													
APP	101-200000		08/20/2024	082024A	082024					Accounts Payable				588.10	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		08/20/2024	082024A	082024					Cash-General					1,827.24
										AP CASH DISBURSEMENTS JOURNAL					
APP	701-200000		08/20/2024	082024A	082024					Accounts Payable				1,166.58	
										AP CASH DISBURSEMENTS JOURNAL					
APP	751-200000		08/20/2024	082024A	082024					Accounts Payable				72.56	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				1,827.24	1,827.24
APP	999-201010		08/20/2024	082024A	082024					Due to/Due Frm Potable Wtr Ops				588.10	
										Cash-General					588.10
APP	101-100100		08/20/2024	082024A	082024					Due to/Due FromInternal Svs				1,166.58	
										Cash-General					1,166.58
APP	999-207010		08/20/2024	082024A	082024					Due to/Due FromJPA Operations				72.56	
										Cash-General					72.56
APP	999-207510		08/20/2024	082024A	082024					SYSTEM GENERATED ENTRIES TOTAL				1,827.24	1,827.24
										JOURNAL 2025/02/254 TOTAL				3,654.48	3,654.48

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	2025 2	254	08/20/2024	Cash-General		588.10
				Accounts Payable	588.10	
				FUND TOTAL	588.10	588.10
701 Internal Service Fund 701-100100 701-200000	2025 2	254	08/20/2024	Cash-General		1,166.58
				Accounts Payable	1,166.58	
				FUND TOTAL	1,166.58	1,166.58
751 JPA Operations 751-100100 751-200000	2025 2	254	08/20/2024	Cash-General		72.56
				Accounts Payable	72.56	
				FUND TOTAL	72.56	72.56
999 Pooled Cash 999-100100 999-201010 999-207010 999-207510	2025 2	254	08/20/2024	Cash-General		1,827.24
				Due to/Due Frm Potable Wtr Ops	588.10	
				Due to/Due FromInternal Sys	1,166.58	
				Due to/Due FromJPA Operations	72.56	
				FUND TOTAL	1,827.24	1,827.24

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FR
101 Potable Water Operations		588.10
701 Internal Service Fund		1,166.58
751 JPA Operations		72.56
999 Pooled Cash		
	1,827.24	
	TOTAL	1,827.24

** 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
INVOICE DTL DESC								
							CHECK 25043 TOTAL:	7.50
25044	09/03/2024	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5075828	08/14/2024		090324A	7.50
			Invoice: 5075828	7.50 701002 540540	FIRE PRCTN#7 7/8-8/8/24			
							CHECK 25044 TOTAL:	7.50
25045	09/03/2024	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5075829	08/14/2024		090324A	1,021.91
			Invoice: 5075829	1,021.91 701002 540540	BLDG#7 7/8-8/8/24			
							CHECK 25045 TOTAL:	1,021.91
25046	09/03/2024	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5075830	08/14/2024		090324A	428.83
			Invoice: 5075830	428.83 701002 540540	BLDG#2 7/8-8/8/24			
							CHECK 25046 TOTAL:	428.83
25047	09/03/2024	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5079992	08/14/2024		090324A	76.66
			Invoice: 5079992	76.66 130100 540540	L/S #2 7/8-8/8/24			
							CHECK 25047 TOTAL:	76.66
25048	09/03/2024	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5080061	08/14/2024		090324A	76.66
			Invoice: 5080061	76.66 130100 540540	L/S #1 7/8-8/8/24			
							CHECK 25048 TOTAL:	76.66
							NUMBER OF CHECKS 13	*** CASH ACCOUNT TOTAL *** 6,116.13
							COUNT	AMOUNT
							TOTAL MANUAL CHECKS 13	6,116.13
							*** GRAND TOTAL ***	6,116.13

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				
2025	3	10													
APP	101-200000		09/03/2024	090324A	090324	Accounts Payable								67.32	
						AP CASH DISBURSEMENTS JOURNAL									
APP	999-100100		09/03/2024	090324A	090324	Cash-General									6,116.13
						AP CASH DISBURSEMENTS JOURNAL									
APP	751-200000		09/03/2024	090324A	090324	Accounts Payable								4,047.85	
						AP CASH DISBURSEMENTS JOURNAL									
APP	701-200000		09/03/2024	090324A	090324	Accounts Payable								1,847.64	
						AP CASH DISBURSEMENTS JOURNAL									
APP	130-200000		09/03/2024	090324A	090324	Accounts Payable								153.32	
						AP CASH DISBURSEMENTS JOURNAL									
						GENERAL LEDGER TOTAL								6,116.13	6,116.13
APP	999-201010		09/03/2024	090324A	090324	Due to/Due Frm Potable Wtr Ops								67.32	
						Cash-General									67.32
APP	101-100100		09/03/2024	090324A	090324	Due to/Due FromJPA Operations								4,047.85	
						Cash-General									4,047.85
APP	999-207510		09/03/2024	090324A	090324	Due to/Due FromInternal Svs								1,847.64	
						Cash-General									1,847.64
APP	751-100100		09/03/2024	090324A	090324	Due to/Due FrmSanitation Ops								153.32	
						Cash-General									153.32
APP	999-207010		09/03/2024	090324A	090324										
						SYSTEM GENERATED ENTRIES TOTAL								6,116.13	6,116.13
APP	701-100100		09/03/2024	090324A	090324										
						JOURNAL 2025/03/10								12,232.26	12,232.26
APP	999-201300		09/03/2024	090324A	090324										
						TOTAL									
APP	130-100100		09/03/2024	090324A	090324										

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	2025 3	10	09/03/2024	Cash-General		67.32
				Accounts Payable	67.32	
				FUND TOTAL	67.32	67.32
130 Sanitation Operations 130-100100 130-200000	2025 3	10	09/03/2024	Cash-General		153.32
				Accounts Payable	153.32	
				FUND TOTAL	153.32	153.32
701 Internal Service Fund 701-100100 701-200000	2025 3	10	09/03/2024	Cash-General		1,847.64
				Accounts Payable	1,847.64	
				FUND TOTAL	1,847.64	1,847.64
751 JPA Operations 751-100100 751-200000	2025 3	10	09/03/2024	Cash-General		4,047.85
				Accounts Payable	4,047.85	
				FUND TOTAL	4,047.85	4,047.85
999 Pooled Cash 999-100100 999-201010 999-201300 999-207010 999-207510	2025 3	10	09/03/2024	Cash-General		6,116.13
				Due to/Due Frm Potable Wtr Ops	67.32	
				Due to/Due Frm Sanitation Ops	153.32	
				Due to/Due From Internal Svs	1,847.64	
				Due to/Due From JPA Operations	4,047.85	
				FUND TOTAL	6,116.13	6,116.13

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		67.32
130	Sanitation Operations		153.32
701	Internal Service Fund		1,847.64
751	JPA Operations		4,047.85
999	Pooled Cash	6,116.13	
	TOTAL	6,116.13	6,116.13

** 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
257	08/20/2024	WIRE	2964 CA ST TREAS. BOE	97-817885/073124	07/31/2024		082024B	4,195.00
			Invoice: 97-817885/073124					
				4,194.57	751	206000	97-817885 USE-TAX 07/01/24-07/31/24, PRE PYMT #1	
				.43	701999	862500	Use Tax Liability	
							Other Non-Operating Expense	
							CHECK 257 TOTAL:	4,195.00
				NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***	4,195.00
				TOTAL WIRE TRANSFERS		COUNT	AMOUNT	
						1	4,195.00	
							*** GRAND TOTAL ***	4,195.00

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				
2025	2	255													
APP	751-200000		08/20/2024	082024B	082024					Accounts Payable				4,194.57	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		08/20/2024	082024B	082024					Cash-General					4,195.00
										AP CASH DISBURSEMENTS JOURNAL					
APP	701-200000		08/20/2024	082024B	082024					Accounts Payable				.43	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				4,195.00	4,195.00
APP	999-207510		08/20/2024	082024B	082024					Due to/Due FromJPA Operations				4,194.57	
APP	751-100100		08/20/2024	082024B	082024					Cash-General					4,194.57
APP	999-207010		08/20/2024	082024B	082024					Due to/Due FromInternal Svs				.43	
APP	701-100100		08/20/2024	082024B	082024					Cash-General					.43
										SYSTEM GENERATED ENTRIES TOTAL				4,195.00	4,195.00
										JOURNAL 2025/02/255 TOTAL				8,390.00	8,390.00

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	2025	2	255	08/20/2024			
	701-100100					Cash-General		.43
	701-200000					Accounts Payable	.43	
						FUND TOTAL	.43	.43
751	JPA Operations	2025	2	255	08/20/2024			
	751-100100					Cash-General		4,194.57
	751-200000					Accounts Payable	4,194.57	
						FUND TOTAL	4,194.57	4,194.57
999	Pooled Cash	2025	2	255	08/20/2024			
	999-100100					Cash-General		4,195.00
	999-207010					Due to/Due From Internal Svs	.43	
	999-207510					Due to/Due From JPA Operations	4,194.57	
						FUND TOTAL	4,195.00	4,195.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
701	Internal Service Fund		.43
751	JPA Operations		4,194.57
999	Pooled Cash	4,195.00	
	TOTAL	4,195.00	4,195.00

** 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
256	08/27/2024	WIRE	3384 METROPOLITAN WATER DISTRICT OF S.	11564	08/09/2024		082724A	2,064,513.72
Invoice: 11564								
				1,860,638.40	101001	500200	MWD PURCHASED WATER JULY 2024	
				40,040.00	101001	501200	Non-Interruptible	
				163,835.32	101001	501000	Capacity Reservation Charge	
							Readiness To Serve	
							CHECK 256 TOTAL:	2,064,513.72
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***		2,064,513.72
				TOTAL WIRE TRANSFERS		COUNT	AMOUNT	
						1	2,064,513.72	
							*** GRAND TOTAL ***	2,064,513.72

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				
2025	2	348													
APP	101-200000				08/27/2024	082724A	082724			Accounts Payable				2,064,513.72	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100				08/27/2024	082724A	082724			Cash-General					2,064,513.72
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				2,064,513.72	2,064,513.72
APP	999-201010				08/27/2024	082724A	082724			Due to/Due Frm Potable Wtr Ops				2,064,513.72	
APP	101-100100				08/27/2024	082724A	082724			Cash-General					2,064,513.72
										SYSTEM GENERATED ENTRIES TOTAL				2,064,513.72	2,064,513.72
										JOURNAL 2025/02/348		TOTAL		4,129,027.44	4,129,027.44

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	2025	2	348	08/27/2024			
	101-100100					Cash-General		2,064,513.72
	101-200000					Accounts Payable	2,064,513.72	
						FUND TOTAL	2,064,513.72	2,064,513.72
999	Pooled Cash	2025	2	348	08/27/2024			
	999-100100					Cash-General		2,064,513.72
	999-201010					Due to/Due Frm Potable Wtr Ops	2,064,513.72	
						FUND TOTAL	2,064,513.72	2,064,513.72

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		2,064,513.72
999	Pooled Cash	2,064,513.72	
TOTAL		2,064,513.72	2,064,513.72

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



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

July 2024	Page No. 1 of 1
Mailed: 08/09/2024	Due Date: 09/30/2024
Invoice Number: 11564	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	1,481.4
Total Water Untreated Delivered	

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service	Tier 1 Supply Rate	1,481.4	\$332.00	\$491,824.80
	System Access Rate	1,481.4	\$389.00	\$576,264.60
	System Power Rate	1,481.4	\$182.00	\$269,614.80
	Treatment Surcharge	1,481.4	\$353.00	\$522,934.20
SUBTOTAL				\$1,860,638.40

OTHER CHARGES AND CREDITS	Rate (\$ /AF)	
Capacity Charge(Payment Schedule: M)	\$40,040.00	
Readiness To Serve Charge(Payment Schedule: M)	\$163,835.32	
SUBTOTAL		\$203,875.32

ADDITIONAL INFORMATION	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Capacity Charge			8/5/2021	42.9
Purchase Order Firm Delivery To Date (Jan 2015 to Dec 2024)	173,709.2			
Tier 1 Annual Limit (For Current Calendar Year)	24,359.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	7,371.8	30.3		
Tier 1 Current Month Deliveries	1,481.4			
Purchase Order Commitment (Jan 2015 to Dec 2024)	146,151.0			

INVOICE TOTAL

Volume AF	Amount Now Due
1,481.4	\$2,064,513.72

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	11564	0	July 2024	1 of 2	08-09-24	09-30-24

Meter No LV-01

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth St. and Andora Ave.	100	23672290	23744141	7185100	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	332.00	164.9	54,746.80
System Access Rate	389.00	164.9	64,146.10
System Power Rate	182.00	164.9	30,011.80
Treatment Surcharge	353.00	164.9	58,209.70
Delivery Subtotal		164.9	207,114.40
LV-01 Total		164.9	207,114.40

Meter No LV-02

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Terminus of Calabasas Feeder	1,000	23806933	23860956	54023000	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	332.00	1,240.2	411,746.40
System Access Rate	389.00	1,240.2	482,437.80
System Power Rate	182.00	1,240.2	225,716.40
Treatment Surcharge	353.00	1,240.2	437,790.60
Delivery Subtotal		1,240.2	1,557,691.20
LV-02 Total		1,240.2	1,557,691.20

Meter No LV-03

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth Park	10	96785303	97117675	3323720	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	332.00	76.3	25,331.60
System Access Rate	389.00	76.3	29,680.70
System Power Rate	182.00	76.3	13,886.60
Treatment Surcharge	353.00	76.3	26,933.90
Delivery Subtotal		76.3	95,832.80
LV-03 Total		76.3	95,832.80

--- OTHER CHARGES AND CREDITS ---

	Amount
Capacity Charge for current calendar year	40,040.00
Readiness to Serve Charge for current fiscal year	163,835.32

Agency Name	Invoice No.	Rev.	Bill Period	Page No.	Mailed On	Due On
Las Virgenes Municipal Water District	11564	0	July 2024	2 of 2	08-09-24	09-30-24

VOLUME TOTAL	INVOICE TOTAL
1,481.4	\$2,064,513.72

This invoice was printed on 8/9/2024 at 9:03:01AM



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 2024 - 2025**

LV - Las Virgenes Municipal Water District

DELIVERIES

MWD Water	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year Bal
Program: BASIC													
TREATED FULL SERVICE													
Subtotal	1,481.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,481.4
BASIC Total	1,481.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,481.4
MWD Water Total	1,481.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,481.4

STORAGE - CYC

Program: CYC Version: CC03 Impl_Code: 001

	Begin Bal	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year Bal	End Bal
Deliveries	546.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	546.4
Sales	(546.4)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	(546.4)
Adj/Losses	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0



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

MINUTES
REGULAR MEETING

9:00 AM

September 3, 2024

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Veronica Hurtado.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **9:11 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. Josie Guzman, Clerk of the Board, conducted the roll call.

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

Absent: None

Staff Present: David Pedersen, General Manager
Joe McDermott, Assistant General Manager
Veronica Hurtado, Water Reclamation Manager
Don Patterson, Director of Finance and Administration
Eric Schlageter, Director of Engineering and Facilities
Josie Guzman, Clerk of the Board
Keith Lemieux, District Counsel

2. APPROVAL OF AGENDA

Director Caspary moved to approve the agenda. Motion seconded by Director Polan. Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None
ABSTAIN: None
ABSENT: None

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

A List of Demands: September 3, 2024: Receive and file

B Minutes Special Meeting of August 19, 2024: Approve

C On-Call SCADA System Support and Professional Services

Authorize the General Manager to execute an agreement with The RoviSys Company, in the amount of \$100,000, for on-call SCADA system support and professional services.

D Water Main Break at 5745 Parkmor Road: Continuation of Emergency Declaration

Approve the continuation of an emergency declaration due to a 12-inch water main break at 5745 Parkmor Road in the City of Calabasas.

Director Polan moved to approve the Consent Calendar. Motion seconded by Director Coradeschi. Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A MWD Representative Report

Board President Lewitt, MWD Representative, stated that the primary issue for the District was obtaining water from other sources. He introduced Jim Green, formerly with MWD and currently a retired annuitant on assignment for the District, and he asked that Mr. Green provide a presentation regarding MWD's water operations and Sepulveda Feeder Pumping Phase 2 Project.

B Overview of MWD Water Systems

Jim Green provided a PowerPoint presentation regarding MWD's water operations. He

responded to questions regarding MWD's lack of infrastructure to convey water from the Colorado River to the west side, and the need for additional storage for the State Water Project. He also responded to questions regarding treating arsenic and nitrate levels in the Antelope Valley-East Kern (AVEK) Water Agency groundwater storage; conveying water from the Sepulveda Feeder Pumping Phase 2 Project to the west side; and the update that would be provided to the Subcommittee on Pure Water Southern California and Regional Conveyance on September 24th.

C Public Affairs and Communications Update

Mike McNutt, Public Affairs and Communications Manager, reported that the District launched the Irrigation Retrofit Outreach Program, and over 150 customers had scheduled water use surveys. He noted that KCLU and *The Acorn* published information regarding this program, and he was working with the local CBS affiliate regarding a possible interview with a customer to discuss the program. He also reported that staff implemented Social News Desk, a social media management platform which will streamline postings with a singular post. He noted that staff were working on outreach strategies regarding the tree removal for the Advanced Water Purification Facility project, Pipeline Replacement Project Park Entrada, and Chatsworth Pipeline Project. He also reported that staff recorded two Full Circle podcast episodes, and recorded a special episode with Los Angeles County Supervisor Lindsey Horvath. He noted that tours of District facilities were provided to staff from Senator Alex Padilla's office and staff from Supervisor Horvath's office. He noted that staff was updating *The Future of Water* video with additional footage, content, and information. He also reported that staff was working with Ladyface Brewery to produce a new batch of pure beer, which would be provided at the WaterReuse California Conference and possibility at the Association of Water Agencies of Ventura County (AWAVC) Annual Member and Policymakers Reception. He noted that the Water (R)evolution Symposium would be held on October 15th, where pure water, pure sorbet, and pure pizza might be provided. He also reported that Riki Clark, Public Affairs Associate II, was working on the Turnkey Turf Transformation campaign, and she would serve on a panel regarding the Pure Water Demonstration Facility at the upcoming WaterReuse California conference. He also reported that Steven Baird, Public Affairs Associate II, was serving on the California Association of Public Information Officials (CAPIO) Board, and he recently attended a CAPIO Strategic Planning Board retreat and meeting. He also reported that the Los Angeles County Medical Association issued a letter supporting the development and implementation of the Pure Water Project Las Virgenes-Triunfo.

6. TREASURER

Director Coradeschi stated that he reviewed the expenditures.

7. ENGINEERING AND FACILITIES

A Service Agreement for Leak Detection: Award

Authorize the General Manager to execute an agreement with Utilis, Inc., in the

amount of \$70,000, for satellite-based leak detection and analysis of the potable water system

Joe McDermott, Assistant General Manager, presented the report.

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

Mr. McDermott responded to questions regarding working with the vendor to identify leaks in high moisture areas; the amount of non-revenue water loss; and the District's goal in maintaining, rehabilitating, or replacing water pipelines

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

B Water Supply Reliability and Diversification Study: Award

Accept the proposal from Kennedy/Jenks Consultants, Inc., and authorize the General Manager to execute a professional services agreement, in the amount of \$499,871, for the Water Supply Reliability and Diversification Study

Joe McDermott, Assistant General Manager, presented the report.

Director Coradeschi moved to approve Item 7B. Motion seconded by Director Caspary.

General Manager David Pedersen responded to a question regarding whether a study was previously done in-house by stating that the Urban Water Management Plan included some topics; however, it was not forward-looking. He also stated that Facilities Master Plans were prepared for potable water, recycled water, and sanitation systems; however, they did not include water supply planning.

Mr. McDermott responded to a question regarding opportunities for other local water supply sources.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

8. EXTERNAL AFFAIRS

A LVUSD Science Team Water-Related Curriculum for 4th and 5th Grade

Education Program: Grant Agreement

Authorize the General Manager to execute a two-year agreement with Las Virgenes Unified School District, in the amount of \$214,000 with separate annual payments of \$107,000, for the Science Team Water-Related Curriculum for 4th and 5th Grade Education Program.

Riki Clark, Public Affairs Associate II, presented the report.

Jana Davenport, LVUSD Director of Elementary Education, provided a PowerPoint presentation regarding the LVUSD Science Team Water Education Program.

Director Burns moved to approve Item 8A. Motion seconded by Director Coradeschi.

The Board commended Ms. Davenport on the LVUSD Science Team Water Education Program.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

9. INFORMATION ITEMS

A GFOA Certificate of Achievement for Excellence in Financial Reporting

B Fiscal Year 2023-24 Capacity Fee Report

C Fiscal Year 2024-25 Budget in Brief

10. NON-ACTION ITEMS

A Organization Reports

None.

B Director's Reports on Outside Meetings

Director Polan reported that he attended the Association of California Water Agencies (ACWA) Region 8 Program on August 21st.

Board President Lewitt reported that he also attended the ACWA Region 8 Program, and noted that Patricia Mulroy from the University of Las Vegas spoke regarding a gas pipeline that was built from Alaska to California. He suggested that building a pipe to convey ocean water was feasible. He also reported that he attended a tour of the Tapia Water

Reclamation Facility and the Pure Water Demonstration Facility provided to Hal Siegel, President of the Lake Lindero Homeowners' Association. He also reported that he attended a meeting with Los Angeles County Supervisor Lindsey Horvath, where they discussed pure water, Los Angeles water plans, the possibility of conveying Colorado River water via Malibu, and the possibility of combining the District with Waterworks District 29.

C General Manager Reports

(1) General Business

General Manager David Pedersen introduced Emma Nguyen, Resource Conservation Intern, who provided a PowerPoint presentation regarding the Water Warriors 2024 Customer Recognition Program.

General Manager David Pedersen provided an update regarding the partnership with OceanWell to conduct a subsea water harvesting pilot study at Las Virgenes Reservoir. He noted that he and Tim Quinn from OceanWell would be interviewed for *Municipal Water Magazine*, and he stated that he would provide monthly updates. He mentioned that MWD's poster contest winners were displayed in the Board Room lobby. He noted that the September 16th Board Meeting would be canceled due to a conflict with the WaterReuse California conference; the next Board Meeting would be held on October 1st; and the AWAVC Annual Member and Policymakers Reception would be held on September 19th at the Reagan Library.

(2) Follow-Up Items

None.

D Directors' Comments

Director Polan inquired regarding the status and cause of the leak on Lindero Canyon Road and Agoura Road. General Manager David Pedersen responded that the leak was caused by severe pipeline corrosion. He noted that staff were looking into a project to relocate a portion of the pipe that is affected by contaminants and determine the source of the contaminants.

11. FUTURE AGENDA ITEMS

None.

12. PUBLIC COMMENTS

None.

13. CLOSED SESSION

A Conference with District Counsel – Anticipated Litigation (Government Code Section 54956.9(d)(2)): One Item

Tort Claim by Mary Charitan

B Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9): One Case

Tim Hazelwood and City of Westlake Village v. Las Virgenes Municipal Water District

C Conference with Labor Negotiators (Government Code Section 54956.6) to consider and potentially approve new Memorandum of Understanding terms

Agency Designated Representatives: David W. Pedersen, General Manager; and Donald Patterson, Director of Finance and Administration

Employee Organization: Management Employees Association Unit

D Conference with Labor Negotiators (Government Code Section 54956.6)

Agency Designated Representatives: David W. Pedersen, General Manager; and Donald Patterson, Director of Finance and Administration

Employee Organizations: Supervisor, Professional, and Confidential Employees Association Unit; and General and Office Units represented by the Service Employees International Union Local 721

The Board recessed to Closed Session at **11:38 a.m.** and reconvened to Open Session at **12:39 p.m.**

Keith Lemieux, District Counsel, reported that the Board met in Closed Session and denied the tort claim by Mary Charitan by a vote of 5-0 with Directors Burns, Caspary, Coradeschi, Lewitt, and Polan voting to deny the claim; rejected the claim by Tim Hazelwood and the City of Westlake Village v. Las Virgenes Municipal Water District by a vote of 4-0-1 with Directors Burns, Caspary, Coradeschi, and Lewitt voting to reject the claim and Director Polan abstaining; approved the draft Memorandum of Understanding (MOU) with the Management Employees Association Unit by a vote of 5-0 with Directors Burns, Caspary, Coradeschi, Lewitt, and Polan voting to approve the draft MOU; and no reportable action regarding labor negotiations with the Supervisor, Professional, and Confidential Employees Association Unit, and General and Office Units represented by the Service Employees International Union Local 721.

14. OPEN SESSION AND ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **12:41 p.m.**

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

ATTEST:

Gary Burns, Secretary
Board of Directors
Las Virgenes Municipal Water District

(SEAL)

September 5, 2024

To: Payroll

From: David W. Pedersen
General Manager

DocuSigned by:
David W. Pedersen
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RE: Per Diem Request – August 2024

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 January 16, 2024, the Board adopted Ordinance No. 286, amending the per diem rate to \$245.

	<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
22040	Gary Burns	10	\$245.00	\$2,450.00
8014	Charles Caspary	5	\$245.00	\$1,225.00
22039	Andy Coradeschi	10	\$245.00	\$2,450.00
19447	Jay Lewitt LVMWD* – 9 MWD** – 8	17	\$245.00	\$4,165.00
18856	Leonard Polan	9	\$245.00	\$2,205.00

*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: Gary Burns
 Month of: 1-Aug Division: 3

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 ² (Y/N)	Check One		Event Title
	Event	Travel ¹	Total		MWD	LVMWD	
8/1/2024			1			1	Calif Assoc of Sanitation Agencies Meeting
8/5/2024			1			1	JPA Board Meeting
8/6/2024			1			1	LVMWD Board Meeting
8/8/2024			1			1	Special JPA Board Meeting
8/13/2024			1			1	ACWA Region Nine Workforce Event
8/14/2024			1			1	ACWA 101 Webinar
8/19/2024			1			1	LVMWD Board Meeting
8/20/2024			1		1		MWD Board of Directors Meeting
8/22/2024			0			0	Calabasas Mayoral Luncheon
8/28/2024			1		1		MWD Subcommittee Long Term Planning
8/29/2024			1			1	Meeting / Tour LA County Supervisor Lindsay Horvath
TOTAL			10				

Date Submitted: 8/30/2024

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: Gary Burns via email

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Josie Guzman, Clerk of the Board Director's Name: Charles Caspary
 Month of: Aug-24 Division: 1

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 ² (Y/N)	Check One		Event Title
	Event	Travel ¹	Total		MWD	LVMWD	
8/5/2024	1		1	N		X	LV-TWSD JPA BOARD MEETING
8/6/2024	1		1	N		X	LVMWD BOARD MEETING
8/9/2024	1		1	N		X	ACWA STATE LEG. COMMITTEE
8/15/2024	1		1	N		X	SANTA MONICA BAY RESTORATION COMMISSION - MARINA DEL REY
8/19/2024	1		1	N		X	LVMWD BOARD MEETING
TOTAL			5				

Date Submitted: 8/27/2024

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: Charles Caspary via email

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Josie Guzman, Clerk of the Board

Director's Name: Leonard Polan

Month of: Aug-24

Division: #4

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

Date(s)	# of Days Claimed			Reimbursable Expenses ² (Y/N)	Check One		Event Title
	Event	Travel ¹	Total		MWD	LVMWD	
8/1/24	1	----	1	Y	----	Y	CASA Monterey
8/2/24	1	----	1	Y	----	Y	CASA Monterey
8/6/24	1	----	1	N	----	Y	LVMWD Bd Mtg
8/5/24	1	----	1	N	----	Y	JPA Board Mtg
8/8/24	1	----	1	Y	----	Y	JPA Special Design Mtg
8/9/24	1	----	1	Y	----	Y	Region 9 Board meeting (Temecula)
8/19/24	1	----	1	N	----	Y	LVMWD Special Bd Meeting
8/20/24	1	----	1	N	----	Y	ACWA Webinar conservation is a way of life
8/21/24	1	----	1	Y	----	Y	Region 8 Board Mtg (Pasadena)
8/22/24	1	----	0	Y	----	Y	Calabsas Mayors Luncheon
TOTAL			9				

Date Submitted: 8/30/24

Director Signature: Leonard E. Polan By Email

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.



DATE: October 1, 2024
TO: Board of Directors
FROM: General Manager

SUBJECT: Annual Report: Records Review and Destruction

SUMMARY:

Pursuant to Title 2, Section 2-7.507 of the Las Virgenes Municipal Water District Code, the Board Secretary is required to report at least annually, in writing, to the Board at a public meeting concerning District records. A records retention schedule, which has been approved by the Board, is maintained by the Executive Assistant/Clerk of the Board. A list of documents proposed for destruction based on the records retention schedule was presented to the Department Directors, General Manager, District Counsel, and Board Secretary for review and approval. The records destruction list was prepared based on the District's records retention schedule and Las Virgenes Municipal Water District Code.

Attached is the proposed listing of records scheduled for destruction upon Board approval. Staff recommends authorization to proceed with destruction of the records.

RECOMMENDATION(S):

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

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds for shredding services are available in the adopted Fiscal Year 2024-25 Budget.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

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

ATTACHMENTS:

[Inventory of Records for Destruction](#)

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==


ONSITE

RRS: Accounting

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
272 ACCOUNTS PAYABLE POSTING REPORT (2)				
	▶ ACCOUNTS PAYABLE POSTING REPORT A/P VOUCHER JOURNAL POSTING	7/1/2020	12/31/2020	_____
25 BANK RECONCILIATIONS (5)				
	▶ BANK RECONCILIATIONS	7/1/2016	6/30/2017	_____
40 DAILY CASH RECORDS (1)				
	▶ DAILY CASH RECORDS	7/1/2020	6/30/2021	_____
	▶ DAILY CASH RECORDS	11/1/2021	12/31/2021	_____
41 DEPOSITS (5)				
	▶ DEPOSITS	1/1/2012	6/30/2012	_____
	▶ DEPOSITS	1/1/2013	12/31/2013	_____
	▶ DEPOSITS	1/1/2014	6/30/2014	_____
	▶ DEPOSITS	7/1/2014	12/31/2014	_____
	▶ DEPOSITS	1/1/2015	12/31/2015	_____
	▶ DEPOSITS	1/1/2016	12/31/2016	_____
	▶ DEPOSITS	1/1/2017	12/31/2017	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.


APPROVALS

DocuSigned by:

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8/5/2024

DATE: _____

GENERAL MANAG

DocuSigned by:

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8/30/2024

DATE: _____

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2024 ==
OFFSITE

RRS: Accounting

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Date Eligible	Comments
20 ACCOUNTS RECEIVABLE RECORDS (5)					
	▶ ACCOUNTS RECEIVABLE UTILITY BILLING AGED ARREARS	7/1/2016	6/30/2018	12/31/2023	_____
41 DEPOSITS (5)					
	▶ CUSTOMER SERVICE DEPOSITS AUGUST 2018 – OCTOBER 2018	8/20/2018	10/9/2018	12/31/2023	_____
	▶ CUSTOMER SERVICE DEPOSITS FY 2017/18 APR - MAY (PAYMENT DETAIL LISTING)	4/18/2018	5/31/2018	12/31/2023	_____
	▶ CUSTOMER SERVICE DEPOSITS FY 2017/18 DEC - FEB (PAYMENT DETAIL LISTING)	12/20/2017	2/12/2018	12/31/2023	_____
	▶ CUSTOMER SERVICE DEPOSITS FY 2017/18 FEB - APR (PAYMENT DETAIL LISTING)	2/13/2018	4/18/2018	12/31/2023	_____
	▶ CUSTOMER SERVICE DEPOSITS FY 2018/19 JUNE - JUNE (PAYMENT DETAIL LISTING)	6/1/2018	6/30/2018	12/31/2023	_____
	▶ CUSTOMER SERVICE DEPOSITS JULY 2018 – AUGUST 2018	7/13/2018	8/19/2018	12/31/2023	_____
	▶ CUSTOMER SERVICE DEPOSITS OCTOBER 2018 – DECEMBER 2018	10/10/2018	12/4/2018	12/31/2023	_____
295 JOURNAL ENTRIES – JE, JG, JI, JK, JM, JN, JP, JR, JS, JT, IA, II, OV, PI (5)					
	▶ JOURNAL ENTRIES – JE, JG, JI, JK, JM FY 2018/19 (JUL-DEC)	7/1/2018	12/31/2018	12/31/2023	_____
	▶ JOURNAL ENTRIES – JR, JP, JS, JT, IA, IB, II OV, PI FY 2018/19 (JUL-DEC)	7/1/2018	12/31/2018	12/31/2023	_____
	▶ JOURNAL ENTRIES FY 2017-18 JE, JG, JI, JK, JM	1/1/2018	6/30/2018	12/31/2023	_____
	▶ JOURNAL ENTRIES FY 2017-18 JN, JR, JP, JS, JT, IA, II, OV, PI (JAN-JUN)	1/1/2018	6/30/2018	12/31/2023	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.


APPROVALS

DocuSigned by:

 CDA71D6C2A67424...

DATE: 8/5/2024

GENERAL MANAGE

DocuSigned by:

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DATE: 8/30/2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2024 ==
OFFSITE

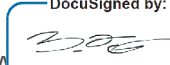
RRS: Accounting

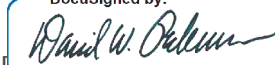
RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Date Eligible	Comments
	Box Description				

Number of Offsite Boxes Eligible for Destruction: 12

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD  DATE: 8/5/2024
CDA71D6C2A67424...

GENERAL MANAGER  DATE: 8/30/2024
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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2024 ==
OFFSITE

RRS: Purchasing

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Date Eligible	Comments
-------------	--	-----------	---------	---------------	----------

123 PURCHASE ORDER FILES (5)

▶ PURCHASE ORDER FILES - OX FY 17/18:: OJ FY 17/18:: OB FY 17/18:: OP FY 17/18	7/1/2017	6/30/2018	12/31/2023		
---	----------	-----------	------------	--	--

Number of Offsite Boxes Eligible for Destruction: 1

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DocuSigned by:

8/5/2024

DEPARTMENT HEAD

CDA71D6C2A67424...

DATE: _____

GENERAL MANAGER

DocuSigned by:

8/30/2024

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DATE: _____

DATE: _____

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Accounting - Payroll

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
259 PAYROLL REGISTERS (3)				
	▶ PAYROLL REGISTERS	1/1/2019	12/31/2019	_____
	▶ PAYROLL REGISTERS	1/1/2020	12/31/2020	_____
73 PAYROLL REPORTS (2)				
	▶ PAYROLL REPORTS	1/1/2020	7/14/2020	_____
	▶ PAYROLL REPORTS	7/28/2020	12/31/2020	_____
	▶ PAYROLL REPORTS	1/1/2021	7/13/2021	_____
	▶ PAYROLL REPORTS	7/27/2021	12/31/2021	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DocuSigned by:

DEPARTMENT HEAD

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DATE: 8/22/2024

DocuSigned by:

GENERAL MANAGER

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DATE: 8/30/2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

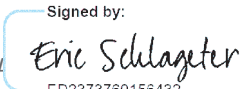
ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ ENG-6 CITY OF AGOURA HILLS AGENCY COMMENT LETTERS	1/1/2015	12/31/2016	_____
	▶ ENG-6: AGOURA HILLS COMMENT LETTERS	1/1/2020	12/31/2021	_____
	▶ ENG-6: AGOURA HILLS COMMENT LETTERS	1/1/2020	12/31/2021	_____
	▶ ENG-6: CALABASAS COMMENT LETTERS	1/1/2020	12/31/2020	_____
	▶ ENG-6: CITY OF AGOURA HILLS AGENCY COMMENT LETTERS	1/1/2017	12/31/2017	_____
	▶ ENG-6: CITY OF AGOURA HILLS AGENCY COMMENT LETTERS	1/1/2018	12/31/2018	_____
	▶ ENG-6: CITY OF AGOURA HILLS AGENCY COMMENTS LETTERS	1/1/2019	12/31/2019	_____
	▶ ENG-6: CITY OF CALABASAS AGENCY COMMENT LETTERS	1/1/2018	12/31/2018	_____
	▶ ENG-6: CITY OF CALABASAS AGENCY COMMENT LETTERS	1/1/2019	12/31/2019	_____
	▶ ENG-6: CITY OF HIDDEN HILLS COMMENT LETTERS	1/1/2017	12/31/2017	_____
	▶ ENG-6: CITY OF HIDDEN HILLS COMMENT LETTERS	1/1/2019	12/31/2019	_____
	▶ ENG-6: LOS ANGELES COUNTY FLOOD CONTROL DISTRICT COMMENT LETTERS	1/1/2015	12/31/2015	_____
	▶ ENG-6: MALIBU COMMENT LETTERS	1/1/2013	12/31/2013	_____
	▶ ENG-6: MALIBU COMMENT LETTERS	1/1/2014	12/31/2014	_____
	▶ ENG-6: WESTLAKE VILLAGE COMMENT LETTERS	1/1/2017	12/31/2017	_____
	▶ ENG-6-2-2: CITY OF AGOURA HILLS AGENCY COMMENT LETTERS FILE 1 OF 2	1/1/2014	12/31/2014	_____
	▶ ENG-6-2-2: CITY OF AGOURA HILLS AGENCY COMMENT LETTERS FILE 2 OF 2	1/1/2014	12/31/2014	_____
	▶ ENG-6-2-2: CITY OF AGOURA HILLS COMMENTS LETTERS	1/1/2015	12/31/2015	_____
	▶ ENG-6-2-2: CITY OF CALABASAS AGENCY COMMENT LETTERS	1/1/2013	12/31/2013	_____
	▶ ENG-6-2-2: CITY OF CALABASAS AGENCY COMMENT LETTERS	1/1/2014	12/31/2014	_____
	▶ ENG-6-2-2: CITY OF CALABASAS AGENCY COMMENT LETTERS	1/1/2015	12/31/2015	_____
	▶ ENG-6-2-2: CITY OF CALABASAS AGENCY COMMENT LETTERS	1/1/2016	12/31/2016	_____
	▶ ENG-6-2-2: CITY OF CALABASAS AGENCY COMMENT LETTERS	1/1/2017	12/31/2017	_____
	▶ ENG-6-2-2: CITY OF CALABASAS AGENCY COMMENT LETTERS	1/1/2019	12/31/2019	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD  DATE: 8/6/2024

GENERAL MANAGER  DATE: 8/30/2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ ENG-6-2-5: CITY OF HIDDEN HILLS COMMENT LETTERS	1/1/2013	12/31/2013	_____
	▶ ENG-6-2-5: COUNTY OF LOS ANGELES AGENCY COMMENT LETTERS	1/1/2011	12/31/2014	_____
	▶ ENG-6-2-5: COUNTY OF LOS ANGELES COMMENT LETTERS	1/1/2011	12/31/2014	_____
	▶ ENG-G: CITY OF CALABASAS AGENCY COMMENT LETTERS	1/1/2013	12/31/2013	_____
	▶ UTILITY NOTICE: 23577 CALABASAS ROAD, CALABASAS PROPERTY LLC (BARBARA L. HALL, INC.)	11/1/2006	---	_____
	▶ UTILITY NOTICE: CABLE ENGINEERING SERVICES, LAS VIRGENES ROAD AND LAS VIRGENES CANYON ROAD	2/1/2016	---	_____
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, 1997-98 CAPITAL IMPROVEMENT PROGRAM	11/13/1997	11/13/1997	_____
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, AGOURA ROAD OVERLAY AND MEDIAN IMPROVEMENTS (NO DATES)	---	---	_____
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, AGOURA ROAD/OAK CREST DRIVE,PARK TERR DRIVE DRAINAGE IMPROVEMENTS	8/29/1995	8/29/1995	_____
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, LINDERO CANYON ROAD/AGOURA ROAD	9/16/1996	9/16/1996	_____
	▶ UTILITY NOTICE: KB ENGINEERING, DOROTHY DRIVE & LEWIS ROAD	2/12/2016	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY - PROJECT I.D. RMD 3328021	10/9/2001	1/29/2002	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY - PROJECT I.D. RMD 3357005	6/23/2005	6/23/2005	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY - PROJECT I.D. RMD 3367011 & 3347041	4/11/2001	4/11/2001	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY - RDC 0015532, PAVEMENT PRESERVATION PROJECT	1/21/2014	1/21/2014	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY - SMDACO0127 (PCA NO. YOACO127	8/3/2011	8/3/2011	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY - SMDACO0132 CALABASAS SEWER UPGRADE	3/14/2011	3/14/2011	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlageter

8/6/2024

DATE: _____

GENERAL MANAGER

DocuSigned by:

David W. Bellum

8/30/2024

DATE: _____

DEPARTMENT HEAD

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

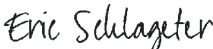
ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, KANAN ROAD T-3 TO MULHOLLAND, PROJCT I.D. RDC 0011770	3/3/2005	3/3/2005	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, PROJECT NO. RDC 0011953, MULHOLLAND HIGHWAY	3/3/2005	3/3/2005	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, PROJECT NO. RDC 0013412, KANAN DUME ROAD - MALIBU	12/12/2001	12/12/2001	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, STUNT ROAD AT CULVER MARKER 1.21 - PROJECT I.D. NO. 12590	9/20/2004	9/20/2004	
	▶ UTILITY NOTICE: P.C. SEWERS #2, COUNTY OF LOS ANGELES	---	---	
	▶ UTILITY NOTICE: P.C. SEWERS, CITY OF WESTLAKE VILLAGE	---	---	
	▶ UTILITY NOTICE: PROJECT ID WWD2900031, CALABASAS TOPANGA FEEDER	11/25/2003	11/25/2003	
	▶ UTILITY NOTICE: 64NORTH - TYLER S. MCMARTIN, 28439 FOOTHILL DRIVE, AGOURA HILLS APN 2055019037	2/20/2017	2/20/2017	
	▶ UTILITY NOTICE: ADVANCED ENGINEERING AND CONSULTING	3/29/2018	---	
	▶ UTILITY NOTICE: AECOM	8/23/2011	2/29/2012	
	▶ UTILITY NOTICE: AGOURA ROAD AND LAS VIRGENES CREEK	1/6/1998	---	
	▶ UTILITY NOTICE: ALLIANCE LAND PLANNING & ENGINEERING	9/15/2011	---	
	▶ UTILITY NOTICE: ALLISON B. CLAGO, 2468 TROUTDALE DRIVE, APN 2063-019-042	7/16/2018	---	
	▶ UTILITY NOTICE: ALOHA EXPEDITING- GIGI GOYETTE, 31424 MULHOLLAND HIGHWAY, APN 4464-008-044	11/21/2016	---	
	▶ UTILITY NOTICE: ARCA ENGINEERING, 28610 CANWOOD STREET/CANWOOD STREET AND DERRY AVENUE	11/17/2015	11/19/2015	
	▶ UTILITY NOTICE: ASSOCATED ENGINEERS	2/13/2002	---	
	▶ UTILITY NOTICE: AT&T, AGOURA ROAD BETWEEN LEWIS AND PALO COMADO, JOB #24382	2/15/2019	---	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

 Eric Schlageter
 ED2373780156432...

