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Water & Wastewater Service

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**Joseph M. Bowman**

Director, Division 4

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**Charles P. Caspary**

Director, Division 1

Treasurer

**Barry S. Steinhardt**

Director, Division 5

**Glen D. Peterson**

Director, Division 2  
MWD Representative

**John R. Mundy**

General Manager

**Wayne K. Lemieux**

Counsel

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HEADQUARTERS

4232 Las Virgenes Road  
Calabasas, CA 91302  
(818) 251-2100  
Fax (818) 251-2109

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WESTLAKE  
FILTRATION PLANT

(818) 251-2370  
Fax (818) 251-2379

TAPIA WATER  
RECLAMATION FACILITY

(818) 251-2300  
Fax (818) 251-2309

RANCHO LAS VIRGENES  
COMPOSTING FACILITY

(818) 251-2340  
Fax (818) 251-2349

www.lvmwd.com

MEMBER AGENCY OF THE  
METROPOLITAN WATER  
DISTRICT  
OF SOUTHERN CALIFORNIA

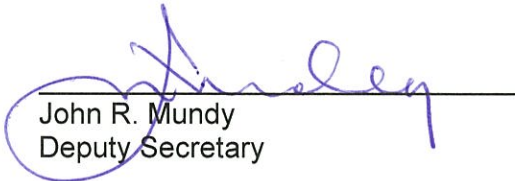
September 20, 2012

Call and Notice of Special Meeting of the Board of  
Directors of Las Virgenes Municipal Water District

A Special Meeting of the Board of Directors of Las Virgenes Municipal Water District is hereby called and notice of said Special Meeting is hereby given for **4:00 p.m. on Tuesday, September 25, 2012**, Las Virgenes Municipal Water District, 4232 Las Virgenes Road, Calabasas, California, 91302, to consider the following:

1. Call to Order and Roll Call
2. Special Board Meeting (See Attached Agenda)
3. Adjournment

By Order of the Board of Directors  
LEE RENGER, President

  
John R. Mundy  
Deputy Secretary

c: Each Director





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

**AGENDA**  
**SPECIAL 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 and **MUST** complete a speakers' card and hand it to the Clerk of the Board. Speakers will be recognized in the order cards are received.

The Public Comments agenda item is presented to allow the public to address the Board on matters not on the agenda. The public may present comments on any agenda item at the time the item is called upon for discussion.

Materials prepared by the District in connection with 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 written request to the Clerk of the Board.

4:00 PM

September 25, 2012

**PLEDGE OF ALLEGIANCE**

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

**A** The meeting was called to order at \_\_\_\_\_ p.m. by \_\_\_\_\_ in the District offices, and the Secretary called the roll.

<u>Board of Directors</u>	<u>Present</u>	<u>Left</u>	<u>Absent</u>
Lee Renger, President	_____	_____	_____
Joseph Bowman, Vice President	_____	_____	_____
Charles Caspary, Secretary	_____	_____	_____
Barry Steinhardt, Treasurer	_____	_____	_____
Glen Peterson, MWD Rep.	_____	_____	_____

**2. APPROVAL OF AGENDA**

**A** Moved by Director\_\_\_\_\_, seconded by Director\_\_\_\_\_, and\_\_\_\_\_, that the agenda for the Special Meeting of September 25, 2012, be approved as presented/amended.

**3. PUBLIC COMMENTS**

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

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

**A General Liability and Property Insurance Renewal**

Approve coverage with Argonaut Insurance Co. for property, liability, and the first and third layer of excess liability insurance, quoted at \$422,774; approve crime coverage with Zurich Insurance, quoted at \$8,230; approve the earthquake insurance with Empire Indemnity and Princeton Insurance, quoted at \$198,758.30; and approve the second level of excess liability insurance with RUSI Indemnity for \$91,000.

**B Legislative and Regulatory Updates**

**1. Contaminants of Emerging Concern**

**5. CONSENT CALENDAR**

**A Minutes: Regular Meeting of August 28, 2012 and Special Meeting of September 4, 2012. Approve**

**B List of Demands: September 25, 2012. Approve**

**C Investment Report for the Month of August 2012. Approve**

**6. TREASURER**

**7. BOARD OF DIRECTORS**

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

Authorize the destruction of records as presented.

**B Official Transcription of Board Meeting Minutes**

The Board to provide direction to staff as to the preferred methodology for transcribing of the District's official board meeting minutes.

**8. FACILITIES AND OPERATIONS**

**A 4232 Las Virgenes Road - Building #8 Lease Renewal**

Authorize the General Manager to enter into an agreement with Grace Bartsch, NAI Capital (under similar terms of the agreement executed in February 2011 for the lease of Building #1) to act as the broker in leasing out the existing 4,059 square foot suite on the first floor of Building #8.

**B Tapia Gates and Drives Replacement Project - Final Acceptance**

Approve the final progress payment, in the amount of \$9,287.71 to Spiess Construction Co., Inc.; approve execution of a Notice of Completion by the Secretary of the Board for and on behalf of the District and have the same recorded; and that in the absence of claims from subcontractors and others, release retention in the amount of \$26,941.81 thirty calendar days after filing the Notice of Completion for the Tapia Gates and Drives Replacement Project.

**9. INFORMATION ITEMS**

**A Appointment: Charles P. Caspary - Division 1**

**10. NON-ACTION ITEMS**

**A Organization Reports**

- (1) MWD
  - a. Representative Report/Agenda(s)
- (2) Other

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

**C General Manager Reports**

**D Director's Comments**

**11. FUTURE AGENDA ITEMS**

**12. CLOSED SESSION**

**A Conference with District Counsel - Property Acquisition and Disposition (Government Code Section 54956.8):**

- 1. Building # 1 Lease

**B Labor Negotiations (Government Code Section 54957.6):**

- 1. Employee Compensation and Benefits

**13. OPEN SESSION AND ADJOURNMENT**



September 25, 2012 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject: General Liability and Property Insurance Renewal**

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**SUMMARY:**

The District's general liability and property insurance comes up for annual renewal on October 1. The District's insurance broker has reviewed the proposal from the current insurers and a new program available through Alteris Insurance that may be more suited to the District's needs.

Staff has reviewed the proposals with the insurance broker. Staff has been happy with Glatfelters Insurance, the main insurance carrier, which has provided excellent service and coverage to the District. However, staff believes that the coverage in the Alteris proposal, which involves higher deductibles and better coverage in some areas (such as inverse condemnation) should be seriously considered by the Board. The total package of coverage with Glatfelters is \$983,978.30, which is less than last year's amount (\$1,048,145.25). The proposal from Alteris is \$720,762.30, a difference of \$263,216.

Greg Johnson of The Johnson Group, Ltd, a professional risk management specialist, makes a presentation at the Board meeting concerning the difference between Glatfelters and Alteris. Mr. Johnson will also provide a comparison of coverage between Alteris and the coverage that would be provided by ACWA-JPIA, which has chosen to defer our application for insurance until next year.

Tom and Jeff Dodds from Tolman and Wiker Insurance will be at the Board meeting to discuss the insurance environment and answer questions about the proposed policies.

**RECOMMENDATION(S):**

Approve coverage with Argonaut Insurance Co. for property, liability, and the first and third layer of excess liability insurance, quoted at \$422,774; approve crime coverage with Zurich Insurance, quoted at \$8,230; approve the earthquake insurance with Empire Indemnity and Princeton Insurance, quoted at \$198,758.30; and approve the second level of excess liability insurance with RUSI Indemnity for \$91,000.

**FINANCIAL IMPACT:**

The adopted budget appropriated \$1,044,260 for general liability and property insurance. The proposed premiums are under budget.

**DISCUSSION:**

Tolman and Wiker have prepared a comparison between the coverage offered by Glatfelters and the coverage offered by Alteris. The Tolman and Wiker report is attached to this staff report.

In addition to the insurance in the tables above, the District has quotes for terrorism insurance. Staff does not recommend purchase of any terrorism insurance.

Prepared By: Sandra Hicks, Director of Finance & Administration

**ATTACHMENTS:**

ITEM 4A



Robert E. Acquistapace  
Gregory C. Anderson  
Shawn E. Carson  
Steven W. Carter  
Raymond M. Clem  
Dennis W. Corte  
Ronald F. Cossa  
Anthony W. Cossa  
Jeffrey G. Dann  
Judith M. Diaz



Jeffrey T. Dodds  
John A. Feliciano  
Kipton Keller  
Shaun Kelly  
Joan M. Kirchhof  
David L. Rucker  
David R. Shore  
Denise D. Sutton  
Richard W. Toohey  
Barbara J. Ward

**PROPOSAL FOR:  
LAS VIRGENES MUNICIPAL  
WATER DISTRICT**

**POLICY TERM: 10/1/2012 – 10/1/2013**

**Presented by:**

**Jeffrey T. Dodds and Thomas K. Dodds**

**September 12, 2012**

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Offices in: Bakersfield • Salinas • Santa Maria • Ventura

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**ITEM 4A**

**LAS VIRGENES MUNICIPAL WATER DISTRICT 2012 PROPOSAL SUMMARY**

	RENEWAL 2012-2013	ALTERIS OPTION 2012-2013
<b>Coverage/Policy Type</b>	<b>Carrier/AM Best Rating/Limits</b>	<b>Carrier/AM Best Rating/Limits</b>
<b>Property – Stand Alone</b> policy for Rancho Composting	<b>Affiliated FM – A+ XV; Admitted</b> All Risk of direct physical loss or damage on real and personal property. Flood and Earth movement excluded.	<b>Argonaut Insurance Co. - A XII, Admitted</b>
Limits / Deductible	Property – 31,154,307 with 10,000 deductible	<b>Included</b>
Premium	<b>\$29,130.00 plus \$750 Engineering Fee Plus Terrorism - \$2,500 – Total \$32,380.00</b>	<b>Included</b>
<b>Property - Main Policy</b> with RSDI for all locations except Rancho Composting Facility	<b>Glatfelter Public Practice -American Alternative Insurance Corp – A XV; Admitted</b> <b>87,836,049</b> Real and personal property <b>10,000 deductible</b> Agreed Amount – No coinsurance Includes Inland Marine – Equipment and EDP Pollution Clean up 250,000 Business Income 1,000,000 Extra Expense 1,000,000 Terrorism Included	<b>Argonaut Insurance Co. A XII, Admitted</b> <b>115,499,922</b> Real and Personal Property <b>50,000 deductible</b>  Business Income: 1,000,000 Extra Expense: 1,000,000 Accounts Receivable: 250,000 on premises / 10,000 in transit Fine Arts: 100,000 per occurrence / 5,000 per item Property in Transit: 100,000 Valuable Papers and Records: 250,000 on premises / 50,000 off premises Outdoor Property: 50,000 Trees, shrubs, plants and lawns: included in Outdoor Property Water Plus 360 endorsement to be added
Premium	<b>\$47,516.00</b>	<b>\$107,536.00 plus \$3,226 Terrorism Option</b>
<b>Scheduled Equipment</b>	<b>Glatfelter Public Practice - American Alternative Insurance Corp – A XV; Admitted</b>	<b>Argonaut Insurance Co. A XII, Admitted</b>
Limits	Blanket Tools - 111,196 10,000 per item Scheduled Contractors Equipment – 398,440 Rented or Borrowed Equipment – 250,000	Inland Marine/Contractors Equipment - 922,607 50,000 Deductible Contractor's Equipment Coverage Form to be attached – see Specimen Covered property under Contractor's Equipment Coverage Form includes your equipment and tools Employees' tools included at 250 any one employee/1,000 all employees Borrowed Equipment limit increased to 250,000 Equipment Leased or Rented From Others increased to 250,000 (up to 12 months in your CCC) Contractor's Equipment Boom Exclusion to be attached – see Specimen
Premium	<b>\$4,088.00</b>	<b>Included</b>



	RENEWAL 2012-2013	ALTERIS OPTION 2012-2013
<b>EDP Computer Protection</b>	<b>Glatfelter Public Practice - American Alternative Insurance Corp – A XV; Admitted</b> Included in Limit	<b>Argonaut Insurance Co. A XII, Admitted</b>  Included in Limit
<b>Premium</b>	<b>Included</b>	<b>Included</b>
<b>Equipment Breakdown</b>	<b>Chubb Insurance – A++ XV; Admitted</b>	<b>Argonaut Insurance Co. A XII, Admitted</b>
Limit/Deductible	50,000,000 combined limit with 10,000 deductible Sublimits: 100,000 as respects to the following: Water Damage Expediting Expense Ammonia Contamination Hazardous Substance Demolition and Increased Cost of Construction	100,000,000 limit with 50,000 Deductible Sublimits: 1,000,000 as respects the following: Ammonia / Refrigeration Contamination Perishable Goods Spoilage Expediting Expenses Hazardous Substances Data Restoration 250,000 as respects the following coverage: Demolition and Increased Cost
<b>Premium</b>	<b>\$23,955.00 (Terrorism available for \$242.00)</b>	<b>Included</b>
<b>DIC Earthquake/Flood</b>	<b>Empire Indemnity 83.33% - Non-Admitted A XV**</b> <b>Princeton E&amp;S 16.67% - Non Admitted A + XV**</b>	<b>Empire Indemnity 83.33% - Non-Admitted A XV**</b> <b>Princeton E&amp;S 16.67% - Non Admitted A + XV**</b>
Limits	30,000,000 Total Limit, Covers Buildings, BPP and EDP	30,000,000 Total Limit, Covers Buildings, BPP and EDP
Deductible	Earthquake - 15% Deductible – Maximum 4,500,000 for 30,000,000 loss, Minimum \$50,000, All Other Perils 25,000 Flood – Excludes Tapia in first 5,000,000 layer. Deductible for Flood is \$100,000 except Tapia is 15% per building – subject to \$100,000 minimum after the first 5,000,000 layer.	Earthquake - 15% Deductible – Maximum 4,500,000 for 30,000,000 loss, Minimum \$50,000, All Other Perils 25,000 Flood – Excludes Tapia in first 5,000,000 layer. Deductible for Flood is \$100,000 except Tapia is 15% per building – subject to \$100,000 minimum after the first 5,000,000 layer.
<b>Premium</b>	<b>\$183,000.00 Premium</b> <b>\$400.00 Policy Fee</b> <b>\$240.00 Inspection Fee</b> <b>\$5,968.30 Surplus Taxes/Fees</b> <b>\$9,150.00 Surplus Broker Fee</b> <b>\$198,758.30 Total</b>  <b>Terrorism available for \$91,500.00</b>	<b>\$183,000.00 Premium</b> <b>\$400.00 Policy Fee</b> <b>\$240.00 Inspection Fee</b> <b>\$5,968.30 Surplus Taxes/Fees</b> <b>\$9,150.00 Surplus Broker Fee</b> <b>\$198,758.30 Total</b>  <b>Terrorism available for \$91,500.00</b>