8/6/2024

DATE: _____

GENERAL MANAGE

DocuSigned by:

 David W. Pedersen
 12C6BE2E4EC44E2...

8/30/2024

DATE: _____

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITYNOTICE: AT&T, AGOURA ROAD, JOB #19869	5/11/2018	---	
	▶ UTILITY NOTICE: AT&T, AGOURA ROAD, JOB #18585 BETWEEN CORNELL ROAD AND VEJAR DRIVE	2/21/2018	---	
	▶ UTILITY NOTICE: AT&T, CALABASAS ROAD, JOB #19547	4/19/2018	---	
	▶ UTILITY NOTICE: AT&T, CANWOOD STREET - LIBERTY CANYON ROAD, JOB #22981	11/7/2018	---	
	▶ UTILITY NOTICE: AT&T, JOB #17261, STUNT ROAD BETWEEN MULHOLLAND HIGHWAY AND SYLVAN GLEN ROAD	10/30/2017	---	
	▶ UTILITY NOTICE: AT&T, JOB #21937, AGOURA ROAD	9/10/2018	---	
	▶ UTILITY NOTICE: AT&T, JOB #21961, LAS VIRGENES ROAD	9/10/2018	---	
	▶ UTILITY NOTICE: AT&T, JOB #23398 MULHOLLAND HIGHWAY	12/4/2018	---	
	▶ UTILITY NOTICE: AT&T, JONATHAN W. CYPRESS JOB #13448, LOST HILLS ROAD BETWEEN MALIBU HILLS ROAD AND MEADOW CREEK LANE	12/28/2016	---	
	▶ UTILITY NOTICE: AT&T, JONATHAN W. CYPRESS JOB #13501, ROADSIDE DRIVE	12/28/2016	---	
	▶ UTILITY NOTICE: AT&T, LADYFACE COURT, JOB #14898	4/18/2017	---	
	▶ UTILITY NOTICE: AT&T, LAS VIRGENES ROAD BETWEEN COUNTRY CREEK LANE AND ESTRELLA DRIVE	3/21/2016	---	
	▶ UTILITY NOTICE: AT&T, LEWIS ROAD BETWEEN DRIVER AVENUE AND TULARE LANE	7/6/2016	7/6/2018	
	▶ UTILITY NOTICE: AT&T, LOBO CANYON ROAD, JOB #20181	6/5/2018	---	
	▶ UTILITY NOTICE: AT&T, LINDERO CANYON ROAD BETWEEN 101 FREEWAY AND RUSSELL RANCH ROAD	4/6/2016	---	
	▶ UTILITY NOTICE: AT&T, MULHOLLAND HIGHWAY AND COLD CANYON ROAD	11/7/2017	---	
	▶ UTILITY NOTICE: AT&T, MULHOLLAND HIGHWAY EAST OF WICKLAND ROAD	6/2/2016	---	
	▶ UTILITY NOTICE: AT&T, MULHOLLAND HIGHWAY JOB #16446	9/6/2017	---	
	▶ UTILITY NOTICE: AT&T, MULHOLLAND HIGHWAY JOB #16862	10/11/2017	---	
	▶ UTILITY NOTICE: AT&T, MULHOLLAND HIGHWAY, JOB #14391	12/4/2017	---	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD

Signed by:

Eric Schlager

ED2373760156432...

DATE: 8/6/2024

GENERAL MANAGER:

DocuSigned by:

David W. Pedersen

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8/30/2024

DATE: _____

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	► UTILITY NOTICE: AT&T, MULHOLLAND HIGHWAY/23 HIGHWAY JOB #23837	1/14/2019	---	
	► UTILITY NOTICE: AT&T, PARK HELENA PARK/PARK ORA, JOB #23628	1/15/2019	---	
	► UTILITY NOTICE: AT&T, ROADSIDE DRIVE, JOB #12932	11/8/2016	---	
	► UTILITY NOTICE: AT&T, RONDELL STREET BETWEEN AGOURA ROAD AND DOLLEY MADISON, JOB #26470	6/24/2019	---	
	► UTILITY NOTICE: AT&T, ROUND MEADOW ROAD BETWEEN HOBACK GLEN ROAD AND JOHN COLTER ROAD	11/16/2017	---	
	► UTILITY NOTICE: AT&T, THRIFT ROAD EAST	3/21/2016	---	
	► UTILITY NOTICE: AT&T, VIA ROCAS/VIA COLINAS JOB #20040	5/22/2018	---	
	► UTILITY NOTICE: AT&T, WIRELESS TELECOMMUNICATION 2	6/30/2010	12/18/2015	
	► UTILITY NOTICE: AT&T, ZALTANA STREET JOB #13274	12/20/2016	---	
	► UTILITY NOTICE: BARBARA L. HALL	7/23/2012	4/17/2013	
	► UTILITY NOTICE: BMS COMMUNICATIONS	9/8/2004	2/8/2011	
	► UTILITY NOTICE: BRANDOW & JOHNSTON	9/13/2011	10/15/2014	
	► UTILITY NOTICE: CABLE ENGINEERING SERVICES, 200 FEET ALONG CALABASAS ROAD, 3000 FEET WEST OF MUREAU ROAD	2/12/2016	---	
	► UTILITY NOTICE: CABLE ENGINEERING SERVICES, 200 FEET SPAN ALONG KANAN ROAD APPROXIMATELY 2500 FEET WEST OF MALIBU VIEW COURT	2/12/2016	---	
	► UTILITY NOTICE: CABLE ENGINEERING SERVICES	11/15/2006	8/24/2015	
	► UTILITY NOTICE: CABLE ENGINEERING SERVICES - LONG VALLEY ROAD, 500 FEET EAST AND WEST OF CLEAR VALLEY ROAD AND CLEAR VALLEY ROAD BETWEEN LONG VALLEY ROAD AND LITTLE VALLEY ROAD, NO. VZW17043WZDHID	1/18/2017	---	
	► UTILITY NOTICE: CABLE ENGINEERING SERVICES, 1222 WESTLAKE BOULEVARD, JOB NO. ATC 16211_LAC	1/19/2017	---	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlageter

8/6/2024

DATE: _____

GENERAL MANAGE

DocuSigned by:

David W. O'Brien

8/30/2024

DATE: _____

DEPARTMENT HEAD

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: CABLE ENGINEERING SERVICES, 1600 DECKER ROAD, JOB NO. ATC 16210_LAC	1/18/2017	---	_____
	▶ UTILITY NOTICE: CABLE ENGINEERING SERVICES, 971 WESTLAKE BOULEVARD, JOB. NO. ATC 16211_LAC	1/19/2017	---	_____
	▶ UTILITY NOTICE: CABLE ENGINEERING SERVICES, A 250-FOOT RADIUS FROM THE INTERSECTION OF AGOURA ROAD AND KANAN ROAD, PROJECT NO. 10010848-2	5/27/2016	---	_____
	▶ UTILITY NOTICE: CABLE ENGINEERING SERVICES, CLARK RANCH ROAD, JOB @ATC 16202 LAC	1/18/2017	---	_____
	▶ UTILITY NOTICE: CABLE ENGINEERING SERVICES, INTERSECTION OF ENCINAL CANYON ROAD AT EDISON ROAD/TRANCAS CANYON ROAD, 1000-FEET EAST ALONG EINCINAL CANYON ROAD, PROJECT NO. 33000169-2	5/24/2016	---	_____
	▶ UTILITY NOTICE: CABLE ENGINEERING SERVICES, KANAN DUME ROAD AND BACKBONE TRAIL TUNNEL	2/1/2016	---	_____
	▶ UTILITY NOTICE: CABLE ENGINEERING SERVICES, KANAN DUME ROAD AND LATIGO CANYON ROAD CONTINUING 9225 FEET SOUTH ALONG KANAN DUME ROAD	1/26/2016	---	_____
	▶ UTILITY NOTICE: CABLE ENGINEERING SERVICES, ROUND MEADOW ROAD, 500 FEET NORTH AND SOUTH OF HOBACK GLEN ROAD AND HOBACK GLEN ROAD, BETWEEN ROUND MEADOW ROAD AND SCOTT ROBERTSON ROAD, NO. VZW17044WZDHID	3/28/2017	---	_____
	▶ UTILITY NOTICE: CALABASAS STORAGE, 24031 VENTURA BOULEVARD	8/21/2014	---	_____
	▶ UTILITY NOTICE: CALIFORNIA CIVIL DESIGN GROUP	2/17/2012	---	_____
	▶ UTILITY NOTICE: CALTRANS - STATE ROUTE 101 PROJECT, TG: 559, GRID: F4, E4, D4, D5, B5, A5	8/24/2016	---	_____
	▶ UTILITY NOTICE: CALTRANS - US 101/LIBERTY CANYON WILDLIFE OVERPASS	4/20/2015	---	_____
	▶ UTILITY NOTICE: CALTRANS DISTRICT 07, LIBERTY CANYON WILDLIFE CROSSING PROJECT	5/21/2018	---	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlager

8/6/2024

DATE: _____

DocuSigned by:

David W. Bellum

8/30/2024

GENERAL MANAGE

12C6BE2E4EC44E2...

DATE: _____

DEPARTMENT HEAD

ED2373780156432...

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: CALTRANS/DEPARTMENT OF TRANSPORTATION HIGHWAY 101 OVERPASS LOCATIONS CHESEBRO/KANAN/LAS VIRGENES/LIBERTY CANYON/LOST HILLS/LINDERO CANYON/REYES ADOBE	8/12/2015	---	
	▶ UTILITY NOTICE: CHARLES ABBOTT ASSOCIATES	3/26/2001	---	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, AGOURA AND KANAN INTERSECTION	7/8/2015	---	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, KANAN FROM FOUNTAINWOOD TO AGOURA ROAD, THOUSAND OAKS BOULEVARD FROM LAKE LINDERO TO KANAN, REYES ADOBE FROM AGOURA ROAD TO THOUSAND OAKS BOULEVARD	4/10/2003	---	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, KANAN ROAD INTERCHANGE IMPROVEMENTS	7/11/2001	---	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, KANAN ROAD, CORNELL ROAD/SILVER CREEK ROAD	3/6/1997	---	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, KANAN ROAD/101 FREEWAY/CANWOOD STREET	9/18/1995	6/25/1997	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, KANAN ROAD/101 FREEWAY/CANWOOD STREET DRAWING	9/18/1995	6/25/1997	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, KANAN ROAD/AGOURA ROAD (EMPTY FOLDER)	---	---	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, LAS VIRGENES ROAD AND THOUSAND OAKS BOULEVARD ROUNDABOUT	11/8/2016	---	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, MALIBU HILLS ROAD, STORM DRAIN CATCH BASIN CURB SCREEN PROJECT	11/9/2016	---	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, ROADSIDE DRIVE/KANAN ROAD/LEWIS ROAD	9/22/2014	---	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, PUBLIC WORKS DEPT. OLD TOPANGA CANYON ROAD, CALABASAS HIGH SCHOOL DRIVEWAY IMPROVEMENTS	1/5/2017	---	
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, VARIOUS STREET IMPROVEMENTS	8/23/1995	5/20/1997	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlageter

8/6/2024

DEPARTMENT HEAD

ED2373760156432...

DATE:

GENERAL MANAGER:

DocuSigned by:

David W. Pedum

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8/30/2024

DATE:

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: CITY OF AGOURA HILLS, VARIOUS STREET IMPROVEMENTS	3/12/2008	10/12/2015	
	▶ UTILITY NOTICE: CITY OF AGROUA HILLS, VARIOUS	6/23/1997	12/8/2014	
	▶ UTILITY NOTICE: CITY OF CALABASAS, 1999 ANNUAL STREET OVERLAY AND SLURRY SEAL PROJECT	3/15/1999	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, 23577 CALABASAS ROAD	2/5/2015	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CALABASAS CDS UNIT INSTALLATION	3/26/2001	6/30/2003	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CALABASAS PARK ESTATES HOA	1/16/2001	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CALABASAS ROAD	11/1/1994	2/14/1997	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CALABASAS ROAD BETWEEN MUREAU ROAD AND PARKWAY CALABASAS	3/26/2018	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CALABASAS ROAD DRAWING	2/5/2015	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CALABASAS ROAD/PARKWAY CALABASAS	9/9/1997	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CALABASAS ROAD/PARKWAY CALABASAS DRAWING - NO DATE	9/5/1997	9/5/1997	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CANYON DRIVE BETWEEN MULHOLLAND HIGHWAY AND VALLEY VIEW ROAD	1/26/2016	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CANYON DRIVE FROM MULHOLLAND HIGHWAY TO VALLEY VIEW ROAD	7/14/2015	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CIP 06-07-09 MULHOLLAND HIGHWAY MEDIAN IMPROVEMENTS	4/11/2007	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, CITYWIDE FIBER OPTIC INTERCONNECT & TRAFFIC MANAGEMENT	4/22/2009	5/28/2009	
	▶ UTILITY NOTICE: CITY OF CALABASAS, JOB NO. 2286.0001.00122, CALABASAS HIGHLANDS STORM DRAIM IMPROVEMENT	8/17/1998	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, LAS VIRGENES CREEK BRIDGE WIDENING AT AGOURA ROAD 2286-0002.00	11/29/1999	---	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD

Signed by:

Eric Schlager

ED2373760156432...

8/6/2024

DATE:

GENERAL MANAGER

DocuSigned by:

David W. DeLeon

12C6BE2E4EC44E2...

8/30/2024

DATE:

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: CITY OF CALABASAS, LAS VIRGENES OFFRAMP/US 101	4/15/2015	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, LAS VIRGENES ROAD - CONSTRUCTION NEW LANDSCAPED MEDIANS	9/29/2017	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, LAS VIRGENES ROAD - US 101 LAS VIRGENES ORAD/MALIBU CANYON EXIT TO THOUSAND OAKS BOULEVARD	8/11/2015	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, LAS VIRGENES SCENIC CORRIDOR WIDENING PROJECT	4/20/2012	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, LILAC TRAIL STORM DRAIN IMPROVEMENTS	1/14/2009	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, LOST HILLS ROAD (TRAFFIC ROUNDABOUT)	3/16/1998	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, LOST HILLS ROAD STORM DRAIN CHAMBERS/STORM SCREEN INSTALLATION	5/9/2005	8/2/2005	
	▶ UTILITY NOTICE: CITY OF CALABASAS, LOST HILLS ROAD/101 INTERCHANGE IMPROVEMENTS	3/13/2012	2/11/2014	
	▶ UTILITY NOTICE: CITY OF CALABASAS, LOST HILLS ROAD (TRAFFIC ROUNDABOUT)	5/9/1998	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, MALIBU HILLS ROAD, CONSTRUCTION NEW LANDSCAPED MEDIANS	9/28/2017	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, MALIBU HILLS ROAD/SHADOW HILLS	12/19/1996	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, MALIBU HILLS ROAD/SHADOW HILLS - DRAWING	12/19/1996	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, MULHOLLAND HIGHWAY	11/4/1996	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, MULHOLLAND HIGHWAY/DRY CANYON COLD CREEK	12/19/1996	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, PARKVILLE STREET LIGHTING NEAR PARKVILLE ROAD & HELMOND DRIVE	6/29/2015	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, PARKWAY CALABASAS/CAMINO PORTAL	9/23/1997	---	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD:  Signed by: Eric Selinger DATE: 8/6/2024

GENERAL MANAGER:  DocuSigned by: Paul W. O'Brien DATE: 8/30/2024

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: CITY OF CALABASAS, PROJECT NO. CLB62, MULHOLLAND CULVERT UTILITY RELOCATION PLAN	1/15/1999	5/24/2000	
	▶ UTILITY NOTICE: CITY OF CALABASAS, PROJECT NO. 97278	8/14/1998	9/1/1998	
	▶ UTILITY NOTICE: CITY OF CALABASAS, PUBLIC WORKS CALABASAS ROAD, INTERSECTION WITH MUREAU ROAD	8/31/2017	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, RUBBERIZED OVERLAY 2006 CITYWIDE CAPE SEAL	6/5/2006	6/5/2008	
	▶ UTILITY NOTICE: CITY OF CALABASAS, SPC. NO. 10-11-04, STREET OVERLAY 2011	3/24/2011	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, SPEC NO. 11-12-01, STREET OVERLAY 2012	2/10/2012	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, SPEC. NO. 04-05-01, CALABASAS ROAD/CDS UNIT	3/17/2005	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, SPEC. NO. 11-12-03 - W. CALABASAS ROAD IMPROVEMENTS	4/18/2012	2/14/2013	
	▶ UTILITY NOTICE: CITY OF CALABASAS, SRTS-5463(017), SAFE ROUTES TO SCHOOL	2/27/2012	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, SUMMIT DRIVE STORM DRAIN IMPROVEMENT	9/28/2009	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, TRAFFIC SIGNAL SYSTEM INSTALLATIONS LOST HILLS ROAD/MALIBU HILLS ROAD INTERSECTION MULHOLLAND HIGHWAY/HIGH SCHOOL DRIVEWAY	4/20/2001	---	
	▶ UTILITY NOTICE: CITY OF CALABASAS, VARIOUS	6/26/1997	1/20/2010	
	▶ UTILITY NOTICE: CITY OF HIDDEN HILLS IMPROVEMENTS AT RIGHT TOUROUT LANE AT THE US 101 ON-RAMP	4/1/2019	---	
	▶ UTILITY NOTICE: CITY OF LOS ANGELES, DEVONSHIRE STREET, ET AL.	1/26/1995	8/30/1995	
	▶ UTILITY NOTICE: CITY OF LOS ANGELES, MISCELLANEOUS UTILITY NOTICES	12/16/1997	---	
	▶ UTILITY NOTICE: CITY OF LOS ANGELES, PROJECT NO. 0712000119, DEPARTMENT OF TRANSPORTATION, TOPANGA CANYON BOULEVARD ROAD WIDENING	10/23/2013	---	
	▶ UTILITY NOTICE: CITY OF LOS ANGELES, VARIOUS/STREET RESURFACING PROGRAM	7/15/1995	5/16/1997	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlageter

8/6/2024

DEPARTMENT HEAD

ED2373760156432...

DATE:

GENERAL MANAGER

DocuSigned by:

David W. Bellum

8/30/2024

DATE:

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, LINDERO CANYON ROAD/HEDGEWELL	9/9/1998	9/9/1998	_____
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, LINDERO CANYON/THOUSAND OAKS BLVD.	9/12/1997	9/12/1997	_____
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, LINDERO CANYON ROAD ASFP PHASE II	2/5/1998	2/5/1998	_____
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, LINDERO CANYON ROAD WIDENING IMPROVEMENTS	2/5/2001	2/5/2001	_____
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, LINDERO CANYON ROAD/HEDGEWELL DRIVE	9/9/1998	9/9/1998	_____
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, TRAFFIC SIGNAL MODIFICATION LAKEVIEW CANYON/AGOORA ROAD	8/18/2011	8/18/2011	_____
	▶ UTILITY NOTICE: CITY OF WESTLAKE VILLAGE, VIA COLINAS/LINDERO CANYON ROAD TRANSPORTATION	9/6/2005	9/6/2005	_____
	▶ UTILITY NOTICE: CIVIL DESIGN AND DRAFTING, 5050 OLD SCANDIA LANE, APN 2049-022-040	8/13/2018	---	_____
	▶ UTILITY NOTICE: CORDOBA CORPORATION, ADELINA COURT	7/30/2018	---	_____
	▶ UTILITY NOTICE: COUNTY OF LOS ANGELES, PROJECT I.D. NO. RDC 0014668, LATIGO CANYON ROAD @ MM 2.08	6/6/2005	---	_____
	▶ UTILITY NOTICE: CRUIKSHANK CONSULTANTS	2/9/2010	---	_____
	▶ UTILITY NOTICE: CYIENT, LOOKOUT DRIVE	5/10/2019	---	_____
	▶ UTILITY NOTICE: DATAVIZ, LLC	11/16/2006	---	_____
	▶ UTILITY NOTICE: DAVID R. GRAY, AGOORA ROAD BETWEEN LINDERO CANYON ROAD TO STERLING CENTER DRIVE	1/15/2016	---	_____
	▶ UTILITY NOTICE: DAX CONSULTING, THE CORNER OF AGOORA ROAD AND OAK CREST DRIVE, PROJECT FOR DOG PARK	7/5/2016	---	_____
	▶ UTILITY NOTICE: DELANE ENGINEERING, 28902 AGOORA ROAD	11/6/2017	---	_____
	▶ UTILITY NOTICE: DELANE ENGINEERING, LASHER ROAD	7/20/2015	---	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlager

8/6/2024

DATE: _____

DocuSigned by:

David W. Bellum

8/30/2024

DATE: _____

DEPARTMENT HEAD

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GENERAL MANAGER

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

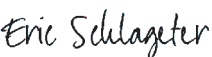
RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	► UTILITY NOTICE: DELANE ENGINEERING, LASHER ROAD, HIDDEN HILLS	8/31/2016	---	_____
	► UTILITY NOTICE: DELANE GROUP, 25210 JIM BRIDGER ROAD	10/5/2015	---	_____
	► UTILITY NOTICE: DEPARTMENT OF TRANSPORTATION, DISTRICT 7 STATE ROUTE 101 PROJECT T.G. 559, GRID F4, D5, B5, A5	11/8/2016	---	_____
	► UTILITY NOTICE: DEPARTMENT OF TRANSPORTATION, DISTRICT 7 DIVISION OF DESIGN - UTILITIES ENGINEERING STATE ROUTE 101 PROJECT FROM LOST HILLS OVERCORSSING	12/13/2018	---	_____
	► UTILITY NOTICE: DEPARTMENT OF TRANSPORTATION, STATE OF CALIFORNIA, HIGHWAY 118 CONCRETE SLAB REPLACEMENT	7/9/2015	---	_____
	► UTILITY NOTICE: DIAMOND WEST	2/11/2013	---	_____
	► UTILITY NOTICE: DIAMOND WEST, 26789 MULHOLLAND HIGHWAY, APN 4455-028-071	6/6/2018	---	_____
	► UTILITY NOTICE: DIAMOND WEST, 27201 CANWOOD STREET, AGOURA ROAD, APN 2052-013-036	3/21/2018	---	_____
	► UTILITY NOTICE: DIAMOND WEST, 31727 MULHOLLAND HIGHWAY, APN 2058-016-030, 2058-016-008, 2058-016-021, 2058-016-022	12/19/2016	---	_____
	► UTILITY NOTICE: DIAMOND WEST, 5005 SCHUMACHER ROAD, APN 2049-029-084	2/28/2018	---	_____
	► UTILITY NOTICE: DIAMOND WEST, CALABASAS, APN 2069-009-008, APN 2069-009-012, APN 2069-009-020, APN 2069-009-021, AND ADJACENT TO CALABASAS ROAD	1/7/2016	---	_____
	► UTILITY NOTICE: DIAMOND WEST, DOROTHY DRIVE, APN 2061-012-006, 005, 004	9/18/2018	---	_____
	► UTILITY NOTICE: DIAMOND WEST, PM 73033/AGOURA ROAD & KANAN INTERSECTION	6/10/2015	---	_____
	► UTILITY NOTICE: DIAMOND WEST, TRIUNFO CANYON ROAD, APN 2063-001-023; -018	1/29/2018	---	_____
	► UTILITY NOTICE: DK ENGINEERING COPR., CALABASAS, APN 2063-034-037, APN 2063-034-038	5/16/2018	---	_____
	► UTILITY NOTICE: DRC ENGINEERING, APN 2051-006-006, RALPH'S SHOPPING CENTER, CORNER OF THOUSAND OAKS BOULEVAND AND KANAN ROAD	2/22/2018	---	_____
	► UTILITY NOTICE: DRY CANYON COLD CREEK ROAD 23602 & 23604	4/20/2015	---	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.


APPROVALS

DEPARTMENT HEAD

Signed by:

 ED2373760156432...

DATE: 8/6/2024

GENERAL MANAGER:

DocuSigned by:

 12C6BE2E4EC44E2...

DATE: 8/30/2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: DTR ENGINEERING	3/26/2008	---	_____
	▶ UTILITY NOTICE: EDA, INC.	10/6/2006	---	_____
	▶ UTILITY NOTICE: FJS CABLE ENGINEERING	1/28/2009	9/17/2014	_____
	▶ UTILITY NOTICE: FJS CABLE ENGINEERING, CALABASAS ROAD W/O EL CANON AVENUE/CALABASAS ROAD/VENTURA FREEWAY	8/22/2015	---	_____
	▶ UTILITY NOTICE: FJS CABLE ENGINEERING, LAKEVIEW CANYON ROAD FROM TOWNSGATE ROAD TO AGOURA ROAD	2/1/2016	---	_____
	▶ UTILITY NOTICE: FJS CABLE ENGINEERING, TOWNSGATE ROAD FROM STONEYBROOK LANE TO LAKEVIEW CANYON ROAD	2/1/2016	---	_____
	▶ UTILITY NOTICE: FORMA ENGINEERING (TRACT 61994)	12/26/2012	---	_____
	▶ UTILITY NOTICE: FORMA ENGINEERING, 5250 CHESEBRO ROAD, AGOURA HILLS	7/12/2016	---	_____
	▶ UTILITY NOTICE: FORMA ENGINEERING, NORTHEAST CORNER AGOURA ROAD AND ROADSIDE DRIVE, APN 2061-004-035	3/28/2016	---	_____
	▶ UTILITY NOTICE: GAS COMPANY	3/18/2010	---	_____
	▶ UTILITY NOTICE: GISELLE HARKOUS - RCS CONSULTANTS, 2 DOLE DRIVE, WESTLAKE VILLAGE	12/6/2016	---	_____
	▶ UTILITY NOTICE: HAALAND GROUP	7/23/2007	---	_____
	▶ UTILITY NOTICE: HALL & FORMAN	6/18/2008	---	_____
	▶ UTILITY NOTICE: HARDY ENGINEERING, 24106 CALABASS ROAD FIRE	4/21/2016	---	_____
	HYDRANTS ▶ UTILITY NOTICE: HENDEL & MCCOY, HIDDEN HILLS -- PARADISE	4/2/2018	---	_____
	▶ UTILITY NOTICE: HENDEL & MCCOY, PROJECT MARINELLI, PR. NO. 0986840, WESTLAKE VILLAGE	5/7/2018	---	_____
	▶ UTILITY NOTICE: HENKELS & MCCOY	12/14/2012	---	_____
	▶ UTILITY NOTICE: HENRY ALDREDGE, 621 THRIFT ROAD, MALIBU, APN 4464-011-001 & APN 4464-011-002	4/5/2016	---	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by: Eric Schlager
 DEPARTMENT HEAD: _____
ED2373760156432...

DATE: 8/6/2024

DocuSigned by: David W. Bellum
 GENERAL MANAGER: _____
12C6BE2E4EC44E2...

DATE: 8/30/2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: HP COMMUNICATIONS, WESTLAKE VILLAGE, SOUTH OF AGOURA ROAD, EAST OF LAKEVIEW CANYON ROAD, NORTH OF LINDERO ROAD	4/18/2018	---	_____
	▶ UTILITY NOTICE: HT ENGINEERING	10/15/2013	---	_____
	▶ UTILITY NOTICE: HUITT-ZOLLAR, 2049-043-005	7/28/2014	---	_____
	▶ UTILITY NOTICE: HUITT-ZOLLARS, 29353 CANWOOD STREET, APN 2053-001-005	2/10/2016	---	_____
	▶ UTILITY NOTICE: HUNSAKER & ASSOCIATES (PARKWAY CALABASAS EXISTING IMPROVEMENTS	4/14/2006	---	_____
	▶ UTILITY NOTICE: HUNSAKER & ASSOCIATES, 29353 CANWOOD STREET, APN 2053-001-005	7/20/2015	---	_____
	▶ UTILITY NOTICE: CITY OF CALABASAS, CALABASAS ROAD BETWEEN GRANADA AND EL CANON AVENUE	1/28/2019	---	_____
	▶ UTILITY NOTICE: JENSEN & DESIGN, LOS ANGELES COUNTY, 24460 CALABASAS ROAD, AUTO DEALERSHIP	11/13/2014	---	_____
	▶ UTILITY NOTICE: JENSEN DESIGN & SURVEY, CALABASAS ROAD, SOUTH OF 101 AND WEST OF MUREAU ROAD	2/6/2018	---	_____
	▶ UTILITY NOTICE: JENSEN DESIGN & SURVEY, CANWOOD ROAD, WEST OF KANAN ROAD & CANWOOD STREET INTERSECTION, APN 2053-001-005	9/26/2018	---	_____
	▶ UTILITY NOTICE: JT ENGINEERING, LAS VIRGENES ROAD AND THOUSAND OAKS BOULEVARD	9/26/2016	---	_____
	▶ UTILITY NOTICE: JT ENGINEERING, MULHOLLAND HIGHWAY STREET IMPROVEMENTS	7/28/2014	---	_____
	▶ UTILITY NOTICE: K & B ENGINEERING, CORNELL ROAD AND COUNTWIDE DRIVE	11/23/2015	---	_____
	▶ UTILITY NOTICE: K & B ENGINEERING, CORNELL ROAD AND COUNTYSIDE DRIVE	3/25/2010	1/5/2015	_____
	▶ UTILITY NOTICE: KANAN ROAD/AGOURA ROAD	9/10/1997	---	_____
	▶ UTILITY NOTICE: KB ENGINEERING, LAKE VISTA DRIVE BETWEEN MULHOLLAND HIGHWAY AND MALIBU RANCHO ROAD	3/15/2015	---	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlager

8/6/2024

DATE: _____

DocuSigned by:

David W. O'Brien

8/30/2024

DEPARTMENT HEAD

ED2373780156432...

GENERAL MANAGER

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DATE: _____

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

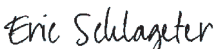
ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: KB ENGINEERING, RUSTLING OAKS DRIVE (CUL-DE-SAC) SOUTH OF LARO	2/1/2016	---	_____
	▶ UTILITY NOTICE: KB ENGINEERING, TOWHEE DRIVE NORTHEAST OF CARSAMBA DRIVE	3/28/2016	---	_____
	▶ UTILITY NOTICE: KB ENGINEERING, CHESEBRO ROAD NORTH OF AGOURA ROAD	2/12/2016	---	_____
	▶ UTILITY NOTICE: KEH & ASSOCIATES, TRIUNFO CANYON ROAD AND WESTLAKE BOULEVARD	3/31/2016	---	_____
	▶ UTILITY NOTICE: KIMLEY-HORN & ASSOCIATES	12/5/2007	3/27/2012	_____
	▶ UTILITY NOTICE: KIMLEY-HORN & ASSOCIATES, THOUSAND OAKS/ARGOS STREET, TRAFFIC SIGNAL IMPROVEMENT PROJECT	10/23/2017	---	_____
	▶ UTILITY NOTICE: KIMLEY-HORN, 31255 CEDAR VALLEY DRIVE	5/23/2017	---	_____
	▶ UTILITY NOTICE: KOA CORPORATION, MULHOLLAND HIGHWAY AND OLD TOPANGA CANYON ROAD	6/6/2017	---	_____
	▶ UTILITY NOTICE: KPFF CONSULTING ENGINEERS, AVALON COMMUNICYT CALABASAS - 3821 NORTH ORCHID LANE	1/17/2019	---	_____
	▶ UTILITY NOTICE: KPFF CONSULTING ENGINEERS, NEW DEVELOPMENT AT 3272, 3324, 3380 TRIUNFO CANYON ROAD	2/26/2019	---	_____
	▶ UTILITY NOTICE: LAND DESIGN CONSULTANTS, 3272 TRIUNFO CANYON ROAD, APN 2063-001-021 & 2063-001-025, PROJECT NO. 16022-001	1/18/2017	---	_____
	▶ UTILITY NOTICE: LAND DESIGN CONSULTANTS, 3380 TRIUNFO CANYON ROAD, PROJECT NO. 17003-002	5/21/2018	---	_____
	▶ UTILITY NOTICE: LAND DESIGN CONSULTANTS, UTILITY REQUEST 32111 MULHOLLAND DRIVE, APN 2058-016-025	4/15/2015	---	_____
	▶ UTILITY NOTICE: LENITY ARCHTECTURE, 29353 CANWOOD STREET, AGOURA HILLS, CA PN 2053-001-004	6/6/2016	---	_____
	▶ UTILITY NOTICE: LORE ENGINEERING, KANAN ROAD, APN 2063-018-021	10/16/2018	---	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.


APPROVALS

Signed by:

 Eric Schlageter
 ED2373780156432...

8/6/2024

DATE: _____

GENERAL MANAGER

DocuSigned by:

 David W. Belkum
 12C6BE2E4EC44E2...

8/30/2024

DATE: _____

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY - DISTRICT 29 TANK RETROFITS - PROJECT I.D. NO. WWD2900020	8/17/2009	8/17/2009	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY - DRIVER PUMP STATION ABANDONMENT SMDAC0123	10/20/2009	10/20/2009	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY - FIRST UTILITY NOTICE - TOPANGA/FERNWOOD PIPELINE REPLACE - PROJECT I.D. NO. WWD2900007	10/10/2002	10/10/2002	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY - PROJECT I.D. RMD 3347041	4/11/2001	4/11/2001	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS, CARBON CANYON ROAD AND CARBON MESA ROAD, MALIBU	1/8/2016	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS, PROJECT I.D. NO. FCC0001337, LIBERTY CANYON ROAD PD 2197 ACCESS RAMP CONSTRUCTION	4/18/2019	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS, PROJECT I.D. NO. RDC 0016374, LATIGO CANYON ROAD GUARDRAIL REPLACEMENT PROJECT	1/18/2019	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS, PROJECT ID.D NO. RDC 0016371, MULHOLLAND HIGHWAY	12/21/2018	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7131 LATIGO CANYON ROAD/NEWTON CANYON ROAD DRAWING	1/11/1995	5/9/1996	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7193, TIMPANGOS/WODERVIEW	5/22/1995	1/31/1997	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7193, TIMPANGOS/WONDERVIEW DRAWING	5/22/1995	1/31/1997	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7352, LITTLE SYCAMORE CANYON (EMPTY FILE)	---	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7427, MOON SHADOW, ET AL.	8/27/1996	4/2/1997	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7700, MONTE VIENTO/CRAFTSMAN ROAD RESURFACING PROJECT	3/30/1999	6/1/1999	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Selinger

8/6/2024

DATE: _____

GENERAL MANAGER

DocuSigned by:

David W. O'Connell

8/30/2024

DATE: _____

DEPARTMENT HEAD

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7701, LOBO CANYON ROAD/MALIBOU LAKE RESURFACING PROJECT	3/30/1999	6/1/1999	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7870, LATIGO CANYON ROAD, MONTE NIDO	2/7/2000	2/7/2000	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 8243, BRIDGE RETROFIT ON MALIBU CANYON ROAD	1/14/1999	1/14/1999	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC8526, PIUMA ROAD	8/15/1995	2/6/1997	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS, LAS VIRGENES CREEK MULTI-USE TRAIL HIGHWAY 101 NORTH TO AGOURA ROAD	3/22/2016	3/22/2016	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, PROJECT I.D. NO. RDC 0013655	5/29/2001	5/29/2001	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0015805, MALIBU CANYON ROAD, STORM RUNOFF PROJECT	7/18/2012	7/18/2012	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, SADDLE PEAK ROAD, PROJECT I.D. NO. RDC 0013657	7/2/2001	10/16/2001	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, AGOURA ROAD, PROJECT I.D. NO. RDC 0013663	5/3/2001	5/3/2001	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 1369, SIERRA CREEK ROAD, ET AL.	1/18/1994	4/21/1994	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 1905, KANAN ROAD, TRIUNFO CREEK	3/27/1997	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 1905, KANAN ROAD/TRIUNFO CREEK DRAWING	3/27/1997	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 6536, MULHOLLAND HIGHWAY/MEDEA CREEK	7/29/1998	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7126 CORRAL CANYON ROAD/SEABREEZE DRIVE DRAWING	12/8/1994	12/10/1996	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7126, CORRAL CANYON ROAD/SEABREEZE DRIVE	12/8/1994	10/10/1996	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlageter

DEPARTMENT HEAD

ED2373760156432...

DATE: 8/6/2024

GENERAL MANAGER

DocuSigned by:

David W. Pedersen

12C6BE2E4EC44E2...

DATE: 8/30/2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7127, LAKE VISTA/MALIBOU CREEK	1/6/1997	10/5/1998	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7127, LAKE VISTA/MALIBOU CREEK DRAWING	1/6/1997	10/5/1998	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7131, LATIGO CANYON ROAD/NEWTON CANYON ROAD	1/11/1995	5/9/1996	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7188, MULHOLLAND HIGHWAY	3/9/1995	3/26/1997	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7188, MULHOLLAND HIGHWAY DRAWING	3/9/1995	3/26/1997	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7612 LAS FLORES CANYON ROAD, ET AL.	12/1/1997	12/1/1997	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7683, MULHOLLAND HIGHWAY/ PACIFIC COAST HIGHWAY TO DECKER ROAD RESURFACING PROJECT	6/1/1999	6/1/1999	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 7817, PARKWAY TREE TRIMMING TOPANGA ET AL. 2000	10/30/2000	10/30/2000	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 8526, PIUMA ROAD	8/15/1995	2/6/1997	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 8780, LAS VIRGENES ROAD/PIUMA ROAD	1/8/1998	9/3/1998	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC 8789, LAS VIRGENES ROAD/PIUMA ROAD (DRAWING ONLY)	1/8/1998	9/3/1998	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CC8243, BRIDGE RETROFIT ON MALIBU CANYON ROAD (DRAWING ONLY)	1/14/1999	1/14/1999	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, COLD CANYON ROAD, PROJECT I.D. NO. RDC 0013930	7/29/2004	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, COLD CANYON ROAD, PROJECT I.D. NO. RDC 0015264	4/12/2010	6/9/2010	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, CORNELL ROAD, PROJECT I.D. NO. RDC 13931	5/18/2004	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS, LIBERTY CANYON ROAD, PR. ID. DES0002962	4/4/2018	---	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: Eric Schlugeter (Signed by: Eric Schlugeter, ID: ED2373760156432...) DATE: 8/6/2024

GENERAL MANAGER: David W. Pedrum (DocuSigned by: David W. Pedrum, ID: 12C6BE2E4EC44E2...) DATE: 8/30/2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS, MULHOLLAND HIGHWAY AT CAREFUL AVENUE PR. ID. DES 0003025	6/15/2017	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS, MULHOLLAND HIGHWAY AT KANAN ROAD/KANAN DUME ROAD, PROJECT I.D. TDS 0001511	8/7/2017	8/7/2017	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS, PROJECT I.D. NO. RDC 0015701, MULHOLLAND HIGHWAY & STOKES CANYON ROAD, ROAD IMPROVEMENT	12/12/2016	12/12/2016	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS, PROJECT I.D. NO. RMD 3508001, CHATSWORTH	12/12/2017	12/12/2017	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS, PROJECT ID NO. TDS 0001549, LAS VIRGENES ROAD TRAFFIC SIGNAL PROJECT	8/22/2018	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS, PROJECT ID. NO. DES 0003221, ESCONDIDO DRIVE AT CM 0.49-CULVERT REPLACEMENT AND ROAD RECONSTRUCTION	6/17/2019	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, E2003172 TO E2003183, EQ RPF SWRS UNIT 302	4/4/2002	4/4/2002	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, ENCINAL CANYON ROAD, ET AL. PROJECT I.D. NO. RDC 0011577	3/12/2002	3/12/2002	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, ENCINAL CANYON ROAD, PROJECT I.D. NO. RDC 0013755	10/16/2001	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, ENCINAL CANYON ROAD, PROJECT I.D. NO. RDC 0015253	8/18/2009	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, FC 0000747 TRIUNFO CREEK INVERT ACCESS MAP	7/9/2001	7/9/2001	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, GUARD RAIL REPLACEMENT, RDC 0014180	5/19/2009	---	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD

Signed by:

Eric Schlageter

ED2373780156432...

DATE: 8/6/2024

GENERAL MANAGER

DocuSigned by:

David W. O'Brien

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8/30/2024

DATE:

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, HUME ROAD, ET AL., PROJECT I.D. NO. RDC0015258	12/16/2009	2/23/2010	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, I.D. NUMBER RDC 0015822, TRIUNFO CANYON ROAD AND LINDERO CANYON ROAD	2/1/2016	2/1/2016	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, JOB NO. R8463634 - EMERGENCY WORK AT M.M. 5.4 KANAN ROAD	6/22/1998	6/22/1998	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, JOB NO. R8463635	8/2/1999	8/2/1999	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, KANAN DUME ROAD PROJECT I.D. NO. RDC 0013713	6/12/2002	12/13/2004	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, KANAN DUME ROAD, ENCINAL ROAD, PROEJCT I.D. NO. RDC 0015223	4/8/2009	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, KANAN ROAD TUNNEL TW & T3 - PROJECT I.D. NO. RDC 00153567	9/28/2010	9/28/2010	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, KANAN ROAD, PROJECT I.D. NO. RDC 0015301	6/23/2010	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, LAS FLORES CANYON ROAD, PROJECT ID NO. RDC 0014946	9/16/2009	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, LAS VIRGENES ROAD, ET AL., PROJECT I.D. NO. RDC 0015319	7/10/2010	7/10/2010	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, LIBERTY CANYON CHANNEL PD 572 RETAINING WALL PROJECT I.D. FCC 0000663	1/15/2004	1/15/2004	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, MALIBU CANYON ROAD, PROJECT I.D. NO. 0014396	1/31/2005	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, MEDEA CREEK PROJECT I.D. NO. FC000314	9/27/2001	9/27/2001	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, MULHOLLAND HIGHWAY & STOKES CANYON ROAD, PROJECT I.D. NO. RDC 0015701	1/20/2015	2/10/2015	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlageter

8/6/2024

DATE:

DocuSigned by:

David W. Pedersen

8/30/2024

DATE:

DEPARTMENT HEAD

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GENERAL MANAGER

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, MULHOLLAND HIGHWAY ET AL. PROJECT I.D. NO. RDC 0013413	3/7/2002	3/7/2002	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, MULHOLLAND, PROJECT I.D. NO. RDC 0015194	2/24/2009	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, MUREAU ROAD AT MOUNTAIN VIEW DRIVE, PROJECT I.D. NO. RDC 0015968	3/16/2015	3/16/2015	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, PD 2055 PROJECT I.D. NO. FCC000792	10/30/2002	10/30/2002	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, PIUMA ROAD, PROJECT I.D. NO. RDC 0014178	1/13/2005	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, PROJECT I.D. NO. RDC 0013719, VERA CANYON ROAD	12/6/2004	11/5/2013	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, PROJECT I.D. NO. RDC0013439, AGOURA ROAD	10/30/2000	10/30/2000	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, PROJECT ID NO. RDC 0014695	8/24/2005	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, PROJECT NO. RDC 0010988 MULHOLLAND - MALIBU	4/17/2002	4/17/2002	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, PUBLIC WORKS, PROJECT ID NO. RDC 0016359, CHESEBRO	11/26/2018	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0014392, CULVERT UPGRADE 3 PROJECT PHASE 4	1/13/2015	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0014395, CULVERT UPGRADES PHASE 2	6/2/2012	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0014293 (PCA NO. X2300402), CULVERT UPGRADES PROJECT PHASE 4	11/22/2011	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0015317, PAVEMENT REHABILITATION PROJECT, EL NIDO	11/30/2011	---	

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APPROVALS

Signed by:

Eric Schlager

8/6/2024

DATE:

GENERAL MANAGER

DocuSigned by:

David W. O'Brien

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8/30/2024

DATE:

DEPARTMENT HEAD

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE


RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0015456, ROAD RECONSTRUCTION - LAKE MANOR	1/10/2011	6/10/2011	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0015560, BIKE LANE PROJECT (ALSO SEE LOS ANGELES COUNTY RDC 0015560, RDC 0015895, RDC 0015968)	11/15/2012	11/20/2014	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0015663, PREVENTATIVE MAINTENANCE PROJECT	9/27/2012	9/27/2012	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0015665, RESURFACING PROJECT, MARK ROAD ET AL.	7/27/2011	8/10/2011	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0015876, LATIGO CANYON SLOPE REPAIR	8/5/2014	8/5/2014	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0016036	8/27/2014	9/25/2014	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, SCHUEREN ROAD, PROJECT I.D. NO. RDC 0014215	1/12/2009	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, STOKES CANYON DROP STRUCTURES PRELIMINARY SEARCH	8/12/2002	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, STOKES CANYON ROAD, PROEJCT I.D.NO. FC000615	3/7/2005	3/7/2005	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, STUNT ROAD, WONDERVIEW DRIVE, COLD CANYON ROAD, ALINE WAY, PROJECT I.D. NO. RDC 0014390	10/29/2008	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, THOUSAND OAKS BOULEVARD, PROJECT I.D. NO. RDC 0013714	2/21/2002	2/21/2002	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, TRIUNFO CANYON ROAD, PROJECT I.D. NO. RDC 0014379	10/3/2006	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, ULMUS DRIVE, ET AL. CALABASAS PROJECT NO. RDC 0013718	5/12/2002	6/2/2009	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, VENTURA VOULEVARD ET AL. PROJECT I.D. NO. RDC 0013415	12/12/2001	12/12/2001	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD

Signed by:

 ED2373760156432...

DATE: 8/6/2024

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,(C-1), MARKS ROAD AND JIM BOWIE ROAD, AGOURA	12/7/2013	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,5528 COLD CANYON ROAD/PIUMA ROAD DRAWING	5/2/1995	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,CALAMIGOS ROAD, RDC 0015134	12/8/2009	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,CC 1962, PASSAGEWAY PLACE	5/7/1998	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,CC 1962, PASSAGEWAY PLACE DRAWING	5/7/1998	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,CC 3617 RETAINING WALLS AT OLD TOPANGA CANYON ROAD	10/5/1998	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,CC 3633 LATIGO CANYON ROAD	3/20/2020	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,CC 5528 COLD CANYON ROAD/PIUMA ROAD	5/2/1995	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,CC 6005 COLD CANYON ROAD MULHOLLAND HIGHWAY	4/6/1994	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,CC 6005 COLD CANYON ROAD/MULHOLLAND HIGHWAY DRAWING	4/6/1994	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,CC 6536, MULHOLLAND HIGHWAY/MEDEA CREEK	7/21/1998	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,CULVERT LINING PROJECT GROUP, PROJECT ID NO. RDC 0014533	8/31/2004	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,DARYLL W. CHENOWETH, LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS PROJECT ID #RDC0016219, MULHOLLAND HIGHWAY AT KANAN DUME	12/15/2016	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,DEPARTMENT OF PUBLIC WORKS, MUREAU ROD, ROAD IMPROVEMENTS, ID NO. RDC 0016223	2/13/2017	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,DEPARTMENT OF PUBLIC WORKS, PROJECT ID NO. RDC 0016369, KANAN ROAD	12/21/2018	---	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlageter

8/6/2024

DATE: _____

GENERAL MANAGER

DocuSigned by:

David W. Oskam

8/30/2024

DATE: _____

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,DEPARTMETN OF PUBLIC WORKS, FINAL UTILITY PROJECT, GATES CANYON PARK ID NO. DES0002966	4/10/2017	4/16/2018	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,ENCINAL CANYON ROAD, PROJECT ID NO. RDC 0015253	8/18/2009	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,LATIGO CANYON ROAD, PROJECT ID NO. RDC 0014814	11/9/2005	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,MALIBU CANYON ROAD OVER MALIBU CREEK (BRIDGE WIDENING), RDC 0014835	3/18/2009	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,MALIBU CANYON ROAD, RDC 0014947	1/9/2008	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,NEWTON CANYON ROAD, PROJECT ID NO. RDC 0014798	2/12/2009	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,PIUMA, PROJECT ID NO. RDC 0015193	7/12/2010	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,PROJECT I.D. NO. RDC 0011808, LAKE VISTA DRIVE OVER MALIBU LAKE	9/20/2004	9/20/2004	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,PROJECT ID NO. RDC 0014712	6/1/2005	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,PROJECT ID NO. RDC 0014721	5/18/2005	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,PROJECT ID NO. RDC 0014879	5/11/2011	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,PROJECT ID RDC 0014520, LAKE MANOR DRIVE AT THOMPSON AVENUE	5/24/2004	7/29/2004	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,PUBLIC WORKS PROJECT, ID. NO. RDC0016358, MULHOLLAND HIGHWAY OVER TRIUNFO CREEK BR 1180	11/27/2018	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,PUBLIC WORKS, MULHOLLAND HIGHWAY OVER LAS VIRGENES CREEK, PROJECT ID NO. RDC 0016365	12/5/2018	---	
	▶ UTILITY NOTICE: LOS ANGELES COUNTY, RDC 0015559 (PCA NO. X2302120), CULVERT UPGRADES PROJECT PHASE 3	6/19/2014	---	

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APPROVALS

Signed by: Eric Schlager DATE: 8/6/2024
 DEPARTMENT HEAD ED2373780156432...

DocuSigned by: Paul W. O'Brien DATE: 8/30/2024
 GENERAL MANAGER 12C6BE2E4EC44E2...

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE


RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,RDC, 0014070 (WAS RDC 0015500), CULVERT UPGRADES, MULHOLLAND/NEWTON CANYON	5/31/2012	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,RED 00014685	4/5/2005	---	_____
	▶ UTILITY NOTICE: LOS ANGELES COUNTY,SADDLE PEAK ROAD AT CM 0.18, PROJECT ID NO. RDC 14664	5/5/2005	---	_____
	▶ UTILITY NOTICE: M3 CIVIL, KYLE FROST, MOUNTAIN VIEW ESTATES HOA	7/25/2017	---	_____
	▶ UTILITY NOTICE: M6 CONSULTING, ROADSIDE DRIVE BRIDGE WIDENING BETWEEN KANAN ROAD AND CORNELL ROAD, AGOURA HILLS	3/20/2017	---	_____
	▶ UTILITY NOTICE: MALIBOU LAKE MOUNTAIN CLUB SOUTH LAKESHORE DRIVE SEWER	11/26/2012	---	_____
	▶ UTILITY NOTICE: MARK IV CONSULTING	4/30/2012	3/11/2013	_____
	▶ UTILITY NOTICE: METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA, CALABASAS FEEDER PCCP REHABILITATION, FIRST NOTICE	2/21/2018	---	_____
	▶ UTILITY NOTICE: METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA, CHATSWORTH PARK SOUTH NEAR SHADOW OAK DRIVE	11/14/2017	---	_____
	▶ UTILITY NOTICE: METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA, PROJECT NO. 103131-S, SUBSTRUCTURE JOB NO. 4032-02-502	6/11/2002	---	_____
	▶ UTILITY NOTICE: METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA, LV-2 PUMP STATION AND FLOW CONTROL STATION	12/10/2018	---	_____
	▶ UTILITY NOTICE: MILDAS DRIVE ROAD ASSOCIATION, MOONRISE DRIVE, APN 4453-026-039/048, 4453-017-906	3/18/2019	---	_____
	▶ UTILITY NOTICE: MNS ENGINEERS	11/3/2011	4/17/2013	_____
	▶ UTILITY NOTICE: MNS ENGINEERS, WESTLAKE BOULEVARD SIDEWALKS, WESTLAKE BOULEVARD TO TRIUNFO CANYON ROAD	8/21/2015	---	_____
	▶ UTILITY NOTICE: MORAN CONSULTING CORPORATION, 261 S. LATIGO CANYON ROAD, MALIBU	10/31/2016	---	_____

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APPROVALS

DEPARTMENT HEAD

Signed by:

 ED2373760156432...

DATE: 8/6/2024

GENERAL MANAGER

DocuSigned by:

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DATE: 8/30/2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

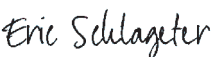
RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: MORAN CONSULTING CORPORATION, 3380 TRIUNFO CANYON ROAD, CORNELL	10/31/2016	---	
	▶ UTILITY NOTICE: MSL ENGINEERING	4/28/2010	10/15/2013	
	▶ UTILITY NOTICE: MWH AMERICAS (NO DATE)	---	---	
	▶ UTILITY NOTICE: NAIRA NOROYAN, KANAN ROAD, APN 2063-018-043	5/15/2018	---	
	▶ UTILITY NOTICE: NATIONAL ENGINEERING & CONSULTING	4/30/2014	---	
	▶ UTILITY NOTICE: NAVID BENDAVOOD - ADANCED ENGINEERING AND CONSULTING, 25261 PRADO DEL GRANDIOSO, APN 2069-090-019	11/10/2016	---	
	▶ UTILITY NOTICE: SOUTHERN CALIFORNIA EDISON	10/14/2014	6/3/2015	
	▶ UTILITY NOTICE: P.C. SEWERS #1, CITY OF CALABASAS	---	---	
	▶ UTILITY NOTICE: P.C. SEWERS #1, COUNTY OF LOS ANGELES	---	---	
	▶ UTILITY NOTICE: P.C. SEWERS #2, CITY OF CALABASAS	---	---	
	▶ UTILITY NOTICE: P.C. SEWERS, CITY OF AGOURA HILLS	---	---	
	▶ UTILITY NOTICE: P.C. SEWERS, CITY OF AGOURA HILLS	---	---	
	▶ UTILITY NOTICE: P.C. SEWERS, CITY OF HIDDEN HILLS	---	---	
	▶ UTILITY NOTICE: PACIFIC COAST CIVIL, 5050 OLD SCANDIA LANE, CALABASASW APN 2049-022-040	6/20/2016	---	
	▶ UTILITY NOTICE: PACIFIC COAST CIVIL, AGOURA ROAD - KANAN ROAD - CORNELL ROAD, APN 2061-031-020	4/28/2016	---	
	▶ UTILITY NOTICE: PACIFIC COAST CIVIL, AGOURA ROAD, APN 2061-012-020 & 2061-012-021	2/5/2018	---	
	▶ UTILITY NOTICE: PACIFIC COAST CIVIL, APN 2063-003-018, 20,017, 016, 015	7/6/2017	---	
	▶ UTILITY NOTICE: PACIFIC COAST CIVIL, CANWOOD STREET, APN 2053-001-008	6/12/2018	---	
	▶ UTILITY NOTICE: PACIFIC COAST CIVIL, KANAN ROAD/AGOURA ROAD, APN 2061-031-020	10/27/2016	---	

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APPROVALS

DEPARTMENT HEAD

Signed by:

 ED2373760156432...

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GENERAL MANAGER

DocuSigned by:

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: PACIFIC COAST CIVIL, PORTION OF DOROTHY ROAD BETWEEN LEWIS ROAD AND 101 SOUGHBOUND EXIT AT CHESEBRO	10/3/2006	---	
	▶ UTILITY NOTICE: PAR ELECTRIC	4/21/2011	5/22/2014	
	▶ UTILITY NOTICE: PAR ELECTRICAL CONTRACTORS, LA TIENDA ROAD-VAQUERO 16 KV, TD 1281816 D#937408	7/28/2017	---	
	▶ UTILITY NOTICE: PARSONS CORPORATION - MARK FIRGER, US 101 - PALO COMADO (CHESEBRO) INTERCHANGE PROJECT - CITY OF AGOURA HILLS	5/2/2017	---	
	▶ UTILITY NOTICE: PARSONS CORPORATION, CHESEBRO ROAD TO PALO COMADO (CHESEBRO) INTERCHANGE PROJECT - CITY OF AGOURA HILLS	9/12/2013	9/26/2013	
	▶ UTILITY NOTICE: PBLA ENGINEERING, CHESEBRO ROAD TO PALO COMADO & WEST FROM CHESEBRO TO DRIVER AVENUE TO COLODNY DRIVE	1/16/2019	---	
	▶ UTILITY NOTICE: PENFIELD & SMITH	4/19/2005	---	
	▶ UTILITY NOTICE: PSOMAS	10/22/2002	8/24/2006	
	▶ UTILITY NOTICE: PSOMAS, TRIANGLE RANCH	1/8/2016	---	
	▶ UTILITY NOTICE: QUESTA ENGINEERING	4/22/2013	---	
	▶ UTILITY NOTICE: QUESTA ENGINEERING, LAS VIRGENES CREEK RESTORATION AGOURA ROAD TO LOST HILLS ROAD	8/17/2015	---	
	▶ UTILITY NOTICE: RA SMITH, 23741 CALABASAS ROAD, APN 2068-002-024	11/13/2017	---	
	▶ UTILITY NOTICE: RBF CONSULTING	9/30/2008	2/6/2009	
	▶ UTILITY NOTICE: R-HELP CONSTRUCTION COMPANY, A HALF MILE RADIUS AROUND THE CORNER OF LIBERTY CANYON ROAD AND PARK VISTA, AGOURA HILLS	6/28/2016	---	
	▶ UTILITY NOTICE: RONDELL ROAD, RONDELL OASIS HOTEL (JOHN KULAR CONSULTING)	5/26/2015	---	
	▶ UTILITY NOTICE: ROSELL SURVEYING & MAPPING, LAS VIRGENES ROAD	10/25/2017	---	
	▶ UTILITY NOTICE: ROSELL SURVEYING & MAPPING, LINDERO CANYON ROAD - THOUSAND OAKS BOULEVARD CROSSROAD	6/8/2017	---	

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APPROVALS

Signed by:

Eric Schlageter

8/6/2024

DATE: _____

GENERAL MANAGER

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David W. Pedemonte

8/30/2024

DATE: _____

DEPARTMENT HEAD

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: ROSELL SURVEYING & MAPPING, PARKVILLE ROAD	9/28/2017	---	
	▶ UTILITY NOTICE: SC PLANNERS, 29139 CRAGS DRIVE, APN 4462-005-023 & 29153 CRAGS DRIVE, APN 4462-005-022	10/4/2016	---	
	▶ UTILITY NOTICE: SCE/MISC	6/21/2006	3/20/2015	
	▶ UTILITY NOTICE: SCHMITZ & ASSOCIATES, 3190 TRIUNFO CANYON ROAD, AGOURA HILLS	8/15/2018	8/15/2018	
	▶ UTILITY NOTICE: SHOREBREAK ENERGY DEVELOPERS, 24425 WOOLSEY CANYON ROAD APN 2017-006-017	4/2/2018	4/2/2018	
	▶ UTILITY NOTICE: SOCALGAS CO., DAVID NEAS, RIDGEFORD DRIVE, WESTLAKE VILLAGE	5/22/2017	5/22/2017	
	▶ UTILITY NOTICE: SOCALGAS CO., HEDGEWALL DRIVE, WESTLAKE VILLAGE	7/25/2016	---	
	▶ UTILITY NOTICE: SOUTHWEST CORNER OF DOROTHY DRIVE & CHESEBRO ROAD (FJS CABLE ENGINEERING)	11/15/2012	11/5/2015	
	▶ UTILITY NOTICE: SPINDLER ENGINEERING	11/24/2014	11/24/2014	
	▶ UTILITY NOTICE: SRA, INC.	5/14/2013	12/20/2013	
	▶ UTILITY NOTICE: STANTEC CONSULTING SERVICES, 27201 CANWOOD STREET, APN 2052-013-016, 2052-013, 028	11/26/2018	---	
	▶ UTILITY NOTICE: STANTEC CONSULTING SERVICES, CONRAD N. HILTON FOUNDATION	10/16/2017	---	
	▶ UTILITY NOTICE: STANTEC CONSULTING SERVICES, MARRIOTT, PROJECT NO. 2064-1112-900	10/24/2016	---	
	▶ UTILITY NOTICE: STANTEC CONSULTING, 29508 ROADSIDE DRIVE	6/15/2015	---	
	▶ UTILITY NOTICE: STANTEC CONSULTING, VALLEY CIRCLE WATER PLANS TRACT MAP 47374	10/25/2006	---	
	▶ UTILITY NOTICE: STEVE WEISER, TOPANGA CANYON BOULEVARD, APN 2173-013-004, APN 2173-013-005, APN 2173-013-006	2/16/2016	---	
	▶ UTILITY NOTICE: STEVEN KENT, 24500 PIUMA ROAD, MALIBU - F.H. AND MTR INSTALL	10/19/2016	---	

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APPROVALS

Signed by:

Eric Schlager

8/6/2024

DATE: _____

DocuSigned by:

David W. Pedrum

8/30/2024

DATE: _____

DEPARTMENT HEAD _____

GENERAL MANAGER _____

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: SURVEYING & DRAFTING SERVICES, 3901 KANAN ROAD AND THE GENERAL AREA	1/26/2016	1/26/2106	
	▶ UTILITY NOTICE: SYNERGY - VERIZON - MICHAEL CRAWFORD CORDILLERA TANK	8/25/2016	---	
	▶ UTILITY NOTICE: SYNERGY ENGINEERING SERVICES	1/20/2014	2/7/2014	
	▶ UTILITY NOTICE: SYNERGY ENGINEERING SERVICES,PARKWAY CALABASAS BETWEEN CAMINO PORTAL & PASEO PRIMARIO, PROJECT NO. SV00799A	5/12/2017	5/12/2017	
	▶ UTILITY NOTICE: SYNTHESIS, INC., 27400 OLD CHIMNEY ROAD APN 4465-013-001	4/18/2018	4/18/2018	
	▶ UTILITY NOTICE: TFO ARCHITECTURE, 23538 CALABASAS ROAD, APN 2068-004-061	1/17/2017	1/17/2017	
	▶ UTILITY NOTICE: THE BRIDGE GROUP, LOT 151, TRACT 46039, SHERWOOD DRIVE, APN 2057-026-019	5/16/2019	5/16/2019	
	▶ UTILITY NOTICE: TIM HOANG - EPD CONSULTANTS, 3300 ENCINAL CANYON ROAD, MALIBU, APN 4472-028-035	12/6/2016	---	
	▶ UTILITY NOTICE: TRAFFIC SIGNAL DESIGN AT A.E. WRIGHT MIDDLE SCHOOL	8/12/1999	---	
	▶ UTILITY NOTICE: UTILITY DESIGN SERVICE, PROJECT PARKMOR #1050636	9/27/2018	9/27/2018	
	▶ UTILITY NOTICE: UNITED CIVIL, 24650 CALABASAS ROAD	6/27/2017	6/27/2017	
	▶ UTILITY NOTICE: UNITED CIVIL, AGOURA ROAD	3/26/2018	3/26/2018	
	▶ UTILITY NOTICE: UNITED CIVIL, CALABASAS ROAD AND MUREAU ROAD TO CALABASAS PARKWAY	12/14/2015	12/14/2015	
	▶ UTILITY NOTICE: UNITED CIVIL, POEMA PLACE NEAR TOPANGA CANYON BLVD.	7/9/2015	7/9/2015	
	▶ UTILITY NOTICE: UNITED CIVIL, TWIN LAKES AREA, TOPANGA CANYON BLVD. TO CANOGA AVENUE	8/2/2016	8/2/2016	
	▶ UTILITY NOTICE: UNITED CIVIL, UTILITY REQUEST DEER LAKE EXISTING WATER PLANS AND CANYON OAKS TENTATIVE TRACT 71546	3/5/2015	3/10/2015	
	▶ UTILITY NOTICE: UTILITY DESIGN SERVICE, BLYTHEDALE ROAD	3/13/2018	3/13/2018	
	▶ UTILITY NOTICE: UTILITY DESIGN SERVICE, PROJECT LINDERO #1033744	10/2/2018	10/2/2018	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlager

8/6/2024

DEPARTMENT HEAD

ED2373760156432...

DATE: _____

GENERAL MANAGER

DocuSigned by:

David W. O'Brien

8/30/2024

12C6BE2E4EC44E2...

DATE: _____

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	► UTILITY NOTICE: UTILITY DESIGN SERVICE, THOUSAND OAKS BOULEVARD, LINDERO CANYON ROAD	6/23/2017	---	
	► UTILITY NOTICE: UTILITY DESIGG SERVICES, MANZANITA PARK AVENUE	4/4/2018	---	
	► UTILITY NOTICE: VALMAR ROAD/PARK ORA-BRENFORD STREET	5/3/2002	---	
	► UTILITY NOTICE: VARIOUS/BIKE LANES	9/16/1996	---	
	► UTILITY NOTICE: VTN WEST (TRACT NO. 52886-01, VALLEY CIRCLE & ROSCOE BOULEVARD, CITY OF LOS ANGELES)	4/5/2010	---	
	► UTILITY NOTICE: VUSE GROUP (LINDERO CANYON ROAD AND AGOURA ROAD)	8/15/2008	---	
	► UTILITY NOTICE: WAGNER ENGINEERING & SURVEY (REYES ADOBE OVERPASS)	10/12/2006	3/28/2007	
	► UTILITY NOTICE: WAGNER ENGINEERING & SURVEY, SANTA SUSANA PASS ROAD & IVERSON ROAD	8/13/2015	---	
	► UTILITY NOTICE: WALLACE E. MASON & ASSOCIATES, WESTLAKE VILLAGE INN, APN 2060-001-019	5/8/2018	---	
	► UTILITY NOTICE: WATER RESOURCE ENGINEERING ASSOCIATES, LATIGO CANYON ROAD, APN 4464-026-010/008	5/14/2018	---	
	► UTILITY NOTICE: WATER RESOURCE ENGINEERING, 25620 MULHOLLAND HIGHWAY	9/6/2018	---	
	► UTILITY NOTICE: WEST COAST TECHNICAL CONSULTANTS, 27306 OAK SUMMIT ROAD	2/1/2016	---	
	► UTILITY NOTICE: WESTLAND CIVIL	6/23/2006	2/23/2015	
	► UTILITY NOTICE: WESTLAND CIVIL, 30805 E. THOUSAND OAKS BOULEVARD, WESTLAKE VILLAGE	2/11/2016	---	
	► UTILITY NOTICE: WESTLAND CIVIL, 5388 STERLING COURT DRIVE, WESTLAKE VILLAE, APN 2057-001-033	6/27/2016	---	
	► UTILITY NOTICE: WESTLAND CIVIL, LINDERO CANYON ROAD AND THOUSAND OAKS BOULEVARD	2/16/2016	---	
	► UTILITY NOTICE: WHITSON ENGINEERING, APN 4461-008-016	5/10/2016	---	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlageter

8/6/2024

DATE: _____

DocuSigned by:

David W. O'Brien

8/30/2024

DEPARTMENT HEAD _____

GENERAL MANAGER: _____

DATE: _____

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Facilities and Operations (Planning and Engineering)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
218 SUBJECT & CORRESPONDENCE (2AR)				
	▶ UTILITY NOTICE: WILLDAN	2/8/2006	4/1/2010	_____
	▶ UTILITY NOTICE: WILLDAN ENGINEERING, CITY OF WESTLAKE VILLAGE FY 18/19 STREET IMPROVEMENT	3/28/2018	---	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Eric Schlager

8/6/2024

DATE: _____

DocuSigned by:

David W. Ockum

8/30/2024

DATE: _____

DEPARTMENT HEAD

ED2373780156432...

GENERAL MANAGER

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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: General Manager

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
7 CONTRACT FILES (CM+4)				
	▶ ADDICTION MEDICINE CONSULTANTS - D.O.T. AND DRUG TESTING	10/1/1996	12/31/2018	
	▶ ADS, LLC, FLOW - MONITORING MAINTENANCE AND DATA ANALYSIS	1/1/2017	6/30/2017	
	▶ AIR CRE - OFFICE SPACE LEASE	11/1/2017	4/30/2018	
	▶ ALTERIS INSURANCE SERVICES/TRIDENT - CLAIMS MANAGEMENT	10/1/2015	10/1/2016	
	▶ AQUALITY ENGINEERING - POTABLE WATER SYSTEM NITRIFICATION	5/4/2017	12/31/2017	
	▶ B & B PALLET CO. - WOODCHIP COMPOST AMENDMENT	3/1/2017	2/28/2018	
	▶ BENNER & CARPENTER - SURVEYING WESTLAKE DAM	12/15/2016	12/31/2017	
	▶ BEYOND THE BUSHES LANDSCAPE & HARDSCAPE - WEED CLEARANCE	6/7/2017	9/7/2017	
	▶ BUS BANK - TRANSPORTATION SERVICE	7/18/2017	7/18/2017	
	▶ CH2M HILL ENGINEERING - AQUATIC ECOLOGY CONSULTING	3/31/2005	2/4/2006	
	▶ CH2M HILL ENGINEERING - WHITE PAPER STORMWATER AND WATER RESILIENCY GOALS	3/1/2018	12/31/2018	
	▶ CPS HR CONSULTING -TOTAL COMPENSATINO STUDY	6/27/2017	3/1/2018	
	▶ CSI SERVICES - COATING INSPECTIN TAPIA WRF PRIMARY CLARIFIERS	6/27/2018	12/31/2018	
	▶ CSI SERVICES - COATING INSPECTION CALABASAS STORAGE TANK	11/17/2017	12/31/2018	
	▶ CSI SERVICES - COATING INSPECTION SERVICES RANCHO LAS VIRGENES DIGESTER	4/17/2018	12/31/2018	
	▶ CSI SERVICES - TAPIA PRIMARY CLARIFIER TANKS	7/27/2017	6/30/2018	
	▶ CSI SERVICES 0 CAOTING INSPECTION CALABASAS STORAGE TANK	12/20/2016	12/31/2017	
	▶ DICALITE MINERAL - DIATOMACEOUS EARTH SUPPLY	10/22/2014	10/31/2018	
	▶ ENVIRONMENTAL SCIENCE ASSOCIATES - AMR IMPLEMENTATION PROJECT	5/1/2018	12/31/2018	
	▶ FAMCON - FORD METER BOX PARS	4/18/2014	3/31/2018	
	▶ FERGUSON - CLAVAL PURCHASE	8/14/2014	7/31/2018	
	▶ HDR ENGINEERING - CONSTRUCTION SUPPORT TAPIA WRF	3/10/2016	7/31/2016	
	▶ HDR ENGINEERING - FINAL WATER SYSTEM DESIGN REPORT SWEETWATER	5/19/2016	12/31/2016	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD:

EA/CAB

Josie Supman

DATE:

7/31/24

GENERAL MANAGER

DocuSigned by:

David W. O'Brien

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8/30/2024

DATE:

Printed: July 31, 2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: General Manager

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
7 CONTRACT FILES (CM+4)				
	▶ ICTUS - LIBRARY AND RECORDS MANAGEMENT CONSULTING	7/1/2017	6/30/2018	
	▶ JCI JONES CHEMICAL - SODIUM BISULFITE	10/17/2014	10/31/2018	
	▶ KEMIRA WATER SOLUTIONS - FERRIC CHLORIDE	12/1/2014	11/30/2018	
	▶ KENNEDY/JENKS - WATER SUPPLY OUTAGE EVALUATION	9/13/2017	12/31/2017	
	▶ L & L ROOFING - TAPIA WRF CHEMICAL BUILDING ROOF REPAIR	9/1/2016	1/31/2017	
	▶ MEAD & HUNT - WESTLAKE RESERVOIR MAPPING	9/12/2017	12/31/2017	
	▶ MESSINA & ASSOCIATES - CONFLICT RESOLUTION	3/21/2016	12/31/2018	
	▶ MSO TECHNOLOGIES - PLC PROGRAM LAS VIRGENES 2 PUMP STATION	2/1/2016	12/31/2015	
	▶ PACIFIC ADVANCED CIVIL ENGINEERING - DESIGN RANCHO LAS VIRGENES RAW SLUDGE WET WELL PUMP	2/21/2017	12/31/2017	
	▶ PADRE ASSOCIATES - ARBORIST SERVICES WESTLAKE PUMP STATION UPGRADE PROJECT	1/29/2016	12/31/2017	
	▶ PAW HILLS LUXURY PET HOTEL - UTILITY PAYMENT AGREEMENT	2/15/2016	1/15/2017	
	▶ PEOPLE READY - TEMPORARY STAFFING	1/1/2017	12/31/2017	
	▶ PERKINELMER HEALTH SCIENCE - LABORATORY INFORMATION SYSTEMS SOFTWARE	9/14/2015	9/14/2016	
	▶ PETRO DIAMOND - ULS CLEAR DIESEL	1/28/2014	1/31/2018	
	▶ PHILVILLE RECORDS/VENTUCKY STRONG BAND - MUSIC FOR GLEN PETERSON'S RETIREMENT PARTY	12/1/2018	12/1/2018	
	▶ PINNACLE PETROLEUM - UNLEADED FULE	1/28/2014	10/31/2018	
	▶ POTABLE DIVERS - INSPECT AND LEAN WATER STORAGE RESERVOIRS	10/2/2018	12/31/2018	
	▶ PROMINENT SYSTEMS - TAPIA ODOR CONTROL TOWER CARBON CHANGE OUT	11/16/2017	12/31/2018	
	▶ RCS INVESTIGATION & CONSULTING - EMPLOYEE AND GENERAL PUBLIC AGENCY INVESTIGATIONS	1/25/2017	12/31/2018	
	▶ RETRO-TEK ENERGY - HEADQUARTERS LIGHTING EFFICIENCY UPGRADE	11/15/2017	5/30/2018	
	▶ RINCON CONSULTING - TREE MONITORING SERVICES 24" REW PROJECT	3/18/2013	1/31/2016	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]*
EA/CCB

DATE: *7/31/24*

GENERAL MANA *[Signature]*

DocuSigned by: *[Signature]*
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8/30/2024

DATE: _____

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: General Manager

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
7 CONTRACT FILES (CM+4)				
	▶ STANTEC CONSULTING - DESIGN AMENDMENT BIN AND CONVEYANCE MODIFICATIONS	6/29/2017	5/7/2018	
	▶ STANTEC CONSULTING - TAPIA SUMMER WASTELOAD ALLOCATION STUDY	11/7/2017	12/31/2018	
	▶ USA LAND - 2017 QUARTERLY MONITORING LORENZANO COURT AND CONSUELA DRIVE	3/23/2017	10/31/2018	
	▶ VILLA ESPERANZE - LANDSCAPE SERVICES	11/2/2015	12/18/2018	
	▶ WECK LABORATORIES - PEPPERDINE LABORATYR ANALYSIS WATER QUALITY SAMPLES	10/31/2016	12/31/2017	
	▶ WHITE NELSON DIEHL EVANS - TAX CONSULTING SERVICES	5/28/2015	6/30/2016	

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DocuSigned by:

DEPARTMENT HEAD: *[Signature]*
EA/COB

DATE: *7/31/24*

GENERAL MANAG *[Signature]*
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8/30/2024

DATE: _____

Printed: July 31, 2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2024 ==

OFFSITE

RRS: General Manager

RRS	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)			
ITEM	Box Description	From Date	To Date	Date Eligible Comments
1 AGENDA PACKETS (10)				
	▶ AGENDA PACKETS 2013 JAN-JUNE	1/1/2013	6/30/2013	12/31/2023 _____
	▶ AGENDA PACKETS 2013 JULY-DEC	7/1/2013	12/31/2013	12/31/2023 _____

Number of Offsite Boxes Eligible for Destruction: 2

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: *[Signature]*

DATE: *7/31/24*

GENERAL MANAGER: *[Signature]*

DATE: 8/30/2024

EA/COB

DocuSigned by:

[Signature]

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Printed: July 31, 2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2024 ==

ONSITE

RRS: Resource Conservation - Customer Service

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Comments
86 CUSTOMER SERVICE ORDERS (CSO's) (2)				
	▶ CUSTOMER SERVICE ORDERS	1/1/2021	3/31/2021	_____
	▶ CUSTOMER SERVICE ORDERS	4/1/2021	6/30/2021	_____
	▶ CUSTOMER SERVICE ORDERS	7/1/2021	9/30/2021	_____
	▶ CUSTOMER SERVICE ORDERS	10/1/2021	12/31/2021	_____
94 RETURNED CHECK FILES (1)				
	▶ RETURNED CHECKS	1/1/2019	12/31/2021	_____

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD  DATE: 8/12/2024

GENERAL MANAGER  DATE: 8/30/2024

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2024 ==
OFFSITE

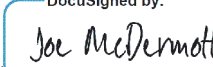
RRS: Resource Conservation - Customer Service

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Date Eligible	Comments
86 CUSTOMER SERVICE ORDERS (CSO's) (2)					
	▶ CUSTOMER SERVICE ORDERS 2013 (JANUARY - MAY) CSOs	1/1/2013	5/31/2013	12/31/2015	_____
	▶ CUSTOMER SERVICE ORDERS 2013 (JUNE - AUGUST) CSOs	6/1/2013	8/31/2013	12/31/2015	_____
	▶ CUSTOMER SERVICE ORDERS 2013 (SEPTEMBER - DECEMBER) CSOs	9/1/2013	12/31/2013	12/31/2015	_____
	▶ CUSTOMER SERVICE ORDERS 2014 (JANUARY - APRIL) CSOs	1/1/2014	4/30/2014	12/31/2016	_____
	▶ CUSTOMER SERVICE ORDERS 2014 (MAY - AUGUST) CSOs	5/1/2014	8/31/2014	12/31/2016	_____
	▶ CUSTOMER SERVICE ORDERS 2014 (SEPTEMBER - DECEMBER) CSOs	9/1/2014	12/31/2014	12/31/2016	_____
	▶ CUSTOMER SERVICE ORDERS 2015 (JANUARY - APRIL) CSOs	1/1/2015	4/30/2015	12/31/2017	_____
	▶ CUSTOMER SERVICE ORDERS 2015 (MAY - AUGUST) CSOs	5/1/2015	8/31/2015	12/31/2017	_____
	▶ CUSTOMER SERVICE ORDERS 2015 (SEPTEMBER - DECEMBER) CSOs	9/1/2015	12/31/2015	12/31/2017	_____

Number of Offsite Boxes Eligible for Destruction: 9

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DocuSigned by:

 Joe McDermott

8/12/2024

DEPARTMENT HEAD

3A25DD40997A42C...