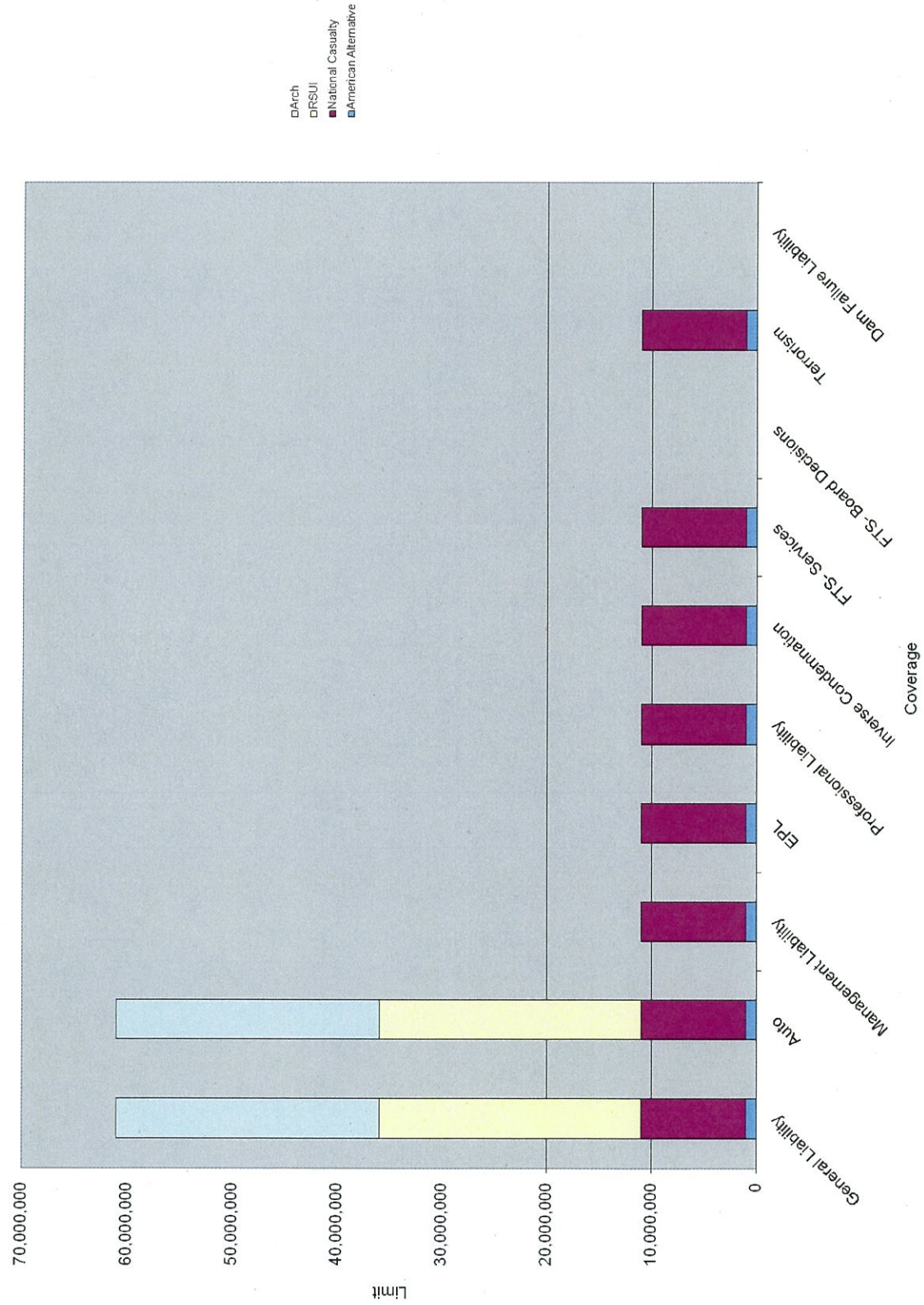
	RENEWAL 2012-2013	ALTERIS OPTION 2012-2013
<b>Liability</b>		
<b>General Liability</b>	<b>Glatfelter Public Practice – American Alternative Insurance Corp – A XV; Admitted</b> Includes coverage for: <b>Failure to Supply, Professional Liability, Sewer Backup, Pollution, Terrorism. Inverse Condemnation is covered under the Management Liability</b>	<b>Argonaut Insurance Co. A XII, Admitted</b>  <b>Water Plus 360 endorsement included; Includes Professional Liability; Sewer Backup; Pollution; Terrorism; Employee Benefits Liability;</b>
Exclusions include, but are not limited to:	<b>Dam Failure Exclusion</b>	
Limits	1,000,000 per occurrence Bodily Injury/Property Damage 1,000,000 Personal Injury & Advertising Injury 1,000,000 per occurrence Professional Liability 1,000,000 Fire Damage Limit, any one fire 3,000,000 General Aggregate 3,000,000 Products Completed Operations Aggregate	1,000,000 Premises Operations – Per Occurrence 1,000,000 Personal and Advertising Injury 100,000 Damages to Premises Rented By You 3,000,000 General Aggregate 3,000,000 Products Completed Operations Aggregate
Pollution Coverage	Pollution liability arising out of: Heat, smoke or fumes from hostile fire, Escape of fuels or lubricants from mobile equipment, Escape or back-up of sewage or waste water if property damage occurs away from land you own or lease, Application of pesticides or herbicides, Potable water which you supply to others, Chemicals you use in your water or wastewater treatment, Natural gas or propane gas used in your treatment process.	Pollution Exclusion Exceptions for: Hostile Fire, Heating/Air Conditioning, Mobile Equipment, Pesticides/Herbicides, Water and Sewer operations Pollution Exclusion carve-back for Rancho Compost Products Liability.
Deductible	10,000 per occurrence	\$50,000 SIR Occurrence/Aggregate  Stop Loss of \$200,000 (max payout- all claims- all lines of coverage)
Premium	<b>\$232,286.00</b>	<b>Included</b>
<b>Management Liability</b>	<b>Glatfelter Public Practice – American Alternative Insurance Corp – A XV; Admitted</b> Includes coverage for: <b>Wrongful Acts, Employment Practices, Employee Benefits Administration, Inverse Condemnation. Failure to Supply-Services.</b>	<b>Argonaut Insurance Co. A XII, Admitted</b> Includes coverage for: <b>Wrongful Acts, Employment Practices, Employee Benefits Administration, Inverse Condemnation. Includes Failure to Supply – Services and Board decisions.</b>
Limits	1,000,000 per claim Wrongful Acts 1,000,000 per claim Employment Practices Liability 1,000,000 per person Employee Benefit Liability 3,000,000 Aggregate 5,000 each wrongful act or offense Defense Expense for Injunctive Relief	1,000,000 Per occurrence 1,000,000 Aggregate
Deductible/SIR	10,000 per occurrence	50,000 SIR
Premium	<b>\$30,791.00</b>	<b>Included</b>
<b>Total Liability Premium</b>	<b>\$263,077.00</b>	<b>\$192,180.00 plus \$5,534 Terrorism Option</b>

	RENEWAL 2012-2013	ALTERIS OPTION 2012-2013
<b>Auto</b>	<b>Glatfelter Public Practice - American Alternative Insurance Corp – A XV; Admitted</b>	<b>Argonaut Insurance Co. A XII, Admitted</b>
Limits	1,000,000 Combined Single Limit Owned Auto Liability 1,000,000 Per Accident Hired & Non-owned Auto 1,000,000 Per Accident Uninsured/Underinsured 5,000 Comprehensive and Collision Deductibles	1,000,000 Combined Single Limit Owned Auto Liability 1,000,000 Per Accident Hired & Non-owned Auto 1,000,000 Per Accident Uninsured/Underinsured 10,000 Deductible per Accident
Number of Units	79 Autos	79 Autos
<b>Premium</b>	<b>\$67,711.00</b>	<b>Included</b>
<b>Crime</b>	<b>Zurich - Fidelity and Deposit Co of Maryland – A XV Admitted</b>	<b>Zurich - Fidelity and Deposit Co of Maryland – A XV Admitted</b>
Limits	3,000,000 Employee Dishonesty 3,000,000 Forgery or Alteration 100,000 Theft, Disappearance & Destruction 1,000,000 Computer Fraud 1,000,000 Funds Transfer Fraud 3,000,000 Faithful Performance of Duty	3,000,000 Employee Dishonesty 3,000,000 Forgery or Alteration 100,000 Theft, Disappearance & Destruction 1,000,000 Computer Fraud 1,000,000 Funds Transfer Fraud 3,000,000 Faithful Performance of Duty
Deductible	25,000 Employee Theft and Forgery or Alteration 10,000 all other coverages	25,000 Employee Theft and Forgery or Alteration 10,000 all other coverages
<b>Premium</b>	<b>\$8,230.00</b> <b>Options:</b> <b>3 Year Equal Annual Installment \$8,627</b> <b>3 Year Pre-paid \$24,615</b>	<b>\$8,230.00</b> <b>Options:</b> <b>3 Year Equal Annual Installment \$8,627</b> <b>3 Year Pre-paid \$24,615</b>

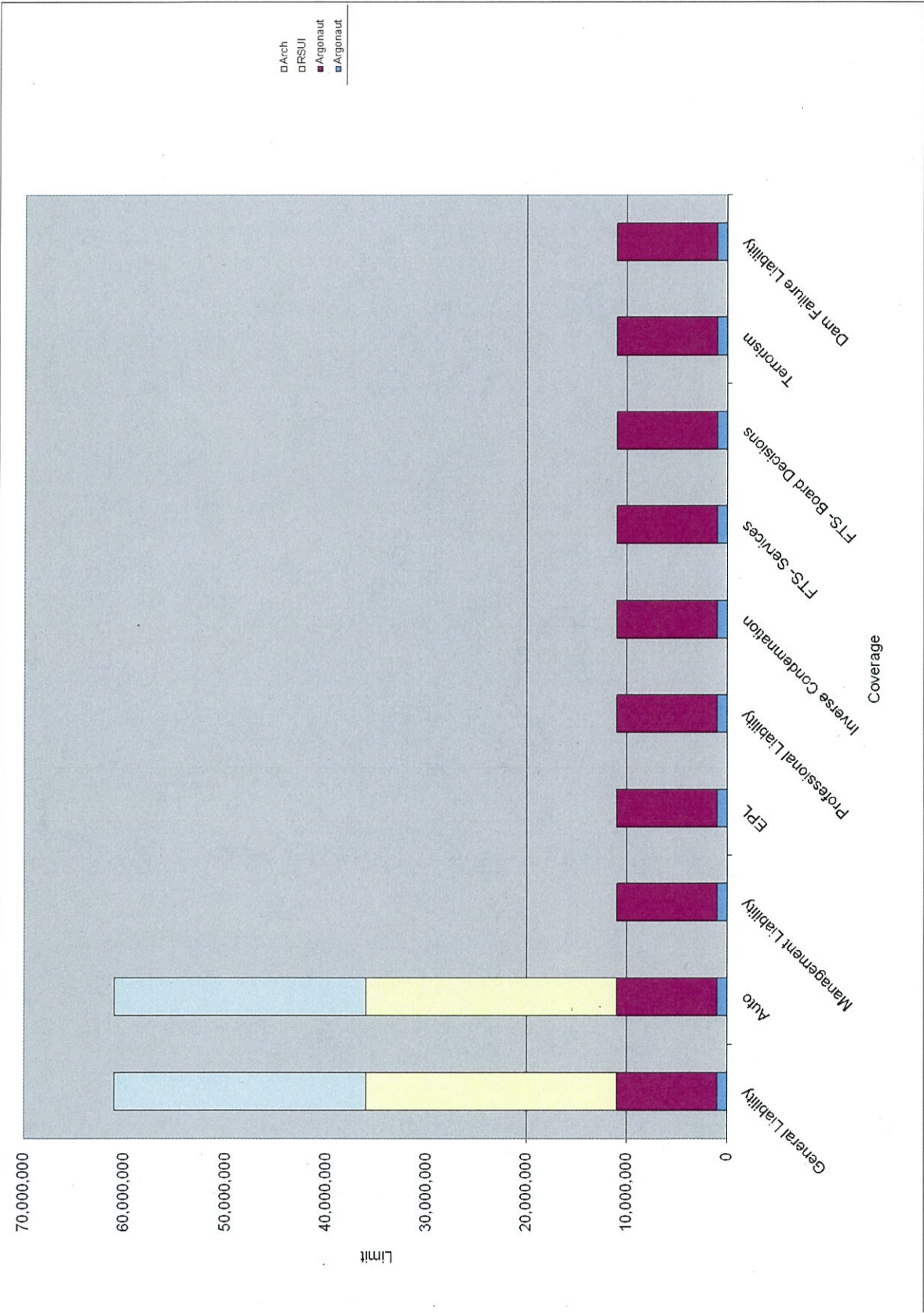
	RENEWAL 2012-2013	ALTERIS OPTION 2012-2013
<b>Excess Liability</b>	<b>National Casualty Co. – A+ XV; Admitted</b> Excess of underlying Liability Limits: <b>Includes Sewer Backup, Failure to Supply, Professional Liability and Terrorism</b> <b>Includes Inverse Condemnation</b>	<b>Argonaut Insurance Co. A XII, Admitted</b> Excess of underlying Liability Limits: <b>Includes Sewer Backup, Failure to Supply, Professional Liability, Dam Failure; Inverse Condemnation; Terrorism</b>
Excess Limit	10,000,000 Excess of 1,000,000	10,000,000 Excess of 1,000,000
Exclusions Include, but are not limited to:	Dam Failure Exclusion	<b>No Dam Failure Exclusion</b>
<b>Premium</b>	<b>\$203,700.00</b>	<b>\$79,495.00</b>
<b>Excess Liability</b>	<b>RSUI Indemnity Company - A XIII; Admitted</b>	<b>RSUI Indemnity Company - A XIII; Admitted</b>
Excess Limit	25,000,000 Excess of 11,000,000 for total of 36,000,000	25,000,000 Excess of 11,000,000 for total of 36,000,000
Exclusions Include but are not limited to:	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists, Dam Failure, Inverse Condemnation	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure
<b>Premium</b>	<b>\$91,000.00 Premium</b> <b>Terrorism Available for \$13,650.00</b>	<b>\$91,000.00 Premium</b> <b>Terrorism Available for \$13,650.00</b>
<b>Excess Liability</b>	<b>Arch Insurance Co. -- A+ XV; Admitted</b>	<b>Arch Insurance Co. -- A+ XV; Admitted</b>
Excess Limit	25,000,000 Excess of 36,000,000 for a total of 61,000,000	25,000,000 Excess of 36,000,000 for a total of 61,000,000
Exclusions Include but are not limited to:	Lead, Silica, Fungi and Bacteria, Earth Movement or Subsidence, Errors & Omissions, EPLI, D&O, Failure to Supply, Punitive Damages, Communicable Disease, Discrimination, Eminent Domain/Condemnation, Dam Failure, Inverse Condemnation	Lead, Silica, Fungi and Bacteria, Earth Movement or Subsidence, Errors & Omissions, EPLI, D&O, Failure to Supply, Punitive Damages, Communicable Disease, Discrimination, Eminent Domain/Condemnation, Dam Failure; Inverse Condemnation
<b>Premium</b>	<b>\$42,500.00 Premium</b> <b>\$1,063.00 Broker Fee</b> <b>\$43,563.00 Total</b>  <b>(Terrorism available for additional Premium of \$5,000.00)</b>	<b>\$42,500.00 Premium</b> <b>\$1,063.00 Broker Fee</b> <b>\$43,563.00 Total</b>  <b>(Terrorism available for additional Premium of \$5,000.00)</b>
<b>Total Premiums Paid</b>	<b>\$983,978.30</b>	<b>\$720,762.30</b>

\*\* Carrier is non-admitted.

**Glatfelter Program Limits**



**Alteris Program Limits**



## Deductibles / Retentions

<u>Coverage</u>	<b>Glatfelter</b> <u>(Expiring)</u>	<b>Alteris</b> <u>(Proposed)</u>
Property	10,000	50,000
Scheduled Equipment	10,000	50,000
Equipment Breakdown	10,000	50,000
DIC- Earthquake*	15% of claim, per unit	15% of claim, per unit
DIC- Flood*	100,000	100,000
General Liability	10,000	50,000
Management Liability	10,000	50,000
Auto- Liability	0	10,000
Auto- Physical Damage	5,000	10,000
Crime	25,000	25,000
*: see details on quote		
Deductible Stop Loss (maximim deductible- all lines of coverage)		200,000

## Premium Summary

<u>Coverage</u>	<u>Expiring</u>	<u>Glatfelter</u>	<u>Alteris</u>
Property (Including Rancho Compost)	89,922	79,896	107,536
Scheduled Equipment	6,007	4,088	Included
EDP	included	Included	Included
Equipment Breakdown	23,339	23,955	Included
DIC (Earthquake & Flood)	198,407	198,758	198,758
General Liability	250,974	232,286	192,180
Management Liability	30,107	30,791	Included
Auto	83,116	67,711	Included
Crime	8,863	8,230	8,230
Excess Liability (First Layer: 10M x 1M)	203,700	203,700	79,495
Excess Liability (Second Layer: 25M x 11M)	105,000	91,000	91,000
Excess Liability (Third Layer: 25M x 3M)	<u>42,500</u>	<u>43,563</u>	<u>43,563</u>
<b>Total</b>	<b>1,041,935</b>	<b>983,978</b>	<b>720,762</b>

### Features:

Earthquake & Flood	covered	covered
Dam Liability	not covered	covered
Inverse Condemnation	covered	covered
Failure To Supply- services	covered	covered
Failure To Supply- Board Decisions	not covered	covered
Multi-Year Commitment	no	no
Program Exit Conditions	none	none
Retrospective Premium Adjustment	no	no





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

**MINUTES**  
**REGULAR MEETING**

5:00 PM

August 28, 2012

**PLEDGE OF ALLEGIANCE**

At the request of President Renger, the Pledge of Allegiance to the Flag was led by General Manager Mundy.

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

**A** Call to order and roll call

The meeting was called to order at 5:02 p.m. by President Renger in the District offices. Assistant Deputy Secretary Conklin called the roll. Those answering present were Directors Bowman, Caspary, Peterson, Renger and Steinhardt.

**2. APPROVAL OF AGENDA**

**A** Approval of agenda

Legal Counsel Lemieux stated subsequent to posting of the agenda the need arose to discuss a Closed Session item entitled "Weber v. Las Virgenes Municipal Water District".

*On a motion by Director Charles Caspary, seconded by Director Barry Steinhardt, the Board of Directors voted 5-0 to Approve the agenda for the Regular Meeting of August 28, 2012, as amended by the recommendation of Legal Counsel Lemieux.*  
*AYES: Director(s) Bowman , Caspary , Peterson , Renger , Steinhardt*

**3. PUBLIC COMMENTS**

One speaker card was received from the public: (1) Mary Wiesbrock, who stated she was a Las Virgenes Municipal Water District (LVMWD) customer and was unable to attend the September 4th JPA board meeting, requested LVMWD conduct a study on the feasibility of consolidating LVMWD and Oak Park Water District to determine whether there was a favorable financial impact on LVMWD and its ratepayers. If the study is favorable she is in support of the consolidation effort. Ms. Wiesbrock also entered a written letter into the public

ITEM 5A

record, which will be maintained in the August 28, 2012 agenda folder.

#### 4. **ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS**

##### **A** Las Virgenes Unified School District: Presentation of check for Support of Grades 4/5 Water Curriculum - School Year 2012/13

President Renger presented a check to Dr. Dan Stepenosky, Superintendent of Las Virgenes Unified School District (LVUSD). Dr. Stepenosky, LVUSD Board President Jill Gaines and program teacher Anne Trautman thanked the District for supporting the teachers and students who participate in the program. Ms. Trautman discussed the program, student interest and appreciation not only for the financial support, but also for providing the assistance of water district staff.

Board comments included: pirate play using education of water and conservation shows students are getting the message; and pleased program is providing a passion to students and that there is a feeling of a job well done.

Director Peterson stated there was a State Water Project Tour, October 5-7, 2012 and if the group was interested in attending they could contact the District, and he introduced Ms. Yamada an employee of the Metropolitan Water District Board and Las Virgenes customer.

##### **B** Recycled Water Seasonal Storage Feasibility Study

Receive and file the June 2012 Recycled Water Seasonal Storage - Project Feasibility Study Report No. 2500.00 and direct staff on next steps.

Director of Facilities and Operations Lippman provided an overview of the Recycled Water Seasonal Storage Project Feasibility Study, discussed Title 16 funding and requirements, potential sites (April Canyon, Hope Site (lowest cost), Stokes Canyon), expanded service (golf course, Decker Canyon, Westlake High School), cost benefit analysis, and stated tonight's requested action was to receive an file the study with the next steps of working with Bureau of Reclamation on Title 16 funding, and program level CEQA documentation for purchase of land for a potential future project.

Board comments and staff responses included: does study include costs without pipelines and use of current program and if not then the study is incomplete (study does not include either item); is cost of NPDES permit included (zero discharge is included, but higher treatment level is not); cost benefit ratio (if we receive grant funding then the cost benefit ratio improves); we need to look at indirect potable reuse; potable supply to recycled water (projections include a future project); why didn't study include a project size for a 50% increase of 1,000 AF (looking at long term); belief that the District needs to be able to get out of the creek and how realistic is a 7% increase per year (Master Plan will bookend analysis); do we want to spend \$150 million on treatment or storage for the future (possible algae permits resulting in high costs could effect the District).

Director Bowman requested the costs be analyzed for 1,000 - 1,200 AF of storage including reduced costs on pipelines.

*On a motion by Director Lee Renger, seconded by Director Glen Peterson, the Board of Directors voted 5-0 to Approve the recommendation as presented.*

*AYES: Director(s) Bowman , Caspary , Peterson , Renger , Steinhardt*

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

No report was given.

ITEM 5A

## 5. CONSENT CALENDAR

*On a motion by Director Glen Peterson, seconded by Director Charles Caspary, the Board of Directors voted 5-0 to Approve Consent Calendar 5A-5C as presented in the recommendations.*

*AYES: Director(s) Bowman , Caspary , Peterson , Renger , Steinhardt*

**A** Minutes: Regular Meeting of July 24, 2012. **Approve**

**B** List of Demands: August 28, 2012. **Approve**

**C** Investment Report for the Month of July 2012. **Approve**

## 6. TREASURER

Treasurer Steinhardt had questioned the \$42,000 check issued to Viewpoint School (refund on their account related to an incorrect meter read), and stated the accounts payable checks were in order.

## 7. FACILITIES AND OPERATIONS

**A** 26705 Malibu Hills Road Connection Fee Payment Plan Request

Provide staff direction related to the request for a connection fee payment plan for 26705 Malibu Hills Road.

Director of Facilities and Operations Lippman discussed options including payment plan with will serve letter issued upon last payment; surety bond while making payments; or payment plan with will serve letter.

Board comments and staff responses included: has staff reviewed documents showing they cannot pay at once (no); surety bond (Legal Counsel believes Code covers surety bond, but needs to verify); temporary meters until connection fees are paid in full (yes and contractor installs the service and District staff conducts the inspection); liability (Legal Counsel surety-no liability, but public may not like payment plan; charge interest).

One speaker card was received: (1) Dan Zaharoni who represents the senior housing development located at 26705 Malibu Hills Road located in Calabasas stated payment of fess prior to full connection, project is underway, construction funding requirements place timing on disbursements, and surety bond in lieu of cash deposit.

*On a motion by Director Barry Steinhardt, seconded by Director Joseph Bowman, the Board of Directors voted 3-2 to Approve quarterly payments with surety bond in lieu of full cash payment, fees to be paid in full prior to occupancy, and interest to be paid at average investment rate.*

*AYES: Director(s) Bowman , Renger , Steinhardt*

*NOES: Director(s) Caspary , Peterson*

**B** ADS Environmental - Maintenance Agreement Renewal for Sewer Metering Stations

Authorize the General Manager to issue a purchase order for maintenance and reporting services to ADS Environmental in the amount of \$32,3311.00

General Manager Mundy stated the recommendation on the agenda be corrected to read \$32,311.00.

*On a motion by Director Joseph Bowman, seconded by Director Lee Renger, the Board of*

*Directors voted 5-0 to Approve the recommendation as presented and to amend the recommendation to read \$32,311.00.*

*AYES: Director(s) Bowman , Caspary , Peterson , Renger , Steinhardt*

### **C Malibu Bowl Waterline Replacement Project - Award of Contract**

Award the contract for Malibu Bowl Waterline Replacement Project to CS Engineering in the amount of \$75,000; and that all remaining bids be rejected upon receipt of duly executed contract documents. Accept the proposal from Geolabs-Westlake Village to provide geotechnical services for the project in an amount not to exceed \$883.00 and accept the proposal from Phoenix Civil Engineering to provide professional engineering services during construction in an amount not to exceed \$4,000.

*On a motion by Director Joseph Bowman, seconded by Director Charles Caspary, the Board of Directors voted 5-0 to Approve the recommendations as presented.*

*AYES: Director(s) Bowman , Caspary , Peterson , Renger , Steinhardt*

## **8. FINANCE AND ADMINISTRATION**

### **A Final Report on Rate Study by Raftelis Financial Corp**

Accept the final report from Raftelis for the Rate Study.

Board comments and staff responses included: accept final report, what does that mean (approve report and reaffirm direction given on June 26, 2012); 218 process additional changes or as is (staff needs to finalize the 218 Notice language, once the 218 Notice is mailed to customers the amounts stated in said notice are "not to exceed" or the 218 process must be redone); and certain data on June 26th was not accurate (dollar amounts on June 26th represented only a snapshot in time).

Director of Facilities and Operations Lippman gave a presentation entitled "Rate Refinement", which summarized June 26th Board direction in regards to sanitation (no increase for two years with a potential increase of 2% in year 3 if needed), recycled (no change in rates) and potable rate structures (spread Metropolitan cost of water over 3-5 years), finalizing Raftelis' report, three-year rate schedule, 218 Notice, 218 hearing, first and second reading of the ordinance, and January 1, 2013 effective date.

Board comments and staff responses included: concerns related to a \$0.56 increase (if this increase is not approved it results in a \$92,000 loss in revenue); water conservation message (lower contributor/lower rates); sewer conservation, how difficult is it to explain calculation (unknown, but outreach and assistance will be provided by staff); unfair to those using 15 or 16 units, and again concerns related to the \$0.56 increase.

*On a motion by Director Glen Peterson, seconded by Director Joseph Bowman, the Board of Directors voted 4-1 to Approve moving forward with the proposed potable, recycled and sanitation rate schedule for 3-years; preparation and mailing of the 218 Notice and public hearing to be held on Monday, October 22, 2012; and an increase effective date of January 1, 2013.*

*AYES: Director(s) Bowman , Caspary , Peterson , Renger*

*NOES: Director(s) Steinhardt*

*On a motion by Director Charles Caspary, seconded by Director Glen Peterson, the Board of Directors voted 5-0 to Approve the recommendation as presented, to accept the final rate study report from Raftelis.*

*AYES: Director(s) Bowman , Caspary , Peterson , Renger , Steinhardt*

ITEM 5A

The meeting adjourned to break at 7:30 p.m. and reconvened into Open Session at 7:37 p.m.

Director of Resource Conservation and Public Outreach Reyes gave a presentation entitled "Rates Outreach", which discussed planned rate outreach including issuance of a press release, web posting, newspaper ads, water forums (Westlake Village, Agoura Hills and Calabasas), open house at headquarters, meetings with community groups to discuss drivers for rate increases Metropolitan and Las Virgenes, cost control measures by both agencies, rate changes to potable, recycled and sanitation, discuss the value of water, comparison of rates to other agencies, and message communications including 218 Notice, trends and rate comparison model, and online bill calculator.

## **9. RESOURCE CONSERVATION AND PUBLIC OUTREACH**

### **A Public Outreach Assessment**

Provide feedback to staff.

Ane Deister, Parsons Vice President Environment and Infrastructure gave a presentation entitled "Outreach and Communications Assessment Las Virgenes Municipal Water District", which discussed project guidelines, objectives, methods; comparison with other agencies including details (annual operating budget, total employees, outreach, communications, and conservation); customer survey considerations; key customer survey revelation (high/low median scores); outreach and communications scores; other factors, considerations in assessment; alignment strategic goals/ POCIP implementation; snapshot of interactions, views, perceptions; general observation results; findings of opportunities for improvement; recommendations; and guidelines regarding going from good to best.

Ms. Deister recommends the Board discuss and determine (1) perspective: is the agency in a good place; and (2) visioning: use a facilitator for a shared visioning session.

Board comments and staff or consultant responses included: outreach from Board to community (correspondence was sent to homeowners associations and only two responses were received); can the Board meet informally to discuss or must the meeting be noticed (this meeting would need to be considered and noticed as a Special Meeting to comply with The Brown Act); the \$107,000 given to Las Virgenes Unified School District for their 4/5 Science Program, is there any way to get an estimate of value for the money (a competency test is given to students before and after the course to determine knowledge base); focus groups or committees driven by need; collaborative citizen advisory panel didn't work in the past; tactical guidelines; strategic objectives; visioning workshop to be held prior to new general manager start date; improve customer understanding for cost of service (collaborative process doesn't mean people will agree, but you can hear different perspectives); advisory groups are good; Las Virgenes has a lot of outreach, but it's not working (there needs to be performance measures in order to gauge results and if staff doesn't have a clear vision then the strategic goal(s) aren't met); and act as a Board (harness all opinions to get to a "sweet spot").