DATE: _____

GENERAL MANAGER

DocuSigned by:

 David W. Bellum

8/30/2024

DATE: _____

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2024 ==
OFFSITE

RRS: Facilities and Operations (Operations - Tapia)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Date Eligible	Comments
135 LAB RAW DATA FILES (10)					
	▶ TAPIA LAB RAW DATA FILES 2013 (FROM BINDERS)	1/1/2013	12/31/2013	12/31/2023	_____
	▶ TAPIA LAB RAW DATA FILES 2013 JAN - JUNE (IN ENVELOPES)	1/1/2013	6/30/2013	12/31/2023	_____
	▶ TAPIA LAB RAW DATA FILES 2013 JULY - DEC (IN ENVELOPES)	7/1/2013	12/31/2013	12/31/2023	_____

Number of Offsite Boxes Eligible for Destruction: **3**

The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

Signed by:

Darrell Johnson

DEPARTMENT HEAD 37479B65D2614F9...

DATE: 7/31/2024

GENERAL MANAGER

DocuSigned by:

David W. Pedemonte

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DATE: 8/30/2024



DATE: October 1, 2024
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: Monthly Cash and Investment Report: July 2024

SUMMARY:

During the month of July 2024, the value of the District's total cash and investments decreased from \$135,151,010, held on June 30, 2024, to \$134,241,144. The total held in the District's investment portfolio increased from \$132,930,123 to \$133,752,609 at book value. Two investments matured, and six investments were purchased. The book value of the District's investment portfolio increased from \$93,019,229 to \$95,979,936. The value of the District's Local Agency Investment Fund (LAIF) account decreased to \$3,980,788, and the District's California Asset Management Program (CAMP) account increased to \$32,861,849. The remaining funds were held in the District's checking and money market accounts.

RECOMMENDATION(S):

Receive and file the Monthly Cash and Investment Report for July 2024.

DISCUSSION:

As of July 31, 2024, the District held \$134,241,144 in its cash and investment accounts at book value, down 0.67 percent month-over-month. The majority of the funds were held in the District's self-managed investment account, which had a July 31st book value of \$95,979,936. CAMP held the majority of the remaining funds, in the amount of \$32,861,849. LAIF held \$3,980,788, and the remaining portion was held in the District's checking and money market accounts. The annualized yield of the District's investment portfolio was 3.02 percent in July, up from 2.94 percent in June. The annualized yield on the District's CAMP funds was 5.43 percent, up 17 basis points from June. The annualized yield on the District's LAIF funds was 4.42 percent, up four basis points from June. The combined total yield on the District's accounts was 3.68 percent in July, up two basis points from June. Since the District's investments in CAMP are at the policy limit, staff has increased investments in short-term treasuries at an average yield of 5.165 percent, as compared to LAIF's 4.42 percent, and is more comparable to CAMP's 5.43 percent yield.

The following investments were purchased in July:

- 07/03/24 – Treasury bill, in the amount of \$731,769, a par value of \$750,000, and a maturity of 12/26/24; YTM 5.226 percent.
- 07/10/24 – Optum Bank insured CD, in the amount of \$244,000, and a maturity of 07/10/29; YTM 4.450 percent.
- 07/12/24 – Treasury bill, in the amount of \$988,166, a par value of \$1,000,000, and a maturity of 10/03/24; YTM 5.267 percent.
- 07/12/24 – FFCB bullet, in the amount of \$1,000,000, and a maturity of 07/12/29; YTM 4.250 percent.
- 07/12/24 – Treasury bill, in the amount of \$975,993, a par value of \$1,000,000, and a maturity of 01/02/25; YTM 5.160 percent.
- 07/17/24 – Treasury bond, in the amount of \$978,988, a par value of \$1,000,000, and a maturity of 03/15/25; YTM 5.008 percent.

The following investments matured during July:

- 07/02/24 – FNMA agency bond, in the amount of \$1,000,000; YTM 3.319 percent.
- 07/10/24 – FHLB agency bond, in the amount of \$1,000,000; YTM 4.800 percent.

The following transactions posted in the District's LAIF account:

- 07/10/24 – Deposit in the amount of \$2,000,000.
- 07/11/24 – Withdraw in the amount of \$1,800,000.
- 07/15/24 – Quarterly interest in the amount of \$82,998.48.
- 07/16/24 – Withdraw in the amount of \$915,000.
- 07/24/24 – Withdraw in the amount of \$1,600,000.
- 07/31/24 – Withdraw in the amount of \$890,000.

The following transactions were posted in the District's CAMP account:

- 07/31/24 – Monthly interest in the amount of \$151,240.65.

The District's investments are in compliance with the adopted Investment Policy, and the District has sufficient funds to meet expenditures during the next six months from funds held in local agency investment pool liquid accounts.

Cash Analysis:

Another important aspect of the Monthly Cash and Investment Report is to monitor the District's performance as compared to its adopted Financial Policies. Attachment B shows the District's total cash and investments as of July 31, 2024, and compares the balances to the adopted Financial Policies. As shown for July, the Potable Water Enterprise had \$15.8 million available for capital projects, the Sanitation Enterprise had \$7.0 million funds available for capital, and the Recycled Water Enterprise had \$13.8 million available for capital. The Board has assigned \$15 million in potable water funds, \$10 million in recycled water funds and \$10 million in sanitation funds for the Pure Water Project Las Virgenes-Triunfo. The July cash is preliminary until the year-end transactions and audit are complete.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

[LVMWD Investment Portfolio 07.31.2024.pdf](#)

[Investment_Report_Definitions.pdf](#)

[Cash Report - July 2024.pdf](#)



**LAS VIRGENES MUNICIPAL WATER DISTRICT
MONTHLY CASH AND INVESTMENT REPORT
JULY 31, 2024**

District investments are included in this report and all investments, except those relating to debt issues and deferred compensation programs funds, conform to District investment policy. All investment transactions within the period covered by this report, except for the exceptions noted above, conform to District Investment policy. Deferred compensation program funds are not included in this report; their investment is directed by individual employees participating in the deferred compensation program and not by the District. Debt issue funds are included in this report; their investment is controlled by specific provisions of the issuance documents and not by the District."

"The deposits and investments of the District safeguard the principal and maintain the liquidity needs of the District, providing the District with the ability to meet expenditure requirements for the next six months. The maturity dates are compatible with foreseeable cash flow requirements. The deposits and investments can be easily and rapidly converted into cash without substantial loss of value."

Fund Name	Face Amount/Shares	Market Value	Book Value	% of Portfolio	YTM @ Cost	Days To Maturity
1 Investments	96,670,000.00	94,352,681.96	95,979,935.50	71.50	3.02	831
2 LAIF	3,980,787.86	3,980,787.86	3,980,787.86	2.97	4.52	1
3 CAMP	32,861,849.20	32,861,849.20	32,861,849.20	24.48	5.43	1
4 US Bank Blackrock	930,036.53	930,036.53	930,036.53	0.69	5.16	1
5 Wells Fargo Operating	488,534.41	488,534.41	488,534.41	0.36	5.17	1
Total / Average	134,931,208.00	132,613,889.96	134,241,143.50	100.00	3.68	594

David W. Pedersen, General Manager

Date

Andy Coradeschi, Treasurer

Date



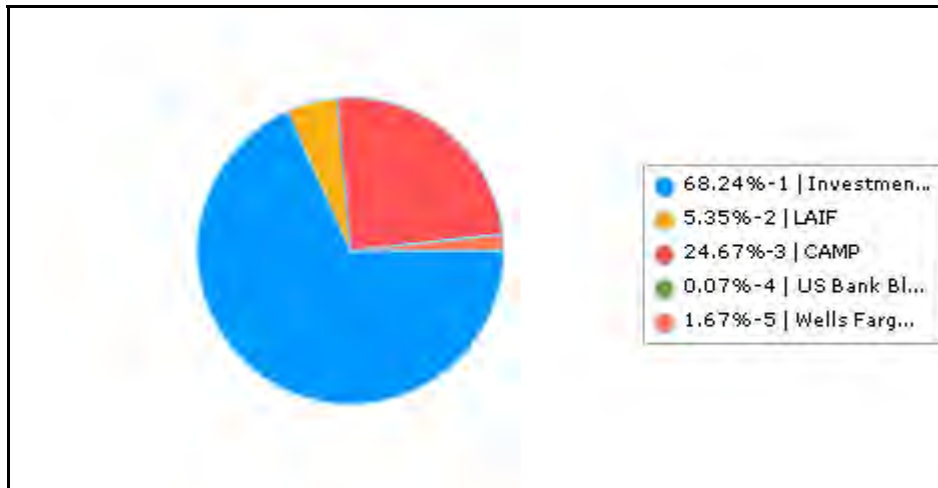
Las Virgenes Municipal Water District CA Distribution by Main Fund - Market Value All Portfolios

Begin Date: 6/30/2024, End Date: 7/31/2024

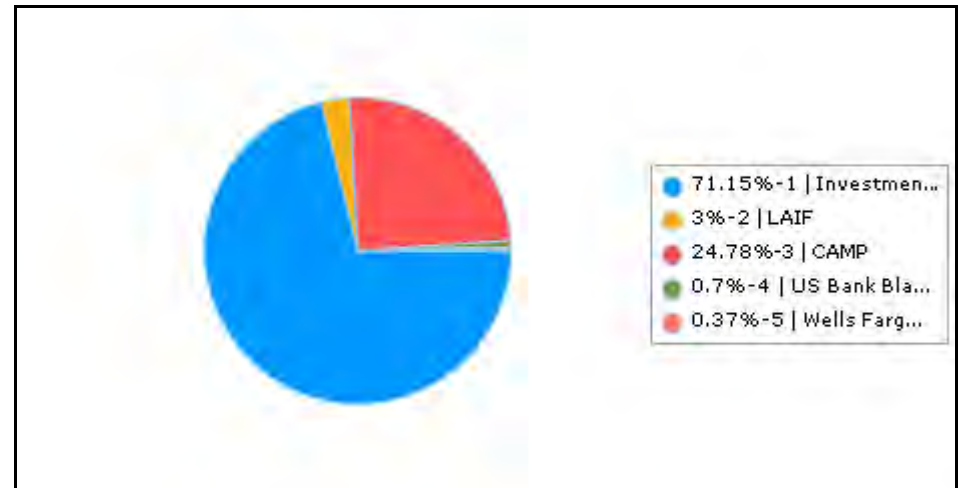
Main Fund Allocation

Main Fund	Market Value 6/30/2024	% of Portfolio 6/30/2024	Market Value 7/31/2024	% of Portfolio 7/31/2024
1 Investments	90,508,622.07	68.24	94,352,681.96	71.15
2 LAIF	7,102,789.38	5.35	3,980,787.86	3.00
3 CAMP	32,716,229.27	24.67	32,861,849.20	24.78
4 US Bank Blackrock	91,876.44	0.07	930,036.53	0.70
5 Wells Fargo Operating	2,220,885.91	1.67	488,534.41	0.37
Total / Average	132,640,403.07	100.00	132,613,889.96	100.00

Portfolio Holdings as of 6/30/2024



Portfolio Holdings as of 7/31/2024





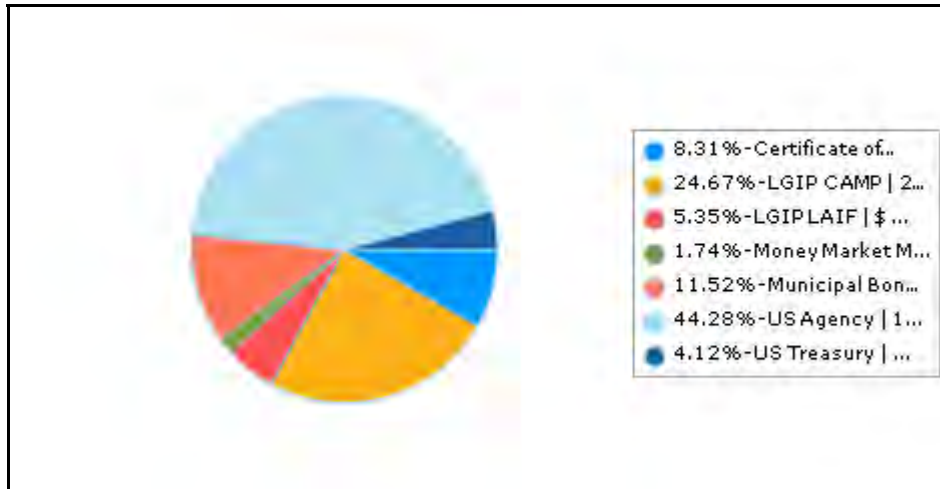
Las Virgenes Municipal Water District CA Distribution by Asset Category - Market Value All Portfolios

Begin Date: 6/30/2024, End Date: 7/31/2024

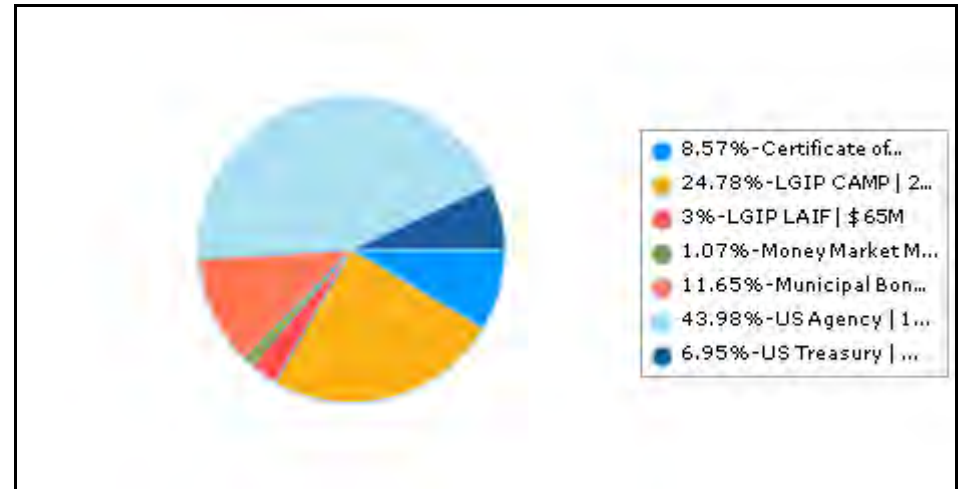
Asset Category Allocation

Asset Category	Market Value 6/30/2024	% of Portfolio 6/30/2024	Market Value 7/31/2024	% of Portfolio 7/31/2024
Certificate of Deposit 25 %	11,019,855.97	8.31	11,368,639.06	8.57
LGIP CAMP 25 %	32,716,229.27	24.67	32,861,849.20	24.78
LGIP LAIF \$ 65M	7,102,789.38	5.35	3,980,787.86	3.00
Money Market Mutual Funds 20 %	2,312,762.35	1.74	1,418,570.94	1.07
Municipal Bonds 100 %	15,285,333.60	11.52	15,451,967.90	11.65
US Agency 100 %	58,732,270.00	44.28	58,319,710.00	43.98
US Treasury 100 %	5,471,162.50	4.12	9,212,365.00	6.95
Total / Average	132,640,403.07	100.00	132,613,889.96	100.00

Portfolio Holdings as of 6/30/2024



Portfolio Holdings as of 7/31/2024



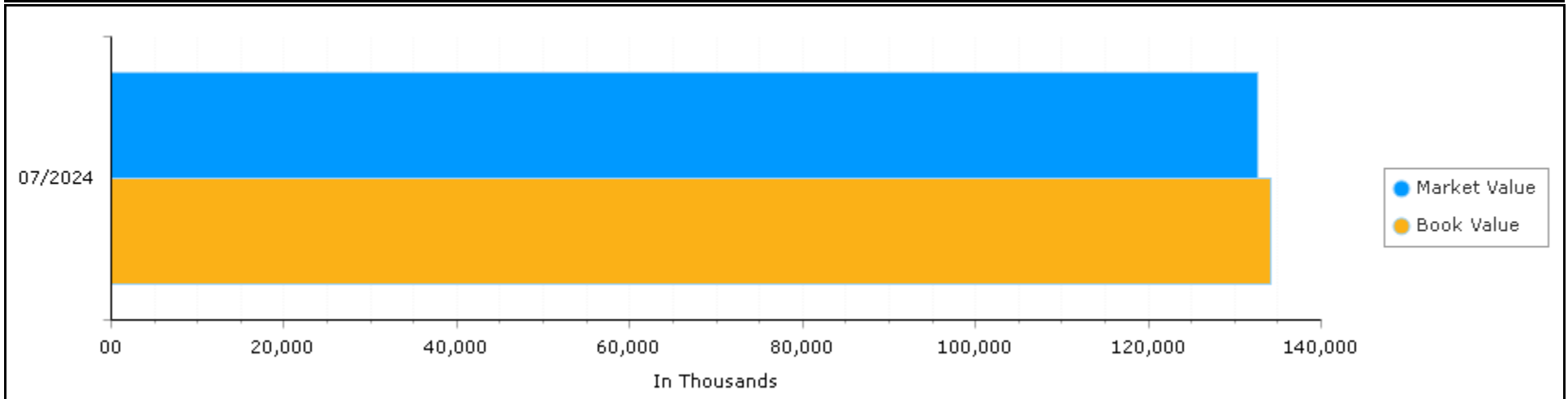


Las Virgenes Municipal Water District CA Portfolio Summary by Month All Portfolios

Begin Date: 7/31/2024, End Date: 7/31/2024

Month	Market Value	Book Value	Unrealized Gain/Loss	YTM @ Cost	YTM @ Market	Duration	Days To Maturity
7/31/2024	132,613,889.96	134,241,143.50	-1,627,253.54	3.68	4.79	1.54	597
Total / Average	132,613,889.96	134,241,143.50	-1,627,253.54	3.68	4.79	1.54	597

Market Value / Book Value Comparison





**Las Virgenes Municipal Water District CA
Total Rate of Return - Book Value by Month
All Portfolios**

Begin Date: 7/31/2024, End Date: 7/31/2024

Month	Beginning BV + Accrued Interest	Interest Earned During Period-BV	Realized Gain/Loss-BV	Investment Income-BV	Average Capital Base-BV	TRR-BV	Annualized TRR-BV	Treasury 3 Year
7/31/2024	135,725,762.26	472,552.34	0.00	472,552.34	135,983,563.08	0.35	4.25	4.29



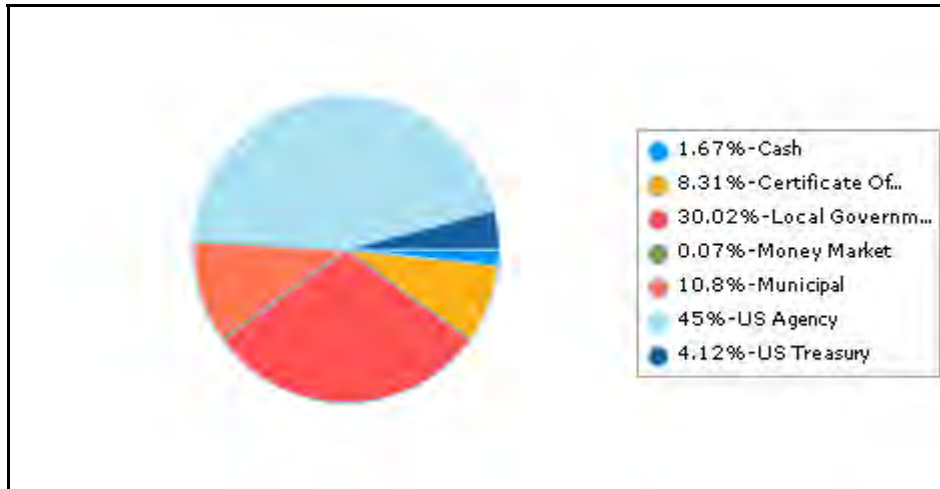
Las Virgenes Municipal Water District CA Distribution by Security Sector - Market Value All Portfolios

Begin Date: 6/30/2024, End Date: 7/31/2024

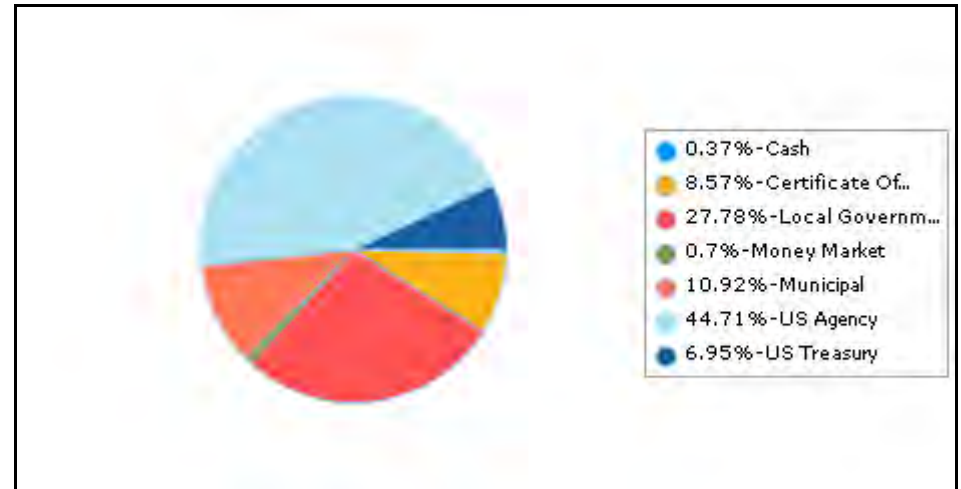
Security Sector Allocation

Security Sector	Market Value 6/30/2024	% of Portfolio 6/30/2024	Market Value 7/31/2024	% of Portfolio 7/31/2024
Cash	2,220,885.91	1.67	488,534.41	0.37
Certificate Of Deposit	11,019,855.97	8.31	11,368,639.06	8.57
Local Government Investment Pool	39,819,018.65	30.02	36,842,637.06	27.78
Money Market	91,876.44	0.07	930,036.53	0.70
Municipal	14,330,083.60	10.80	14,486,007.90	10.92
US Agency	59,687,520.00	45.00	59,285,670.00	44.71
US Treasury	5,471,162.50	4.12	9,212,365.00	6.95
Total / Average	132,640,403.07	100.00	132,613,889.96	100.00

Portfolio Holdings as of 6/30/2024



Portfolio Holdings as of 7/31/2024





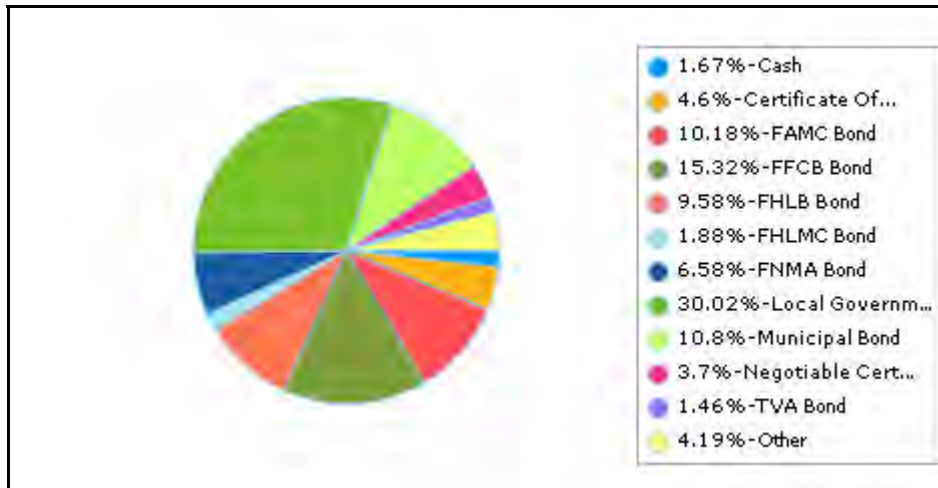
Las Virgenes Municipal Water District CA Distribution by Security Type - Market Value All Portfolios

Begin Date: 6/30/2024, End Date: 7/31/2024

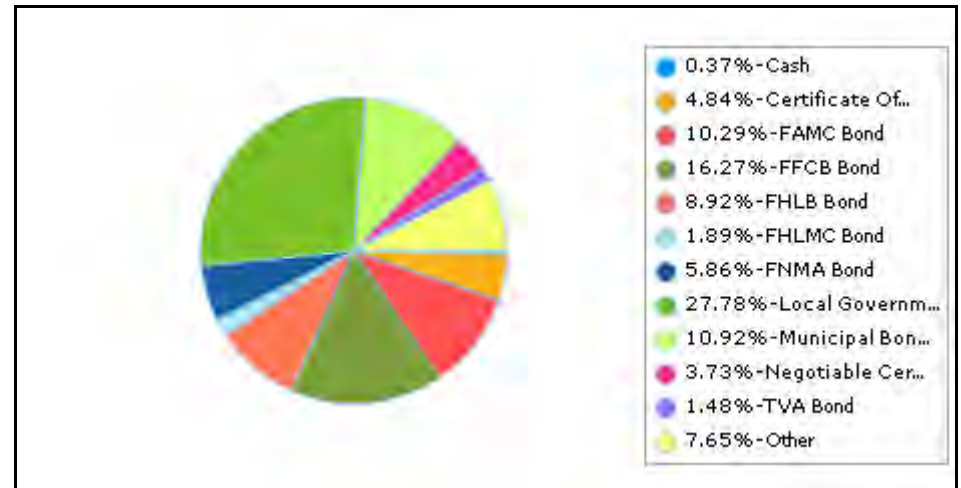
Security Type Allocation

Security Type	Market Value 6/30/2024	% of Portfolio 6/30/2024	Market Value 7/31/2024	% of Portfolio 7/31/2024
Cash	2,220,885.91	1.67	488,534.41	0.37
Certificate Of Deposit	6,105,549.59	4.60	6,419,105.34	4.84
FAMC Bond	13,499,390.00	10.18	13,643,590.00	10.29
FFCB Bond	20,316,230.00	15.32	21,570,350.00	16.27
FHLB Bond	12,710,170.00	9.58	11,834,640.00	8.92
FHLMC Bond	2,491,380.00	1.88	2,505,020.00	1.89
FNMA Bond	8,730,100.00	6.58	7,770,840.00	5.86
Local Government Investment Pool	39,819,018.65	30.02	36,842,637.06	27.78
Municipal Bond	14,330,083.60	10.80	14,486,007.90	10.92
Negotiable Certificate Of Deposit	4,914,306.38	3.70	4,949,533.72	3.73
TVA Bond	1,940,250.00	1.46	1,961,230.00	1.48
Other	5,563,038.94	4.19	10,142,401.53	7.65
Total / Average	132,640,403.07	100.00	132,613,889.96	100.00

Portfolio Holdings as of 6/30/2024



Portfolio Holdings as of 7/31/2024





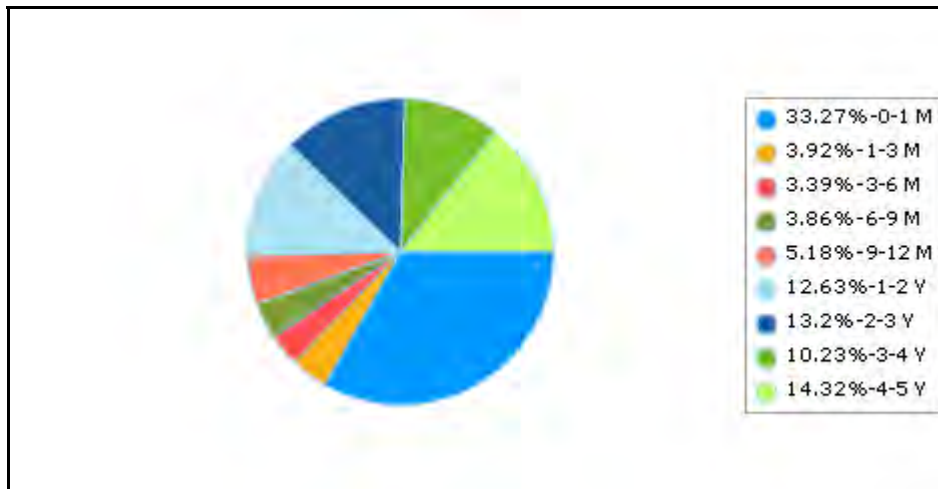
Las Virgenes Municipal Water District CA Distribution by Maturity Range - Market Value All Portfolios

Begin Date: 6/30/2024, End Date: 7/31/2024

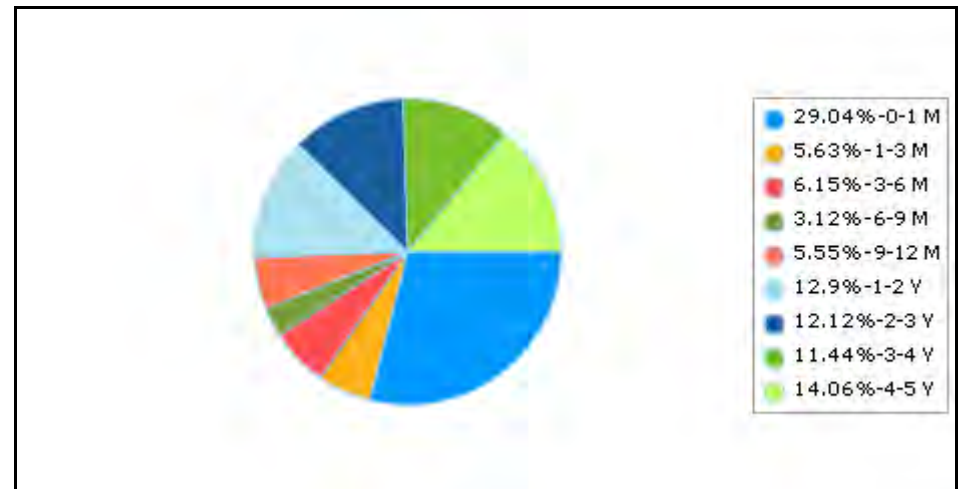
Maturity Range Allocation

Maturity Range	Market Value 6/30/2024	% of Portfolio 6/30/2024	Market Value 7/31/2024	% of Portfolio 7/31/2024
0-1 Month	44,131,461.00	33.27	38,506,036.50	29.04
1-3 Months	5,204,153.80	3.92	7,461,018.75	5.63
3-6 Months	4,494,453.00	3.39	8,160,040.95	6.15
6-9 Months	5,120,259.65	3.86	4,135,302.33	3.12
9-12 Months	6,864,333.10	5.18	7,353,826.70	5.55
1-2 Years	16,749,115.10	12.63	17,106,852.89	12.90
2-3 Years	17,511,859.35	13.20	16,071,171.60	12.12
3-4 Years	13,565,161.03	10.23	15,167,875.35	11.44
4-5 Years	18,999,607.04	14.32	18,651,764.89	14.06
Total / Average	132,640,403.07	100.00	132,613,889.96	100.00

Portfolio Holdings as of 6/30/2024



Portfolio Holdings as of 7/31/2024



Las Virgenes Municipal Water District CA
Portfolio Holdings
Investment Portfolio | by Maturity Range - Monthly Report
Report Format: By Transaction
Group By: Maturity Range
Average By: Cost Value
Portfolio / Report Group: Report Group | Investment Portfolio
As of 7/31/2024

Description	CUSIP/Ticker	YTM @ Cost	Security Sector	Bullet/Callable	Maturity Date	Book Value	Market Value	% of Portfolio
0-1 Month								
Enerbank UT 2.15 8/7/2024	29278TKJ8	2.150	Certificate Of Deposit	Bullet	8/7/2024	245,000.00	244,828.50	0.26
Total / Average 0-1 Month		2.150				245,000.00	244,828.50	0.26
1-3 Months								
City of Los Angeles 5 9/1/2024	544351QP7	4.142	Municipal	Bullet	9/1/2024	1,000,696.82	999,780.00	1.06
First Farmers Bank & Trust 1.75 9/4/2024	320165JK0	1.750	Certificate Of Deposit	Bullet	9/4/2024	245,000.00	244,203.75	0.26
T-Bill 0 9/12/2024	912797KK2	5.330	US Treasury	Bullet	9/12/2024	993,798.70	993,840.00	1.03
FHLB 3.5 9/13/2024	3130AT6G7	4.068	US Agency	Bullet	9/13/2024	999,347.31	997,740.00	1.03
T-Bill 0 9/19/2024	912797KL0	5.327	US Treasury	Bullet	9/19/2024	744,611.46	744,645.00	0.77
FAMC 1.74 9/26/2024	31422BMD9	1.664	US Agency	Bullet	9/26/2024	1,000,113.19	994,240.00	1.05
South Gate Utility CA 2.224 10/1/2024-24	83789TBQ1	2.224	Municipal	Callable	10/1/2024	500,000.00	497,460.00	0.52
T-Bill 0 10/3/2024	912797GW1	5.267	US Treasury	Bullet	10/3/2024	990,874.66	990,930.00	1.03
FFCB 4.62 10/17/2024-23	3133ENS68	4.620	US Agency	Callable	10/17/2024	1,000,000.00	998,180.00	1.04
Total / Average 1-3 Months		4.079				7,474,442.14	7,461,018.75	7.80
3-6 Months								
California State University 0.563 11/1/2024	13077DQC9	0.563	Municipal	Bullet	11/1/2024	400,000.00	395,308.00	0.42
FAMC 1.79 11/1/2024	31422BPG9	1.804	US Agency	Bullet	11/1/2024	999,966.14	991,110.00	1.04
California State 1.646 11/1/2024-24	13077DKC5	1.646	Municipal	Callable	11/1/2024	400,000.00	396,364.00	0.42
California State 0.56 12/1/2024-24	13067WRB0	0.560	Municipal	Callable	12/1/2024	250,000.00	246,227.50	0.26
T-Note 1 12/15/2024	91282CDN8	5.165	US Treasury	Bullet	12/15/2024	985,057.84	984,840.00	1.00
T-Bill 0 12/26/2024	912796ZV4	5.226	US Treasury	Bullet	12/26/2024	734,493.06	734,962.50	0.76
T-Bill 0 1/2/2025	912797LR6	5.160	US Treasury	Bullet	1/2/2025	978,614.30	978,930.00	1.02
FFCB 1.08 1/6/2025	31422XRD6	1.080	US Agency	Bullet	1/6/2025	1,000,000.00	982,680.00	1.04
FNMA 1.625 1/7/2025	3135G0X24	4.713	US Agency	Bullet	1/7/2025	986,910.39	984,910.00	1.02
KEMBA Financial Credit Union 1.8 1/8/2025	48836LAJ1	1.800	Certificate Of Deposit	Bullet	1/8/2025	245,000.00	241,521.00	0.26
FAMC 1.2 1/14/2025	31422XSU7	1.195	US Agency	Bullet	1/14/2025	1,000,022.86	981,640.00	1.04
Knoxville TVA TN 1.95 1/16/2025	499724AL6	1.950	Certificate Of Deposit	Bullet	1/16/2025	245,000.00	241,547.95	0.26
Total / Average 3-6 Months		2.984				8,225,064.59	8,160,040.95	8.54
6-9 Months								

Description	CUSIP/Ticker	YTM @ Cost	Security Sector	Bullet/Callable	Maturity Date	Book Value	Market Value	% of Portfolio
FFCB 1.67 2/14/2025-24	3133ENNX4	1.670	US Agency	Callable	2/14/2025	1,000,000.00	981,780.00	1.04
Technology FCU 5 2/24/2025	87868YAJ2	5.000	Certificate Of Deposit	Bullet	2/24/2025	248,000.00	247,903.28	0.26
T-Bond 1.75 3/15/2025	91282CED9	5.008	US Treasury	Bullet	3/15/2025	980,208.80	980,560.00	1.02
Somerset Trust Company 1 3/19/2025	835104BZ2	1.000	Certificate Of Deposit	Bullet	3/19/2025	245,000.00	238,892.15	0.26
Iberia Bank LA 1 3/20/2025	45083ANS7	1.000	Certificate Of Deposit	Bullet	3/20/2025	245,000.00	238,879.90	0.26
Pacific Western Bank CA 1.35 4/16/2025	69506YRG6	1.350	Certificate Of Deposit	Bullet	4/16/2025	245,000.00	238,838.25	0.26
Celtic Bank UT 1.5 4/17/2025	15118RUX3	1.500	Certificate Of Deposit	Bullet	4/17/2025	245,000.00	239,058.75	0.26
FNMA 0.625 4/22/2025	3135G03U5	5.086	US Agency	Bullet	4/22/2025	969,115.92	969,390.00	0.98
Total / Average 6-9 Months		3.323				4,177,324.72	4,135,302.33	4.33

9-12 Months

First National Bank TX 1.35 4/28/2025	32112UDR9	1.350	Certificate Of Deposit	Bullet	4/28/2025	245,000.00	238,558.95	0.26
Alexandria Utilities LA 1.498 5/1/2025-25	015086NJ6	1.498	Municipal	Callable	5/1/2025	400,000.00	389,624.00	0.42
T-Bond 2.125 5/15/2025	912828XB1	5.113	US Treasury	Bullet	5/15/2025	732,973.15	734,107.50	0.76
TVA 0.75 5/15/2025	880591EW8	0.625	US Agency	Bullet	5/15/2025	1,000,969.60	968,100.00	1.05
Beverly Hills CA 0.719 6/1/2025	088013FG7	0.719	Municipal	Bullet	6/1/2025	500,000.00	482,970.00	0.52
State Bank India NY 1.05 6/10/2025	856285TR2	1.050	Certificate Of Deposit	Bullet	6/10/2025	245,000.00	237,103.65	0.26
San Francisco California 0.728 6/15/2025-25	79773KDC5	0.728	Municipal	Callable	6/15/2025	500,000.00	482,135.00	0.52
FAMC 0.48 6/19/2025	31422BD98	0.531	US Agency	Bullet	6/19/2025	999,559.55	961,830.00	1.04
FHLMC 0.65 6/30/2025-22	3134GVT99	0.650	US Agency	Callable	6/30/2025	1,000,000.00	962,060.00	1.04
Minnwest Bank South MN 0.5 7/15/2025	60425SHY8	0.500	Certificate Of Deposit	Bullet	7/15/2025	245,000.00	235,087.30	0.26
Preferred Bank CA 0.5 7/17/2025	740367MA2	0.500	Certificate Of Deposit	Bullet	7/17/2025	245,000.00	235,038.30	0.26
FNMA 0.625 7/21/2025-22	3136G4ZJ5	0.625	US Agency	Callable	7/21/2025	1,000,000.00	956,910.00	1.04
Bank Baroda NY 0.6 7/22/2025	06063HMR1	0.600	Certificate Of Deposit	Bullet	7/22/2025	245,000.00	235,151.00	0.26
Flagstar Bank MI 0.6 7/22/2025	33847E3W5	0.600	Certificate Of Deposit	Bullet	7/22/2025	245,000.00	235,151.00	0.26
Total / Average 9-12 Months		1.132				7,603,502.30	7,353,826.70	7.94

1-2 Years

FNMA 0.65 8/14/2025-22	3136G4C43	0.650	US Agency	Callable	8/14/2025	1,000,000.00	958,420.00	1.04
FHLMC 3.45 8/25/2025-23	3134GXR55	3.530	US Agency	Callable	8/25/2025	599,519.62	591,480.00	0.63
City of Santa Rosa 0.977 9/1/2025-25	802649TJ2	0.977	Municipal	Callable	9/1/2025	500,000.00	479,420.00	0.52
FHLMC 0.5 9/30/2025-22	3134GWWQ5	0.500	US Agency	Callable	9/30/2025	1,000,000.00	951,480.00	1.04
FNMA 0.54 10/27/2025-22	3136G45C3	0.540	US Agency	Callable	10/27/2025	1,000,000.00	949,730.00	1.04
FFCB 0.46 11/3/2025	3133EMFS6	0.493	US Agency	Bullet	11/3/2025	999,589.15	950,760.00	1.04
RIA Federal Credit Union 5.4 11/10/2025	749622BM7	5.400	Certificate Of Deposit	Bullet	11/10/2025	248,000.00	250,093.12	0.26
FNMA 0.57 11/17/2025-22	3135GA3X7	0.570	US Agency	Callable	11/17/2025	1,000,000.00	951,260.00	1.04
California State 0.751 12/1/2025-25	13067WSV5	0.751	Municipal	Callable	12/1/2025	250,000.00	237,100.00	0.26
FFCB 0.47 12/22/2025-22	3133EMLC4	0.470	US Agency	Callable	12/22/2025	1,000,000.00	943,300.00	1.04
JPMorgan Chase 0.5 1/6/2026	48128UVT3	0.500	Certificate Of Deposit	Bullet	1/6/2026	245,000.00	230,897.80	0.26
FAMC 0.48 1/15/2026	31422B6K1	0.489	US Agency	Bullet	1/15/2026	999,856.18	944,230.00	1.04
FFCB 0.45 2/2/2026-23	3133EMPD8	0.450	US Agency	Callable	2/2/2026	1,000,000.00	941,770.00	1.04