*On a motion by Director Charles Caspary, seconded by Director Joseph Bowman, the Board of Directors voted 5-0 to Approve receiving and filing of Parsons report entitled "Outreach and Communications Assessment - Las Virgenes Municipal Water District".  
AYES: Director(s) Bowman , Caspary , Peterson , Renger , Steinhardt*

## **10. INFORMATION ITEMS**

### **A Local Agency Formation Commission (LAFCO) for the County of Los Angeles: Program to Update District Sphere of Influence**

ITEM 5A

**11. NON-ACTION ITEMS****A** Organization Reports (1) MWD a. Representative Report/Agenda(s); (2) Other

(1) MWD Representative Peterson reported on general business of the Metropolitan Water District including assessed value up 3.5%; long range financial planning; purchase water contracts run out this year; treatment charges have increased significantly; and stated the way treatment is charged may change.

(2) Director Caspary reported on his attendance at the Santa Monica Bay Restoration Commission meeting of August 16, 2012, during which it was stated that revoking of the permit for Malibu Lagoon was denied, and discussion of a ballot item pertaining to a county parcel tax be placed on property tax bills.

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

None.

**C** General Manager Reports

General Manager Mundy provided an update on general business of the District including upcoming calendar events; District offices closed on September 3, 2012; he will be out of the office next week at the CUEMF Leadership Summit, discussed General Manager interview dates of November 8 and 21, and December 12-13, 2012; and pension reform announced today, which will be considered by the State Legislature on August 31, 2012.

**D** Director's Comments

Director Bowman stated it was reported in the Ventura County Star that CalPERS had earned 1% and asked Director of Finance and Administration Hicks to look at how this effects future contributions.

Director Peterson stated he was still interested in providing Martin Jansen with information in regards to water use at vineyards.

**12. FUTURE AGENDA ITEMS**

None.

**13. CLOSED SESSION**

The meeting adjourned into Closed Session at 9:22 p.m.

As amended during approval of the agenda, Weber v. Las Virgenes Municipal Water District will be heard as "13. B 2. Conference with District Counsel - Existing Litigation (Government Code Section 54956.9(a)).

**A** Labor Negotiations (Government Code Section 54957.6):Employee Compensation and Benefits

**B** Conference with District Counsel - Existing Litigation (Government Code Section 54956.9 (a)): Butler Enterprises, L.P. v. Las Virgenes Municipal Water District

**C** Conference with District Counsel - Property Acquisition and Disposition (Government Code Section 54956.8): Building # 1 Lease

**14. OPEN SESSION AND ADJOURNMENT**

ITEM 5A

The meeting convened into Open Session at 9:43 p.m. No reportable actions were taken during Closed Session.

The Chair declared the meeting adjourned at 9:44 p.m.

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LEE RENGER, President  
Board of Directors  
Las Virgenes Municipal Water District

ATTEST:

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CHARLES CASPARY, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)



MINUTES  
SPECIAL MEETING OF THE  
BOARD OF DIRECTORS  
LAS VIRGENES MUNICIPAL WATER DISTRICT

September 4, 2012

1. The Board of Directors of Las Virgenes Municipal Water District met in Special Meeting at 899 North Kanan Road, in Oak Park, California, at 4:30 PM on Tuesday, September 4, 2012.

President Renger called the meeting to order at 4:33 PM.

At the request of President Renger, Director Steinhardt led the Pledge of Allegiance to the Flag.

Assistant Deputy Secretary Conklin called the roll. Those answering present were Directors Bowman, Caspary, Peterson, Renger and Steinhardt. The Chair declared a quorum present.

Triunfo Sanitation District held a concurrent Special Meeting with their Board of Directors. Triunfo District Manager, Mark Norris called the roll. Those answering present were Directors McReynolds, Orkney, Paule and Wall. Absent: Iceland.

2. Discuss Potential Consolidation of Triunfo Sanitation District with Las Virgenes Municipal Water District: Triunfo Directors Paule and McReynolds gave a presentation entitled "LV and TSD Consolidation". Triunfo Chair, Janna Orkney stated a sub-committee consisting of Directors Paule and McReynolds had prepared and would be giving a presentation on consolidation.

Triunfo Directors, Mike Paule and Mike McReynolds provided a historical overview from 2007 of the Ventura County Grand Jury Report and Local Agency Formation Commission, which encourage agencies to consider consolidation (Triunfo legal counsel and LAFCO agreed there was not an issue with forming a multi-county agency within Ventura/Los Angeles) and previous 2007 discussions with Las Virgenes, during which it was decided not to move forward with the process; both agencies have experienced significant changes and need to consider consolidation to minimize long-term costs to ratepayers; potential benefits to ratepayers (cost savings in operations, administration, operations and maintenance, facilities and elimination of the Joint Powers Authority resulting in administrative cost savings (Las Virgenes has staff and Triunfo does not as they contract for services; two board and two sets of staff – is there a benefit to ratepayers of having one agency); issues to consider (is there an overall advantage or disadvantage to the customers of both agencies), potential fatal flaws of consolidation; and next steps (obtain Las Virgenes Board comments and commission an independent study for each agency to include governance, etc.).

Las Virgenes Board comments and Triunfo Board responses included: The Las Virgenes Board never received responses to the questions posed in 2007; believes review of consolidation should move forward, but Las Virgenes cannot afford to do all of the work involved in the process; consider a zone charge for TSD only; may eliminate need for Ventura Regional Sanitation District staff services as they relate to Triunfo; proximity to Oak Park (Las Virgenes versus Ventura County); disappointed questionnaire responses were not received in 2007 (Triunfo Board has different members now than in 2007 and questions could be answered as part of the independent study); if Triunfo does not want to be taken over, what do they want (they do not want to be taken over, but is there a feeling of potential benefit, Las Virgenes has an attitude that Triunfo is lesser of an agency the Las Virgenes is); (this is about ratepayers, ratio of governance, Triunfo has to make contract service decisions by 2014, is there a savings if the agencies consolidate); **Director Iceland arrived at 4:55 PM**; it's a matter of respect from 2007 that questions were not answered, if Triunfo is looking to separate from Calleguas it won't happen as Las Virgenes cannot serve water to Oak Park as there are no facilities (Triunfo has talked to Calleguas and it is not known for a fact that Las Virgenes cannot supply water to Oak Park); emergency water can be provided, but not permanent; there are stumbling blocks that need to be addressed as part of a study prior to moving forward.

One speaker card was received from the public: (1) Hal Helsley stated he agrees there is potential for wastewater, but not potable water for Oak Park Water District, and hasn't heard recycled water being discussed.

3. Adjournment: The Chair declared the Special Meeting – Discuss Potential Consolidation of Triunfo Sanitation District with Las Virgenes Municipal Water District adjourned at 5:06 PM.

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

ATTEST:

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Charles Caspary, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: BARRY S. STEINHARDT, TREASURER

Payments for Board Meeting of: September 25, 2012

Upon certification by the Treasurer the checks and wire transfers were correct and supporting documents available, it is recommended the following demands on the various funds be approved and payments authorized.

Wells Fargo Bank A/C No. 4806-994448

Checks Nos. 60488 through 60643 were issued in the total amount of

\$ 1,082,712.97

**Payments through wire transfers as follows:**

No Wires Transfer

Total payments

\$ 1,082,712.97

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

**CHECK LISTING FOR BOARD MEETING  
09/25/12**

Company Name	Company No.	Check No. 60488 thru 60532 09/11/12	Check No. 60533 Thru 60533 09/12/12	Check No. 60534 thru 60608 09/18/12	Check No. 60609 thru 60643 09/25/12	Amount	Amount	Amount	Amount	Total
Potable Water Operations	101	32,798.48	96,046.19	53,544.31	14,361.80					196,750.78
Recycled Water Operations	102		707.89							707.89
Sanitation Operations	130		10,254.92		10,102.55					20,357.47
Potable Water Replacement	301	10,323.79		11,257.75						21,581.54
Internal Service	701	36,110.63	15,069.75	79,978.21	29,264.88					160,423.47
Joint Venture Operations	751	8,378.79	230,655.75	46,936.53	81,709.76					367,680.83
Joint Venture Replacement	754	36,625.34		218,141.45	60,490.47					315,257.26
<b>Total Printed</b>		<b>124,237.03</b>	<b>352,734.50</b>	<b>409,858.25</b>	<b>195,929.46</b>					<b>1,082,759.24</b>

**Voided Checks/Payment Stopped:**

Ck#55881

Potable Water Operations	101	(46.27)								(46.27)
<b>Total Voids</b>		<b>(46.27)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>					<b>(46.27)</b>
<b>Net Total</b>		<b>124,190.76</b>	<b>352,734.50</b>	<b>409,858.25</b>	<b>195,929.46</b>					<b>1,082,712.97</b>

Batch Number - 218693  
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Document		Key	Amount	Invoice Number
					Ty	Number			
60488	09/11/12	17361	ACCURATE FIRST AID SERVICES	1ST AID CABINET REPLENISH@WLK	PV	121223	001 00701	354.66	4182
				Payment Amount				354.66	
60489	09/11/12	16051	ACCURATE TELECOM INC.	UCD RAD GROUP LABOR	PV	121181	001 00701	400.00	10243
				BLDG 7 WIRING & EXT MOVES	PV	121182	001 00701	457.50	10242
				EXT 2110 & 2108 HANDSET PORT	PV	121183	001 00701	150.00	10244
				Payment Amount				1,007.50	
60490	09/11/12	4897	ACOM SOLUTIONS	SAW MAINT 10/1/12-9/30/13	PV	121170	001 00701	2,507.00	0173324-IN
				Payment Amount				2,507.00	
60491	09/11/12	12280	ARAMARK UNIFORM SERVICES	8/12 UNIFORM MATS&TWLS@TAP	PV	121200	001 00701	65.04	502-7139230
				8/12 UNIFORM MATS&TWLS@TAP	PV	121200	002 00701	67.38	502-7139230
				8/12 UNIFORM MATS&TWLS@TAP	PV	121201	001 00701	15.40	502-7157532
				8/12 UNIFORM MATS&TWLS@TAP	PV	121201	002 00701	99.29	502-7157532
				8/12 UNIFORM MATS&TWLS@TAP	PV	121202	001 00701	58.86	502-7175740
				8/12 UNIFORM MATS&TWLS@TAP	PV	121202	002 00701	67.38	502-7175740
				8/12 UNIFORM MATS&TWLS@TAP	PV	121203	001 00701	15.40	502-7194046
				8/12 UNIFORM MATS&TWLS@TAP	PV	121203	002 00701	67.37	502-7194046
				8/12 UNIFORM	PV	121204	001 00701	6.23	502-7139236

Batch Number - 218693  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key itm Co	Amount	Invoice Number
				MATS&TWLS@WLK					
				8/12 UNIFORM	PV	121204	002 00701	11.43	502-7139236
				MATS&TWLS@WLK					
				8/12 UNIFORM	PV	121205	001 00701	31.52	502-7157538
				MATS&TWLS@WLK					
				8/12 UNIFORM	PV	121205	002 00701	11.43	502-7157538
				MATS&TWLS@WLK					
				8/12 UNIFORM	PV	121206	001 00701	6.23	502-7175746
				MATS&TWLS@WLK					
				8/12 UNIFORM	PV	121206	002 00701	11.43	502-7175746
				MATS&TWLS@WLK					
				8/12 UNIFORM	PV	121207	001 00701	31.52	502-7194052
				MATS&TWLS@TAP					
				IA					
				8/12 UNIFORM	PV	121207	002 00701	11.43	502-7194052
				MATS&TWLS@TAP					
				IA					
				8/12 UNIFORM	PV	121208	001 00701	345.60	502-7139232
				MATS&TWLS@HQ					
				8/12 UNIFORM	PV	121209	001 00701	261.96	502-7157534
				MATS&TWLS@HQ					
				8/12 UNIFORM	PV	121210	001 00701	280.86	502-7175742
				MATS&TWLS@HQ					
				8/12 UNIFORM	PV	121211	001 00701	199.40	502-7194048
				MATS&TWLS@HQ					
				8/12 UNIFORM	PV	121212	001 00701	46.42	502-7139231
				MATS&TWLS@RLV					
				8/12 UNIFORM	PV	121212	002 00701	43.40	502-7139231
				MATS&TWLS@RLV					
				8/12 UNIFORM	PV	121213	001 00701	17.32	502-7157533
				MATS&TWLS@RLV					
				8/12 UNIFORM	PV	121213	002 00701	27.44	502-7157533
				MATS&TWLS@RLV					
				8/12 UNIFORM	PV	121214	001 00701	50.73	502-7175741
				MATS&TWLS@RLV					
				8/12 UNIFORM	PV	121214	002 00701	27.44	502-7175741
				MATS&TWLS@RLV					
				8/12 UNIFORM	PV	121215	001 00701	19.67	502-7194047
				MATS&TWLS@RLV					
				8/12 UNIFORM	PV	121215	002 00701	27.44	502-7194047
				MATS&TWLS@RLV					

Batch Number - 218693

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
60492	09/11/12	8387	FRED ARNSTEIN	Payment Amount PRESENTATION FINAL RPT 7/25	PV	121248	001 00701	3,695.13	072712
Payment Amount 1,925.02									
60493	09/11/12	2869	AT&T	Payment Amount SRV 8/23-9/22/12	PV	121141	001 00101	36.58	0210/082312
Payment Amount 3,695.13									
				SRV 8/23-9/22/12	PV	121142	001 00101	35.39	5388/082312
				SRV 8/23-9/22/12	PV	121143	001 00101	35.39	7426/082312
				SRV 08/23-09/22/12	PV	121144	001 00101	37.01	2430/082312
Payment Amount 176.45									
				SRV 8/22-9/21/12	PV	121145	001 00701	176.45	0119/082212
Payment Amount 38.23									
				G.PETERSON'S 08/23-9/22/12	PV	121146	001 00701	38.23	1964/082312
Payment Amount 34.15									
				SRV 8/25-9/24/12	PV	121148	001 00101	34.15	0192/082512
60494	09/11/12	9631	AT&T LONG DISTANCE	Payment Amount SRV 07/05-08/04/1	PV	121216	001 00701	178.74	806368136/080 412
Payment Amount 393.20									
				SRV 07/05-08/04/1	PV	121216	002 00701	1.52	806368136/080 412
Payment Amount .02									
				SRV 07/05-08/04/1	PV	121216	003 00701	.02	806368136/080 412
Payment Amount .46									
				SRV 07/05-08/04/1	PV	121216	004 00701	.46	806368136/080 412
Payment Amount 20.33									
				SRV 07/05-08/04/1	PV	121216	005 00701	20.33	806368136/080 412
Payment Amount 1.75									
				SRV 07/05-08/04/1	PV	121216	006 00701	1.75	806368136/080 412
Payment Amount 16.33									
				SRV 07/05-08/04/1	PV	121216	007 00701	16.33	806368136/080 412

Batch Number - 218693

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
60495	09/11/12	7965	B&B PALLET CO.	SRV	PV	121216	008	00701	15.82	806368136/080 412
				Payment Amount					234.97	
				130YD WOOD	PV	121153	001	00701	1,422.20	108684
				CHIPS 1"	PV	121154	001	00701	1,422.20	108685
				130YD WOOD	PV	121222	001	00701	1,422.20	108686
				CHIPS 1"	PV	121152	001	00701	2,263.69	401805
				Payment Amount					4,266.60	
60496	09/11/12	16821	CLEAN SWEEP SUPPLY CO., INC	MISC	PV	121152	001	00701	2,263.69	401805
				JANITORIAL SUPPL	PV	121191	001	00701	1,342.17	9009-663604
				Payment Amount					2,263.69	
60497	09/11/12	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	MISC TAPIA MAINT SUPPL	PV	121191	001	00701	1,342.17	9009-663604
				FREIGHT	PV	121191	008	00701	6.68	9009-663604
				DISCOUNT	PD	121192	001	00751	18.52	9009-663604
				Payment Amount					1,330.33	
60498	09/11/12	2601	DELL COMPUTER CORP	NVIDIA GEFORE GT 520	PV	121158	001	00701	54.36	XFWM6KMC7
				Alt Payee						
				7819 DELL MARKETING LP C/O DELL USA L.P. P.O. BOX 910916 PASADENA CA 91110-0916						
				Payment Amount					54.36	
60499	09/11/12	2834	DIAL COMMUNICATION S SERVICE	09/12 RADIO MAINT	PV	121194	001	00701	1,537.00	35229
				Payment Amount					1,537.00	
60500	09/11/12	18489	EDUCATION & TRAINING SERVICES	REGIST 9/26-9/28 JOHN SON&SPICER	PV	121149	001	00701	998.00	090412
				Payment Amount					998.00	
60501	09/11/12	18743	EUROFINS EATON ANALYTICAL	MISC LAB ANALYSIS	PV	121168	001	00701	1,520.00	L0096539
				Payment Amount					998.00	

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Batch Number - 218693

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
60502	09/11/12	2654	FAMCON PIPE	Payment Amount	PV	121151	001	00701	1,520.00	144221
				MISC INVENTORY ITEMS					5,895.40	
60503	09/11/12	2658	FEDERAL EXPRESS CORP	Payment Amount	PV	121218	001	00701	56.38	2-003-29268
				PACKAGE DELIVERED 8/24/12						
60504	09/11/12	2655	FERGUSON ENTERPRISES	Payment Amount	PV	121150	001	00701	208.57	0414423
				ADAPTOR, 3" COPPER MIP X CT						
				NUTS & BOLTS-NEW VALVE REPR	PV	121221	001	00701	425.69	0415948
				Alt Payee 3207 FERGUSON ENTERPRISES, INC. #1083 FILE 56809						
				LOS ANGELES CA 90074-6809						
60505	09/11/12	2672	FRUIT GROWERS LABORATORY, INC.	Payment Amount	PV	121174	001	00701	634.26	208026A
				LAB ANALYSIS@TAPI A-NON NPDES					70.13	
				LAB ANALYSIS @WLK RESERVOIR	PV	121176	001	00701	129.53	208028A
60506	09/11/12	16055	GOVERNMENT JOB S.COM, INC.	Payment Amount	PV	121185	001	00701	199.66	07-7452
				INSIGHT LICENSE6/12/1 2--6/11/13					3,600.00	
				GOV JOBS SUBS 6/12/12-6/11/13	PV	121186	001	00701	385.00	07-7452
60507	09/11/12	18731	GREENWIRE, INC.	Payment Amount	PV	121173	001	00701	3,985.00	1725
				HALO-TRAINING ONLINE/CALVIN D					175.00	
60508	09/11/12	4525	HARRINGTON INDUSTRIAL	Payment Amount	PV	121155	001	00701	175.00	00584805
				REPL DESICCANT&CUV					163.13	

Batch Number - 218693  
Bank Account - 00146807 Cash-General

Payment . . . Number	Date	Address Number	Name	Payment Stub Message	Ty	Document . . . Number	Key itm Co	Amount	Invoice Number
			PLASTICS INC.	ETTE SET					
				FREIGHT	PV	121155	003 00701	17.86	00584805
				3/4 MALE	PV	121156	001 00701	1.40	00584900
				BARBED MALE					
				THREADED					
				FREIGHT	PV	121156	002 00701	14.78	00584900
				3/4 FEMALE	PV	121157	001 00701	137.17	00584923
				TO MALE					
				CAMLOCK					
				FREIGHT	PV	121157	003 00701	18.01	00584923
			Alt Payee						
			7132 HARRINGTON INDUSTRIAL PLASTICS LLC						
			P. O. BOX 5128						
			14480 YORBA AVENUE						
				Payment Amount				352.35	
60509	09/11/12	16659	HARRIS	CIS USER CNF	PV	121147	001 00701	850.00	083012
			COMPUTER	REGIST					
			SYSTEMS	11/6-11/9					
				Payment Amount				850.00	
60510	09/11/12	18320	INNOVYZE,	MAIN-INFO	PV	121184	001 00701	2,000.00	15889AM
			INC.	WTR-9/15/12-9					
				/15/13					
				Payment Amount				2,000.00	
60511	09/11/12	4144	INTERSTATE	BATTERIES FOR	PV	121171	001 00701	343.65	21014645
			BATTERY	VEH#710; 857					
			SYSTEMS						
				Payment Amount				343.65	
60512	09/11/12	18155	JOHN GIL	LABOR REPL	PV	121234	001 00701	175.00	2068
			ENTERPRISES	LAMPS AND					
				BALL					
				LABOR REPL	PV	121235	001 00701	326.70	2071
				LAMPS/BALLAST					
				/PART					
				LABOR REPL	PV	121236	001 00701	1,336.40	2075
				BALLASTS					
				LAMPS					
				Payment Amount				1,838.10	
60513	09/11/12	5230	KENNEDY/JENKS	PIE/727/12-	PV	121220	001 00701	36,625.34	66979
			CONSULTANTS	NEW					
				DIGESTER#3@RL					
				V					

Batch Number - 218693  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key ltm	Co	Amount	Invoice Number
60514	09/11/12	2611	LA DWP	Payment Amount RECTIFIER 7/24-8/22/12	PV	121140	001	00101	36,625.34 32.18	06901/082212
60515	09/11/12	18150	ANTHONY MOLINARI	Payment Amount REFD O/P ON CLOSED A/C	PV	111585	001	00101	46.27	3071245
60516	09/11/12	2842	NAPA AUTO PARTS	Payment Amount MAP SENSOR FOR WLK	PV	121169	001	00701	126.57	593149
60517	09/11/12	8391	NOBEL SYSTEMS	Payment Amount HOSE-TAPIA GENERATOR#3	PV	121196	001	00751	5.85	594887
60518	09/11/12	8506	PADRE ASSOCIATES, INC.	Payment Amount 07/12 GIS EASEMENT CONVERSION	PV	121178	001	00701	10,200.00 132.42	12518
60519	09/11/12	6940	SECTRAN SECURITY, INC.	Payment Amount 6/30-7/27/12 BIO MONITORING	PV	121193	001	00701	1,070.00	2012-864
60520	09/11/12	10182	SHAMROCK SUPPLY CO.	Payment Amount MISC STORAGE ITEMS	PV	121241	001	00701	289.38 460.88	1682016
60521	09/11/12	2948	SMITH PIPE & SUPPLY	Payment Amount GROW MORE TRACE DYE-GAL MISC LANDSCAPE MAINT@HQ RB SCREW BLEED KAFP FEMALE BRG.COMP/WNO	PV	121163	001	00751	67.03 91.28 13.75 486.83	2435808 2436294 2441872 2445003
60522	09/11/12	2949	SNAP ON TOOLS	Payment Amount MISC SHOP TOOLS	PV	121161	001	00701	255.40 658.89	99804
60523	09/11/12	18745	THR REGENTS	Payment Amount COCCIDIOIDES	PV	121159	001	00301	123.79 255.40	33449-1

ITEM 5B

Batch Number - 218693  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Itm	Key Co	Amount	Invoice Number
			OF THE UNIVERSITY OF CA	DNA TEST@UCDHS						
60524	09/11/12	9505	TIRE MAN AGOURA	Payment Amount 4 NEW TIRES & SHOCK INSTLL#160	PV	121189	001	00701	1,379.51	2017267
60525	09/11/12	3011	UNITED SPECIALTIES	Payment Amount NATURAL CLEANER AND DEGREASER	PV	121198	001	00701	918.50	81702
60526	09/11/12	16623	VELOCITY TECHNOLOGY SOLUTIONS III, INC.	Payment Amount 07/12 DISASTER RECOVERY SRV	PV	121190	001	00701	2,949.00	291717
60527	09/11/12	3782	VENTURA HYDRAULIC & MACHINE WORKS	Payment Amount REBUILD HYD. CYL. FOR#125	PV	121167	001	00701	199.32	169161
60528	09/11/12	2436	VINCE BARNES AUTOMOTIVE	Payment Amount VEHICLE MAINT#140 VEHICLE MAINT#710	PV	121187	001	00701	406.18	019234
60529	09/11/12	3037	WAITE BROS. PLUMBING	Payment Amount PLUMBING REPR@RLV	PV	121180	001	00701	405.00	36772
60530	09/11/12	3025	WATER & SANITATION SRV. VENTURA COUNTY	Payment Amount PURCH WTR 7/17-8/21/12	PV	121199	001	00101	28,434.79	1730050006/08 2112
60531	09/11/12	7789	WAXIE SANITARY SUPPLY	Payment Amount MANGO LIQUID ENZYME	PV	121233	001	00701	565.81	73475528
60532	09/11/12	3884	WURTH USA INC.	Payment Amount MISC PARTS FOR SHOP RESTOCK	PV	121162	001	00701	412.11	94282294

Batch Number - 218693

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document	Key	Item	Co	Amount	Invoice Number
									412.11	
Total Amount of Payments Written									124,237.03	
Total Number of Payments Written										45

Batch Number - 218718  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key	Amount	Invoice Number
60533	09/12/12	2957	SOUTHERN CALIFORNIA EDISON	ENERGY-AUGUST '12	PV	121274	001 00101	203.48	2869/083112
				ENERGY-AUGUST '12	PV	121274	002 00101	21.51	2869/083112
				ENERGY-AUGUST '12	PV	121274	003 00101	580.69	2869/083112
				ENERGY-AUGUST '12	PV	121274	004 00101	21.50	2869/083112
				ENERGY-AUGUST '12	PV	121274	005 00101	183.88	2869/083112
				ENERGY-AUGUST '12	PV	121274	006 00101	50.36	2869/083112
				ENERGY-AUGUST '12	PV	121274	007 00101	50.98	2869/083112
				ENERGY-AUGUST '12	PV	121274	008 00101	33.99	2869/083112
				ENERGY-AUGUST '12	PV	121274	009 00101	37.57	2869/083112
				ENERGY-AUGUST '12	PV	121274	010 00101	25.04	2869/083112
				ENERGY-AUGUST '12	PV	121274	011 00101	81.33	2869/083112
				ENERGY-AUGUST '12	PV	121274	012 00101	54.22	2869/083112
				ENERGY-AUGUST '12	PV	121274	013 00101	24.04	2869/083112
				ENERGY-AUGUST '12	PV	121274	014 00101	23.03	2869/083112
				ENERGY-AUGUST '12	PV	121274	015 00101	22.42	2869/083112
				ENERGY-AUGUST '12	PV	121274	016 00101	24.99	2869/083112
				ENERGY-AUGUST '12	PV	121274	017 00101	4,520.08	2869/083112
				ENERGY-AUGUST '12	PV	121274	018 00101	5,009.70	2869/083112
				ENERGY-AUGUST '12	PV	121274	019 00101	62.20	2869/083112
				ENERGY-AUGUST '12	PV	121274	020 00101	2,972.58	2869/083112

Batch Number - 218718  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key ltm	Co	Amount	Invoice Number
				ENERGY-AUGUST	PV	121274	021	00101	6,832.10	2869/083112
	'12			ENERGY-AUGUST	PV	121274	022	00101	21.47	2869/083112
	'12			ENERGY-AUGUST	PV	121274	023	00101	232.68	2869/083112
	'12			ENERGY-AUGUST	PV	121274	024	00101	3,326.06	2869/083112
	'12			ENERGY-AUGUST	PV	121274	025	00101	46,773.41	2869/083112
	'12			ENERGY-AUGUST	PV	121274	026	00101	31,182.27	2869/083112
	'12			ENERGY-AUGUST	PV	121274	027	00101	25.28	2869/083112
	'12			ENERGY-AUGUST	PV	121274	028	00101	1,078.55	2869/083112
	'12			ENERGY-AUGUST	PV	121274	029	00101	863.87	2869/083112
	'12			ENERGY-AUGUST	PV	121274	030	00101	5,658.28	2869/083112
	'12			ENERGY-AUGUST	PV	121274	031	00101	174.23	2869/083112
	'12			ENERGY-AUGUST	PV	121274	032	00101	128.60	2869/083112
	'12			ENERGY-AUGUST	PV	121274	033	00101	779.92	2869/083112
	'12			ENERGY-AUGUST	PV	121274	034	00101	4,884.20	2869/083112
	'12			ENERGY-AUGUST	PV	121274	035	00101	27.44	2869/083112
	'12			ENERGY-AUGUST	PV	121274	036	00101	1,423.64	2869/083112
	'12			ENERGY-AUGUST	PV	121274	037	00101	26.66	2869/083112
	'12			ENERGY-AUGUST	PV	121274	038	00101	583.67	2869/083112
	'12			ENERGY-AUGUST	PV	121274	039	00101	13.15-	2869/083112
	'12			ENERGY-AUGUST	PV	121274	040	00101	21.89	2869/083112
	'12			ENERGY-AUGUST	PV	121274	041	00101	7,959.65	2869/083112