Description	CUSIP/Ticker	YTM @ Cost	Security Sector	Bullet/Callable	Maturity Date	Book Value	Market Value	% of Portfolio
FFCB 0.8 3/9/2026-23	3133EMSU7	0.800	US Agency	Callable	3/9/2026	1,000,000.00	943,590.00	1.04
FHLB 0.65 3/10/2026-22	3130ALDS0	0.650	US Agency	Callable	3/10/2026	1,000,000.00	941,770.00	1.04
FAMC 0.83 3/27/2026	31422XDX7	0.828	US Agency	Bullet	3/27/2026	1,000,033.50	943,990.00	1.04
Bank Hapoalim NY 4.8 3/30/2026	06251A6T2	4.845	Certificate Of Deposit	Bullet	3/30/2026	243,824.66	244,653.92	0.25
Nelnet Bank UT 0.75 4/15/2026	64034KAF8	0.750	Certificate Of Deposit	Bullet	4/15/2026	245,000.00	229,672.80	0.26
Greenstate Credit Union 0.95 4/16/2026	39573LBC1	0.950	Certificate Of Deposit	Bullet	4/16/2026	245,000.00	230,353.90	0.26
Oceanside Water CA 1.103 5/1/2026	675413DL9	1.103	Municipal	Bullet	5/1/2026	210,000.00	197,786.40	0.22
FAMC 0.95 5/4/2026-23	31422XFP2	0.950	US Agency	Callable	5/4/2026	1,000,000.00	941,550.00	1.04
FAMC 0.925 6/10/2026-22	31422XHF2	0.925	US Agency	Callable	6/10/2026	1,000,000.00	938,300.00	1.04
Toyota Financial Savings NV 0.95 7/29/2026	89235MLE9	0.950	Certificate Of Deposit	Bullet	7/29/2026	245,000.00	228,464.95	0.26
Upper Santa Clara Valley Water District 1.175 8/1/2026	916544EV7	3.350	Municipal	Bullet	8/1/2026	959,750.34	936,230.00	0.96
City of San Diego 1.903 8/1/2026	79730CJK1	5.030	Municipal	Bullet	8/1/2026	941,528.80	950,550.00	0.98
Total / Average 1-2 Years		1.252				17,932,102.25	17,106,852.89	18.67
2-3 Years								
FFCB 0.71 8/10/2026-23	3133EM2C5	0.710	US Agency	Callable	8/10/2026	1,000,000.00	929,520.00	1.04
UBS Bank UT 0.95 8/11/2026	90348JR93	0.950	Certificate Of Deposit	Bullet	8/11/2026	245,000.00	228,156.25	0.26
FHLB 0.75 9/28/2026-21	3130ANY38	0.750	US Agency	Callable	9/28/2026	1,000,000.00	934,630.00	1.04
FAMC 0.9 10/2/2026-22	31422XNH1	0.900	US Agency	Callable	10/2/2026	1,000,000.00	928,490.00	1.04
Synchrony Bank 1 10/22/2026	87164YE34	1.000	Certificate Of Deposit	Bullet	10/22/2026	248,000.00	229,843.92	0.26
City of Palm Springs 1.402 11/1/2026	69666JHX9	1.402	Municipal	Bullet	11/1/2026	500,000.00	465,590.00	0.52
FFCB 1.34 11/30/2026	3133ENFV7	1.291	US Agency	Bullet	11/30/2026	1,001,101.93	935,760.00	1.05
California State 1.051 12/1/2026-26	13067WSW3	1.918	Municipal	Callable	12/1/2026	980,743.62	925,110.00	1.00
FHLB Step 12/22/2026-22	3130AQ2B8	1.869	US Agency	Callable	12/22/2026	1,000,000.00	958,260.00	1.04
FAMC 1.5 1/19/2027	31422XSV5	1.517	US Agency	Bullet	1/19/2027	999,594.94	937,210.00	1.04
Beal Bank (Texas) 1.55 2/3/2027	07371AWQ2	1.550	Certificate Of Deposit	Bullet	2/3/2027	245,000.00	228,283.65	0.26
FNMA 5 2/5/2027-25	3135GAN49	5.000	US Agency	Callable	2/5/2027	1,000,000.00	1,000,450.00	1.04
American Express 2 3/9/2027	02589ABQ4	3.585	Certificate Of Deposit	Bullet	3/9/2027	240,536.62	234,997.50	0.24
State of Maryland 4.05 3/15/2027	574193WF1	4.114	Municipal	Bullet	3/15/2027	998,448.86	992,890.00	1.04
FNMA 5.15 3/26/2027-25	3135GAQM6	5.150	US Agency	Callable	3/26/2027	1,000,000.00	999,770.00	1.04
BMW Bank NA 4.6 4/12/2027	05580A6Y5	4.600	Certificate Of Deposit	Bullet	4/12/2027	244,000.00	244,863.76	0.25
Spokane Teachers Credit Union 4.75 4/15/2027	849061AG1	4.750	Certificate Of Deposit	Bullet	4/15/2027	248,000.00	249,917.04	0.26
FHLB 5 4/15/2027-26	3130B0UQ0	5.000	US Agency	Callable	4/15/2027	1,000,000.00	1,004,690.00	1.04
FHLB 3 4/21/2027-22	3130ARGE5	3.000	US Agency	Callable	4/21/2027	1,000,000.00	965,960.00	1.04
San Jose California 3.594 5/1/2027	798153PY2	3.594	Municipal	Bullet	5/1/2027	1,000,000.00	973,440.00	1.04
Capital One Bank NA 3.05 5/4/2027	14042TFW2	3.050	Certificate Of Deposit	Bullet	5/4/2027	246,000.00	237,114.48	0.26
FFCB 3.24 6/28/2027	3133ENZK9	3.260	US Agency	Bullet	6/28/2027	999,464.64	975,300.00	1.04
Commonwealth of Massachusetts 3.679 7/15/2027	576004HD0	3.679	Municipal	Bullet	7/15/2027	500,000.00	490,925.00	0.52
Total / Average 2-3 Years		2.716				16,695,890.61	16,071,171.60	17.41

3-4 Years

Description	CUSIP/Ticker	YTM @ Cost	Security Sector	Bullet/Callable	Maturity Date	Book Value	Market Value	% of Portfolio
FHLB 4.05 8/10/2027-22	3130ASUC1	4.050	US Agency	Callable	8/10/2027	1,000,000.00	987,710.00	1.04
FFCB 3.375 9/15/2027	3133ENL99	3.451	US Agency	Bullet	9/15/2027	997,837.97	978,490.00	1.04
Security Bank & Trust 3.9 9/28/2027	814010CR3	3.900	Certificate Of Deposit	Bullet	9/28/2027	245,000.00	242,050.20	0.26
FFCB 4 9/29/2027	3133ENQ29	4.064	US Agency	Bullet	9/29/2027	998,184.64	996,060.00	1.04
FHLB 4.7 9/30/2027-22	3130ATC21	4.700	US Agency	Callable	9/30/2027	1,000,000.00	995,380.00	1.04
Discover Bank 4.9 11/8/2027	254673Y67	4.900	Certificate Of Deposit	Bullet	11/8/2027	244,000.00	247,689.28	0.25
FHLB 4.25 12/10/2027	3130ATUS4	3.738	US Agency	Bullet	12/10/2027	1,015,504.63	1,003,260.00	1.07
University Bank 4.05 12/16/2027	914098DM7	4.050	Certificate Of Deposit	Bullet	12/16/2027	249,000.00	246,510.00	0.26
FFCB 4 1/6/2028	3133EN5N6	3.662	US Agency	Bullet	1/6/2028	1,010,514.95	996,080.00	1.06
Lakeside Bank 3.85 1/13/2028	51210STA5	3.850	Certificate Of Deposit	Bullet	1/13/2028	245,000.00	241,016.30	0.26
Austin Telco FCU 4.75 1/27/2028	052392CN5	4.750	Certificate Of Deposit	Bullet	1/27/2028	248,000.00	251,201.68	0.26
State of California 1.7 2/1/2028	13063DC48	3.959	Municipal	Bullet	2/1/2028	928,777.14	914,720.00	0.94
TVA 3.875 3/15/2028	880591EZ1	3.886	US Agency	Bullet	3/15/2028	999,649.54	993,130.00	1.04
FFCB 3.5 4/12/2028	3133EPFU4	3.667	US Agency	Bullet	4/12/2028	994,402.26	981,120.00	1.04
Dort Financial Credit Unio 4.25 4/21/2028	25844MAS7	4.250	Certificate Of Deposit	Bullet	4/21/2028	247,000.00	246,375.09	0.26
Freedom Northwest Credit Union 5 5/9/2028-24	356436AJ4	5.000	Certificate Of Deposit	Callable	5/9/2028	248,000.00	248,148.80	0.26
Morgan Stanley Bank NA 4.5 5/10/2028	61690U5S5	4.500	Certificate Of Deposit	Bullet	5/10/2028	244,000.00	245,464.00	0.25
T-Note 1.25 5/19/2028	91282CCE9	3.678	US Treasury	Bullet	5/19/2028	458,209.72	451,680.00	0.46
FFCB 3.875 5/30/2028	3133EPLD5	3.886	US Agency	Bullet	5/30/2028	999,617.13	994,690.00	1.04
FFCB 3.875 6/8/2028	3133EPME2	3.875	US Agency	Bullet	6/8/2028	1,000,000.00	994,670.00	1.04
FAMC 4.32 7/17/2028	31422X4Y5	4.320	US Agency	Bullet	7/17/2028	1,000,000.00	1,009,690.00	1.04
State of Rhode Island 1.5 8/1/2028	762223ML6	4.789	Municipal	Bullet	8/1/2028	883,288.38	902,740.00	0.90
Total / Average 3-4 Years		4.038				15,255,986.36	15,167,875.35	15.88

4-5 Years								
FFCB 4.25 8/7/2028	3133EPSK2	4.325	US Agency	Bullet	8/7/2028	997,316.30	1,006,510.00	1.04
Liberty First Credit Union 4.7 8/7/2028	530520AK1	4.700	Certificate Of Deposit	Bullet	8/7/2028	249,000.00	254,692.14	0.26
FHLB 4.375 9/8/2028	3130AWTR1	4.445	US Agency	Bullet	9/8/2028	997,372.74	1,012,990.00	1.04
Amerant Bank NA 4.65 9/8/2028	02357QCF2	4.650	Certificate Of Deposit	Bullet	9/8/2028	249,000.00	252,461.10	0.26
State of Texas Financing Authority 5.382 10/1/2028	882724V79	5.382	Municipal	Bullet	10/1/2028	750,000.00	783,615.00	0.78
FAMC 4.78 10/5/2028	31424WAH5	4.780	US Agency	Bullet	10/5/2028	1,000,000.00	1,028,930.00	1.04
United Fidelity Bank FSB 4.8 10/13/2028	910286HE6	4.800	Certificate Of Deposit	Bullet	10/13/2028	249,000.00	253,997.43	0.26
FAMC 4.92 11/1/2028	31424WBJ0	4.920	US Agency	Bullet	11/1/2028	1,000,000.00	1,034,430.00	1.04
Wells Fargo Bank 5.05 11/21/2028	949764HZ0	5.050	Certificate Of Deposit	Bullet	11/21/2028	248,000.00	255,559.04	0.26
SALLIE MAE BANK/SALT LKE 4.4 12/13/2028	795451DH3	4.400	Certificate Of Deposit	Bullet	12/13/2028	244,000.00	245,166.32	0.25
FFCB 4.25 12/15/2028	3133EPN50	4.335	US Agency	Bullet	12/15/2028	996,693.79	1,009,950.00	1.04
FFCB 3.875 1/9/2029	3133EPU37	3.950	US Agency	Bullet	1/9/2029	997,006.29	994,000.00	1.04
Cedar Rapids Bank & Trust 3.8 1/12/2029	150517GS3	3.800	Certificate Of Deposit	Bullet	1/12/2029	249,000.00	244,273.98	0.26
FHLB 4.75 2/12/2029-26	3130AAY91	4.750	US Agency	Callable	2/12/2029	1,000,000.00	1,003,840.00	1.04
FFCB 4.125 2/13/2029	3133EP3B9	4.137	US Agency	Bullet	2/13/2029	999,509.95	1,006,950.00	1.04

Description	CUSIP/Ticker	YTM @ Cost	Security Sector	Bullet/Callable	Maturity Date	Book Value	Market Value	% of Portfolio
Unibank 4.05 2/16/2029	90458JCK0	4.050	Certificate Of Deposit	Bullet	2/16/2029	245,000.00	242,799.90	0.26
T-Bond 1.875 2/28/2029	91282CEB3	4.290	US Treasury	Bullet	2/28/2029	901,385.71	913,630.00	0.93
Morgan Stanley Pvt Bank 4.35 3/6/2029	61768ET29	4.350	Certificate Of Deposit	Bullet	3/6/2029	244,000.00	244,761.28	0.25
FAMC 4.15 3/12/2029	31424WGJ5	4.150	US Agency	Bullet	3/12/2029	1,000,000.00	1,007,950.00	1.04
FFCB 4.375 4/10/2029	3133ERAK7	4.447	US Agency	Bullet	4/10/2029	996,996.28	1,016,970.00	1.04
T-Bond 2.875 4/30/2029	91282CEM9	4.650	US Treasury	Bullet	4/30/2029	231,399.80	238,380.00	0.24
State of Oregon 4.912 5/1/2029	68609UJS5	4.912	Municipal	Bullet	5/1/2029	525,000.00	542,099.25	0.55
Texas A&M Univ 3.086 5/15/2029-27	88213AKG9	4.534	Municipal	Callable	5/15/2029	469,270.04	474,000.00	0.49
T-Note 2.375 5/15/2029	9128286T2	4.355	US Treasury	Bullet	5/15/2029	457,793.40	465,860.00	0.48
Empower Federal Credit Union 4.6 5/24/2029	291916AL8	4.600	Certificate Of Deposit	Bullet	5/24/2029	249,000.00	252,710.10	0.26
County of Santa Cruz 4.869 6/1/2029	80181PHE0	4.869	Municipal	Bullet	6/1/2029	325,000.00	329,923.75	0.34
Beal Bank USA (Nevada) 4.7 6/6/2029	07371DT23	4.700	Certificate Of Deposit	Bullet	6/6/2029	244,000.00	248,670.16	0.25
FHLB 4.625 6/8/2029	3130B1BC0	4.348	US Agency	Bullet	6/8/2029	1,011,878.23	1,028,410.00	1.06
Optum Bank Inc 4.45 7/10/2029	68405VCE7	4.450	Certificate Of Deposit	Bullet	7/10/2029	244,000.00	246,015.44	0.25
FFCB 4.25 7/12/2029	3133ERKX8	4.250	US Agency	Bullet	7/12/2029	1,000,000.00	1,012,220.00	1.04
Total / Average 4-5 Years		4.481				18,370,622.53	18,651,764.89	19.17
Total / Average		3.019				95,979,935.50	94,352,681.96	100

Monthly Investment Report Definitions

- Disc./Cpn Rate – The yield paid by a fixed income security.
- Yield to Call (YTC) – The rate of return of a security held to call when interest payments, market value and par value are considered.
- Yield to Maturity (YTM) – The rate of return of a security held to maturity when interest payments, market value and par value are considered.
- Bullet – A fixed income security that cannot be redeemed by the issuer until the maturity date.
- Callable – A fixed income security that can be redeemed by the issuer before the maturity date.
- Book Value – The price paid for the security.
- Par Value – The face value of a security.
- Market Value – The current price of a security.
- Sinking Bond – In the case of the CASPWR Bond held by the District, a sinking bond pays a portion of principal on a defined schedule throughout the life of the bond.
- Custodian – The financial institution that holds securities for an investor.

Investment Abbreviations

- FHLB – Federal Home Loan Bank
- FHLMC – Federal Home Loan Mortgage Corporation (Freddie Mac)
- FNMA – Federal National Mortgage Association (Fannie Mae)
- FFCB – Federal Farm Credit Bank
- FAMCA/AGM – Federal Agricultural Mortgage Corporation (Farmer Mac)
- TVA – Tennessee Valley Authority

Preliminary LVMWD CASH ANALYSIS - July 31, 2024

	Restricted Cash	Cash Held by Policy	Policy Requirement	Funds Available for Capital
101 - Potable Water Operations		16,770,727	10,830,708	
201 - Potable Water Construction	7,927,469			
301 - Potable Water Replacement		13,660,520	11,758,111	
Potable Water Assigned Funds		15,000,000		
603 - Rate Stabilization Fund		8,000,000	8,000,000	
Total Potable Water	7,927,469	53,431,247	30,588,819	15,769,897
102 - Recycled Water Operations		3,817,063	1,846,729	
203 - Recycled Water Construction	825,308			
302 - Recycled Water Replacement		13,191,667	2,216,989	
Recycled Water Assigned Funds		10,000,000		
Total Recycled Water	825,308	27,008,730	4,063,718	13,770,320
130 - Sanitation Operations		6,663,670	4,609,371	
230 - Sanitation Construction	6,012,402			
330 - Sanitation Replacement		12,033,646	13,062,729	
Sanitation Assigned Funds		10,000,000		
Total Sanitation	6,012,402	28,697,316	17,672,100	7,037,619
701 - Vested Sick Leave Reserve	1,040,090			
720 - Insurance Reserve		9,368,146	8,672,937	695,209
JPA	6,178,151			
701 - Internal Services Fund	(6,247,716)			
<i>Subtotal</i>	<i>15,735,704</i>	<i>118,505,439</i>		
TOTAL	134,241,144			17,286,808

Financial Policy - Cash required to comply with District's adopted Financial Policy.

Assigned Fund - Revenue restricted to a particular purpose.



DATE: October 1, 2024
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: Proposed Insurance Provider Plan Renewals

SUMMARY:

The District contracts with plan carriers to provide employees with insurance coverage for dental, vision, flexible spending accounts, life and accidental death/dismemberment (AD&D) insurance, short- and long-term disability coverage, and an employee assistance program (EAP). The life insurance, AD&D coverage, short- and long-term disability, and flexible spending account plans are due for renewal on January 1, 2025. The District's current dental plan has a rate guarantee until January 1, 2026, and the vision plan has a rate guarantee until January 1, 2028.

Poms & Associates Insurance Brokers, LLC (Poms) serves as the District's broker for the various employee insurance benefits, excluding medical coverage. Anthem Blue Cross (Anthem) is the District's current provider for life insurance, AD&D coverage, short- and long-term disability, and an EAP. BBP Admin (BBP) is the District's current provider for flexible spending accounts. In anticipation of the renewal process, Poms contacted the District's existing providers on their interest to renew and solicited the market rates for life, AD&D, and disability plan carriers. The District received proposals from five carriers, including Anthem. Staff recommends accepting the proposal from MetLife for life, AD&D, and disability insurance and the proposal from BBP for flexible spending accounts.

RECOMMENDATION(S):

Accept the proposals from MetLife, in the annual amount of \$99,708, for employee life insurance, accidental death/dismemberment (AD&D) insurance, and short- and long-term disability coverage with a two-year rate guarantee; and BBP Admin, in the annual amount of \$2,496, for employee flexible spending accounts.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total annual estimated cost of life, AD&D, and short- and long-term disability coverage is \$99,708. The amount is only \$7,409 more than the cost to remain with the District's current plan, which consists of a lower level of benefits than the proposed plan. The total annual estimated cost of flexible spending account insurance coverage is \$2,496. The combined annual estimated cost of this action is \$102,204.

DISCUSSION:

Renewal periods provide an opportunity for the District to continue with existing plan carriers or change carriers with the same or similar level of benefits at the best possible rates. Renewal periods also provide an opportunity for the District to examine potential changes to the level of benefits provided. The level of benefits provided in the District's current life and accidental death/dismemberment (AD&D) insurance, short- and long-term disability plans have not been increased in a number of years. Under these plans, the benefits employees are eligible to receive are based on their income, up to a maximum designated in each plan. The District sought quotes from the market to increase the maximum benefit in each plan to more closely reflect current employee salaries.

The District's existing carrier, Anthem, is not able to accommodate the majority of the District's requested increases to the maximum level of benefits within these programs. Anthem's overall quote for continuation of services with the few increases they are willing to accommodate is \$120,978/annually. In comparison, MetLife is able to accommodate the majority of the District's requested increases, with an overall annual quote of \$99,708. Of all the providers that submitted proposals, MetLife provided the lowest quote, while accommodating the most benefits level increases. Further, MetLife agreed to provide a two-year rate guarantee. Attached for reference is a cost summary comparing the cost for each plan with the District's current maximum benefit levels (top table) and increased maximum benefit levels (bottom table).

BBP Admin is the District's current carrier for flexible spending accounts. BBP's renewal consists of a 3% increase to the flexible spending account fees. Given the minimal increase in cost, staff recommends accepting the renewal from BBP.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Sophia Crocker, Human Resources Manager

ATTACHMENTS:

[Benefits Cost Summary](#)

Please note this is a summary of benefits and rates only. Final rates will be determined by the carrier based on actual enrollment.



Las Virgenes Municipal Water District

Ancillary Lines Effective 1/1/2025

Cost Summary

Current: Life & Disability - Employer Paid	Current	Renewal	Option 1	Option 2	Option 3	Option 4	Option 5
Basic Life/AD&D	\$36,436	\$36,436	\$28,942	\$25,743	\$25,743	\$36,832	\$35,248
STD	\$31,647	\$31,647	\$25,288	\$39,929	\$39,929	\$36,971	\$70,985
LTD	\$24,215	\$24,215	\$19,314	\$10,570	\$17,489	\$29,149	\$36,515
Life & Disability - Total Annual Premium	\$92,299	\$92,299	\$73,545	\$76,242	\$83,161	\$102,952	\$142,748
Variance from Current (\$)			-\$18,754	-\$16,057	-\$9,138	\$10,653	\$50,449
Variance from Current (%)			-20.3%	-17.4%	-9.9%	11.5%	54.7%

Proposed - Life & Disability - Employer Paid	Proposed Option	Current	Option 1	Option 2	Option 3	Option 4
Basic Life/AD&D	CL1: Max to \$375K CL2: Max to \$25K CL3: Max to \$150K	CL1: Max to \$300K CL2: Max to \$25K CL3: Max to \$100K	CL1: Max to \$375K CL2: Max to \$25K CL3: Max to \$100K	CL1: Max to \$375K CL2: Max to \$25K CL3: Max to \$150K	CL1: Max to \$375K CL2: Max to \$25K CL3: Max to \$150K	CL1: Max to \$375K CL2: Max to \$25K CL3: Max to \$150K
Annual Premium - Basic Life/AD&D		\$36,436.42	\$45,550.56	\$35,488.59	\$31,384.47	\$47,318.12
STD	CL1: \$4,812 CL2: \$3,099 CL3: \$2,606 CL4: \$1,902	CL1: \$2,446 CL2: \$1,685 CL3: \$1,270 CL4: \$831	CL1: \$2,446 CL2: \$1,685 CL3: \$1,270 CL4: \$831	CL1: \$3,800 CL2: \$3,099 CL3: \$2,606 CL4: \$1,902	CL1: \$3,000 CL2: \$2,769 CL3: \$2,538 CL4: \$1,730	CL1: \$2,446 CL2: \$1,685 CL3: \$1,270 CL4: \$831
Annual Premium - STD		\$31,647	\$31,647	\$36,488	\$46,315	\$36,971
LTD	CL1: \$20,850 CL2: \$13,425 CL3: \$11,292 CL4: \$8,239	CL1: \$10,600 CL2: \$7,300 CL3: \$5,500 CL4: \$3,600	CL1: \$12,500 CL2: \$12,500 CL3: \$11,292 CL4: \$8,239	CL1: \$15,000 CL2: \$13,425 CL3: \$11,292 CL4: \$8,239	CL1: \$18,000 CL2: \$12,000 CL3: \$11,000 CL4: \$7,600	CL1: \$10,600 GL: \$10,000 CL2: \$7,300 CL3: \$5,500 CL4: \$3,600
Annual Premium - LTD		\$24,215	\$43,781	\$27,731	\$22,923	\$29,149
Life & Disability - Total Annual Premium		\$92,299	\$120,978	\$99,708	\$100,623	\$113,438
Variance from Current (\$)			\$28,680	\$7,409	\$8,324	\$21,139
Variance from Current (%)			31.1%	8.0%	9.0%	22.9%

Principal - Revised Proposal Pending

Figures highlighted in purple are those that are below the District's requested benefit level.

Class Descriptions

Basic Life/AD&D	
Class 1 (CL1):	Supervisor and Above
Class 2 (CL2):	Board of Directors
Class 3 (CL3):	All Other Eligible Employees

STD & LTD	
Class 1 (CL1):	General Manager & Department Directors
Class 2 (CL2):	Executive Professionals & Managers
Class 3 (CL3):	Supervisors, Professional, & Confidential Employees
Class 4 (CL4):	General & Office Employees



DATE: October 1, 2024
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: Travel Expense Policy Update: Adoption

SUMMARY:

The District’s administrative policies and procedures provide clear guidance to employees by documenting specific methods for implementation of Board policy, state and federal Law, and common business practices. On March 1, 2015, the Board approved a recommendation to apply the District’s Travel Expense Policy to both the Board and employees for consistency. Subsequently, the Board has approved adjustments and clarifications to the Travel Expense Policy from time-to-time. At this time, staff recommends additional adjustments and clarifications to the Travel Expense Policy based on feedback received.

RECOMMENDATION(S):

Adopt the proposed update to the Travel Expense Policy.

FINANCIAL IMPACT:

The proposed update to the Travel Expense Policy is expected to have minimal financial impact.

DISCUSSION:

A guiding principle of the District’s Travel Policy is to ensure that it complies with Internal Revenue Service requirements to be an “Accountable Plan” to ensure that costs incurred while on business for the District are not considered taxable income. To be an accountable plan, all expenses must be accompanied by a receipt, except for payment of Government Services Administration (GSA) per diem rates. Additionally, all travel expenses must be reported on an approved Travel Expense Report in a timely manner.

The proposed revisions to the District’s Travel Policy provide various updates to address various updates, clarifications, and requests received since the policy was last adopted. Specific, more significant, updates include:

- Adds allowances for alternative, non-hotel lodgings, requested occasionally. This

includes such things as recreational vehicle (RV) parks and rentals through commercial rental of privately owned homes (i.e. Airbnb, VRBO). All lodging still must be commercially available to the general public and not exceed the conference, meeting, or reasonable rate for the location.

- Clarifies that Board Member travel days are defined in the Las Virgenes Municipal Water District Code; whereby, additional employee travel days are subject to Department Director, Assistant General Manager, or General Manager approval.
- Clarifies what the District pays for when additional travel days on personal time are combined with a business trip.
- Adds State Department per diem rates for international business travel.
- Eliminates the specification of airport economy parking rates to reflect the frequently changing prices and impacts of various construction projects that eliminate or change defined parking lots.
- Adds a provision that the employee or Board member does not need to reimburse the District for travel cancelled due to illnesses or declared emergencies.
- Specifies specific consequences for not timely reporting of travel expenses to ensure that reimbursement of travel expenses remains non-taxable and that the District is able to comply with annual reporting requirements of reimbursable expenses.


Attached for reference is a red-lined version of the current Travel Expense Policy, as well as a “clean” version.

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

[Travel Expense Policy Update - Redlined Version](#)

[Travel Expense Policy Update - Clean Version](#)

	TRAVEL EXPENSE POLICY	
	Effective: 1/1/2005 Revised: <u>4/19/2022TBD</u> Adopted By Board: <u>4/19/2022TBD</u>	Page 1 of 7

POLICY

It is the policy of the District to reimburse employees for pre-approved actual expenses that are necessary and reasonable when traveling to conduct District business.

This policy is designed to be an accountable plan under Internal Revenue Code and Treasury regulations.

PRUDENT JUDGMENT

It is important to remember that business expenses are paid from ratepayers and are a public record. Employees are expected to exercise prudent judgment in incurring travel expenses on approved business and consider the lowest cost travel option.

CONFERENCE/ MEETING ATTENDANCE

The District maintains memberships in a wide variety of professional associations, and encourages staff to actively participate in those associations concerned with the work in which they are engaged. It is generally accepted that attendance at professional conferences, seminars, and meetings is beneficial to both the employee and the District. Therefore, when it is determined by the supervisor and/or manager and approved by the General Manager, that an employee's participation in an event will be in the best interest of the District, attendance is encouraged.

The General Manager may authorize attendance at conferences/seminars/meetings held by organizations in which the District is not a member when it is justified by the employee's active participation as an officer or board member of the association, or when attendance at a specific event is in the best interest of the District.

SEMINARS, WORKSHOPS, TRAINING SESSIONS ATTENDANCE

An employee may request and/or a supervisor may direct an employee to attend a seminar, workshop and/or training session. Approval of such attendance is based on the supervisor/manager's determination and the department director's approval that attendance will be in the best interest of the District.

TRAVEL AUTHORIZATION

When attendance at any type of event requires an employee to travel away from home for one or more nights or to use alternative travel means other than a District vehicle, travel must be approved by an employee's supervisor and department director.

SUPERVISORY RESPONSIBILITY

It is the responsibility of supervisory personnel in each department to ensure that attendance at conferences and training events is scheduled to meet budgetary constraints, to provide employees with opportunities to attend events when in the best interest of the District and to assure employees have turned in completed travel expense forms no later than 30 days following the conference or training event.

TRANSPORTATION

Employees shall use the most efficient and cost-effective mode of transportation for an authorized business trip. In determining the type of travel consideration shall be given to the following factors:

Estimated transit time	Cost
Desired arrival time	Estimated departure time

If the mode of transportation is commercial air, the class of travel shall be the lowest cost economy class available at time of booking and will be consistent with the lowest reasonable rate for a direct flight or the flight with the fewest number of transfers available for the desired departure and arrival times based on the above factors. A Division Manager, Department Director, Assistant General Manager, or the General Manager must approve any changes to flights wherein the District incurs a cost in excess of \$100 prior to making the change.

If ground transportation of choice is a rental car, the car rental insurance option, which should be refused by the employee at rental time, will not be reimbursed by the District.

If the mode of transportation is a vehicle, the use of a District vehicle is encouraged but cannot be used to transport anyone other than District employees. If ~~the department director states that~~ a District vehicle is not available, the employee may use a personal vehicle and mileage will be paid in accordance with the current IRS-approved rate. Before a personal vehicle is used for District business, the employee is required to show proof of insurance coverage up to the state mandated levels of liability insurance.

At destination airports, public transportation or shared-ride services should be utilized whenever practical. Any customary tips to drivers shall not exceed 20% of the fare.

COMPENSATION DURING TRAVEL AWAY FROM THE DISTRICT ON BUSINESS

For employees classified as non-exempt under the Fair Labor Standards Act:

When the trip originates from the employee's home, time, in excess of the employee's normal commute time, spent traveling to and from an authorized business event is considered time worked and will be compensated.

When the trip originates from the employee's work location, all time spent commuting to and from an authorized business event is considered time worked and will be compensated.

Time spent in attendance at an authorized business event is considered time worked and will be compensated. In all instances, receptions; networking events; entertainment; and bona fide meal, sleep or rest time are not considered time worked and will not be compensated.

If an employee is offered public transportation but requests and is given permission to drive a vehicle instead, the time worked is the lesser of the time spent driving the car or the time that would have qualified as work time if the employee had used the public conveyance.

Time spent outside regular work hours in preparation for attendance at an authorized business event may be compensated with appropriate management approval in advance.

If an employee is offered overnight accommodations in accordance with this policy but chooses to commute to and from the location, the employee will not be compensated overtime for the additional non-business travel time or additional mileage, unless approved in advance by a Department Director based on a business need.

For employees classified as exempt under the Fair Labor Standards Act:

Employees will be compensated their normal salary. Exempt employees eligible for overtime pay for hours worked in excess of 40 hours will be compensated for time spent in sessions, meetings, or other business purposes outside of regularly scheduled work hours and may be required to provide verification of time worked. In all instances, receptions; networking events; entertainment; and bona fide meal, sleep or rest time are not considered time worked and will not be compensated. Time spent traveling to or from a destination outside of normally scheduled work hours is not compensated as overtime.

LODGING

When away from the District on business, an employee may engage rooms for overnight lodging during multi-day events for nights contained within the event period when there is a reasonable expectation that the day will exceed ten (10) hours. For this purpose, the day includes all time spent in transit, work, conference sessions, meetings, breaks, lunch, and participation at conference-sponsored events open and available to all attendees (e.g. welcome receptions and evening networking events).

Lodging in connection with a conference, meeting, or training activity shall not exceed the group rate published by the conference or training activity, inclusive of taxes and fees. If a group rate is not available, the lodging cost shall be reasonable and consistent with the cost of lodging used by other employees for similar events and accompanied by documentation demonstrating the group rate is not available as well as multiple lodging alternatives within the location at the same level of hotel as the group event. The accommodations shall be at a commercial hotel ~~or motel~~ convenient to the location of the business event. If alternative lodging is booked (i.e. private condos, homes, RV parks, etc.) it must be booked through a commercial website available to the general public and the rate paid shall not exceed the published group rate or commercial hotel rate, if the group rate is not available, inclusive of all taxes and fees. In no case will reimbursement be made directly to private parties.

If the employee is accompanied on the trip by another person who is not an employee of the District, the District will only be charged for the amount equal to a single room rate.

A Travel Day may be approved by a Department Director, Assistant General Manager, or General Manager before and/or after the scheduled event if reasonably necessary to ensure full participation. Approval of a Travel Day will consider the location of the event and the timing of reasonable travel options. Board members are entitled to Travel Days for all days for which per diem compensation is paid pursuant to Las Virgenes Municipal Water District Code Section 2-2.106 Compensation.

Except as provided for above, if the employee chooses to arrive early, stay additional days, or use extra days to drive rather than fly to an event, additional lodging expenses incurred as a result of these choices will not be reimbursed by the District. As an example, if flying and staying extra days or arriving early, the employee shall provide documentation of the flight cost to attend only the days of the event in addition to the actual cost incurred and the District will reimburse the lowest cost.

Daily Travel (No Overnight Stay)

Employees will be reimbursed for actual expenses up to the pro-rated per diem rate if the daily travel meets the following criteria:

Breakfast –Employee departs from their duty station or home prior to 6:00 a.m. as a result of travel. Meal times are not inclusive of this time.

Lunch – Reimbursement only when the conference, meeting or training extends up to and beyond the lunch period for that day, and lunch is not provided.

Dinner (evening) – Employee is not able to return to their duty station or home before 7:00 P.M. as a result of travel. Meal times are not inclusive of this time.

Meal reimbursements for daily travel are taxable income under IRS regulations.

Per Diem Reimbursement for Overnight Travel

An employee, who is authorized to travel, will be provided the per diem amount designated for the destination by the GSA or State Department per diem rate for meals and incidental expenses for the days of the meeting or event and approved travel day(s). Current rates can be found at www.gsa.gov/perdiem. Receipts are not required to receive payment of the per diem rate.

When meals are purchased separately or as part of a meeting or conference package, the per diem rate will be reduced by the amount specified for the meal purchased at www.gsa.gov/perdiem. For example, if the District purchases a lunch as part of a conference registration and the GSA per diem lunch rate is \$17, the per diem provided to the employee for that day would be reduced by \$17.

OTHER EXPENSES

The District will pay for the following business expenses incurred while traveling when incurred for the purpose of conducting District business:

- ~~Airport Parking will be paid at the non-discounted Economy Parking rate for an airport operated lot. following maximum rates:~~
- ~~\$15 per day for Hollywood Burbank Airport or the maximum daily rate for Economy Lot A, whichever is higher.~~
- ~~\$30 per day for Los Angeles International Airport or at the non-discounted drive up rate for LAX Economy Parking, whichever is higher.~~
- Mileage to and from an airport or destination will be paid for the shortest distance from the assigned work location or employee's home, whichever is less. Verification of mileage calculation must accompany the reimbursement request (e.g. calculation from Google Maps, Yahoo Maps, Mapquest or similar)
- Baggage fees for up to one bag.
- In-room Internet service.
- Photograph, fax, and photocopy service.
- Road tolls.

These expenses shall not be considered part of the per diem allowance above.

The District shall not pay for any personal expenses incurred by an employee while traveling on District business. Examples of such expenses are:

- Movie rentals in hotel rooms
- Garment cleaning or pressing services
- Alcoholic beverages
- Personal toiletries articles
- Entertainment
- Travel within locations at the destination (e.g. from hotel to restaurant) that does not have a business purpose.
- Travel or rental car insurance
- Seat upgrades or other travel add-on, such as priority boarding, mileage booster, etc.
- Fines or penalties
- Cancellation fees except where such cancellation is at the direction of the District, due to a declared emergency or health hazard at the destination, or due to an illness of the employee or their immediate family.
- Excess Baggage Fees

EXPENSE REPORTING

A "Statement of Travel Expenses" form travel expense claim must be completed submitted for approval online through the District's Employee Self Service portal no later than thirty (30) days following each travel event where any costs are to be paid by the District. Travel includes all work away from the District, such as attendance at meetings (both formal and informal), conferences, and seminars; "travel expenses" include transportation, per diem, lodging, registration, and any related incidental or additional expenses (such as telephone, tips, or car rental). The destination can be a location close by (e.g. lunch after a meeting at a restaurant), or at a great distance (e.g. training out of state). Any Statement of Travel Expenses submitted after thirty (30) days requires General Manager approval. Pursuant to IRS regulations, any Statement of Travel Expenses submitted and approved after sixty (60) days will be treated as taxable income. In no case will travel be reimbursed after ninety (90) days and any cost paid by the District must be reimbursed

Proper completion of this form requires the employee to gather together and report on all expenditures relative to the travel experience. All expenses, whether personally incurred, charged to a District credit card, or paid through a District check request, must be reported on this form after the travel expense claim after completion of the trip. Personally incurred expenses will be reimbursed from this form on the biweekly payroll check, but if no business expenses are personally incurred, the report is travel claim is still required in order to provide a complete accounting of travel expenses as analysis of District travel and conference expenditures are frequently required.

Documentary evidence of expense for which reimbursement is requested, such as receipts, paid bills, or similar evidence sufficient to support each expense, shall be attached to the [form online travel claim](#), except for items covered under the per diem payment. Each receipt or bill shall include detailed information to assure the employee is only reimbursed for those expenses consistent with this policy. [Additionally, evidence of prior supervisor approval of the travel, such as an email approval ~~should~~ must be attached to the travel claim.](#)

All expense reports and supporting documentation are subject to the Public Records Act and may be disclosed. Also, all expenses are [publicallypublicly](#) reported annually pursuant to District policy and State law.

COST EXCEEDING ALLOWABLE AMOUNTS

Employees may, at their own discretion, exceed the allowable amounts herein. In all cases where expenses exceed the allowable amount, the employee must pay for the excess amount or reimburse the District for all excess costs within 30 days of the last day of travel. The District will pay expenses up to the allowable amount.


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Approved:



David W. Pedersen

	TRAVEL EXPENSE POLICY	
	Effective: 1/1/2005 Revised: TBD Adopted By Board: TBD	Page 1 of 7

POLICY

It is the policy of the District to reimburse employees for pre-approved actual expenses that are necessary and reasonable when traveling to conduct District business.

This policy is designed to be an accountable plan under Internal Revenue Code and Treasury regulations.

PRUDENT JUDGMENT

It is important to remember that business expenses are paid from ratepayers and are a public record. Employees are expected to exercise prudent judgment in incurring travel expenses on approved business and consider the lowest cost travel option.

CONFERENCE/ MEETING ATTENDANCE

The District maintains memberships in a wide variety of professional associations and encourages staff to actively participate in those associations concerned with the work in which they are engaged. It is generally accepted that attendance at professional conferences, seminars, and meetings is beneficial to both the employee and the District. Therefore, when it is determined by the supervisor and/or manager and approved by the General Manager, that an employee's participation in an event will be in the best interest of the District, attendance is encouraged.

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Proper completion of this form requires the employee to gather together and report on all expenditures relative to the travel experience. All expenses, whether personally incurred, charged to a District credit card, or paid through a District check request, must be reported on the travel expense claim after completion of the trip. Personally incurred expenses will be reimbursed on the biweekly payroll check, but if no business expenses are personally incurred, the travel claim is still required in order to provide a complete accounting of travel expenses as analysis of District travel and conference expenditures are frequently required.

Documentary evidence of expense for which reimbursement is requested, such as receipts, paid bills, or similar evidence sufficient to support each expense, shall be attached to the online travel claim, except for items covered under the per diem

payment. Each receipt or bill shall include detailed information to assure the employee is only reimbursed for those expenses consistent with this policy. Additionally, evidence of prior supervisor approval of the travel, such as an email approval must be attached to the travel claim.

All expense reports and supporting documentation are subject to the Public Records Act and may be disclosed. Also, all expenses are publicly reported annually pursuant to District policy and State law.

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Approved:



David W. Pedersen



DATE: October 1, 2024
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: Third Amendment to Joint Exercise of Powers Agreement

SUMMARY:

The Las Virgenes-Triunfo Joint Powers Authority (JPA) and the Las Virgenes-Triunfo Public Financing Authority (PFA) continue to work together to identify and secure the funds necessary to construct the Pure Water Project Las Virgenes-Triunfo (Pure Water Project). As formed, the PFA is the financing conduit for the JPA to complete the Pure Water Project. On September 3, 2024, the JPA Board authorized the transmittal of the attached Third Amendment to the Joint Exercise of Powers Agreement to each JPA partner for approval, allowing the JPA to utilize the PFA for Pure Water Project financing.

RECOMMENDATION(S):

Approve a Third Amendment to the Joint Exercise of Powers Agreement for the Las Virgenes-Triunfo Joint Powers Authority.

FINANCIAL IMPACT:

There is no direct financial impact as a result of the amendment to the agreement.

DISCUSSION:

Staff from Las Virgenes Municipal Water District and Triunfo Water & Sanitation District have been working together to identify and secure funding and financing for the Pure Water Project. A significant portion of that effort is securing a U.S. Environmental Protection Agency Water Infrastructure Finance and Innovation Act (WIFIA) loan and working with the State Water Resources Control Board to close loans and grants through the Clean Water State Revolving Fund (SRF) Program.

A important action to support the future execution of the loans as a JPA was the establishment of a PFA. The current Joint Exercise of Powers Agreement does not clearly authorize the JPA Board to enter into the necessary agreements with the PFA to approve the necessary financing documents to close the WIFIA and SRF loans. The proposed Third Amendment to the Joint Exercise of Powers Agreement adds language to explicitly authorize the JPA to

execute necessary agreements to finance the Pure Water Project with the PFA.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

[Proposed Third Amendment to Joint Exercise of Powers Agreement](#)

AMENDMENT NO. 3 TO JOINT EXERCISE OF POWERS AGREEMENT

**LAS VIRGENES-TRIUNFO JOINT POWERS AUTHORITY
agreement dated January 26, 2009 relating to joint facilities of
Las Virgenes Municipal Water District and Triunfo Water & Sanitation District**

between

LAS VIRGENES MUNICIPAL WATER DISTRICT

and

TRIUNFO WATER & SANITATION DISTRICT

Dated _____, 202__

AMENDMENT NO. 3 TO JOINT EXERCISE OF POWERS AGREEMENT

LAS VIRGENES-TRIUNFO JOINT POWERS AUTHORITY agreement dated January 26, 2009 relating to joint facilities of Las Virgenes Municipal Water District and Triunfo Water & Sanitation District

This AMENDMENT NO. 3 TO JOINT EXERCISE OF POWERS AGREEMENT (this "**Amendment**"), dated _____, 202__, is entered into by and between the LAS VIRGENES MUNICIPAL WATER DISTRICT, a municipal water district that is duly organized and existing under the Municipal Water District Act (Water Code Section 71000 *et seq.* of the State of California) ("**LVMWD**"), and TRIUNFO WATER & SANITATION DISTRICT, a county sanitation district that is duly organized and existing under the County Sanitation District Act (Health & Safety Code Section 4700 *et seq.* of the State of California) ("**TWSD**").

RECITALS

A. The Las Virgenes-Triunfo Joint Powers Financing Authority (the "**Authority**") is a public entity that is duly organized and existing under a Joint Exercise of Powers Agreement, dated January 26, 2009 (the "**JPA Agreement**"), by and between LVMWD and TWSD.

B. LVMWD and TWSD are currently undertaking the Pure Water Project (the "**Project**"), which will consist of an advanced water purification facility to treat effluent from the Authority's Tapia Water Reclamation Facility for potable reuse. LVMWD and TWSD desire to cause the Authority to acquire, construct and operate the Project.

B. LVMWD and TWSD desire to amend the JPA Agreement: (i) to clarify certain powers of the Authority in connection with the Project; and (ii) to include the Project as part of the Joint System.

AGREEMENT

SECTION 1. This Amendment hereby incorporates by reference all terms and conditions of the JPA Agreement unless specifically modified by this Amendment. All terms and conditions of the JPA Agreement which are not specifically modified by this Amendment shall remain in full force and effect.

SECTION 2. Capitalized terms that are used in this Amendment and not otherwise defined have the meanings that are set forth in the JPA Agreement.

SECTION 3. The following is added at the beginning of Article One, Section 8, prior to clause a.:

"Notwithstanding any other provision of this Agreement, the Authority is hereby authorized, in its own name, to make and enter into contracts, including but not limited to an installment purchase agreement with the Las Virgenes-Triunfo Public Financing Authority in connection with the acquisition and construction of the Project; to acquire, hold or dispose of

property, whether real or personal, tangible or intangible, wherever located; and to pledge any property or revenues or the rights thereto as security.”

SECTION 4. The definition of “Joint System” in Article One, Section 2.d., is hereby amended and restated in its entirety as follows:

““Joint System” means jointly owned facilities in Los Angeles and Ventura Counties presently described in Exhibits A, B, C and D. Subsequently acquired joint facilities shall be identified in exhibits attached hereto.”

SECTION 5. The description of the Project set forth in Exhibit D hereto is hereby added to the JPA Agreement as Exhibit D.

SECTION 6. THIS AMENDMENT SHALL BE CONSTRUED AND GOVERNED IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA.

SECTION 7. This Amendment shall become effective upon its execution and delivery.

SECTION 8. This Amendment may be executed in several counterparts, each of which shall be deemed as an original, all of which shall constitute but one of the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment by their officers thereunto duly authorized as of the day and year first written above.

LAS VIRGENES MUNICIPAL WATER DISTRICT

By _____
President

Attest:

District Secretary

TRIUNFO WATER & SANITATION DISTRICT

By: _____
Chair

Attest:

District Secretary

EXHIBIT D
DESCRIPTION OF PURE WATER PROJECT

The Pure Water Project Las Virgenes-Triunfo (PWP or Project) represents a unique opportunity to proactively address three major challenges facing the Las Virgenes-Triunfo Joint Powers Authority (JPA):

- 1) Comply with more stringent regulatory requirements for discharge to Malibu Creek
- 2) Balance seasonal variation in recycled water demand
- 3) Create a valuable resource to supplement the region’s water supplies, supported by California’s reservoir water augmentation regulations

The fundamental plan is to build an Advanced Water Purification Facility (AWPF) to treat tertiary effluent from the Tapia Water Reclamation Facility (Tapia WRF) for indirect potable reuse, and convey the purified water to the Las Virgenes Reservoir, where it will be blended with Metropolitan Water District of Southern California (Metropolitan) supply. Water from the Las Virgenes Reservoir will continue to be subsequently treated at the Westlake Filtration Plant (WFP) prior to distribution. Additionally, four pipelines will be constructed to convey source water, purified water, reverse osmosis concentrate (ROC), and residuals.

The Joint Powers Authority will continue to own and operate the Tapia Water Reclamation Facility and will own and operate the new Advanced Water Purification Facility. Las Virgenes Municipal Water District will continue to own and operate Las Virgenes Reservoir and the Westlake Filtration Plant.





DATE: October 1, 2024
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: GIS Software: Renewal of Small Utility Enterprise License Agreement

SUMMARY:

The District uses ESRI, Inc., software for its Geographic Information System (GIS). The software is licensed via a Small Utility Enterprise License Agreement (ELA), which provides the District with the software, maintenance, and training for users. Staff recommends renewal of the ELA for a three-year term at a cost of \$29,300 per year, plus applicable taxes.

RECOMMENDATION(S):

Authorize the General Manager to execute a three-year Small Utility Enterprise License Agreement with ESRI, Inc., at an annual cost of \$29,300, for the District's Geographical Information System software.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2024-25 budget and will be recommended in future fiscal year budgets for this purpose.

DISCUSSION:

GIS software has been an integral tool to support District operations since 2000. GIS is used for asset management, analysis, communicating information, tracking leaks, map production, and more. It is used to spatially identify water and sewer facilities, easements, topography, and property information to generate atlases, special exhibits, and textural reports about the District's water distribution system, wastewater collection system, developer activity, leaks, division boundaries, and other maps. GIS is also used to monitor the irrigated areas of our

customers properties, along with water usage patterns. GIS assists departments throughout the District to complete their daily tasks from assisting customers at the Engineering counter to helping field crews locate valves, meters, and other assets in the field.

The District currently has a Small Utility Enterprise License Agreement (ELA) with ESRI, Inc., for its GIS software. The ELA provides the District with a number of benefits: the lowest possible unit cost for the software, substantially reduced administrative and procurement expenses, maintenance on all ESRI software deployed, and flexibility to deploy additional ESRI software products when and where needed. In addition, the ELA provides staff with opportunities for training, help desk access, and two ESRI International User Conference registrations.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Gary Fields, GIS Coordinator

ATTACHMENTS:

[Proposed Small Utility Enterprise License Agreement](#)



July 17, 2024

Mr. Gary Fields
Las Virgenes Municipal Water District
4232 Las Virgenes Rd
Calabasas, CA 91302-3589

Dear Gary,

The Esri Small Utility Enterprise Agreement (SUEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Utility EA terms and conditions.

- Licenses are valid for the term of the EA.

The terms and conditions in this Small Utility EA offer are for utilities with a total meter count which falls under the applicable tier in the Esri EA Small Utility Program. By accepting this offer, you confirm that your organization's meter count falls within this range on the date of signature and that you are therefore eligible for this pricing. If your organization's meter count does not fall within this range, please confirm your current meter count, and Esri will provide a revised quotation.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL UTILITY EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri	e-mail: service@esri.com
Attn: Customer Service SU-EA	fax documents to: 909-307-3083
380 New York Street	
Redlands, CA 92373-8100	

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,
Jay Hoffman



Quotation # Q-526822

Date: July 17, 2024

Customer # 15781 Contract # ENTERPRISE AGREEMENT

Las Virgenes Municipal Water District
 Finance & Administration
 4232 Las Virgenes Rd
 Calabasas, CA 91302-3589

ATTENTION: Gary Fields
 PHONE: (818) 251 2220
 EMAIL: gfields@lvmwd.com

Environmental Systems Research Institute, Inc.
 380 New York St
 Redlands, CA 92373-8100
 Phone: (909) 793-2853
 DUNS Number: 06-313-4175 CAGE Code: OAMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
 Quote is valid from: 7/17/2024 To: 10/15/2024

Material	Qty	Term	Unit Price	Total
168089	1	Year 1	\$29,300.00	\$29,300.00
Meter Counts 10,001 to 50,000 Small Utility Enterprise Agreement Annual Subscription				
168089	1	Year 2	\$29,300.00	\$29,300.00
Meter Counts 10,001 to 50,000 Small Utility Enterprise Agreement Annual Subscription				
168089	1	Year 3	\$29,300.00	\$29,300.00
Meter Counts 10,001 to 50,000 Small Utility Enterprise Agreement Annual Subscription				

Subtotal:	\$87,900.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$87,900.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Jay Hoffman	Email: jhoffman@esri.com	Phone: 1-800-447-9778 x5675
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.</p>		



Quotation # Q-526822

Date: July 17, 2024

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: OAMS3

Customer # 15781 Contract # ENTERPRISE AGREEMENT

Las Virgenes Municipal Water District
Finance & Administration
4232 Las Virgenes Rd
Calabasas, CA 91302-3589

ATTENTION: Gary Fields
PHONE: (818) 251 2220
EMAIL: gfields@lvmwd.com

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 7/17/2024 To: 10/15/2024

If you have made ANY alterations to the line items included in this quote and have chosen to sign the quote to indicate your acceptance, you must fax Esri the signed quote in its entirety in order for the quote to be accepted. You will be contacted by your Customer Service Representative if additional information is required to complete your request.

If your organization is a US Federal, state, or local government agency; an educational facility; or a company that will not pay an invoice without having issued a formal purchase order, a signed quotation will not be accepted unless it is accompanied by your purchase order.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

BY SIGNING BELOW, YOU CONFIRM THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION, AND YOU ARE AUTHORIZING ESRI TO ISSUE AN INVOICE FOR THE ITEMS INCLUDED IN THE ABOVE QUOTE IN THE AMOUNT OF \$_____, PLUS SALES TAXES IF APPLICABLE. DO NOT USE THIS FORM IF YOUR ORGANIZATION WILL NOT HONOR AND PAY ESRI'S INVOICE WITHOUT ADDITIONAL AUTHORIZING PAPERWORK.

Please check one of the following:

I agree to pay any applicable sales tax.

I am tax exempt, please contact me if exempt information is not currently on file with Esri.

Signature of Authorized Representative

Date

Name (Please Print)

Title

The quotation information is proprietary and may not be copied or released other than for the express purpose of system selection and purchase/license. This information may not be given to outside parties or used for any other purpose without consent from Environmental Systems Research Institute, Inc. (Esri).

Any estimated sales and/or use tax reflected on this quote has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state tax directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Jay Hoffman	Email: jhoffman@esri.com	Phone: 1-800-447-9778 x5675
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The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

Esri Use Only:

Cust. Name _____
Cust. # _____
PO # _____
Esri Agreement # _____



**SMALL ENTERPRISE AGREEMENT
SMALL UTILITY
(E215-2)**

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A
List of Products**

Uncapped Quantities

Desktop Software and Extensions (Single Use)

ArcGIS Desktop Advanced
ArcGIS Desktop Standard
ArcGIS Desktop Basic
ArcGIS Desktop Extensions: ArcGIS 3D Analyst,
ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS
Schematics, ArcGIS Workflow Manager, ArcGIS Data
Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise (Advanced and Standard)
ArcGIS Monitor
ArcGIS Enterprise Extensions: ArcGIS 3D Analyst,
ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS
Workflow Manager, ArcGIS Data Reviewer

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Runtime Standard
ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer
Two (2) ArcGIS CityEngine Single Use Licenses
50 ArcGIS Online Viewers
50 ArcGIS Online Creators
10,000 ArcGIS Online Service Credits
50 ArcGIS Enterprise Creators
5 ArcGIS Insights in ArcGIS Enterprise
5 ArcGIS Insights in ArcGIS Online
10 ArcGIS Location Sharing User Type Extension (Enterprise)
10 ArcGIS Location Sharing User Type Extension (Online)
50 ArcGIS Advanced Editing User Type Extensions (Enterprise)
1 ArcGIS Business Analyst Web App Standard (Online)

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Esri	3
Maximum number of sets of backup media, if requested*	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.

- b. The following information will be included in each Ordering Document:

- (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
- (2) Order number
- (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



DATE: October 1, 2024
TO: Board of Directors
FROM: Water Operations

SUBJECT: Water Main Break at 5745 Parkmor Road: Continuation of Emergency Declaration

SUMMARY:

On June 4, 2024, the Board adopted Resolution No. 2640, continuing the declaration of emergency due to a 12-inch water main break at 5745 Parkmor Road in the City of Calabasas to ensure that the work can be completed expeditiously.

RECOMMENDATION(S):

Approve the continuation of an emergency declaration due to a 12-inch water main break at 5745 Parkmor Road in the City of Calabasas.

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

There is no direct financial impact associated with continuing the emergency declaration.

DISCUSSION:

The engineering of the wall has been completed, and the repair work has moved into the first stage of the City of Calabasas' plan approval. Staff and Stable Earth Supply are addressing comments from the City of Calabasas Planning Department. Once the comments are addressed, the plans will move along to the Department of Building and Safety. The homeowner has returned and selected the design and color of block that will be used. Toro Enterprises has removed the temporary traffic control at the intersection of Thousand Oaks Boulevard and Ruthwood Drive, and traffic lanes are back to their original locations.

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.

GOALS:

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

Prepared by: Darrell Johnson, Director of Water Operations

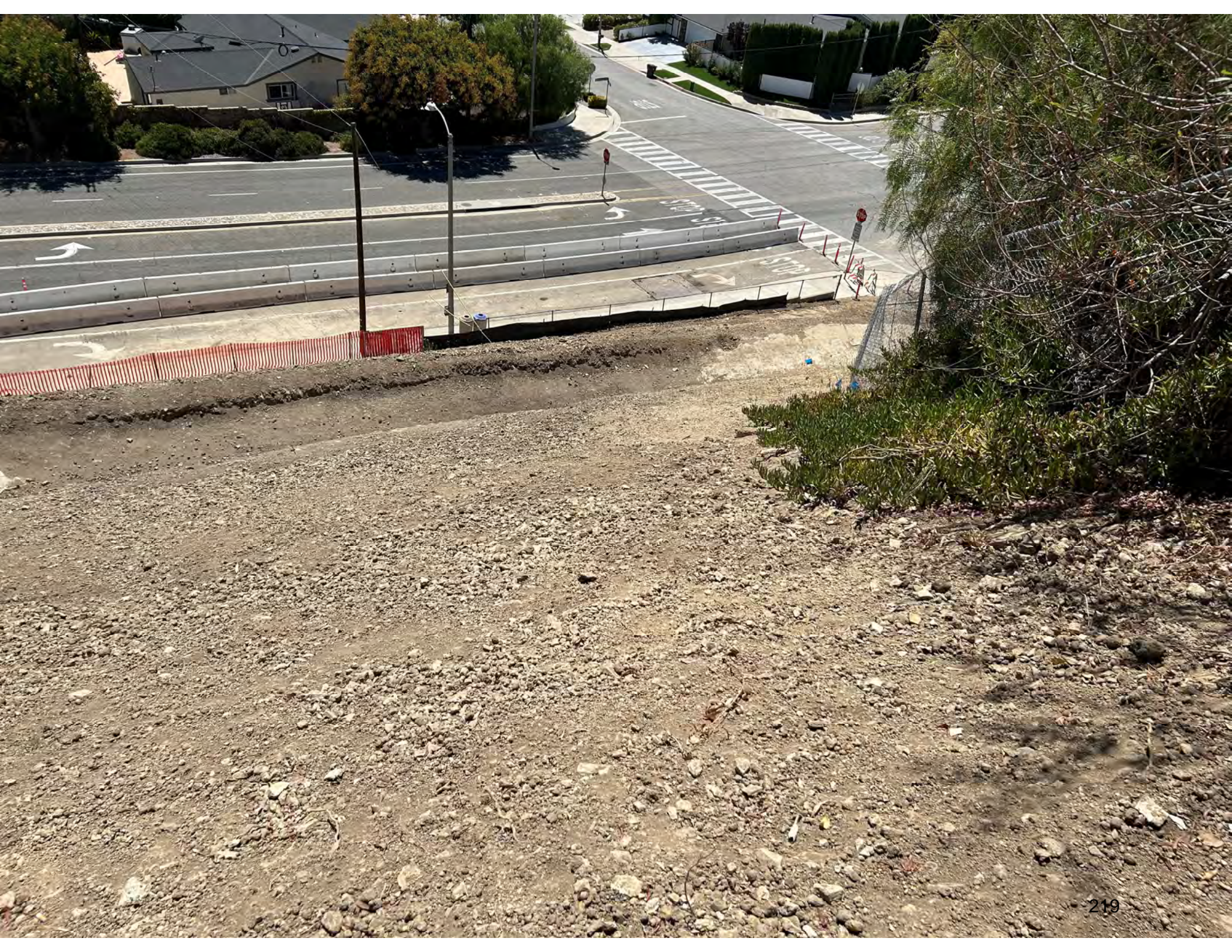
ATTACHMENTS:

[Parkmor Photo No. 1](#)

[Parkmor Photo No. 2](#)

[Parkmor Photo No. 3](#)







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 1

September 10, 2024

12:00 PM

<p>Tuesday, September 10, 2024 Meeting Schedule</p>
<p>08:30 a.m. EOP 11:30 a.m. Break 12:00 p.m. BOD</p>

Agendas, live streaming, meeting schedules, and other board materials are available here: <https://mwdh2o.legistar.com/Calendar.aspx>. Written public comments received by 5:00 p.m. the business days before the meeting is scheduled will be posted under the Submitted Items and Responses tab available here: <https://mwdh2o.legistar.com/Legislation.aspx>.

If you have technical difficulties with the live streaming page, a listen-only phone line is available at 1-877-853-5257; enter meeting ID: 891 1613 4145.

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 1-833-548-0276 and enter meeting ID: 815 2066 4276 or to join by computer [click here](#).

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

Teleconference Locations:

525 Via La Selva • Redondo Beach, CA 90277

City Hall • 303 W. Commonwealth Avenue • Fullerton, CA 92832

Marriott Desert Springs Villa II • 1091 Pinehurst Lane • Palm Desert, CA 92260

Flat 1 • 16 Clifton Road • London, United Kingdom W91SS

Alandale Insurance Agency • 337 W. Foothill Blvd • Glendora CA 91740

2680 W. Segerstrom Avenue, Unit 1 • Santa Ana, CA 92704

La Fonda on the Plaza • 100 E San Francisco Street • Santa Fe, NM 87501

Conference Room • 1545 Victory Boulevard, 2nd Floor • Glendale, CA 91201

5481 Lago Vista Lane • Frisco, TX 75034

1. Call to Order

- a. Invocation: Director Anthony Fellow, Upper San Gabriel Valley Municipal Water District
- b. Pledge of Allegiance: Director Karl Seckel, Municipal Water District of Orange County

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 [21-3713](#)
Attachments: [09102024 BOD 5A Report](#)
- B. Chair's Monthly Activity Report [21-3714](#)
Attachments: [09102024 BOD 5B Report](#)
[09102024 BOD Western Water Presentation](#)
- C. Interim General Manager's summary of activities [21-3715](#)
Attachments: [09102024 BOD 5C Report](#)
- D. General Counsel's summary of activities [21-3716](#)
Attachments: [09102024 BOD 5D Report](#)
- E. General Auditor's summary of activities [21-3717](#)
Attachments: [09102024 BOD 5E Report](#)
- F. Ethics Officer's summary of activities [21-3718](#)
Attachments: [09102024 BOD 5F Report](#)
- G. Presentation of 5-year Service Pin to Director Tana McCoy, City of Compton [21-3813](#)
- H. Presentation of 5-year Service Pin to Director Tracy Quinn, City of Los Angeles [21-3771](#)
- I. Presentation of Commendatory Resolution for Director Judy Abdo representing City of Santa Monica [21-3786](#)

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

6. CONSENT CALENDAR OTHER ITEMS - ACTION

- A. Approval of the Minutes of the Board of Directors Meeting for August 20, 2024 (Copies have been submitted to each Director, any additions, corrections, or omissions) [21-3719](#)

Attachments: [09102024 BOD 6A \(08202024\) Minutes](#)

- B. Approve Committee Assignments

7. CONSENT CALENDAR ITEMS - ACTION

- 7-1 Authorize an agreement with IDS Group Inc. in an amount not to exceed \$400,000 for design services to rehabilitate the heating, ventilation, and air conditioning system at Metropolitan Headquarters Building; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) [21-3721](#)

Attachments: [09102024 EOT 7-1 B-L](#)
[09092024 EOT 7-1 Presentation](#)

- 7-2 Adopt the Mitigated Negative Declaration for the West Valley Feeder No. 1 Stage 3 Improvements Project and take related CEQA actions (EOT) [21-3724](#)

Attachments: [09102024 EOT 7-2 B-L](#)
[09092024 EOT 7-2 Presentation](#)

- 7-3 Award a \$1,285,000 contract to Resource Environmental Incorporated for abatement and roof replacement of houses at four Colorado River Aqueduct Pumping Plant villages; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) [21-3725](#)

Attachments: [09102024 EOT 7-3 B-L](#)
[09092024 EOT 7-3 Presentation](#)

- 7-4** Authorize the General Manager to enter into agreements with the Plumas Community Protection I Forest Resilience Bond LLC, North Feather I Forest Resilience Bond LLC, and Upper Butte Creek I Forest Resilience Bond LLC to establish watershed partnerships and forest health pilot investigations in the Northern Sierra Nevada; each agreement is not to exceed \$200,000 per year for a maximum of two years; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (OWS) [21-3732](#)

Attachments: [09102024 OWS 7-4 B-L](#)
[09092024 OWS 7-4 Presentation](#)

- 7-5** Approve the Metropolitan Water District of Southern California's salary schedules pursuant to CalPERS regulations; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOP) [21-3748](#)

Attachments: [09102024 EOP 7-5 B-L](#)
[09102024 EOP 7-5 Presentations](#)

- 7-6** Express support for Proposition 4, The Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (Leg) [21-3760](#)

Attachments: [09102024 LC 7-6 B-L](#)
[09092024 LEG 7-6 Presentation](#)

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

8. OTHER BOARD ITEMS - ACTION

- 8-1** Authorize a \$40 million increase to an existing agreement with J.F. Shea Construction Inc. to purchase long-lead equipment for the Sepulveda Feeder Pump Stations Project, for a new not-to-exceed amount of \$50.4 million; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (This action is part of a series of projects that are being undertaken to improve the supply reliability for State Water Project dependent areas.) (EOT) [21-3722](#)

Attachments: [09102024 EOT 8-1 B-L](#)
[09092024 EOT 8-1 Presentation](#)

- 8-2 Authorize an amended and restated agreement with the Los Angeles County Sanitation District for shared implementation of the advanced water purification facility for Pure Water Southern California; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA (EOT) [21-3723](#)

Attachments: [09102024 EOT 8-2 B-L](#)
[09092024 EOT 8-2 Presentation](#)

- 8-3 ITEM 8-3 MOVED FROM ACTION ITEM TO COMMITTEE ITEM 7b. (LC) [21-3787](#)

9. BOARD INFORMATION ITEMS

- 9-1 Conservation Report [21-3720](#)

Attachments: [09102024 BOD 9-1 B-L](#)

- 9-2 Proposed Modifications to the Reverse-Cyclic Program (OWS) [21-3734](#)

Attachments: [09102024 OWS 9-2 B-L](#)
[09092024 OWS 9-2 Presentation](#)

- 9-3 Update on proposed agreements with Western Canal Water District and Richvale Irrigation District for water transfer options and first rights of refusal during 2025 through 2027 (OWS) [21-3780](#)

Attachments: [09102024 OWS 9-3 B-L](#)
[09092024 OWS 9-3 Presentation](#)

10. OTHER MATTERS

NONE

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. (EOT). Board agendas may be obtained on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>.

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 Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.



The Metropolitan Water District of Southern California's Water Supply Conditions Report (WSCR)

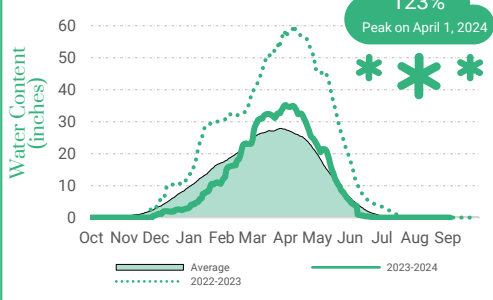
AGENDA ITEM NO. 5E

Water Year 2023-2024

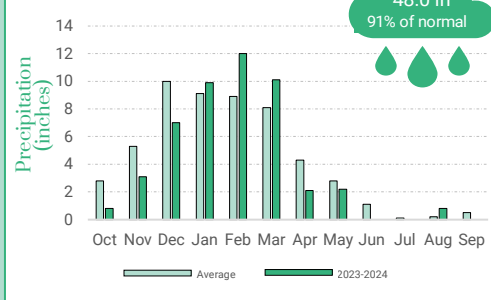
As of: 09/03/2024

State Water Project

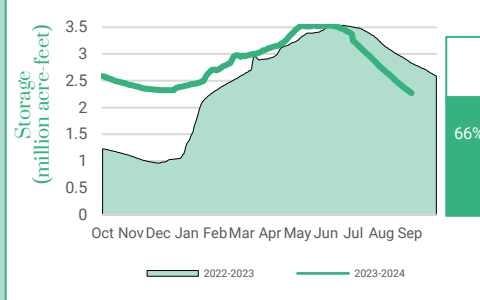
Northern Sierra Snow



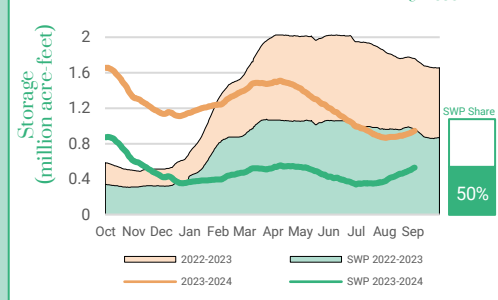
8 Station Index Rain



Lake Oroville

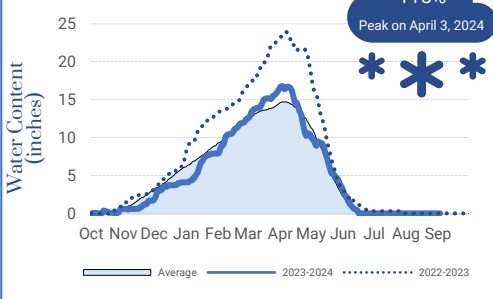


San Luis Reservoir

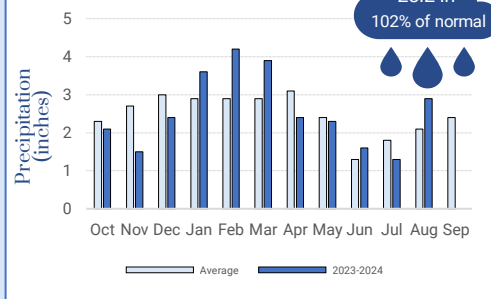


Colorado River

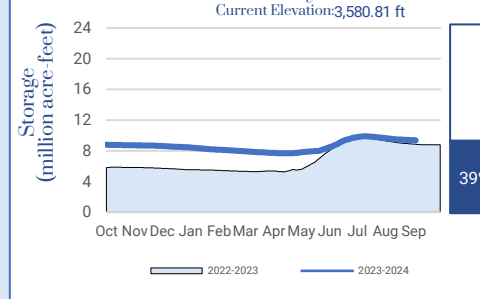
Colorado River Basin Snow



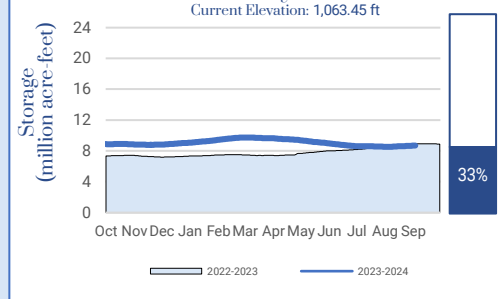
Colorado River Basin Rain



Lake Powell

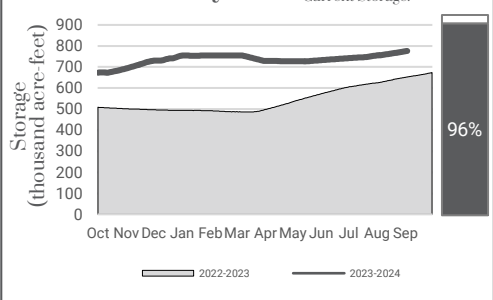


Lake Mead

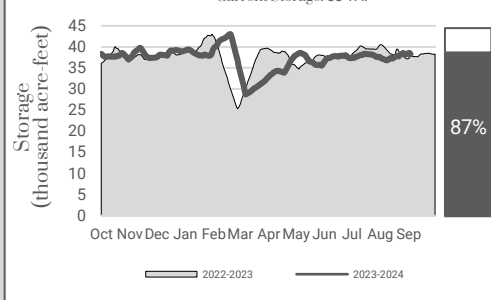


Metropolitan

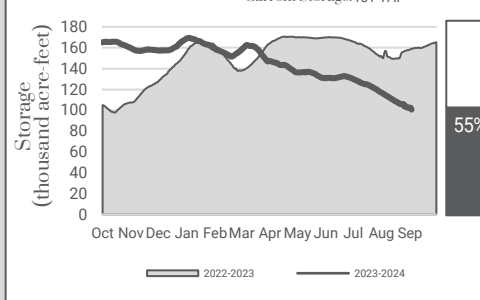
Diamond Valley Lake



Lake Skinner



Lake Mathews



Lake Mead – Operating Condition (August 2024 CRMMS ESP Projections)

		2025	2026	2027*	2028*	2029*
Shortage	Surplus (above 1,145 ft)	0%	0%	0%	0%	3%
	Normal Year (between 1,075 and 1,145 ft)	0%	7%	17%	20%	23%
	1st Level (between 1,050 and 1,075 ft)	100%	93%	57%	53%	50%
	2nd Level (between 1,025 and 1,050 ft)	0%	0%	27%	13%	13%
	3rd Level (below 1,025 ft)	0%	0%	0%	13%	10%

* Years beyond 2026 assume continuation of 2007 Interim Guidelines. Click on table for Reclamation page explaining the modeling and assumptions.

This report is produced by the Imported Supply Unit staff 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.



DATE: October 1, 2024
TO: Board of Directors
FROM: General Manager

SUBJECT: Approval of Proposed Changes for Unrepresented Employees: Management Handbook and Salaries

SUMMARY:

The terms of employment and benefits for the District's unrepresented employees (Assistant General Manager, department directors and Human Resources Manager) are defined by the "Management Handbook," which is approved annually by the Board. Salary ranges for the unrepresented employees are set consistent with those for other represented employees and proposed to reflect the results of the recently completed Total Compensation Study.

RECOMMENDATION(S):

Approve the proposed updates to the Management Handbook, implement salary adjustments as of September 30, 2024, and authorize a cost of living adjustment, effective January 1, 2025, based on the October-to-October change in the Consumer Price Index for All Urban Consumers, Los Angeles-Long Beach-Anaheim, with a minimum of 1.5 percent and a maximum of 4.5 percent.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds for this action are available in the adopted Fiscal Year 2024-25 Budget. The cost of implementing the results of the Total Compensation Study is approximately \$70,804.

DISCUSSION:

Salary Ranges:

The proposed changes to the salaries of unrepresented employees reflect the results of the recently completed Total Compensation Study. The changes update the salary ranges utilizing the same methodology as for the Management Unit in its Memorandum of Understanding approved by the Board on September 3, 2024. The adjustments reflect current market data and are in compliance with the Board's compensation philosophy.

Management Handbook:

Unrepresented employees currently receive benefits outlined in the Management Handbook. The proposed changes to the Management Handbook update the sections on bereavement leave and add a section on reproductive loss for compliance with current law. The proposed changes also update the Management Handbook to reflect the current organizational structure and incorporate other minor corrections. There is no financial impact as a result of these proposed changes.

Prepared by: David Pedersen, General Manager

ATTACHMENTS:

[Proposed Salary Ranges](#)

[Management Handbook - Redlined Version](#)

[Management Handbook - Clean Version](#)

Executive Group/Unrepresented Salary Schedule

Effective 9/30/2024

Classification	Range	Time Base	Entry	Top
Assistant General Manager	E164	Hourly	\$ 102.8962	\$ 154.3442
		Monthly	\$ 17,835.33	\$ 26,753.00
		Annual	\$ 214,024.00	\$ 321,036.00
Director of Finance & Administration	E162	Hourly	\$ 97.8768	\$ 146.8152
		Monthly	\$ 16,965.31	\$ 25,447.97
		Annual	\$ 203,583.77	\$ 305,375.60
Director of Engineering & Facilities	E159	Hourly	\$ 90.8013	\$ 136.2021
		Monthly	\$ 15,738.90	\$ 23,608.36
		Annual	\$ 188,866.80	\$ 283,300.35
Director of Water Operations	E159	Hourly	\$ 90.8013	\$ 136.2021
		Monthly	\$ 15,738.90	\$ 23,608.36
		Annual	\$ 188,866.80	\$ 283,300.35
Human Resources Manager	M115	Hourly	\$ 82.5664	\$ 115.5929
		Monthly	\$ 14,311.51	\$ 20,036.11
		Annual	\$ 171,738.07	\$ 240,433.27



MANAGEMENT HANDBOOK OF BENEFITS
As required by Section 2-4.103 of the LVMWD Administrative Code

For

Assistant General Managers
Department Directors
& Human Resources Manager

Effective ~~January~~ October 1, 2024

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LVMWD LEADERSHIP MODEL

Leadership Principle	Supporting Behavior
Being Fair	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Assign duties fairly 2. Promote fairness in the application of District policies and procedures 3. Willingly explain to others the basis for my decisions 4. Show consistency in my actions 5. Treat others as I would like to be treated
Demonstrating Commitment	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Support decisions made by my Department, the District or the Board 2. Support the efforts of other Departments 3. Support and follow through on my commitments and decisions to my Employees 4. Make timely decisions
Being Responsible and Accountable	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Lead by example 2. Accept total responsibility for my own actions 3. Acknowledge my own mistakes and not blame others 4. Provide input on topics of concern <i>before</i> decisions are made 5. Inform others as soon as I know when I cannot keep a commitment or promise. 6. Regularly give my employees complete and accurate information on their performance along with clear and concise expectation of future performance. 7. Continue my personal growth in management, my professional field, as well as water/wastewater management through education, certification and participation in professional associations
Having Integrity	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Keep my word and commitments 2. Say what I mean and mean what I say; have the courage to be forthright and straightforward 3. Set and enforce high standards for services and products we receive from others or distribute from my work group 4. Set/develop high standards for hiring/promoting people 5. Support and follow the intent of District policies and procedures 6. Conduct myself at the highest level of ethical standards
Being an Effective Communicator	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Speak clearly and concisely; make my message and intent easy to understand 2. Regularly and frequently inform those who should know of my work progress and intentions 3. Regularly and frequently give each member of my staff pertinent feedback on how they are performing with suggestions for improvement when appropriate 4. Be an active listener, demonstrating understanding without judging or criticizing the other person 5. Be an active participant in meetings; when I have nothing to add I will invite quiet members to contribute

Leadership Principle	Supporting Behavior
Being Innovative and Encouraging Innovation	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Ask myself and employees "What is the right thing to be doing" before starting any new assignment 2. Not whine about what is wrong; I will look for ways to be part of the solution 3. Encourage new ideas and methods from others 4. Not criticize new ideas; I will help others think through their ideas by asking for the "pros" and "cons" of new ideas 5. Spend at least 5% of my work time staying up-to-date on industry trends by reading, attending conferences, visiting other agencies, talking with others in the industry, etc.
Being a Mentor	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Review the developmental needs of each employee at least annually and work with each employee to create a development plan that is appropriate for him or her 2. Make sure employees get the training opportunities they need and I will meet with each of them before and after training to make sure they use the training 3. Work with other groups and Departments to make sure employees receive needed cross-training 4. When an employee makes a mistake ask what he or she learned and how can it be prevented from happening again 5. Be available to other employees outside my own work area to be a good active listener or to share my experiences, strategies and successes
Developing and Supporting Effective Teams	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Hold a team meeting at least once every two weeks; stay within time limits (e.g. 30 minutes) 2. Share what I know from other District sources 3. Invite each person in the team to participate by sharing what they are doing or by asking questions 4. Recognize those who make contributions, especially those who have new or different ideas 5. Not tolerate disparaging comments by team members toward each other or other staff 6. Ask the team at each meeting if there is anything we can be doing better

WHAT POSITIONS ARE COVERED BY THE MANAGEMENT HANDBOOK?