Batch Number - 218718  
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
'12				ENERGY-AUGUST	PV	121274	042	00101		12,863.75	2869/083112
'12				ENERGY-AUGUST	PV	121274	043	00101		14,387.75	2869/083112
'12				ENERGY-AUGUST	PV	121274	044	00101		3,088.44	2869/083112
'12				ENERGY-AUGUST	PV	121274	045	00101		2,542.11	2869/083112
'12				ENERGY-AUGUST	PV	121274	046	00101		5,596.27	2869/083112
'12				ENERGY-AUGUST	PV	121274	047	00101		11,731.96	2869/083112
'12				ENERGY-AUGUST	PV	121274	048	00101		5,512.05	2869/083112
'12				ENERGY-AUGUST	PV	121274	049	00101		4,217.09	2869/083112
'12				ENERGY-AUGUST	PV	121274	050	00101		33,851.76	2869/083112
'12				ENERGY-AUGUST	PV	121274	051	00101		2,470.25	2869/083112
'12				ENERGY-AUGUST	PV	121274	052	00101		138.57	2869/083112
'12				ENERGY-AUGUST	PV	121274	053	00101		617.62	2869/083112
'12				ENERGY-AUGUST	PV	121274	054	00101		114.31	2869/083112
'12				ENERGY-AUGUST	PV	121274	055	00101		58.94	2869/083112
'12				ENERGY-AUGUST	PV	121274	056	00101		1,247.39	2869/083112
'12				ENERGY-AUGUST	PV	121274	057	00101		4,804.94	2869/083112
'12				ENERGY-AUGUST	PV	121274	058	00101		5,899.00	2869/083112
'12				ENERGY-AUGUST	PV	121274	059	00101		21.49	2869/083112
'12				ENERGY-AUGUST	PV	121274	060	00101		24.69	2869/083112
'12				ENERGY-AUGUST	PV	121274	061	00101		23.00	2869/083112



Batch Number - 218718  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item	Key Co	Amount	Invoice Number
				ENERGY-AUGUST	PV	121274	062	00101	543.85	2869/083112
	'12			ENERGY-AUGUST	PV	121274	063	00101	24.61	2869/083112
	'12			ENERGY-AUGUST	PV	121274	064	00101	750.79	2869/083112
	'12			ENERGY-AUGUST	PV	121274	065	00101	11.60	2869/083112
	'12			ENERGY-AUGUST	PV	121274	066	00101	11.60	2869/083112
	'12			ENERGY-AUGUST	PV	121274	067	00101	696.29	2869/083112
	'12			ENERGY-AUGUST	PV	121274	068	00101	51.02	2869/083112
	'12			ENERGY-AUGUST	PV	121274	069	00101	53,699.23	2869/083112
	'12			ENERGY-AUGUST	PV	121274	070	00101	53,699.22	2869/083112
	'12			ENERGY-AUGUST	PV	121274	071	00101	633.13	2869/083112
	'12			ENERGY-AUGUST	PV	121274	072	00101	3,395.53	2869/083112
	'12			ENERGY-AUGUST	PV	121274	073	00101	1,697.76	2869/083112
	'12			ENERGY-AUGUST	PV	121274	074	00101	2,314.18	2869/083112
	'12			ENERGY-AUGUST	PV	121274	074	00101	2,314.18	2869/083112
				Payment Amount					352,734.50	
				Total Amount of Payments Written					352,734.50	
				Total Number of Payments Written					1	

Batch Number - 218774  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
60534	09/18/12	17077	AECOM USA, INC.	7/24-8/24/12 CLBS TNK REHAB	PV	121319	001	00701	970.26	37268500
60535	09/18/12	18723	AMERICAN SKYLITES	Payment Amount 48X96 BRONZE CLEAR ACRYLIC	PV	121298	001	00701	1,158.00	273688
60536	09/18/12	2387	AMERRAY HYDRAULICS CORP	Payment Amount BUSHING, 3/4" X 1/4", BRASS	PV	121355	001	00701	131.05	37551
60537	09/18/12	7965	B&B PALLET CO.	FREIGHT Payment Amount 130YD WOOD CHIPS 1"	PV	121355	004	00701	8.97	37551
						121362	001	00701	140.02	
						121363	001	00701	1,422.20	108687
						121364	001	00701	1,422.20	108688
						121364	001	00701	1,422.20	108689
60538	09/18/12	18113	BEST PRACTICE SYSTEMS	Payment Amount 8/12 C/S BILLING & ONLINE PYMT	PV	121277	001	00701	4,266.60	28696
60539	09/18/12	18754	JEREMY BOYD	Payment Amount REIMB-GRD3-OM CR CERT	PV	121339	001	00701	2,106.48	091412
						8/28-8/31			395.30	
60540	09/18/12	18739	CALIFORNIA HAZARDOUS SERVICES, INC.	Payment Amount 9/12 DOP SITE VISIT	PV	121227	001	00701	105.00	51743
60541	09/18/12	5405	CALOLYMPIC SAFETY	Payment Amount MISC INVENTORY ITEMS	PV	121295	001	00701	105.00	305245-2
60542	09/18/12	16150	CARBON ACTIVATED CORPORATION	Payment Amount ACTYTD CRBN @TAPIA (JPA)	PV	121224	001	00701	681.58	29761
									8,562.00	

ITEM 5B

Batch Number - 218774  
 Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Tr	Document Number	Key Item	Key Co	Amount	Invoice Number
60543	09/18/12	16364	D&H WATER SYSTEMS INC.	AN/1 SRV OF PLNT CHLORINE	PV	121325	001	00701	2,003.23	2012-250
				Payment Amount					2,003.23	
60544	09/18/12	8213	DATAMATIC, LTD.	10/12 METER READING MAINT	PV	121231	001	00701	507.05	CA-0000023050
				Payment Amount					507.05	
60545	09/18/12	2605	DELTA PACIFIC INDUSTRIES	CARB CLEANER & MEAN GREEN	PV	121226	001	00701	487.20	12-3172
				Payment Amount					487.20	
60546	09/18/12	11330	DIAL SECURITY	9/12 SECURITY	PV	121343	001	00701	278.00	164365
				SRV@HQ/LOBBY						
				9/12 SECURITY	PV	121344	001	00701	70.00	164369
				SRV@WLK						
				9/12 SECURITY	PV	121345	001	00701	45.00	164366
				SRV@TAPIA						
				9/12 SECURITY	PV	121346	001	00701	80.00	164367
				SRV@RLV						
				9/12 SECURITY	PV	121347	001	00701	35.00	164368
				SRV@RLV FARM						
				9/12 SECURITY	PV	121348	001	00701	35.00	164370
				SRV@WLK P/S						
				Payment Amount					543.00	
60547	09/18/12	18111	ELECSYS INTERNATIONAL CORPORATION	10/12 RADIX METER MAINT	PV	121225	001	00701	261.00	107970
				Payment Amount					261.00	
60548	09/18/12	5378	EMERSON PROCESS MANAGEMENT	20% INITIAL DCS-CNTRL SYST UPG	PV	121300	001	00701	85,800.00	9040358
				Payment Amount					261.00	
				Alt Payee						
				5454 EPM POWER & WTR SOLUTIONS						
				22737 NETWORK PLACE						
				CHICAGO IL 60673-1227						
60549	09/18/12	15435	ESTES EXPRESS LINES	BAR SCREEN PIN RACK FOR SRV	PV	121333	001	00751	431.16	210-0326771
				Payment Amount					85,800.00	
				Payment Amount					431.16	
60550	09/18/12	18743	EUROFINS EATON	MISC LAB ANALYSIS	PV	121349	001	00701	520.00	L0097216
				Payment Amount					431.16	

ITEM 5B

Batch Number - 218774

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
ANALYTICAL, INC.									
60551	09/18/12	2658	FEDERAL EXPRESS CORP	Payment Amount PACKAGES DEL. 8/31 & 9/5/12	PV	121293	001 00701	520.00 111.57	2-010-22983
60552	09/18/12	2655	FERGUSON ENTERPRISES	Payment Amount MISC INVENTORY ITEMS	PV	121296	001 00701	111.57 1,116.01	0414421
Alt Payee 3207 FERGUSON ENTERPRISES, INC. #1083 FILE 56809 LOS ANGELES CA 90074-6809									
60553	09/18/12	2660	FISHER SCIENTIFIC	Payment Amount ORION PH PROBE 8102 BN FREIGHT	PV	121324	001 00701	1,116.01 431.62	2122770
Alt Payee 3202 FISHER SCIENTIFIC ACCOUNT #479936-001 FILE #50129									
60554	09/18/12	2672	FRUIT GROWERS LABORATORY, INC.	Payment Amount LAB ANALYSIS@WLK RESERVOIR	PV	121320	001 00701	448.66 178.20	208027A
60555	09/18/12	4971	FUGRO CONSULTANTS, INC.	Payment Amount PROF SRVS-6/20/12-8/30/12	PV	121291	001 00701	178.20 4,191.25	04.62120105-1
Alt Payee 6803 FUGRO CONSULTANTS, INC. P. O. BOX 200559 HOUSTON TX 77216-0559									
60556	09/18/12	6770	G.I. INDUSTRIES	Payment Amount 8/12-DE DISPOSAL@WLK 9/12 DISPOSAL@WLK 9/12 DISPOSAL@TAPI A	PV	121321	001 00701	4,191.25 1,207.70 157.70 425.73	2340841-0283-4 2341003-0283-0 2518763-0283-6
Alt Payee 912 2518764-0283-									

Batch Number - 218774

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
				DISP@TAPIA-RA							4
				GS/GRIT							
				9/12	PV	121359	001	00701		79.72	2604642-2083-
				DISPOSAL@RLV							7
				9/12	PV	121360	001	00701		79.72	2604643-0283-
				DISPOSAL@RLV							5
				FARM							
				9/12 DISPOSAL	PV	121361	001	00701		637.72	2604644-0283-
				@HQ AND SHOP							3
				Alt Payee 6771 G.I. INDUSTRIES							
				P. O. BOX 541065							
				LOS ANGELES CA 90054-1065							
				Payment Amount						3,086.95	
60557	09/18/12	14346	GLATFELTER CLAIMS MANAGEMENT, INC.	VIEWPOINT SCHOOL CLAIM-DOL8/13	PV	121280	001	00101		934.00	CAPP211080974
				BUTLER ENTERPRISES-D	PV	121294	001	00101		10,000.00	CASP210120351
				OL 2/2/10							-1
				Payment Amount						10,934.00	
60558	09/18/12	18746	GLOBAL SYSTEMS INTEGRATION	ISERIES UPGRADE 8/14/12	PV	121351	001	00701		92.50	04545
				Payment Amount						92.50	
60559	09/18/12	2705	HACH COMPANY	AMMONIA TEST N TUBE LR	PV	121341	001	00701		2,489.02	7917490
				FREIGHT	PV	121341	002	00701		69.95	7917490
				Alt Payee 6442 HACH COMPANY							
				2207 COLLECTIONS CENTER DR							
				CHICAGO IL 60693							
				Payment Amount						2,558.97	
60560	09/18/12	4791	SANDRA HICKS	REIMB MLG-LCW WORKSHOP	PV	121288	001	00701		67.15	090512
				9/5/12							
				Payment Amount						67.15	
60561	09/18/12	4808	HILL BROTHERS CHEMICAL COMPANY	AQUA AMMONIA 19%-5805 LB	PV	121299	001	00701		3,535.25	1366289
				Payment Amount						3,535.25	

ITEM 5

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key ltrm	Co	Amount	Invoice Number
60562	09/18/12	5402	INMAGIC, INC.	9/1/12-8/31/1 3 MAINT RENEWAL Payment Amount	PV	121352	001	00701	2,500.00	QTE0013609
60563	09/18/12	2736	IRON MOUNTAIN RECORDS MANAGEMENT	9/12 RECORDS STORAGE	PV	121342	001	00701	515.23	FUU8411
60564	09/18/12	3083	JCI JONES CHEMICALS, INC	Payment Amount SODIUM HYPOCHLORITE-5014GAL SODIUM HYPOCHLORITE-5004 GAL	PV	121229	001	00701	2,918.00	558089
60565	09/18/12	4860	JCI JONES CHEMICALS, INC P.O. BOX 636877 CINCINNATI OH 45263-6877	Payment Amount REPR MUJFIN MONSTER GRINDER	PV	121322	001	00701	7,884.38	48672
60566	09/18/12	18535	KEMIRA WATER SOLUTIONS, INC.	Payment Amount FERRIC CHLORIDE-5019 9 LB	PV	121228	001	00701	6,139.71	9017293230
60567	09/18/12	5230	KENNEDY/JENKS CONSULTANTS	Payment Amount P/E 7/27/12 CLBS&AGOURA HILLS	PV	121316	001	00701	8,697.20	66794
60568	09/18/12	3352	LAS VIRGENES MUNICIPAL WATER	Payment Amount WLK-6/20-8/22 /12	PV	121282	001	00101	452.50	0907/082212

ITEM 5B

Batch Number - 218774

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key	Amount	Invoice Number
Number	Date	Number	Name	Message	TY	Number	Key	Amount	Number
			DISTRICT						
60569	09/18/12	4783	LAWSON PRODUCTS, INC	WLK-6/20-8/22 /12	PV	121283	001 00101	494.14	0909/082212
				Payment Amount				946.64	
				RESTOCK BOLT BINS	PV	121323	001 00701	821.67	9301068461
				Payment Amount				821.67	
60570	09/18/12	3164	LEMIEUX & O'NEILL	RETAINER-AUGUST'12	PV	121335	001 00701	6,000.00	140-999M/0812
				PROFESSIONAL SRVS-AUG'12	PV	121336	001 00701	60.00	140M/0812
				PROFESSIONAL SRVS-AUG'12	PV	121336	002 00701	840.00	140M/0812
				PROFESSIONAL SRVS-AUG'12	PV	121336	003 00701	20.00	140M/0812
				PROFESSIONAL SRVS-AUG'12	PV	121336	004 00701	1,796.50	140M/0812
				PROFESSIONAL SRVS-AUG'12	PV	121336	005 00701	762.00	140M/0812
				PROFESSIONAL SRVS-AUG'12	PV	121336	006 00701	952.25	140M/0812
				PROFESSIONAL SRVS-AUG'12	PV	121336	007 00701	778.13	140M/0812
				PROFESSIONAL SRVS-AUG'12	PV	121336	008 00701	13.35	140M/0812
				Payment Amount				11,222.23	
60571	09/18/12	2798	LOS ANGELES COUNTY ASSESSOR	LA CNTY PARCEL DATA, LOCAL ROLL	PV	121365	001 00701	366.49	091712
				Payment Amount				366.49	
60572	09/18/12	2610	LOS ANGELES COUNTY DEPT. OF PUBLIC WORKS	PERMIT#PCFL20 1202232	PV	121309	001 00301	293.27	RE-PW-1208210 0713
				PERMIT#PCFL20 1101157	PV	121310	001 00301	429.52	RE-PW-1208200 099
				5/31-L2012020 4923244	PV	121311	001 00701	866.00	RE-PW-1208210 0620
				PALOMA 4/25&6/7-L201	PV	121312	001 00101	133.37	RE-PW-1208210