Positions covered by benefits contained in this Management Handbook are:

	Supervisory Responsibility	Exempt Under FLSA
Department Director		
Assistant General Manager	Yes	Yes
Director of Finance & Administration	Yes	Yes
Director of Engineering & Facilities & Operations	Yes	Yes
Director of Engineering & External Affairs	Yes	Yes
Director of Water Operations	Yes	Yes
Other		
Human Resources Manager	Yes	Yes

BEREAVEMENT LEAVE

~~A Department Director or unrepresented management employee may be provided up to three (3) days paid leave for bereavement as a result of the death of a member of the employee's immediate family. An employee that must travel more than 500 miles one way to attend services of the employee's immediate family member may be provided up to 40 hours paid leave. "Immediate family" is designated as the spouse/domestic partner, child (including step and foster), parent (including step and foster), sibling (including step and foster) or grandparent (including step and foster) of the employee or the employee's spouse/domestic partner. If additional time off is required, the employee may request sick leave as provided in the Sick Leave benefit provisions.~~

In the case of death of an employee's immediate family member, the employee will be eligible to take 40 hours or five days, whichever is greater, off from work as bereavement leave.

These days, if requested, need not be consecutive. "Immediate family" is designated as the spouse/registered domestic partner, child (including step and foster), parent (including step and foster), sibling (including step and foster), grandparent or grandchild (including step and foster) of the employee or the employee's spouse/registered domestic partner.

The District shall pay an employee up to 27 hours as bereavement, however, if the employee must travel more than 500 miles one way to attend services of the employee's immediate family member, the District shall provide up to 40 hours as paid bereavement leave. The employee must use their accrued leave, to the extent available, to cover any bereavement leave not paid for by the District. If no accrued leave is available, those additional hours/days of bereavement leave shall be unpaid.

The District may provide additional bereavement leave upon request on a case-by-case basis, subject to the General Manager's or designee's written approval. Employees who request and are granted bereavement leave beyond the initial 40 hours or five days, whichever is greater, must utilize any accrued leave for those additional days/hours, if available, or such leave shall be unpaid.

The District may require that employees submit supportive documentation of the need for bereavement leave within 30 days of the employee's first day of bereavement leave.

CELLULAR TELEPHONE

In lieu of a District-provided cellular telephone, ~~Department Director~~ employees will receive a stipend of \$60 per month, payable monthly through the District's payroll system. Cellular telephones must be capable of voice, text, and data communications, including the sending and receiving of District electronic mail.

DEFERRED COMPENSATION PLAN

Unrepresented management employees may elect to participate in the District's Deferred Compensation Plan. The purpose of the Plan is to defer a portion of the employee's compensation for his/her use at retirement. Social Security taxes are paid at the time wages are earned while Federal and State income taxes are deferred until the employee withdraws the funds.

Participation in deferred compensation commences the month following sign-up for new employees.

~~Department Directors Covered employees~~ are eligible to have 3% of their base salary matched per 24 pay periods on a \$1 to \$1 basis. ~~The Human Resources Manager is eligible to have 3% of their salary matched per pay period on a \$1 to \$1 basis.~~

For employees newly promoted or hired to positions at a date other than January 1, the district payment per calendar year shall be pro-rated for partial year employment.

All participation is optional to employees and is in accordance with plan rules and IRS regulations applicable to IRC Sections 401(a) and 457(b) deferred compensation plans. All employees considering participation in any deferred compensation plan are encouraged to consult with a tax accountant and/or attorney as the district neither promotes nor recommends employee participation.

In compliance with IRS regulations, new or promoted employees, upon initial eligibility for enrollment into the 401(a) plan, will have the one-time option to opt out for the lifetime of the plan. Employees who exercised their right to opt out do not have the option to opt back in during the lifetime of the plan. The enrollment status of the participant (active contributor or optout non-participant) will remain in effect for the lifetime of the plan. If opted in to the 401(a) plan, the District match specified above will be deposited into the 401(a) plan.

Upon an employee's separation from the District:

- If the employee is age 55 or older on the separation date, all cashable leave time must be contributed to the employee's 401(a) account, up to the IRS limit. After that contribution, the employee may elect to contribute any remaining cashable leave to their 457(b) account up to the IRS limit. Any cashable leave not contributed to the employee's 401(a) or 457(b) accounts will be disbursed to the employee in cash.
- If the employee is under age 55 on the separation date, the employee may elect to contribute their cashable leave to their 457(b) account, up to the IRS limit. Any cashable leave not contributed to the employee's 457(b) account will be disbursed to the employee in cash."

Additional details are available [in the brochures](#) in the Human Resources Office.

Unrepresented Managers Management Handbook
Effective [January-October 1, 2024](#)

EDUCATIONAL ASSISTANCE PROGRAM

General Manager may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. A refund of expenditures, to a maximum of \$685.00 per class, for registration and course supplies will be made to the employee upon presentation of proof of completion with a passing grade.

FAMILY AND MEDICAL LEAVE

Employees are granted rights for Family Medical Leave as provided under state and federal laws and pursuant to the Family Medical Leave Policy of the District.

HOLIDAYS

The district shall observe the holidays listed below and upon which the district is normally closed:

January 1
Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day and the following Friday
December 24
December 25
December 31

If any of the holidays set forth above falls on the first day of a weekend, the holiday will be observed on the previous workday.

If any of the holidays set forth above falls on the last day of a weekend, the holiday will be observed on the following workday.

If any of the holidays set forth above falls on an employee's alternate Friday off, the employee will receive a floating holiday. Any floating holiday must be used by the end of the fiscal year.

INSURANCE

LIFE INSURANCE

Life insurance equivalent to the sum of \$50,000 plus one year's salary is provided by the District for each regular full-time employee upon completion of one month of continuous employment with the District and upon submission of application for membership. Employees not applying within thirty (30) days will be required to provide medical evidence of insurability. (NOTE: There is a tax liability for life insurance in excess of \$50,000 per year.)

DENTAL INSURANCE

The District provides dental insurance for regular, full-time employees, their spouses, domestic partner and unmarried dependent children who are under 26 years or who have a physical or mental disability regardless of age. Employees are eligible for dental coverage on the first of the month following the date of hire. Coverage for the employee's dependents becomes effective at the same time as the employee's personal coverage. Subscribing members may add new dependents within thirty-one (31) days of marriage or domestic partnership, in the case of a new spouse or registered domestic partner, or the date of birth or adoption, in the case of a child.

DISABILITY INSURANCE

The District shall provide short and long-term disability insurance for each employee. The District retains the right to select a plan(s) different from the current plan. Coverage commences after the employee has completed one month of continuous employment with the District and upon submission of an application for membership.

An employee eligible for disability benefits shall use available sick leave to cover time off during the 30-calendar day elimination period. After the elimination period, the employee has the option of using the balance of his/her sick leave or vacation leave to coordinate with gross income. The monthly benefit for the long-term disability plan will be two-thirds of the employee's monthly base up to a maximum of:

<u>Assistant General Managers</u>	<u>\$10,600</u>
Department Directors	\$10,600
HR Manager	\$7,300

MEDICAL COVERAGE

The District shall make every reasonable effort to provide health insurance coverage to employees in this Group subject to the District retaining the right to select a plan(s) different from the current plan.

Effective January 1, 2024, the District shall pay up to \$1,953.50 per month for the employee's selected medical insurance plan.

Effective January 1, 2025, and each January 1 thereafter, the District's contribution towards the employee's selected medical insurance plan shall be adjusted based on the average change among the District's offered plans (Anthem Blue Cross Classic PPO, Anthem Blue Cross Advantage PPO, Anthem Blue Cross California Care HMO plans, or and Kaiser Permanente HMO Plans) from the prior year's monthly premium. The adjustment will not be

Unrepresented Managers Management Handbook
Effective January-October 1, 2024

less than 0% and will not exceed 5.0%. In the event the average change in monthly premium exceeds 5.0%, the excess shall be paid by the employee through automatic pre-tax payroll deductions as permitted by IRS Code Section 125.

The employee, his/her spouse, domestic partner and unmarried dependent children who are under 26 years or children who have a physical or mental disability regardless of age are eligible for medical insurance coverage on the first of the month following the date of hire. Subscribing members may add new dependents without a health statement within thirty-one (31) days of marriage or domestic partnership, in the case of a new spouse or domestic partner, or the date of birth or adoption, in the case of a child.

EXTENSION OF COVERAGE

The District will continue to contribute to an employee's medical, dental, vision, disability and basic life insurance premiums up to six (6) months duration during sickness or injury on the same terms and conditions as prior to the period of absence. Insurance will not be continued for leave-of-absence without pay for causes other than sickness or injury.

RETIREE MEDICAL

If the District changes plans or providers, there shall be no change to the level of health insurance benefits provided for District retirees.

- a. Employees hired prior to March 31, 2006, who have at least five years of District service, shall have a retiree medical contribution equal to 100% of either the employee only (if the employee does not have a dependent) or the employee plus one (if the employee has a dependent) of any District plan (then being provided). If the employee has a dependent, the employee must designate the dependent at the time of retirement.
- b. Retirees and covered dependents who reach the age of 65 must enroll in Medicare Part A and B no later than one month prior to their 65th birthday. Enrollment in Part D will be required if the provider of the health plan offers premium subsidies or incentives or requires enrollment in Medicare Part D. The District will be obligated to contribute the cost of the medical premiums only for those covered as provided herein.
- c. Employees hired after March 31, 2006, and prior to January 1, 2014, and retire with at least 10 years of District service and are age 55 or older at retirement shall receive a retiree medical contribution in the amount of 75% of the Classic PPO rate of either the employee only Classic PPO rate (if the employee does not have a dependent) or the employee plus one Classic PPO rate (if the employee has a dependent)..
- d. Employees hired after January 1, 2014, with at least 10 years of District service who are age 55 or older at retirement, shall receive a retiree medical benefit in the amount of 75% of the Kaiser Permanente Traditional HMO plan at the employee only level.

Employees have agreed to contribute \$230 per pay period plus 100% of cashable sick leave upon separation towards a Post-Employment Health Plan (PEHP).

VISION CARE

The district will provide a vision program through a third party vendor at no cost to the employee. The employee may elect to cover their spouse, domestic partner, and unmarried dependent children who are under 26 years or who have a physical or mental disability regardless of age. Employees and eligible dependents are eligible for vision coverage on the first of the month following the date of hire, by paying for such coverage. Subscribing members may add new dependents within thirty-one (31) days of marriage or domestic partnership, in the case of a new spouse or registered domestic partner, or the date of birth or adoption, in the case of a child.

JURY DUTY

Full-time, regular employees will be paid his/her regular salary while he/she is on jury duty for up to 240 hours per fiscal year, less the amount received from the Court for such service as a juror. An attendance record from the Court for the time spent on jury duty and a copy of the check for such service must be submitted to the District's payroll section. The amount received from the Court for service as a juror will be deducted from the employee's paycheck following completion of such service.

LEAVE OF ABSENCE

A leave of absence without pay may be granted by the Assistant General Manager and department-Department Directors for up to 40 hours within a fiscal year. Such leaves do not require General Manager approval, except leave for Assistant General Managers.

Such leave without pay must be pre-approved before the time can actually be used. Also, such leaves may be taken even if the employee has existing comp time or vacation on the books. In no case, may a leave of absence without pay exceed 40 hours in a fiscal year without the General Manager's approval.

In addition, leave without pay may be granted by the General Manager and shall not exceed a continuous period of 30 calendar days, except for extended unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave.

Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. Leave of absence without pay includes unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave or any other leave where the District is not paying wages to the employee.

MANAGEMENT LEAVE

Assistant General Managers and Department Directors receive 88 hours and the Human Resources Manager receives 72 hours management leave, which is granted each fiscal year beginning July 1 and is for use within the fiscal year it is granted ending June 30.

At the end of each fiscal year the following shall occur:

All management leave must be used; or

Assistant General Managers and Department Directors may sell back up to 60 hours and the Human Resources Manager may sell back up to 50 hours of unused management leave, respectively, provided they have used 80 hours of vacation and/or management leave within the fiscal year ending June 30; and

In lieu of forfeiture, the employee may donate any unused management leave to the Catastrophic Leave Bank.

PARENTALLEAVE

An employee may be granted an unpaid leave of absence for not more than 1,040 hours to care for or to bond with their newly born or adopted child. Such leave is to be completed within one year after the date of birth or adoption.

An employee who is granted such leave must use it concurrently with FMLA/CFRA. However, once the employee has exhausted the 12 weeks of leave as provided by FMLA/CFRA, the employee will be responsible for the cost of group insurance (medical, dental, vision, disability and life).

PHYSICAL FITNESS PROGRAM

An amount of \$500 shall be made available to ~~Department Directors and unrepresented manager employees~~ every July 1 for payment of costs with primary emphasis on preventive health maintenance, relative to obtaining/receiving a comprehensive physical examination, memberships to private gym facilities, purchase of home gym equipment, or membership fees for at-home fitness programs. Gym and at-home fitness memberships and purchase of home gym equipment will be reimbursed following proof of payment. Expenses will be reimbursed to the employee after they are incurred relative to receipt of a medical examination and required exam-related follow up procedures/activities to the extent such expenses are not covered by the employee's district-provided medical insurance coverage. Gym memberships will be reimbursed following proof of payment. Costs not covered by the dental or vision care programs are not reimbursable under this benefit.

Documentation must be provided to the Human Resources Manager of medical examination by a licensed physician before reimbursement will be authorized.

PREGNANCY LEAVE

The district will provide pregnancy leave for an employee as required by State and Federal law.

Employees who are temporarily unable to perform their usual and customary work due to a pregnancy-related disability, will be granted a pregnancy leave of absence.

Pregnancy Leaves will be granted on the basis of a physician's written statement that an employee is no longer able to work due to a pregnancy-related disability.

An employee who is granted a pregnancy leave is required to utilize accrued sick leave, if available, until the commencement of disability payments. The employee may then coordinate salary and disability payments as provided in STD Insurance. The District will continue to pay group insurance premiums while the employee is on paid leave. Once the employee is in an unpaid status, insurance premiums will be the responsibility of the employee.

An employee who plans to take a pregnancy leave must provide the District reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a pregnancy leave, the employee must cause the District to be notified of the situation within three working days. Without notification to the District, the employee will be considered to have voluntarily resigned.

Pregnancy disability leave may be granted up to a maximum of four months in duration. Employees returning to work after any pregnancy leave must have a written release from a physician verifying that they are able to return to work and safely perform their duties.

Employees who return to work from a Pregnancy Leave will be accorded the same reinstatement rights as an employee returning from any other form of disability leave.

PROFESSIONAL ORGANIZATIONS REIMBURSEMENT

Employees may be reimbursed for personal memberships in professional organizations which benefit both the employee's field of expertise and the District by the employee's direct involvement in the organization as approved by the General Manager.

REPRODUCTIVE LOSS LEAVE

Effective January 1, 2024, employees shall be eligible to take up to five days (including non-consecutive days) of reproductive loss leave. Reproductive loss leave shall be unpaid, however, the employee may use available leave banks (including sick or vacation leave) to cover the unpaid time. The reproductive loss leave must occur within three months of the reproductive loss event, as defined by Government Code section 12945.6.

Reproductive loss leave means a day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction as those terms are defined by Government Code section 12945.6.

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RETIREMENT – Public Employees Retirement System

The District contracts with CalPERS to provide retirement benefits to employees. Employees who are described as “classic employees” under the Public Employees’ Retirement Law, receive the 2% at 55 benefit formula. The District provides Full Formula CalPERS coverage for past and future service of its employees. Employees are eligible to retire at age 50.

Employees hired on or after January 1, 2013 who are “new members” as defined in the Public Employees’ Pension Reform Act of 2013 (PEPRA), are provided the following retirement benefits: 2% @ 62 benefit formula with a three year (36 month) final compensation period. Employees may designate the highest 36 month period. Employees will pay one-half of the total normal cost rate as determined by CalPERS.

The District pays the required employer contribution for employees’ retirement benefit as required by CalPERS.

Effective March 15, 2014, employees shall pay their seven percent (7%) member contribution. On this date, since the classic employees will be paying the entire employee/member contribution, the District will no longer report member contribution as compensation earnable to CalPERS.

If any employee terminates employment with the District before retirement, his/her contributions plus accrued interest may be refunded upon application to the Public Employees Retirement System. Contributions may be left on deposit until normal retirement age is reached if the employee has a vested interest; i.e., 5 years’ service. Employees who expect to commence employment with another PERS-covered agency are not permitted by PERS to withdraw their contributions.

Additional details are available [in the PERS brochures](#) in the Human Resources Office.

RETIREMENT – Social Security/Medicare

The District also participates in the Social Security program of the Federal government. FICA/Medicare tax will be deducted from an employee's pay as required by Federal law.

SALARY ADMINISTRATION

The District maintains a Salary Program for all ~~Department Directors~~, unrepresented management employees which:

Establishes externally competitive and internally equitable pay levels.

Enables the District to control compensation costs in proper relation to total costs.

Complies with applicable federal and state laws.

The major elements of the base salary program are:

- A. Organization Structure
- B. Position Definition
- C. Position Evaluation
- D. Salary Structure
- E. Performance Appraisal
- F. Salary Review
- G. Promotional Increase
- H. Performance Incentive

Through utilizing the following procedures, management can be assured that employees:

- Are being treated equitably with regard to salary matters;
- Are being paid externally and internally competitive salaries; and
- Have the opportunity to be rewarded for performance in a systematic non-discriminatory manner.

POSITION EVALUATION

Based upon the approved position definition, each position is periodically evaluated to ensure external and internal compensation equity for District.

1. Externally Competitive

External competitiveness is determined by periodically surveying the marketplace for average salaries paid. The approved position definition is used to compare the scope and responsibility of the position being surveyed. Private and published surveys of labor market competitors are used to determine the average salary paid in the market place based on markets in which the district competes for talent and the level at which we will compete.

2. Internal Equity

Internal equity is evaluated by grouping positions of similar scope and responsibility within the organization. This is accomplished through successively higher levels of management aligning positions of relatively comparable value based upon such factors as knowledge and skill required for the position, complexity and supervisory responsibility exercised.

Based upon the above factors, positions are evaluated and assigned a base salary range that provides employees an opportunity to earn a salary that is externally competitive and internally equitable.

SALARY STRUCTURE

The salary structure consists of a series of salary ranges. Each position has a dollar rate range with an established maximum pay control point. Human Resources will maintain current salary schedules.

EMPLOYEE COMMUNICATION

To achieve the objectives of the Salary Program and its potential benefits, each employee should know what the program is intended to accomplish and how it affects him/her. At a minimum, each employee should know:

- The salary range of his/her position;
- His/her place in that range;
- The rationale and evidence for any salary adjustment decision;
- The manager's view of how well the employee is accomplishing the objectives of the position and the long range outlook for position and salary advancement.

The communications supporting salary administration should be a two-way process. Each employee should be encouraged to discuss his/her work assignment or work relationship and opportunities for advancement. Depending on individual circumstances, the manager may wish to schedule a separate meeting for such a discussion.

INITIAL HIRING AND SALARY RANGE PLACEMENT

Before an applicant may be hired for any position, the position definition must be prepared and approved. In addition, the position itself must have been approved by the Board of Directors. Management will review the position and evaluate the current need to fill the position.

As a general rule the hiring salary for new employees shall be at that point in the salary range which reflects his/her experience, knowledge, skills, and abilities he/she brings to the job under consideration.

SENIORITYBONUS

The District recognizes seniority and provides for the following cash sums payable annually as of January 1st of each year:

After 10 years of District Service	\$1,000
After 15 years of District Service	\$1,500
After 20 years of District Service	\$2,000

SICKLEAVE

Full-time, regular employees are provided sick leave with pay under the conditions outlined below.

- A. If an employee has accumulated sick leave, it shall be used for the following:
 - 1. When an employee is ill.
 - 2. When a member of an employee's immediate family is ill, and the employee must care for such ill family member subject to Family Medical Leave Act policy limits.
 - 3. For visits to doctors, dentists and optometrists for physicals, treatment or preventative care.
 - 4. For funerals in the immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or employee's spouse/domestic partner.
 - 5. Any reason permitted by law.
- B. Sick leave accrual will be cumulative, without limit as to time, and if not taken in any given year, will be usable in subsequent year's employment, the purpose being to make accrued sick leave available to an employee in times of urgent need.
- C. The amount of sick leave an employee is entitled to is computed to include weekends, holidays, paid vacation time and paid sick leave as continuous service.
- D. Accrual of sick leave will be at the rate of eight hours per calendar month beginning with the date of hire and computed to the date of termination, prorated to the nearest hour.
- E. The smallest unit for which sick leave will be granted will be one half-hour.
- F. An employee who is absent on sick leave may be contacted by his/her Supervisor. For absences due to illness in excess of 5 days, or less, if justified in the opinion of the employee's supervisor, the employee must obtain a statement from his/her doctor stating: (a) that the employee could not work during the period of absence; and (b) that the employee is now able to return to work.
- G. Frequent use of short periods of sick leave is indicative of inability to perform as expected by the District and may result in dismissal for lack of reliability.

SICK LEAVE PAYOFF

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Annually, in December employees may submit an irrevocable election to receive payment of accrued sick leave up to the number of hours in the schedule below provided the employee maintains a sick leave balance of one hundred and twelve (112) hours following the payment. Payment shall be made the following December. For example, the irrevocable election form submitted in December 2023 will be for December 2024 payment. Human Resources will adjust the final number of hours cashed out, up to the number of hours elected, based on the table below and requirement to maintain 112 hours. For example, if any employee selects to cash out 96 hours and the employee took one day of sick leave, the cash out will be adjusted to 88 hours.

Sick Leave Days Used in the Fiscal Year	Sick Leave Hours Payable at Fiscal Year End
0	96
1	88
2	80
3	72
4	64
5	56
6	48
7	40
8	32
9	24
10	16
11	8
12	0

Irrevocable election forms will be provided by Human Resources.

UPON VOLUNTARY TERMINATION OF EMPLOYMENT

A program is provided for payment, upon voluntary resignation with notice, retirement or death, for accrued but unused sick leave earned after July 1, 1974. Vesting in the sick leave program and payment therefore will be on the following basis. The District and unrepresented employees have identified and shall participate in a post-employment health plan (PEHP) account for any amounts cashed out upon termination.

- A. After five years of full-time, regular employment with the District (the sixth year), an employee will be paid, upon voluntary termination, retirement or death, for 25% of all hours of accrued but unused sick leave at the rate of his/her then current base rate. An additional 5% of all hours of accrued but unused sick leave of his/her salary will be paid for each additional completed year of service.
- B. Upon completion of 20 years of service with the District, the employee would be paid for 100% of unused sick leave.

Employees covered by this Handbook have agreed to contribute \$240-230 per pay period towards a post-employment health savings plan (PEHP). Upon separation, cashed out sick leave must be contributed to the PEHP account.

Unrepresented Managers Management Handbook
Effective January-October 1, 2024

TELEWORKING

The District encourages, in appropriate circumstances, the creation of telework opportunities for employees. Telework has been found to benefit society by reducing energy consumption, decreasing environmental pollution and reducing traffic congestion. Additionally, telework has been found to benefit employers and employees by reducing office costs, saving commuting costs, allowing flexibility in work schedules and promoting a positive work/life balance. The General Manager may approve occasional or regular partial or full day telecommuting schedules that meet the operational needs and policies of the District.

VACATIONSCHEDULE

Vacations are subject to approval. Employees will be granted vacation leave with pay, if they have enough accrued vacation time to cover the amount of leave requested.

ENTITLEMENT

The number of hours an employee is entitled to for vacation leave with pay is computed as follows:

- A. Full-time regular employees shall accrue vacation on the following basis. Part-time regular employees shall accrue vacation on a pro-rated basis.

During Service Years	Annual Entitlement Hours	Hours Accrued at end of Each Pay Period <small>(based on 26 pay periods)</small>
1,2&3	104	4.00
4,5 & 6	112	4.31
7, 8 & 9	120	4.62
10, 11 & 12	128	4.92
13,14 & 15	136	5.23
16, 17 & 18	144	5.54
19, 20 & 21	152	5.85
22, 23 & 24	160	6.15
25 & above	168	6.46

The maximum number of vacation hours that may be earned in any year is 168.

Accrual of vacation time will be by month beginning with the date of hire and computed to the date of termination, pro-rated to the nearest one-half day.

- B. The vacation leave time earned each year will be available to the employee for vacation or may be accrued, wholly or partially, in the employee's Leave Account.
- C. Normally, no more than 311 hours will be permitted to accrue in an employee's Leave Account.
- D. The maximum vacation an employee can take is 21 consecutive working days, unless special circumstances warrant approval by the General Manager for a longer period.

- E. Pay during vacation leave will be at the monthly rate currently paid the employee at the time the vacation is taken.
- F. When an employee is discharged or terminated, he/she will be paid for his/her accumulated vacation leave at his/her then current rate of pay.
- G. In computing the amount of vacation leave entitlement, holidays, weekends, paid vacation time and paid sick leave will be included as continuous service.
- H. Vacation generally cannot be taken in lieu of sick leave except in certain family leave qualifying events.
- I. Employees shall have the option to cash out up to 40 hours of accrued vacation leave in November of each year, provided 80 hours of vacation or management leave time has been used as time off during the preceding 12 months. Pursuant to IRS regulations, a non-revocable election must be made prior to December 31 of the preceding year for cash out at the conclusion of the calendar year.



MANAGEMENT HANDBOOK OF BENEFITS
As required by Section 2-4.103 of the LVMWD Administrative Code

For

**Assistant General Managers
Department Directors
& Human Resources Manager**

Effective October 1, 2024

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LVMWD LEADERSHIP MODEL

Leadership Principle	Supporting Behavior
Being Fair	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Assign duties fairly 2. Promote fairness in the application of District policies and procedures 3. Willingly explain to others the basis for my decisions 4. Show consistency in my actions 5. Treat others as I would like to be treated
Demonstrating Commitment	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Support decisions made by my Department, the District or the Board 2. Support the efforts of other Departments 3. Support and follow through on my commitments and decisions to my Employees 4. Make timely decisions
Being Responsible and Accountable	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Lead by example 2. Accept total responsibility for my own actions 3. Acknowledge my own mistakes and not blame others 4. Provide input on topics of concern <i>before</i> decisions are made 5. Inform others as soon as I know when I cannot keep a commitment or promise. 6. Regularly give my employees complete and accurate information on their performance along with clear and concise expectation of future performance. 7. Continue my personal growth in management, my professional field, as well as water/wastewater management through education, certification and participation in professional associations
Having Integrity	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Keep my word and commitments 2. Say what I mean and mean what I say; have the courage to be forthright and straightforward 3. Set and enforce high standards for services and products we receive from others or distribute from my work group 4. Set/develop high standards for hiring/promoting people 5. Support and follow the intent of District policies and procedures 6. Conduct myself at the highest level of ethical standards
Being an Effective Communicator	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Speak clearly and concisely; make my message and intent easy to understand 2. Regularly and frequently inform those who should know of my work progress and intentions 3. Regularly and frequently give each member of my staff pertinent feedback on how they are performing with suggestions for improvement when appropriate 4. Be an active listener, demonstrating understanding without judging or criticizing the other person 5. Be an active participant in meetings; when I have nothing to add I will invite quiet members to contribute

Leadership Principle	Supporting Behavior
Being Innovative and Encouraging Innovation	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Ask myself and employees “What is the right thing to be doing” before starting any new assignment 2. Not whine about what is wrong; I will look for ways to be part of the solution 3. Encourage new ideas and methods from others 4. Not criticize new ideas; I will help others think through their ideas by asking for the “pros’ and “cons” of new ideas 5. Spend at least 5% of my work time staying up-to-date on industry trends by reading, attending conferences, visiting other agencies, talking with others in the industry, etc.
Being a Mentor	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Review the developmental needs of each employee at least annually and work with each employee to create a development plan that is appropriate for him or her 2. Make sure employees get the training opportunities they need and I will meet with each of them before and after training to make sure they use the training 3. Work with other groups and Departments to make sure employees receive needed cross-training 4. When an employee makes a mistake ask what he or she learned and how can it be prevented from happening again 5. Be available to other employees outside my own work area to be a good active listener or to share my experiences, strategies and successes
Developing and Supporting Effective Teams	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Hold a team meeting at least once every two weeks; stay within time limits (e.g. 30 minutes) 2. Share what I know from other District sources 3. Invite each person in the team to participate by sharing what they are doing or by asking questions 4. Recognize those who make contributions, especially those who have new or different ideas 5. Not tolerate disparaging comments by team members toward each other or other staff 6. Ask the team at each meeting if there is anything we can be doing better

WHAT POSITIONS ARE COVERED BY THE MANAGEMENT HANDBOOK?

Positions covered by benefits contained in this Management Handbook are:

	Supervisory Responsibility	Exempt Under FLSA
Assistant General Manager	Yes	Yes
Director of Finance & Administration	Yes	Yes
Director of Engineering & Facilities	Yes	Yes
Director of External Affairs	Yes	Yes
Director of Water Operations	Yes	Yes
Human Resources Manager	Yes	Yes

BEREAVEMENT LEAVE

In the case of death of an employee's immediate family member, the employee will be eligible to take 40 hours or five days, whichever is greater, off from work as bereavement leave.

These days, if requested, need not be consecutive. "Immediate family" is designated as the spouse/registered domestic partner, child (including step and foster), parent (including step and foster), sibling (including step and foster), grandparent or grandchild (including step and foster) of the employee or the employee's spouse/registered domestic partner.

The District shall pay an employee up to 27 hours as bereavement, however, if the employee must travel more than 500 miles one way to attend services of the employee's immediate family member, the District shall provide up to 40 hours as paid bereavement leave. The employee must use their accrued leave, to the extent available, to cover any bereavement leave not paid for by the District. If no accrued leave is available, those additional hours/days of bereavement leave shall be unpaid.

The District may provide additional bereavement leave upon request on a case-by-case basis, subject to the General Manager's or designee's written approval. Employees who request and are granted bereavement leave beyond the initial 40 hours or five days, whichever is greater, must utilize any accrued leave for those additional days/hours, if available, or such leave shall be unpaid.

The District may require that employees submit supportive documentation of the need for bereavement leave within 30 days of the employee's first day of bereavement leave.

CELLULAR TELEPHONE

In lieu of a District-provided cellular telephone, employees will receive a stipend of \$60 per month, payable monthly through the District's payroll system. Cellular telephones must be capable of voice, text, and data communications, including the sending and receiving of District electronic mail.

DEFERRED COMPENSATION PLAN

Unrepresented management employees may elect to participate in the District's Deferred Compensation Plan. The purpose of the Plan is to defer a portion of the employee's compensation for his/her use at retirement. Social Security taxes are paid at the time wages are earned while Federal and State income taxes are deferred until the employee withdraws the funds.

Participation in deferred compensation commences the month following sign-up for new employees.

Covered employees are eligible to have 3% of their base salary matched per 24 pay periods on a \$1 to \$1 basis.

For employees newly promoted or hired to positions at a date other than January 1, the district payment per calendar year shall be pro-rated for partial year employment.

All participation is optional to employees and is in accordance with plan rules and IRS regulations applicable to IRC Sections 401(a) and 457(b) deferred compensation plans. All employees considering participation in any deferred compensation plan are encouraged to consult with a tax accountant and/or attorney as the district neither promotes nor recommends employee participation.

In compliance with IRS regulations, new or promoted employees, upon initial eligibility for enrollment into the 401(a) plan, will have the one-time option to opt out for the lifetime of the plan. Employees who exercised their right to opt out do not have the option to opt back in during the lifetime of the plan. The enrollment status of the participant (active contributor or optout non-participant) will remain in effect for the lifetime of the plan. If opted in to the 401(a) plan, the District match specified above will be deposited into the 401(a) plan.

Upon an employee's separation from the District:

- If the employee is age 55 or older on the separation date, all cashable leave time must be contributed to the employee's 401(a) account, up to the IRS limit. After that contribution, the employee may elect to contribute any remaining cashable leave to their 457(b) account up to the IRS limit. Any cashable leave not contributed to the employee's 401(a) or 457(b) accounts will be disbursed to the employee in cash.
- If the employee is under age 55 on the separation date, the employee may elect to contribute their cashable leave to their 457(b) account, up to the IRS limit. Any cashable leave not contributed to the employee's 457(b) account will be disbursed to the employee in cash.

Additional details are available in the Human Resources Office.

EDUCATIONAL ASSISTANCE PROGRAM

General Manager may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. A refund of expenditures, to a maximum of \$685.00 per class, for registration and course supplies will be made to the employee upon presentation of proof of completion with a passing grade.

FAMILY AND MEDICAL LEAVE

Employees are granted rights for Family Medical Leave as provided under state and federal laws and pursuant to the Family Medical Leave Policy of the District.

HOLIDAYS

The district shall observe the holidays listed below and upon which the district is normally closed:

January 1
Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day and the following Friday
December 24
December 25
December 31

If any of the holidays set forth above falls on the first day of a weekend, the holiday will be observed on the previous workday.

If any of the holidays set forth above falls on the last day of a weekend, the holiday will be observed on the following workday.

If any of the holidays set forth above falls on an employee's alternate Friday off, the employee will receive a floating holiday. Any floating holiday must be used by the end of the fiscal year.

INSURANCE

LIFE INSURANCE

Life insurance equivalent to the sum of \$50,000 plus one year's salary is provided by the District for each regular full-time employee upon completion of one month of continuous employment with the District and upon submission of application for membership. Employees not applying within thirty (30) days will be required to provide medical evidence of insurability. (NOTE: There is a tax liability for life insurance in excess of \$50,000 per year.)

DENTAL INSURANCE

The District provides dental insurance for regular, full-time employees, their spouses, domestic partner and unmarried dependent children who are under 26 years or who have a physical or mental disability regardless of age. Employees are eligible for dental coverage on the first of the month following the date of hire. Coverage for the employee's dependents becomes effective at the same time as the employee's personal coverage. Subscribing members may add new dependents within thirty-one (31) days of marriage or domestic partnership, in the case of a new spouse or registered domestic partner, or the date of birth or adoption, in the case of a child.

DISABILITY INSURANCE

The District shall provide short and long-term disability insurance for each employee. The District retains the right to select a plan(s) different from the current plan. Coverage commences after the employee has completed one month of continuous employment with the District and upon submission of an application for membership.

An employee eligible for disability benefits shall use available sick leave to cover time off during the 30-calendar day elimination period. After the elimination period, the employee has the option of using the balance of his/her sick leave or vacation leave to coordinate with gross income. The monthly benefit for the long-term disability plan will be two-thirds of the employee's monthly base up to a maximum of:

Assistant General Managers	\$10,600
Department Directors	\$10,600
HR Manager	\$7,300

MEDICAL COVERAGE

The District shall make every reasonable effort to provide health insurance coverage to employees in this Group subject to the District retaining the right to select a plan(s) different from the current plan.

Effective January 1, 2024, the District shall pay up to \$1,953.50 per month for the employee's selected medical insurance plan.

Effective January 1, 2025, and each January 1 thereafter, the District's contribution towards the employee's selected medical insurance plan shall be adjusted based on the average change among the District's offered plans (Anthem Blue Cross Classic PPO, Anthem Blue Cross Advantage PPO, Anthem Blue Cross HMO plans, and Kaiser Permanente HMO Plans) from the prior year's monthly premium. The adjustment will not be less than 0% and will not

exceed 5.0%. In the event the average change in monthly premium exceeds 5.0%, the excess shall be paid by the employee through automatic pre-tax payroll deductions as permitted by IRS Code Section 125.

The employee, his/her spouse, domestic partner and unmarried dependent children who are under 26 years or children who have a physical or mental disability regardless of age are eligible for medical insurance coverage on the first of the month following the date of hire. Subscribing members may add new dependents without a health statement within thirty-one (31) days of marriage or domestic partnership, in the case of a new spouse or domestic partner, or the date of birth or adoption, in the case of a child.

EXTENSION OF COVERAGE

The District will continue to contribute to an employee's medical, dental, vision, disability and basic life insurance premiums up to six (6) months duration during sickness or injury on the same terms and conditions as prior to the period of absence. Insurance will not be continued for leave-of-absence without pay for causes other than sickness or injury.

RETIREE MEDICAL

If the District changes plans or providers, there shall be no change to the level of health insurance benefits provided for District retirees.

- a. Employees hired prior to March 31, 2006, who have at least five years of District service, shall have a retiree medical contribution equal to 100% of either the employee only (if the employee does not have a dependent) or the employee plus one (if the employee has a dependent) of any District plan (then being provided). If the employee has a dependent, the employee must designate the dependent at the time of retirement.
- b. Retirees and covered dependents who reach the age of 65 must enroll in Medicare Part A and B no later than one month prior to their 65th birthday. Enrollment in Part D will be required if the provider of the health plan offers premium subsidies or incentives or requires enrollment in Medicare Part D. The District will be obligated to contribute the cost of the medical premiums only for those covered as provided herein.
- c. Employees hired after March 31, 2006, and prior to January 1, 2014, and retire with at least 10 years of District service and are age 55 or older at retirement shall receive a retiree medical contribution in the amount of 75% of the Classic PPO rate of either the employee only Classic PPO rate (if the employee does not have a dependent) or the employee plus one Classic PPO rate (if the employee has a dependent)..
- d. Employees hired after January 1, 2014, with at least 10 years of District service who are age 55 or older at retirement, shall receive a retiree medical benefit in the amount of 75% of the Kaiser Permanente Traditional HMO plan at the employee only level.

Employees have agreed to contribute \$230 per pay period plus 100% of cashable sick leave upon separation towards a Post-Employment Health Plan (PEHP).

VISION CARE

The district will provide a vision program through a third party vendor at no cost to the employee. The employee may elect to cover their spouse, domestic partner, and unmarried dependent children who are under 26 years or who have a physical or mental disability regardless of age. Employees and eligible dependents are eligible for vision coverage on the first of the month following the date of hire, by paying for such coverage. Subscribing members may add new dependents within thirty-one (31) days of marriage or domestic partnership, in the case of a new spouse or registered domestic partner, or the date of birth or adoption, in the case of a child.

JURY DUTY

Full-time, regular employees will be paid his/her regular salary while he/she is on jury duty for up to 240 hours per fiscal year, less the amount received from the Court for such service as a juror. An attendance record from the Court for the time spent on jury duty and a copy of the check for such service must be submitted to the District's payroll section. The amount received from the Court for service as a juror will be deducted from the employee's paycheck following completion of such service.

LEAVE OF ABSENCE

A leave of absence without pay may be granted by the Assistant General Manager and Department Directors for up to 40 hours within a fiscal year. Such leaves do not require General Manager approval, except leave for Assistant General Managers.

Such leave without pay must be pre-approved before the time can actually be used. Also, such leaves may be taken even if the employee has existing comp time or vacation on the books. In no case, may a leave of absence without pay exceed 40 hours in a fiscal year without the General Manager's approval.

In addition, leave without pay may be granted by the General Manager and shall not exceed a continuous period of 30 calendar days, except for extended unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave.

Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. Leave of absence without pay includes unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave or any other leave where the District is not paying wages to the employee.

MANAGEMENT LEAVE

Assistant General Managers and Department Directors receive 88 hours and the Human Resources Manager receives 72 hours management leave, which is granted each fiscal year beginning July 1 and is for use within the fiscal year it is granted ending June 30.

At the end of each fiscal year the following shall occur:

All management leave must be used; or

Assistant General Managers and Department Directors may sell back up to 60 hours and the Human Resources Manager may sell back up to 50 hours of unused management leave, respectively, provided they have used 80 hours of vacation and/or management leave within the fiscal year ending June 30; and

In lieu of forfeiture, the employee may donate any unused management leave to the Catastrophic Leave Bank.

PARENTAL LEAVE

An employee may be granted an unpaid leave of absence for not more than 1,040 hours to care for or to bond with their newly born or adopted child. Such leave is to be completed within one year after the date of birth or adoption.

An employee who is granted such leave must use it concurrently with FMLA/CFRA. However, once the employee has exhausted the 12 weeks of leave as provided by FMLA/CFRA, the employee will be responsible for the cost of group insurance (medical, dental, vision, disability and life).