Batch Number - 218774  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
201581:2007CO									
				RRAL					0460
60573	09/18/12	2590	LOS ANGELES DAILY NEWS	6/6-L20120210 8:5620 LAC ENCINA	PV	121313	001 00101	866.00	RE-PW-1208210 0641
				6/8-L20120145 8:2050 NEWELL RD	PV	121314	001 00101	27.05	RE-PW-1208210 0444
				5/21-L2012005 38:1850 OLIVERA	PV	121318	001 00701	118.52	RE-PW-1208210 0324
				Payment Amount				2,733.73	
60574	09/18/12	7292	MICHAEL MCINTYRE	POLYMER BID INVITE 7/30-8/6/12	PV	121334	001 00701	653.60	0010204812
				Payment Amount				653.60	
				W/LK SCADA CALLOUT 7/8/12	PV	121337	001 00101	27.75	091412
				PW SCADA CALLOUT 8/15/12	PV	121338	001 00101	24.98	091412
				Payment Amount				52.73	
60575	09/18/12	17295	MAILFINANCE	9/23-10/22/12 LEASE PMT PSTG	PV	121257	001 00701	410.65	H3481221
				Payment Amount				410.65	
60576	09/18/12	18697	MATHIS CONSULTING GROUP	AD:GM RECRUIMENT 9/11/12	PV	121350	001 00701	560.00	153626
				Payment Amount				560.00	
60577	09/18/12	15714	MAXIMUS, INC.	MAINT FEE-MAXCARS 7/1/12-6/30	PV	121262	001 00701	2,050.00	102603.01.04/ 001
				Payment Amount				2,050.00	
60578	09/18/12	14322	MILES CHEMICAL COMPANY, INC	SODIUM BICARBONATE, 50LB BAG	PV	121252	001 00701	1,492.05	175983
				Payment Amount				1,492.05	
60579	09/18/12	18444	MOBILE BOAT SERVICE	PONTOON SEAL REPR/WELDING	PV	121304	001 00701	3,200.00	1000 LWD
				Payment Amount				1,492.05	



Batch Number - 218774

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
60580	09/18/12	3399	JOHN MUNDY	Payment Amount REIMB CELL PHONE EXP 8/24-9/23	PV	121289	001	00701		85.97	2002/092312
				REIMB RE-CUEMF SUMMIT 9/4-9/7	PV	121290	001	00701		266.70	091212
				Payment Amount GENERATOR REPR@TAPIA	PV	121247	001	00701		476.88	37956
60581	09/18/12	17329	ODYSSEY POWER	Payment Amount MISC OFFICE SUPPLIES	PV	121328	001	00701		504.63	621335359001
60582	09/18/12	2302	OFFICE DEPOT	Payment Amount MISC COFFEE SUPPLIES	PV	121329	001	00701		188.35	62181200/4001
60583	09/18/12	4421	OFFICE PAVILION	Payment Amount ERGONOMIC CHAIR/GROVES, BRENT	PV	121308	001	00701		774.30	19683-0
60584	09/18/12	18084	PHOENIX CIVIL ENGINEERING, INC.	Payment Amount 09/12 ENGRG SRV-LONG VALLEY	PV	121260	001	00701		712.50	MLVM02120104
60585	09/18/12	12954	POLYDYNE INC.	Payment Amount 450LB DRUM-CLARIFLO C WE-1295	PV	121302	001	00701		562.78	749962
60586	09/18/12	8484	PRAXAIR DISTRIBUTION, INC	Payment Amount 8/12 CYLINDER RNTL	PV	121269	001	00701		72.54	43796641
60587	09/18/12	2585	PURETEC	Payment Amount 8/23/12-8"	PV	121271	001	00701		47.15	1175922

ITEM 5B

Alt Payee 8898 PRAXAIR DISTRIBUTION INC.  
DEPT. LA 21511  
PASADENA CA 91185-1511

Batch Number - 218774  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key	Item	Co	Amount	Invoice Number
60588	09/18/12	16788	RADIO ACTIVITY	MIXED BED EXCHANGE	PV	121272	001	00701		340.88	1172876
				EXCHANGE SRV	PV	121327	001	00701		47.15	1175921
				8/14/12-8"							
				MIXED BED EXCHANGE							
				Payment Amount						435.18	
				REPL12	PV	121238	001	00701		590.00	0080312
				ELEMENT 900MHZ							
				ANTENNA							
				Payment Amount						590.00	
				8/1/12-8/31/1	PV	121259	001	00701		2,710.00	LVCA1108-10
				2 RATE STUDY							
				Payment Amount						2,710.00	
				ROADSIDE LUMBER/HARDWARE	PV	121253	001	00701		356.10	90322424
				RE							
				CONCRETE-PREMI							
				IXED, 60 LB. BAG							
				Payment Amount						356.10	
				P/E	PV	121278	001	00701		960.00	12761620
				8/26/12-TEMP							
				SRV DURAN,J							
				P/E	PV	121279	001	00701		480.00	12762987
				8/28/12-TEMP							
				SRV DURAN,J							
				Payment Amount						1,440.00	
				JBR P/S	PV	121284	001	00101		14.30	1200/083112
				8/2/12-8/31/1							
				2							
				WLK P/S	PV	121285	001	00101		7,981.24	9400/090112
				8/1/12-9/1/12							
				TAPIA	PV	121286	001	00751		464.19	4000/090512
				8/6/12-9/5/12							
				RLV	PV	121287	001	00751		65.66	4200/090412
				8/6/12-9/4/12							
				Payment Amount						8,525.39	
				SRV AWRDS 7	PV	121232	001	00701		902.64	080187-12

ITEM 5B

Batch Number - 218774  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Co	Amount	Invoice Number
			CALIFORNIA TROPHY COMPANY	EMPLOYEES						
60594	09/18/12	2959	SOUTHLAND PIPE CORP	PKG & HAND & UPS	PV	121232	008	00701	40.57	080187-12
				Payment Amount					943.21	
				REPR WTR MAIN LEAK@LINDERO	PV	121263	001	00701	1,402.87	71049
				FREIGHT	PV	121263	004	00701	273.40	71049
				Payment Amount					1,676.27	
60595	09/18/12	18684	STAR BRITE BUILDING MAINTENANCE, INC	8/12 JANITORIAL SRV	PV	121301	001	00701	3,172.75	21018
				8/12 JANITORIAL SRV	PV	121301	003	00701	390.25	21018
				8/12 JANITORIAL SRV	PV	121301	004	00701	1,875.75	21018
				Payment Amount					5,438.75	
60596	09/18/12	2964	STATE BOARD OF EQUALIZATION	USE TAX-2ND PREPMT/3RD QT12	PV	121292	001	00701	239.00	97817885/AUG'12
				Payment Amount					239.00	
60597	09/18/12	2980	TERRAMAR GRAPHICS	MISC OFFICE SUPPL-CUST SRV	PV	121273	001	00701	8,993.63	32486
				FREIGHT	PV	121273	004	00701	159.62	32486
				Payment Amount					9,153.25	
60598	09/18/12	4595	THE COPY DEPARTMENT	PRINTING SRVC-FY 12/13	PV	121353	001	00701	2,093.33	1483031
				BUDGET DELIVERY	PV	121353	002	00701	5.00	1483031
				Payment Amount					2,098.33	
60599	09/18/12	17645	TORO ENTERPRISES INC.	REPR 16"WTR MAINT LEAK@AGOURA	PV	121303	001	00701	16,908.00	7532A
				Payment Amount					16,908.00	
60600	09/18/12	3006	UNDERGROUND SERVICE ALERT	8/12 NEW TICKETS	PV	121326	001	00701	274.50	820120394
				Payment Amount					274.50	

Batch Number - 218774

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Number	Key Item Co	Amount	Invoice Number
60601	09/18/12	3429	UNITED PARCEL SERVICE	SRV 8/18-9/8/12	PV	121315	001 00701	134.08	000025W020362
				Payment Amount				134.08	
60602	09/18/12	18595	VENTURA CONSTRUCTION INC.	PROG PMT#5-CEILING REPR@RLV	PV	121330	001 00701	2,000.00	10391#5(FINAL)
				10% RETENTION ON PMT#5	PD	121331	001 00754	200.00	10391/RTN#5
				RLS RTN PYMT/CEILING REPR@RLV	PV	121332	001 00754	33,444.87	10391/RLS RTN
				Payment Amount				35,244.87	
60603	09/18/12	13326	VILLA ESPERANZA SERVICES	8/12 LANDSCAPE SRV	PV	121305	001 00701	1,114.75	LVMWD2012-9
				8/12 LANDSCAPE SRV	PV	121305	002 00701	3,096.32	LVMWD2012-9
				8/12 LANDSCAPE SRV	PV	121305	004 00701	571.93	LVMWD2012-9
				Payment Amount				4,783.00	
60604	09/18/12	16122	VOLVO CONSTRUCTION EQUIPMENT	SRV/REPR/INST ALL#710	PV	121367	001 00701	22,332.99	S504002391
				Payment Amount				22,332.99	
60605	09/18/12	3034	VORTEX INDUSTRIES	REPR HVY DTY ROLLING DOOR#15	PV	121340	001 00701	1,270.40	01-692194-1
				Payment Amount				1,270.40	
60606	09/18/12	18137	WALTER SURFACE TECHNOLOGIES	SRV BIO CIRCLE PARTS WASHER	PV	121276	001 00701	200.00	1071241
				SRV BIO CIRCLE PARTS WASHER	PV	121276	003 00701	100.00	1071241
				SRV BIO CIRCLE PARTS WASHER	PV	121276	004 00701	100.00	1071241
				Payment Amount				400.00	
60607	09/18/12	3047	WESCO DISTRIBUTION,	250W MH LAMPS(2)	PV	121266	001 00701	82.65	081731

ITEM 5B

Batch Number - 218774  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Co	Amount	Invoice Number
			INC.							
				CONDUIT 3/4	PV	121267	001	00701	59.33	084784
				GALV STEEL						
				RIGID						
				REPAIR OF	PV	121268	001	00701	696.00	085581
				KATO KCR760						
				VOLTAGE						
				FREIGHT	PV	121268	002	00701	15.84	085581
				WESCO DISTRIBUTION, INC						
				PO BOX 31001-0465						
				PASADENA CA 91110-0465						
				Payment Amount					853.82	
60608	09/18/12	18732	WINDOW CARE, INC.	WINDOW	PV	121245	001	00701	180.00	8-31-12/RLV
				CLEANING@RLV						
				WINDOW	PV	121246	001	00701	210.00	8-31-12/TAPIA
				CLEANING@TAPI						
				A						
				WINDOW	PV	121249	001	00701	1,220.00	8-31-1/BLDG8
				CLEANING@BLDG						
				8						
				WINDOW	PV	121250	001	00701	210.00	8-31-12/BLDG7
				CLEANING@BLDG						
				7						
				Payment Amount					1,820.00	
				Total Amount of Payments Written					409,858.25	
				Total Number of Payments Written					75	

Batch Number - 218784

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Number	Key	Amount	Invoice Number
60609	09/25/12	11780	ACADEMY ADDRESSING & MAILING	218 NOTICE OF PUBLIC HEARING	PV	121370	001 00701	12,067.21	56571
60610	09/25/12	3077	AIRGAS USA, LLC	Payment Amount 8/12 AIR CYLINDER RNTL	PV	121412	001 00701	471.59	9903956433
Alt Payee 6658 AIRGAS USA, LLC P. O. BOX 7423 PASADENA CA 91109-7423									
60611	09/25/12	18749	TERESA ANDREOLI	Payment Amount REFD CR BAL ON CLOSED A/C	PV	121381	001 00101	165.44	500428
60612	09/25/12	17389	ANIMAL & INSECT PEST MANAGEMENT, INC	Payment Amount 8/12 SQUIRRELS@WLK DAM	PV	121398	001 00701	80.00	57154
8/12 PEST CNTRL@WLK 8/12 PEST CNTRL@TANKS/RESV 8/12 PEST CNTRL/3 LOCTN 8/12 PEST CNTRL/3 LOCTN 8/12 PEST CNTRL@RLV & FARM 8/12 PEST CNTRL@TAPIA									
60613	09/25/12	5376	CALIFORNIA ELECTRIC SUPPLY	Payment Amount ELETTRICAL SUPPL FOR WLK	PV	121405	001 00701	67.53	8997-788901
ELECTRICAL SUPPL FOR WLK THERMAL UNIT (9) FOR TAPIA PVC PARTS									

ITEM 5B

Batch Number - 218784

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
FOR SMALL PROJ.											
60614	09/25/12	2510	5451 CALIFORNIA ELECTRIC SUPPLY P.O. BOX 14196 ORANGE CA 92863	REPL PARTS FOR DIGESTER#2	PV	121404	001	00701		2,575.20 762.20	272609 RI
Alt Payee 3222 CALTROL P.O. BOX 51353 LOS ANGELES CA 90051-5653											
60615	09/25/12	7884	CHARLES CASPARY	REIMB PRKGM/LG-ACWA MTG 9/9--10	PV	121368	001	00701		762.20 60.84	091212
Alt Payee 2536 CITY OF LOS ANGELES											
60616	09/25/12	2536	CITY OF LOS ANGELES	ASSFC CONN-JUL/AUG'12	PV	121371	001	00130		60.84 10,102.55	ASSFC/JUL-AUG 12
Payment Amount 10,102.55											
60617	09/25/12	3790	COUNTY OF LA - AUDITOR CONTROLLER	LA CNTY PIPELINE RNTL'2013	PV	121373	001	00101		255.20	ID#00111/2013
Payment Amount 88.00											
60618	09/25/12	2547	COUNTY SANITATION DISTRICTS OF LA COUNTY	8/12 REFUSE DISPOSAL	PV	121373	002	00101		88.00	ID#00111/2013
Payment Amount 472.05											
60619	09/25/12	18750	LUZ CUBILLOS	REFD CR BAL ON CLOSED A/C	PV	121418	001	00701		815.25 174.70	48892/083112
Payment Amount 219.84											
60620	09/25/12	15826	EMPIRE PIPE	CCTV	PV	121417	001	00701		219.84 975.00	260416 9032

ITEM 5

Batch Number - 218784  
 Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Number	Key	Item	Co	Amount	Invoice Number
60621	09/25/12	6804	CLEANING & EQUIPMENT INC.	INSPECTION SEWER LINE	PV	121408	001	00701		975.00	4829271
			GENERAL PETROLEUM	55 GAL DRM OIL FOR TAPIA						948.64	
			Alt Payee	GENERAL PETROLEUM P. O. BOX 31001-1235 PASADENA CA 91110-1235							
60622	09/25/12	18175	GOLD COAST ENVIRONMENTAL	MULTITRODE SUMP PUMP CNTRL	PV	121411	001	00701		1,120.13	10507
			GSE CONSTRUCTION, INC.	PIPELN VALVE	PV	121411	002	00701		22.00	10507
				PIPELN REHAB	PV	121391	001	00701		42,916.08	10462-RPL/#5
				10% RETENTION ON PMT#5	PV	121392	001	00701		24,295.56	10462-REHAB/#5
				10% RETENTION ON PMT#5	PD	121394	001	00754		4,291.61	10462-RPL/RTN #5
				10% RETENTION ON PMT#5	PD	121395	001	00754		2,429.56	10462-REHAB/RTN#5
				REPL CUVETTE,CALIB RTN KIT	PV	121376	001	00701		592.69	00585059
				FREIGHT	PV	121376	003	00701		18.14	00585059
			Alt Payee	HARRINGTON INDUSTRIAL PLASTICS LLC P. O. BOX 5128 14480 YORBA AVENUE							
60623	09/25/12	8304	IFM EFECTOR INC.	REPL PRESSURE SWITCH	PV	121414	001	00701		1,094.77	20279554
				REPL FLOW SENSORS	PV	121416	001	00701		1,356.55	20279866
				SODIUM	PV	121374	001	00701		2,451.32	559426