PHYSICAL FITNESS PROGRAM

An amount of \$500 shall be made available to employees every July 1 for payment of costs with primary emphasis on preventive health maintenance, relative to obtaining/receiving a comprehensive physical examination, memberships to private gym facilities, purchase of home gym equipment, or membership fees for at-home fitness programs. Gym and at-home fitness memberships and purchase of home gym equipment will be reimbursed following proof of payment. Expenses will be reimbursed to the employee after they are incurred relative to receipt of a medical examination and required exam-related follow up procedures/activities to the extent such expenses are not covered by the employee's district-provided medical insurance coverage. Gym memberships will be reimbursed following proof of payment. Costs not covered by the dental or vision care programs are not reimbursable under this benefit.

Documentation must be provided to the Human Resources Manager of medical examination by a licensed physician before reimbursement will be authorized.

PREGNANCY LEAVE

The district will provide pregnancy leave for an employee as required by State and Federal law.

Employees who are temporarily unable to perform their usual and customary work due to a pregnancy-related disability, will be granted a pregnancy leave of absence.

Pregnancy Leaves will be granted on the basis of a physician's written statement that an employee is no longer able to work due to a pregnancy-related disability.

An employee who is granted a pregnancy leave is required to utilize accrued sick leave, if available, until the commencement of disability payments. The employee may then coordinate salary and disability payments as provided in STD Insurance. The District will continue to pay group insurance premiums while the employee is on paid leave. Once the employee is in an unpaid status, insurance premiums will be the responsibility of the employee.

An employee who plans to take a pregnancy leave must provide the District reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a pregnancy leave, the employee must cause the District to be notified of the situation within three working days. Without notification to the District, the employee will be considered to have voluntarily resigned.

Pregnancy disability leave may be granted up to a maximum of four months in duration. Employees returning to work after any pregnancy leave must have a written release from a physician verifying that they are able to return to work and safely perform their duties.

Employees who return to work from a Pregnancy Leave will be accorded the same reinstatement rights as an employee returning from any other form of disability leave.

PROFESSIONAL ORGANIZATIONS REIMBURSEMENT

Employees may be reimbursed for personal memberships in professional organizations which benefit both the employee's field of expertise and the District by the employee's direct involvement in the organization as approved by the General Manager.

REPRODUCTIVE LOSS LEAVE

Effective January 1, 2024, employees shall be eligible to take up to five days (including non-consecutive days) of reproductive loss leave. Reproductive loss leave shall be unpaid, however, the employee may use available leave banks (including sick or vacation leave) to cover the unpaid time. The reproductive loss leave must occur within three months of the reproductive loss event, as defined by Government Code section 12945.6.

Reproductive loss leave means a day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction as those terms are defined by Government Code section 12945.6.

RETIREMENT – Public Employees Retirement System

The District contracts with CalPERS to provide retirement benefits to employees. Employees who are described as “classic employees” under the Public Employees’ Retirement Law, receive the 2% at 55 benefit formula. The District provides Full Formula CalPERS coverage for past and future service of its employees. Employees are eligible to retire at age 50.

Employees hired on or after January 1, 2013 who are “new members” as defined in the Public Employees’ Pension Reform Act of 2013 (PEPRA), are provided the following retirement benefits: 2% @ 62 benefit formula with a three year (36 month) final compensation period. Employees may designate the highest 36 month period. Employees will pay one-half of the total normal cost rate as determined by CalPERS.

The District pays the required employer contribution for employees’ retirement benefit as required by CalPERS.

Effective March 15, 2014, employees shall pay their seven percent (7%) member contribution. On this date, since the classic employees will be paying the entire employee/member contribution, the District will no longer report member contribution as compensation earnable to CalPERS.

If any employee terminates employment with the District before retirement, his/her contributions plus accrued interest may be refunded upon application to the Public Employees Retirement System. Contributions may be left on deposit until normal retirement age is reached if the employee has a vested interest; i.e., 5 years’ service. Employees who expect to commence employment with another PERS-covered agency are not permitted by PERS to withdraw their contributions.

Additional details are available in the Human Resources Office.

RETIREMENT – Social Security/Medicare

The District also participates in the Social Security program of the Federal government. FICA/Medicare tax will be deducted from an employee's pay as required by Federal law.

SALARY ADMINISTRATION

The District maintains a Salary Program for all unrepresented management employees which:

Establishes externally competitive and internally equitable pay levels.

Enables the District to control compensation costs in proper relation to total costs.

Complies with applicable federal and state laws.

The major elements of the base salary program are:

- A. Organization Structure
- B. Position Definition
- C. Position Evaluation
- D. Salary Structure
- E. Performance Appraisal
- F. Salary Review
- G. Promotional Increase
- H. Performance Incentive

Through utilizing the following procedures, management can be assured that employees:

- Are being treated equitably with regard to salary matters;
- Are being paid externally and internally competitive salaries; and
- Have the opportunity to be rewarded for performance in a systematic non-discriminatory manner.

POSITION EVALUATION

Based upon the approved position definition, each position is periodically evaluated to ensure external and internal compensation equity for District.

1. Externally Competitive

External competitiveness is determined by periodically surveying the marketplace for average salaries paid. The approved position definition is used to compare the scope and responsibility of the position being surveyed. Private and published surveys of labor market competitors are used to determine the average salary paid in the market place based on markets in which the district competes for talent and the level at which we will compete.

2. Internal Equity

Internal equity is evaluated by grouping positions of similar scope and responsibility within the organization. This is accomplished through successively higher levels of management aligning positions of relatively comparable value based upon such factors as knowledge and skill required for the position, complexity and supervisory responsibility exercised.

Based upon the above factors, positions are evaluated and assigned a base salary range that provides employees an opportunity to earn a salary that is externally competitive and internally equitable.

SALARY STRUCTURE

The salary structure consists of a series of salary ranges. Each position has a dollar rate range with an established maximum pay control point. Human Resources will maintain current salary schedules.

EMPLOYEE COMMUNICATION

To achieve the objectives of the Salary Program and its potential benefits, each employee should know what the program is intended to accomplish and how it affects him/her. At a minimum, each employee should know:

- The salary range of his/her position;
- His/her place in that range;
- The rationale and evidence for any salary adjustment decision;
- The manager's view of how well the employee is accomplishing the objectives of the position and the long range outlook for position and salary advancement.

The communications supporting salary administration should be a two-way process. Each employee should be encouraged to discuss his/her work assignment or work relationship and opportunities for advancement. Depending on individual circumstances, the manager may wish to schedule a separate meeting for such a discussion.

INITIAL HIRING AND SALARY RANGE PLACEMENT

Before an applicant may be hired for any position, the position definition must be prepared and approved. In addition, the position itself must have been approved by the Board of Directors. Management will review the position and evaluate the current need to fill the position.

As a general rule the hiring salary for new employees shall be at that point in the salary range which reflects his/her experience, knowledge, skills, and abilities he/she brings to the job under consideration.

SENIORITYBONUS

The District recognizes seniority and provides for the following cash sums payable annually as of January 1st of each year:

After 10 years of District Service	\$1,000
After 15 years of District Service	\$1,500
After 20 years of District Service	\$2,000

SICKLEAVE

Full-time, regular employees are provided sick leave with pay under the conditions outlined below.

- A. If an employee has accumulated sick leave, it shall be used for the following:
 - 1. When an employee is ill.
 - 2. When a member of an employee's immediate family is ill, and the employee must care for such ill family member subject to Family Medical Leave Act policy limits.
 - 3. For visits to doctors, dentists and optometrists for physicals, treatment or preventative care.
 - 4. For funerals in the immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or employee's spouse/domestic partner.
 - 5. Any reason permitted by law.
- B. Sick leave accrual will be cumulative, without limit as to time, and if not taken in any given year, will be usable in subsequent year's employment, the purpose being to make accrued sick leave available to an employee in times of urgent need.
- C. The amount of sick leave an employee is entitled to is computed to include weekends, holidays, paid vacation time and paid sick leave as continuous service.
- D. Accrual of sick leave will be at the rate of eight hours per calendar month beginning with the date of hire and computed to the date of termination, prorated to the nearest hour.
- E. The smallest unit for which sick leave will be granted will be one half-hour.
- F. An employee who is absent on sick leave may be contacted by his/her Supervisor. For absences due to illness in excess of 5 days, or less, if justified in the opinion of the employee's supervisor, the employee must obtain a statement from his/her doctor stating: (a) that the employee could not work during the period of absence; and (b) that the employee is now able to return to work.
- G. Frequent use of short periods of sick leave is indicative of inability to perform as expected by the District and may result in dismissal for lack of reliability.

SICK LEAVE PAYOFF

Annually, in December employees may submit an irrevocable election to receive payment of accrued sick leave up to the number of hours in the schedule below provided the employee maintains a sick leave balance of one hundred and twelve (112) hours following the payment. Payment shall be made the following December. For example, the irrevocable election form submitted in December 2023 will be for December 2024 payment. Human Resources will adjust the final number of hours cashed out, up to the number of hours elected, based on the table below and requirement to maintain 112 hours. For example, if any employee selects to cash out 96 hours and the employee took one day of sick leave, the cash out will be adjusted to 88 hours.

Sick Leave Days Used in the Fiscal Year	Sick Leave Hours Payable at Fiscal Year End
0	96
1	88
2	80
3	72
4	64
5	56
6	48
7	40
8	32
9	24
10	16
11	8
12	0

Irrevocable election forms will be provided by Human Resources.

UPON VOLUNTARY TERMINATION OF EMPLOYMENT

A program is provided for payment, upon voluntary resignation with notice, retirement or death, for accrued but unused sick leave earned after July 1, 1974. Vesting in the sick leave program and payment therefore will be on the following basis. The District and unrepresented employees have identified and shall participate in a post-employment health plan (PEHP) account for any amounts cashed out upon termination.

- A. After five years of full-time, regular employment with the District (the sixth year), an employee will be paid, upon voluntary termination, retirement or death, for 25% of all hours of accrued but unused sick leave at the rate of his/her then current base rate. An additional 5% of all hours of accrued but unused sick leave of his/her salary will be paid for each additional completed year of service.
- B. Upon completion of 20 years of service with the District, the employee would be paid for 100% of unused sick leave.

Employees covered by this Handbook have agreed to contribute \$230 per pay period towards a post-employment health savings plan (PEHP). Upon separation, cashed out sick leave must be contributed to the PEHP account.

TELEWORKING

The District encourages, in appropriate circumstances, the creation of telework opportunities for employees. Telework has been found to benefit society by reducing energy consumption, decreasing environmental pollution and reducing traffic congestion. Additionally, telework has been found to benefit employers and employees by reducing office costs, saving commuting costs, allowing flexibility in work schedules and promoting a positive work/life balance. The General Manager may approve occasional or regular partial or full day telecommuting schedules that meet the operational needs and policies of the District.

VACATIONSCHEDULE

Vacations are subject to approval. Employees will be granted vacation leave with pay, if they have enough accrued vacation time to cover the amount of leave requested.

ENTITLEMENT

The number of hours an employee is entitled to for vacation leave with pay is computed as follows:

- A. Full-time regular employees shall accrue vacation on the following basis. Part-time regular employees shall accrue vacation on a pro-rated basis.

During Service Years	Annual Entitlement Hours	Hours Accrued at end of Each Pay Period <u>(based on 26 pay periods)</u>
1,2&3	104	4.00
4,5 & 6	112	4.31
7, 8 & 9	120	4.62
10, 11 & 12	128	4.92
13,14 & 15	136	5.23
16, 17 & 18	144	5.54
19, 20 & 21	152	5.85
22, 23 & 24	160	6.15
25 & above	168	6.46

The maximum number of vacation hours that may be earned in any year is 168.

Accrual of vacation time will be by month beginning with the date of hire and computed to the date of termination, pro-rated to the nearest one-half day.

- B. The vacation leave time earned each year will be available to the employee for vacation or may be accrued, wholly or partially, in the employee's Leave Account.
- C. Normally, no more than 311 hours will be permitted to accrue in an employee's Leave Account.
- D. The maximum vacation an employee can take is 21 consecutive working days, unless special circumstances warrant approval by the General Manager for a longer period.

- E. Pay during vacation leave will be at the monthly rate currently paid the employee at the time the vacation is taken.
- F. When an employee is discharged or terminated, he/she will be paid for his/her accumulated vacation leave at his/her then current rate of pay.
- G. In computing the amount of vacation leave entitlement, holidays, weekends, paid vacation time and paid sick leave will be included as continuous service.
- H. Vacation generally cannot be taken in lieu of sick leave except in certain family leave qualifying events.
- I. Employees shall have the option to cash out up to 40 hours of accrued vacation leave in November of each year, provided 80 hours of vacation or management leave time has been used as time off during the preceding 12 months. Pursuant to IRS regulations, a non-revocable election must be made prior to December 31 of the preceding year for cash out at the conclusion of the calendar year.



DATE: October 1, 2024
TO: Board of Directors
FROM: General Manager

SUBJECT: Support for Proposition 4: The Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024

SUMMARY:

Water infrastructure and water-related programs in California are in desperate need of funding assistance at a statewide level. The investment is necessary to ensure that safe, clean, reliable, and affordable supplies of drinking water are available to everyone – especially in the wake of climate change. Proposition 4, if passed by the voters on the November ballot, will authorize the State to issue \$10 billion in bonds to fund safe drinking water, wildfire prevention, drought preparedness, and clean air projects. Approximately \$3.2 billion of the Bond would be dedicated to water-related programs and projects. Several of the water-specific categories that would be funded by the Bond would directly or indirectly benefit the District’s customers and align with the District’s Strategic Plan by helping to provide safe, clean, reliable and affordable drinking water. Therefore, staff recommends that the Board approve a support position for Proposition 4.

RECOMMENDATION(S):

Express support for Proposition 4: The Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024.

FINANCIAL IMPACT:

There is no financial impact associated with this action.

DISCUSSION:

Water infrastructure and water-related programs in California are in desperate need of funding assistance at a statewide level. When a Bill was introduced and taken up by the California State Legislature during the 2024 session, the District and many other agencies and organizations joined a coalition that included water, business, labor, and local government in a broad push for at least two-thirds of the funding to be dedicated for projects involving investment in water infrastructure.

The portion of proposed funding that ended up in the final Bond Measure fell far short, representing a fraction of the coalition's request. Some project categories of funding were better than others, including water quality and safe drinking water, which received the largest allocation at \$610 million. Others fell far short, including only \$75 million for conservation and regional conveyance projects. There was no funding provided for improvements to the State Water Project. However, funding for water-related issues makes up most of the Bond. Many of the District's priorities are receiving funding, and the District will be eligible to apply for the funding if the Bond passes. Safe drinking water received the highest allocation in the water chapter, providing \$610 million for projects that improve water quality and support access to clean drinking water. This category includes funding to address PFAS and Chromium(VI) monitoring, remediation and protection of groundwater, as well innovative projects that increase water affordability.

Following is a summary of specific water items in the Bond.

- \$610 million for water quality and safe drinking water
- \$480 million for dam safety
- \$550 million for flood resilience infrastructure and programs to both improve flood safety and restore ecosystem functions
- \$386 million for groundwater recharge infrastructure
- \$386 million for water recycling infrastructure
- \$75 million for water storage infrastructure
- \$100 million for regional and coastal watershed resilience
- \$75 million for water conservation in agricultural and urban areas
- \$75 million for regional conveyance infrastructure projects and repairs
- \$170 million for Salton Sea management
- \$25 million for hatcheries – salmon restoration
- \$75 million for dam removal
- \$150 million for Delta levees

Supporters of Proposition 4, which is on the November 2024 statewide ballot, include the Metropolitan Water District of Southern California, California Special District Association, San Diego County Water Authority, West Basin Municipal Water District, California Firefighters (CalFire Local 2881), the National Wildlife Federation and The Nature Conservancy. Supporters argue that, given the threat the State faces from wildfires, water pollution, and extreme heat, the need for more spending on these issues is "urgent." Dozens of environmental groups, water districts and other special districts are backing the measure. The Nature Conservancy explains, "Proposition 4 allocates \$10 billion to help prepare Californians for the impacts of climate change. With bipartisan support and if passed by voters, the Bond will protect our water quality, increase water supplies, prevent wildfires and reduce fire impacts, protect natural areas, and help frontline communities access safe drinking water, shade and green space. Taking action now is the most fiscally responsible way to protect California's future."

The major opposition for Proposition 4 includes the Howard Jarvis Taxpayer's Association and California Senate Minority Leader Brian Jones. Opponents argue that "bonds are the most expensive way for the government to pay for things" and that some of the money could go toward unproven technologies. They say that California should pay for such projects without taking on more debt.

While staff recommends that the Board take an official support position on Proposition 4, the District is legally prohibited from expending any funds for advertising, mass mailings and other endeavors that would be intended to sway voters. The Board's action in taking a supportive position would be mostly symbolic and staff, if asked by any customers, other organizations or the media, would indicate that the District supports Proposition 4. Should the Board opt not to take a position on the Bond, staff would simply indicate to customers, other organizations or the media that the District has not taken a position and cannot expend any funds to advocate in support or opposition of the Bond.

GOALS:

Provide Safe and Quality Water with Reliable Services

Prepared by: Jeremy Wolf, Legislative Program Manager



DATE: October 1, 2024
TO: Board of Directors
FROM: External Affairs

SUBJECT: Westlake Filtration Plant Landscaping Project: Award

SUMMARY:

In November 2018, the Westlake Filtration Plant and the surrounding landscaping were severely damaged by the Woolsey Fire. Work started immediately to restore the building, and in 2020, new trees and shrubs were planted along the outer perimeter to screen the facilities. In addition to the trees, a new irrigation system was installed around the treatment plant, rock mulch was utilized to mitigate fire risk, and the slopes near the main building were hydro-seeded to provide erosion control. However, the hydro-seeding was ineffective, and the 13,000 square feet of landscaping immediately surrounding the main building have largely remained unplanted.

In July 2024, staff issued a Request for Proposals (RFP) for the design and installation of a sustainable firewise garden at the site. The District received two competitive proposals and identified Urban Greening with Kiesel Design as the most qualified firm to perform the work. Staff recommends accepting the proposal from Urban Greening, and executing a contractual services agreement, in the amount of \$159,665.20, for the Westlake Filtration Plant Landscaping Project.

RECOMMENDATION(S):

Authorize the General Manager to execute a contractual services agreement with Urban Greening, in the amount of \$159,665.20, and reappropriate funding, in the amount of \$100,000, from CIP No. 10787, Fire Hardening-LVMWD Facilities, to CIP No. 10790, Wolsey Fire-Landscape Restoration, for the Westlake Filtration Plant Landscaping Project.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total cost of the project is estimated to be \$226,724.58, which includes staff time (G&A) and a 10 percent contingency. Funding, in the amount of \$132,000, is currently included in the adopted Fiscal Year 2024-25 Budget for CIP No. 10790 Wolsey Fire-Landscape Restoration. The additional funding, in the amount of \$100,000, will be reappropriated from CIP No. 10787 Fire Hardening-LVMWD Facilities to CIP No. 10790 Wolsey Fire-Landscape Restoration. As a cost offset, a total of \$56,064 in turf transformation grant funding through Metropolitan Water District of Southern California (MWD) has been reserved and will serve as cost reimbursement upon project completion.

DISCUSSION:

In November 2018, fueled by powerful Santa Ana winds, the Woolsey Fire burned almost 100,000 acres of land, destroyed over 1,600 structures, killed three people, and resulted in the evacuation of large areas of Los Angeles and Ventura Counties. Building more resilient communities, through home hardening and landscape modification, is going to be critical for the survival of urban environments adjacent to wildfire-prone open space.

Nestled between a residential neighborhood and the Santa Monica Mountains, the Westlake Filtration Plant embodies the duality of California living – it is where urban convenience meets natural beauty. The District aims to install a demonstration garden to enhance the aesthetics of the property, improve slope stabilization, and provide the community with an example of climate-appropriate landscaping for residential and commercial applications adjacent to wildfire prone areas.

A Request for Proposals (RFP) was issued on July 3, 2024, for the design and installation of a sustainable firewise landscape. Two proposals were received, with Urban Greening having the lowest pricing, in the amount of \$159,665.20. Upon reviewing the submitted proposals and verifying references, both firms were determined to be qualified and are registered and licensed landscape contractors with the California Department of Industrial Relations (DIR).

Following is a summary of the bid results:

Bidder	Bid Total
Urban Greening/Kiesel Design	\$159,665.20
SWA/TerraForm Landscape	\$213,000.00 - \$349,500.00

To offset the cost of the project, the District applied for the Public Agency Turf Replacement Rebate through MWD and has been pre-approved at \$4 per square foot (\$54,064 total).

The work is categorically exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to 14 CCR 15304(b). Staff anticipates having a final design developed and approved in early 2025 with the new landscaping installed before summer 2025.

GOALS:

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

Prepared by: Alexa Hendricks, Resource Conservation Supervisor



DATE: October 1, 2024
TO: Board of Directors
FROM: Water Operations

SUBJECT: John Deere Track Loader: Authorization of Purchase Order

SUMMARY:

Staff recommends the purchase of a 2024 John Deere 333P track loader, asphalt plainer, broom, hydraulic breaker and Trail King trailer from Coastline Equipment, in the amount of \$213,420.40. The new track loader will be used to counter-sink plates in public rights-of-way, clean-up dirt and silt, and break up asphalt and concrete when needed. The new equipment improves employee safety and aids in local city compliance, while working in the public right-of-way.

RECOMMENDATION(S):

Authorize the General Manager to issue a purchase order to Coastline Equipment, in the amount of \$213,420.40, for a 2024 John Deere 333P Track Loader.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total cost of this action is \$213,420.40. Sufficient funds are available in the adopted Fiscal Year 2024-25 Budget.

DISCUSSION:

The Construction Division of Water Operations provides underground utilities maintenance and repair for the District's various pipelines and facilities. Construction staff uses a variety of specialized tools and equipment. This work consists of cleaning up after major breaks in the system and counter-sinking plates after the repair is complete. Counter-sinking plates per the city's encroachment permit requirements is the safest way to keep the public right-of-way open

after repairs, while waiting to schedule permanent asphalt repairs. The footprint of the track loader will allow construction staff access to areas where they cannot access with current District equipment.

Staff obtained two Sourcewell contract quotes for similar track loaders. The first quote was from Quinn Cat for a model 299D3 XE compact track loader. The quote was for \$205,697.03 and consists of the track loader, asphalt plainer, broom and hydraulic breaker. The second quote was from Coastline Equipment for a model 333P compact track loader. The quote was for \$213,420.40 and consists of the track loader, asphalt plainer, broom, hydraulic breaker, five-year maintenance plan, and a Trail King trailer. The John Deere track loader is a much larger machine than the track loader quoted by Quinn Cat. The John Deere 333P track loader and accessories from Coastline Equipment are recommended because the combination best meets the District's needs and includes a five-year maintenance plan, along with the Trail King trailer. A similar combination with the Cat Quinn track loader, five-year maintenance plan and trailer would be more expensive.

GOALS:

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

Prepared by: Andy Arenas, Construction Supervisor

ATTACHMENTS:

[Coastline Equipment Quote](#)

[Quinn Cat Quote](#)

Quote Id: 31180263

Prepared For:
LAS VIRGENES MUNICIPAL WATER DISTRICT



Prepared By: **SANCHEZ ROLANDO**

Coastline Equipment Company
1930 Lockwood Street
Oxnard, CA 93036

Tel: 805-485-2106

Fax: 805-485-7963

Email: rolando.sanchez@coastlineequipment.com

Quote Id: 31180263

17 June 2024

LAS VIRGENES MUNICIPAL WATER DISTRICT
4232 LAS VIRGENES RD
CALABASAS, CA 91302

We would like to take this opportunity to thank you for your recent interest in John Deere machinery.

It has been a pleasure serving you, and it is our hope that we may continue to assist you with your equipment needs now and in the future. Please be sure to call on us whenever we can be of further service. We will always do everything possible to merit the confidence you have shown in our company and the products we represent.

Sincerely,

SANCHEZ ROLANDO
805-485-2106
Coastline Equipment Company

Quote Summary

Prepared For:

LAS VIRGENES MUNICIPAL WATER DISTRICT
 4232 LAS VIRGENES RD
 CALABASAS, CA 91302
 Business: 818-251-2100

Prepared By:

SANCHEZ ROLANDO
 Coastline Equipment Company
 1930 Lockwood Street
 Oxnard, CA 93036
 Phone: 805-485-2106
 rolando.sanchez@coastlineequipment.com

SOURCEWELL PRICING CONTRACT #032515-JDC

LIST PRICE FOR 333 P \$125,956.00
 30% SOURCEWELL DISCOUNT -\$37,786.80
 FREIGHT,PDI,DELIVERY \$5,705.00
 SUBTOTAL \$93,874.20
 LIST PRICE FOR CP24G \$37,269.82
 14% SOURCEWELL DISCOUNT -\$11,180.95
 PDI, DELIVERY \$1,477.30
 SUBTOTAL \$33,529.35
 LIST PRICE FOR BR72C \$6,670
 14% SOURCEWELL DISCOUNT -\$933.80
 PDI, DELIVERY \$2,196.00
 SUBTOTAL \$7,932.20
 LIST PRICE FOR HH60C \$13,575.00
 14% SOURCEWELL DISCOUNT -\$1,900.50
 PDI,DELIVERY \$500
 SUB TOTAL \$12,174.50
 LIS PRICE FOR TK40LP \$36,275.00
 15% SOURCEWELL DISCOUNT -\$5,741.00
 PDI \$500.00
 SUB TOTAL \$31,034.00
 9.5% TAX \$16,961.70
 GRAND TOTAL \$195,505.95

Quote Id: 31180263
Created On: 17 June 2024
Expiration Date: 31 October 2024

Equipment Summary

	Selling Price		Qty		Extended
2024 JOHN DEERE 333 P COMPACT TRACK LOADER - 1T0333PAPRFD01821	\$ 93,874.10	X	1	=	\$ 93,874.10
John Deere Preventative Maintenance-5YRS/3000 HOURS FULL PM AGREEMENT	\$ 14,232.75	X	1	=	\$ 14,232.75
John Deere Extended Warranty- COMPREHENSIVE WARRANTY 2 YEARS/ 2000 HRS COMPREHENSIVE, 2000Total Hours or 24Total Months, \$ 0.00 Deductible	\$ 0.00	X	1	=	\$ 0.00
Sub Total					\$ 108,106.85
2024 JOHN DEERE CP24G Cold Planer - 1T0CP24GCP0000054	\$ 33,529.35	X	1	=	\$ 33,529.35
2024 JOHN DEERE BR72C 72" Rigid Pick-Up Broom - 1T0BR72CJR0000849	\$ 7,932.20	X	1	=	\$ 7,932.20

Salesperson : X _____

Accepted By : X _____ **305**

2023 JOHN DEERE HH60C HYDRAULIC HAMMER - 1T0HH60CJP0001507	\$ 12,174.50	X	1	=	\$ 12,174.50
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2024 TRAIL KING TK40LP TAGALONG TRAILER - 21' L X 8.5' W - 1TKC03128RR045333	\$ 31,034.00	X	1	=	\$ 31,034.00
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Equipment Total					\$ 192,776.90
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Quote Summary

Equipment Total	\$ 192,776.90
DMV FEES	\$ 155.00
FET TRAILER TAX	\$ 3,625.44
TIRE CREDIT	\$ (98.64)
SubTotal	\$ 196,458.70
Sales Tax - (9.50%)	\$ 16,961.70
Total	\$ 213,420.40
Balance Due	\$ 213,420.40

Salesperson : X _____

 Accepted By : X _____ **306**

Selling Equipment

Quote Id: 31180263

Customer: LAS VIRGENES MUNICIPAL WATER DISTRICT

2024 JOHN DEERE 333 P COMPACT TRACK LOADER - 1T0333PAPRFD01821

Hours: 4
Stock Number: 115486

Code	Description	Qty
00V0T	2024 JOHN DEERE 333 P-TIER COMPACT TRACK LOADER	1

Standard Options - Per Unit

183N	JDLINK IRON	1
0259	ENGLISH OP MAN & DECALS	1
0351	TRANSLATED TEXT LABELS	1
0517	2 SPEED CAB AC PQT HIGH FLOW	1
0952	REAR CAMERA	1
1363	3" SEAT BELT W/2"SHOULDER STRAP	1
5608	WIDE ZIG-ZAG MULTI BAR TRACKS	1
8043	COLD START PACKAGE 110 VOLT	1
8046	SINGLE SET COUNTERWEIGHT	1
8049	PRE CLEANER	1
	84" HD CONSTRUCTION BUCKET W/ EDGE	1

Service Agreements

John Deere Preventative Maintenance
 - 5YRS/3000 HOURS FULL PM
 AGREEMENT
 John Deere Extended Warranty -
 COMPREHENSIVE WARRANTY 2
 YEARS/ 2000 HRS

2024 JOHN DEERE CP24G Cold Planer - 1T0CP24GCP0000054

Equipment Notes:
Hours: 0
Stock Number: 113693

Code	Description	Qty
82B1T	2024 JOHN DEERE CP24G 24" COLD PLANER	1

Selling Equipment

Quote Id: 31180263

Customer: LAS VIRGENES MUNICIPAL WATER DISTRICT

Standard Options - Per Unit		
# 114214	G-SERIES CP VEHICLE HARNESS	1
# 114216	CP GATEWAY FOR G-SERIES	1
9002	WATER TANK KIT	1
9003	PRESSURE GAUGE FK	1

2024 JOHN DEERE BR72C 72" Rigid Pick-Up Broom - 1T0BR72CJR0000849

Equipment Notes:
Hours: 0

Stock Number: 117825

Code	Description	Qty
1521T	2024 JOHN DEERE BR72C 72" RIGID PICKUP BROOM	1
Standard Options - Per Unit		
BYT11033	BROOM MOUNTED WATER TANK KIT	1

2023 JOHN DEERE HH60C HYDRAULIC HAMMER - 1T0HH60CJP0001507

Equipment Notes:
Hours: 0

Stock Number: 110046

Code	Description	Qty
0CA0T	2023 JOHN DEERE HH60C HYDRAULIC HAMMER	1
Standard Options - Per Unit		
1001	HAMMER MOUNT BRACKET SSL & CTL	1

Selling Equipment

Quote Id: 31180263

Customer: LAS VIRGENES MUNICIPAL WATER DISTRICT

2024 TRAIL KING TK40LP TAGALONG TRAILER - 21' L X 8.5' W - 1TKC03128RR045333

Equipment Notes:
Hours: 0
Stock Number: 115451

Code	Description	Qty
---	2024 TRAIL KING TK40LP TAGALONG TRAILER - 21' L X 8.5' W	1
Standard Options - Per Unit		
BEAVERTAIL	WOOD-FILLED BEAVERTAIL (NO MUDFLAPS)	1
DECKING	1-3/8" APITONG (RAISED)	1
TIE DOWNS	7 PAIR BENT D-RINGS (6 MAIN DECK, 1 BEAVERTAIL)	1
TIRES	CONTINENTAL 215/75 R17.5 HTL2 - 18 PLY (TIRE ONLY) (PER TIRE) HTL2 ECO PLUS ILO STD PROVIDER 215/75 R17.5 - 16 PLY	1



Extended Warranty Proposal

2024 JOHN DEERE 333 P COMPACT TRACK LOADER

Date : September 4, 2024

Machine/Use Information		Plan Description	Price
Manufacturer	JOHN DEERE	Application	Deductible
Equipment Type	333 P-TIER CTL	Coverage	List
Model	333 P-TIER CTL	Total Months	
Country		Total Hours	

Extended Warranty is available only through authorized John Deere Dealers for John Deere Products, and may be purchased at any time before the product's Standard Warranty, or Extended Warranty expires.

Extended Warranty Proposal Prepared for:

I have been offered this extended warranty and

Customer Name - Please Print

I ACCEPT the Extended Warranty

I DECLINE the Extended Warranty

Customer Signature

If declined, I fully understand that any equipment listed above is not covered for customer expenses due to component failures beyond the original basic warranty period provided by John Deere.

Note : This is **not** a contract. For specific Extended Warranty coverage terms and conditions, please refer to the actual Extended Warranty contract for more information and the terms, conditions and limitations of the agreement.

What Extended Warranty is :

The Extended Warranty Program is for the reimbursement on parts and labor for covered components that fail due to faulty material or original workmanship that occur beyond the John Deere Basic Warranty coverage period. The agreement is between Deere & Company and the owners of select John Deere Construction and Forestry equipment, who purchase the Extended Warranty Plans for the desired coverage as indicated in this proposal.

What Extended Warranty is not :

Extended Warranty is not insurance. It also does not cover routine maintenance or high wear items, or insurance-related risks/perils such as collision, overturn, vandalism, wind, fire, hail, etc. It does not cover loss of income during or after an equipment failure. See the actual product-specific Extended Warranty agreement for a complete listing of covered components, and limitations and conditions under the program.

Features/Benefits:

- Extended Warranty includes the following features and benefits under the program :
- Pays for parts and labor costs incurred on failed covered components (less any applicable deductibles),
- Does not require pre-approval before repairs are made by the authorized John Deere dealership,
- Payments are reimbursed directly to the dealership with no prepayment required by the contract holder.

2024 JOHN DEERE 333 P COMPACT TRACK LOADER
Date: September 4, 2024

Machine/Use Information		Plan Description		Price	
Manufacturer	JOHN DEERE	Application	FULL PM AGREEMENT	Deductible	\$ 0.00
Equipment Type	333 P-TIER CTL	Coverage		List	\$ 14,232.75
Model	333 P-TIER CTL	Total Months	60		
Country		Total Hours	3000		

John Deere Preventative Maintenance Proposal Prepared for: I have been offered this Preventative Maintenance agreement and

 Customer Name - Please Print

 I ACCEPT John Deere Preventative Maintenance

 I DECLINE John Deere Preventative Maintenance

 Customer Signature

If declined, I fully understand that any equipment listed above is not covered for customer expenses due to component failures beyond the original basic warranty period provided by John Deere.

Note : This is **not** a contract. For specific John Deere Preventative Maintenance coverage terms and conditions, please refer to the actual John Deere Preventative Maintenance contract for more information and the terms, conditions and limitations of the agreement.



177531-02

Jun 25, 2024

LAS VIRGENES MUNICIPAL WATER DIST
 4232 LAS VIRGENES RD
 CALABASAS, California 91302

Attention: LOGAN KIBLINGER

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

One (1) New Caterpillar Inc. Model: 299D3 XE Compact Track Loader including standard and optional equipment as listed below.

STANDARD EQUIPMENT

OPERATOR ENVIRONMENT --Full color 5 inch LCD screen --Advanced anti-theft security system -with 50 user code capability --Rear view camera

FRAMES -Lift linkage, vertical path -Chassis, one piece welded -Machine tie down points (6) -Belly pan cleanout -Support, lift arm -Cast rear bumper -Ventilated rear door with integrated -sealing

OTHER STANDARD EQUIPMENT -Engine enclosure - lockable -Extended life antifreeze (-37C, -34F) -Work tool coupler -Hydraulic oil level sight gauge -Radiator coolant level sight gauge -Radiator expansion bottle -Cat ToughGuard TM hose -Heavy duty quick disconnects with -integrated pressure release -Split d-ring to route work tool hoses -along side of left lift arm -Variable speed hydraulic cooling fan -Per SAE J818-2007 and EN 474-3:2006 and -ISO 14397-1:2007

OPERATOR ENVIRONMENT -Advanced LCD display -Electronic snubbing (lift) -Work tool positioner -Work tool return to dig -(raise and lower) -Dual direction electronic self level - -Hand (dial) & foot throttle, electronic -Horn -12V Electric socket -Interior rear view mirror -Floor mat -Deluxe headliner -Top and rear windows -FOPS, Level I --Cup holder --Side windows --Air conditioner incl heater/defroster -ROPS, Cab, enclosed (C3), tilt up: --Parking brake engages --Hydrostatic transmission disables --Hydraulic system disables -leaves seat or armrest raised : -Control interlock system, when operator -Ergonomic contoured armrest -controls --Fully adjustable seat mounted --Lumbar support --High back heated seat with recline -heat -Seat, comfort, air suspension, cloth, -Storage compartment with netting -hour meter and tachometer -Gauges: DEF level, fuel level, --Engine emission system --Park brake engages --Hydraulic oil temperature --Hydraulic filter restriction --Air inlet heater activation --Engine oil pressure --Engine coolant temperature --Armrest raised / operator out of seat --Alternator output --Air filter restriction -Operator warning system indicators:

ELECTRICAL -Electrical outlet, beacon -Backup alarm --Dome light --Two rear tail lights --Gauge backlighting -Lights: -Ignition key start / stop / aux switch -100 ampere alternator -12 Volt electrical system -

STARTERS, BATTERIES, & ALTERNATORS -1000 CCA heavy duty battery w/disconnect -

HYDRAULICS -Speed Sensor Guarding -Transmission control -Electro/hydraulic hydrostatic -Electro/hydraulic implement control -CONTROLS: -Worktool harness -Hydraulics, proportional -Continuous flow -28000 kPa max -High flow Pressure: 4061 psi -High flow: 40 gpm (150 lpm) max -

UNDERCARRIAGE -Two speed travel with ride control -Suspension - independent torsion axle(4) -Triple flange idler - front and rear -

POWERTRAIN -Hydrostatic transmission -wet multi disc parking brakes -Spring applied, hydraulically released, -cooler (side-by-side) -Radiator/hydraulic oil -and water separator -Filters, canister type, fuel -Filter, cartridge type, hydraulic -S-O-S sampling valve, hydraulic oil -Air cleaner, dual element, radial seal --Liquid cooled, direct injection --Air inlet heater starting aid --Electric fuel priming pump -110 hp (82 kW) @ 2400 RPM --Gross horsepower per SAE J1349 -Cat C3.8 turbo aftercooled diesel engine

STOCK NUMBER: NS0022651

SERIAL NUMBER: B6202815

YEAR: 2024

SMU: 7

MACHINE SPECIFICATIONS

299D3 XE COMPACT TRACK LOADER	597-4544
CAB PACKAGE, ULTRA	588-9141
INCLUDES: 579-8782 FAN, COOLING, DEMAND, REVERSING 345-6180 STANDARD RADIO(12V), BLUETOOTH 495-1671 LIGHTS, LED 512-3929 RUBBER BELT, 2 SPD, TF IDLERS	
TRACK, RUBBER, 450MM (17.7 IN) BAR	454-6079
DEBRIS MANAGEMENT PKG, (DM1)	629-2275
DM1 Package provides a rubber Debris Deflector plus the factory installation of components contained in Debris Kit, Debris Guarding kit, Speed Sensor Harness Guarding, Engine Air Intake Pre-cleaner Kit, Turbo Debris Kit and Drivelines Guard Kit.	
REAR LIGHTS	356-6082
DOOR, CAB, POLYCARBONATE	586-1308
SEAT BELT, 3"	542-6995
PRODUCT LINK, CELLULAR PL641	573-8121
QUICK COUPLER, HYDRAULIC	589-8297
CERTIFICATION ARR, P65	563-1163
SERIALIZED TECHNICAL MEDIA KIT	421-8926
MOUNTING, FIRE EXTINGUISHER	563-7518
COUNTERWEIGHT, MACHINE, EXTERNAL	345-5148
BUCKET-GP, 80", BOCE	279-5377
BROOM, UTILITY, BU118, P/W	626-4235
KIT, WATER SPRINKLER	256-9335
COLD PLANER, PC306	529-5790
KIT, WATER SPRAY, PCX06/8	231-2591
KIT, WATER TANK, 44 US GAL	571-6876
HAMMER, H65S W/SSL MOUNT AND LINES	561-2552

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,
 Victor Muñoz
 Machine Sales Representative
 Direct (818)297-8742 victor.munoz@quinncompany.com

WARRANTY & COVERAGE

Standard Warranty: 24 MONTHS / 2,000 HOURS FULL MACHINE

MANUFACTURES LIST PRICE	\$231,426.30
SOURCEWELL DISCOUNT #020223-CAT, SELL PRICE	\$182,826.78
60 MO/3000 HR PREMIER	\$5,024.39
NET BALANCE DUE	\$187,851.17
SALES TAX (9.5%)	\$17,845.86
AFTER TAX BALANCE	\$205,697.03

PAYMENT TERMS

Cash Invoice Terms

CASH WITH ORDER
\$205,697.03

F.O.B./TERMS:

ADDITIONAL CONSIDERATIONS

- Delivery is about 4-6 Days
- This machine is currently in inventory; Offered subject to prior sale.
- **Signed quote with purchase order required for reservations.**

Accepted by _____ on _____

 Signature