ITEM 5B



Batch Number - 218784

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item	Co	Amount	Invoice Number
			CHEMICALS, INC	HYPOCHLORITE-4982 GAL	PV	121375	001	00701	2,905.19	560013
				SODIUM HYPOCHLORITE-4992GAL						
			JCI JONES CHEMICALS, INC P.O. BOX 636877 CINCINNATI OH 45263-6877							
				Payment Amount					5,804.56	
60627	09/25/12	2752	KAMAN INDUSTRIAL TECHNOLOGIES	BIO-CIRCLE 208L/4	PV	121396	001	00701	907.50	1856710
				LOCATIONS						
				BIO-CIRCLE 208L/4	PV	121396	003	00701	453.75	1856710
				LOCATIONS						
				BIO-CIRCLE 208L/4	PV	121396	004	00701	453.75	1856710
				LOCATIONS						
				Payment Amount					1,815.00	
60628	09/25/12	14064	KLEE ASSOCIATES	USER INTERFACE 9.1 FOR JDE	PV	121377	001	00701	249.00	14108
				Payment Amount					249.00	
60629	09/25/12	2770	L A COUNTY TREASURER TAX COLLECTOR	PUBLIC HEALTH LICENSE FEE	PV	121372	001	00751	2,336.00	186473-082912
				Payment Amount					2,336.00	
60630	09/25/12	18617	L. A. BUILDERS, INC.	PRG PMT#3-SEWER BRIDGE REHAB 10% RETENTION ON PMT#3	PV	121390	001	00701	63,650.50	SWRHB/#3
				Payment Amount					63,650.50	
60631	09/25/12	4783	LAWSON PRODUCTS, INC	3/4-10 NYLON LOCK NUT	PV	121397	001	00701	19.90	9301074557
				Payment Amount					19.90	
60632	09/25/12	18751	GUILLERMO NAVARRO	REFD CR BAL ON CLOSED A/C	PV	121383	001	00101	1,363.14	601225
				Payment Amount					1,363.14	
60633	09/25/12	11582	NYE & NELSON	REFD DEPOSIT	PV	121385	001	00101	1,013.02	9997442
				Payment Amount					1,013.02	

EM 01

Batch Number - 218784

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key ltm	Co	Amount	Invoice Number
			INC.	ON CLOSED A/C						
				INTEREST	PV	121386	001	00101	.58	9997442/INT
				Payment Amount					1,013.60	
60634	09/25/12	18660	BRANDON ORTIZ	REFD CR BAL	PV	121380	001	00101	370.17	500086-065703
				ON CLOSED A/C						
				Payment Amount					370.17	
60635	09/25/12	18752	DOUGLAS ROBB	REFD CR BAL	PV	121389	001	00101	379.23	600830
				ON CLOSED A/C						
				Payment Amount					379.23	
60636	09/25/12	18753	JOHN W. SCHUETT	REFD CR BAL	PV	121384	001	00101	381.51	1110430
				ON OPEN A/C						
				Payment Amount					381.51	
60637	09/25/12	18056	BARRY STEINHARDT	REIMB EXP	PV	121369	001	00701	60.84	091212
				RE-ACWA MTG						
				9/9--9/10						
				Payment Amount					60.84	
60638	09/25/12	15652	TARGET SOLUTIONS	SAFETY TRNG	PV	121407	001	00701	11,400.00	TSC8859
				10/1/12--9/30/13						
				Payment Amount					11,400.00	
60639	09/25/12	17645	TORO ENTERPRISES INC.	REFD DEPOSIT	PV	121387	001	00101	768.40	9997492
				ON CLOSED A/C						
				Payment Amount					768.40	
60640	09/25/12	15196	TOTAL COMPENSATION SYSTEMS, INC.	HEALTH EVALUATION	PV	121297	001	00701	1,400.00	3613
				Payment Amount					1,400.00	
60641	09/25/12	3109	W. LITTEN	SRV	PV	121425	001	00701	5,029.70	0320215
				8/26--9/01/12-RANCHO						
				Payment Amount					5,029.70	
60642	09/25/12	3067	XEROX CORPORATION	D95CPC-1STFL/ PMT#4-JUL '12	PV	121419	001	00701	595.35	063108193
				W5645P-TAPIA PMT#41-JUL '12	PV	121420	001	00701	336.54	063108195
				XC560 CLR/PMT#19-JU L'12	PV	121421	001	00701	1,102.03	063108198
				X560EFI	PV	121422	001	00701	191.58	063108197

Batch Number - 218784  
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
FIERY/PMT#19-									
	JUL'12								
				D95CPC-2NDFLJ	PV	121423	001 00701	621.91	063108194
				PMT#4-JUL'12					
				5740PT-OPS/PM	PV	121424	001 00701	199.64	063675060
				T#22-AUG'12					
				Payment Amount			3,047.05		
60643	09/25/12	18722	YANTZER BROTHERS AIR, INC.	INSTALL	PV	121378	001 00701	8,680.00	056642
				ADD'L AC IN					
				BLDG#7					
				Payment Amount			8,680.00		
				Total Amount of Payments Written			195,929.46		
				Total Number of Payments Written			35		

Date: September 14, 2012  
 To: John R. Mundy, General Manager  
 From: Finance and Administration Department  
 Subject: Investment Report for the Month of August 2012

**Summary of Investments**

**Investments Maturing Within Six Months:**

Disc./Cpn Rate	Yield To Maturity	Investment Type	Date Invested	Date Matures	Book Value	Par Value	Market Value	Market Value Source
---- NONE ----								
					0	0	0	
<b>Sub-Total</b>								
<b>Investments Maturing After Six Months:</b>								
4.760%	3.573%	CTCGEN-Municipal Bond	09/01/09	08/01/13	1,043,000	1,000,000	1,027,560	Custodian
3.000%	2.950%	LAUSD-Municipal Bond	10/15/09	07/01/13	1,001,710	1,000,000	1,016,360	Custodian
2.662%	2.662%	NYCGEN-Municipal Bond	06/04/10	05/01/14	1,000,000	1,000,000	1,033,860	Custodian
1.500%	1.500%	FNMA-Callable Coupon	09/08/10	09/08/14	1,000,000	1,000,000	1,021,140	Custodian
1.125%	1.125%	FHLB-Bullet	09/20/10	12/30/13	1,000,000	1,000,000	1,011,720	Custodian
1.150%	1.150%	FHLB-Callable Coupon	11/24/10	07/24/14	1,000,000	1,000,000	1,008,400	Custodian
2.000%	2.000%	FHLB-Bullet	03/15/11	03/30/15	1,000,000	1,000,000	1,041,750	Custodian
2.125%	2.125%	FNMA-Callable Coupon	07/22/11	07/22/16	1,000,000	1,000,000	1,015,050	Custodian
1.700%	1.700%	FNMA-Callable Coupon	10/24/11	10/24/16	1,000,000	1,000,000	1,002,000	Custodian
1.000%	1.000%	FNMA-Callable Coupon	10/26/11	10/26/15	1,000,000	1,000,000	1,000,720	Custodian
1.5% & Up	1.814%	FNMA-Callable Coupon	10/26/11	10/26/16	1,000,000	1,000,000	1,001,710	Custodian
1.000%	1.000%	FNMA-Callable Coupon	10/26/11	10/26/15	1,000,000	1,000,000	1,001,150	Custodian
1.25% & Up	1.688%	FNMA-Callable Coupon	11/23/11	11/23/16	2,000,000	2,000,000	2,004,480	Custodian
1.125% & Up	1.759%	FNMA-Callable Coupon	11/23/11	11/23/16	1,000,000	1,000,000	1,001,890	Custodian
1.000%	1.000%	FNMA-Callable Coupon	11/28/11	05/28/15	1,000,000	1,000,000	1,001,340	Custodian
1.330%	1.330%	FFCB-Callable Coupon	12/07/11	12/07/15	1,000,000	1,000,000	1,002,230	Custodian
1.125%	1.125%	FHLMC-Callable Coupon	12/12/11	06/12/15	1,000,000	1,000,000	1,001,680	Custodian
1% & Up	1.403%	FNMA-Callable Coupon	01/30/12	01/30/17	1,000,000	1,000,000	1,004,120	Custodian
1.300%	1.300%	FNMA-Callable Coupon	01/30/12	01/30/17	1,000,000	1,000,000	1,004,630	Custodian
1.230%	1.230%	FFCB-Callable Coupon	01/30/12	01/30/17	1,000,000	1,000,000	1,004,670	Custodian
1.250%	1.250%	FNMA-Callable Coupon	02/14/12	02/14/17	2,000,000	2,000,000	2,029,080	Custodian
1.250%	1.250%	FHLMC-Callable Coupon	02/17/12	02/17/17	1,000,000	1,000,000	1,010,660	Custodian
1.300%	1.300%	FNMA-Callable Coupon	02/21/12	02/21/17	1,000,000	1,000,000	1,014,210	Custodian
1.150%	1.150%	FHLMC-Callable Coupon	02/28/12	02/28/17	1,000,000	1,000,000	1,011,450	Custodian
1.260%	1.260%	FFCB-Callable Coupon	03/01/12	03/01/17	1,000,000	1,000,000	1,004,480	Custodian
1.250%	1.250%	FNMA-Callable Coupon	03/06/12	03/06/17	1,000,000	1,000,000	1,004,640	Custodian
1.250%	1.250%	FNMA-Callable Coupon	03/13/12	03/13/17	1,000,000	1,000,000	1,005,160	Custodian
1.300%	1.300%	FFCB-Callable Coupon	03/20/12	03/20/17	1,000,000	1,000,000	1,006,720	Custodian

LVMWD Investment Report for the Month Ending August 31, 2012

Disc./Cpn Rate	Yield To Maturity	Investment Type	Date Invested	Date Matures	Book Value	Par Value	Market Value	Market Value Source
1.300%	1.300%	FNMA-Callable Coupon	03/22/12	03/22/17	1,000,000	1,000,000	1,006,320	Custodian
0.700%	0.700%	FNMA-Callable Coupon	03/26/12	03/26/15	1,000,000	1,000,000	1,003,270	Custodian
0.670%	0.670%	FNMA-Bullet	03/26/12	08/26/15	1,000,000	1,000,000	1,008,310	Custodian
1.050%	1.050%	FFCB-Bullet	03/28/12	03/28/16	1,000,000	1,000,000	1,019,920	Custodian
1.400%	1.400%	FHLMC-Callable Coupon	03/28/12	03/28/17	1,000,000	1,000,000	1,008,900	Custodian
1.270%	1.270%	FHLB-Bullet	03/30/12	03/02/17	1,000,000	1,000,000	1,026,060	Custodian
1.650%	1.650%	FNMA-Callable Coupon	04/17/12	04/17/17	1,000,000	1,000,000	1,001,800	Custodian
1.125% & Up <sup>5</sup>	1.514%	FNMA-Callable Coupon	04/26/12	04/26/17	1,000,000	1,000,000	1,005,880	Custodian
1.400%	1.400%	FNMA-Callable Coupon	04/26/12	04/26/17	1,000,000	1,000,000	1,007,290	Custodian
1.300%	1.300%	FNMA-Callable Coupon	05/10/12	05/10/17	1,000,000	1,000,000	1,006,520	Custodian
0.5% & Up <sup>6</sup>	2.063%	FHLB-Callable Coupon	06/13/12	06/13/17	1,000,000	1,000,000	1,000,070	Custodian
0.5% & Up <sup>7</sup>	1.847%	FHLB-Callable Coupon	06/21/12	06/21/17	1,000,000	1,000,000	1,000,800	Custodian
0.750%	0.750%	KYSHSG-Municipal Bond	06/27/12	07/01/14	1,000,000	1,000,000	1,001,620	Custodian
		Sub-Total			43,044,710	43,000,000	43,389,620	
		Total Investments			43,044,710	\$43,000,000	43,389,620	

Note: Gov. Agency Coupon Notes will distribute interest every six month.

1-CPNRT=1.5% to 10/14; 1.75% to 10/15; 2.25% to 04/16; thereafter 3.5%.

3-CPNRT=1.125% to 11/12; 1.25% to 11/13; 1.5% to 11/14; 2% to 11/15; thereafter 3%.

5-CPNRT=1.125% to 4/14; 1.25% to 10/15; 1.5% to 4/16; 2% to 10/16; thereafter 3.5%.

7-CPNRT=0.5% to 12/12; 0.75% to 6/13; 1% to 12/13; 1.25% to 6/14; 1.75% to 6/15; 2% to 12/15; 2.5% to 6/16; 3% to 12/16; thereafter 4.5%.

2-CPNRT=1.25% to 11/13; 1.5% to 5/15; 2% to 11/15; 2.5% to 5/16; thereafter 3%.

4-CPNRT=1% to 1/14; 1.125% to 7/14; 1.25% to 1/15; 1.5% to 7/15; 1.75% to 1/16; 2% to 7/16; thereafter 2.5%.

6-CPNRT=0.5% to 6/13; 1% to 6/14; 2% to 6/15; 3% to 7/16; thereafter 4%.

**Interest earnings for the month were as followed:**

Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon)	Amount Earned/Accrued	Current Yield
Investments	\$868	0.377%
Local Agency Investment Fund (LAIF)	50,796	1.350%
HighMark US Treasury Money Market Fund	7,092	0.377%
Sweep Accounts (Wells Fargo Bank/Bank of New York Mellon)	1	0.000%
	13	0.010%
<b>Total Earnings</b>	<b>\$58,770</b>	

**Schedule of Investment Balance Limitations (Per District investment policy)**

The source of the market valuation is as followed:

Investments (Note 1)	Total Amount Invested	% of Total	Max. Limit Allowed
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon/LAIF)	\$43,044,710	62.93%	no limit
HighMark US Treasury Money Market Fund (Union Bank)	2,761,595	4.04%	1 yr debt pmt.
Local Agency Investment Fund (LAIF)	11,966	0.02%	no limit
	22,574,514	33.01%	50,000,000
<b>Total</b>	<b>\$68,392,785</b>	<b>100.00%</b>	

(Note 2)

Note 1: The average weighted duration for investments, excluding LAIF, is 1,339 days, which is under the assumption that callable coupons will not be called and will be held until maturity.  
 Note 2: In August 2012, estimated Joint Powers Authority's participation in investment is \$6,251,940.11, of which \$4,666,826.31 (or 74.64%) belongs to LV.

LVMWD Investment Report for the Month Ending August 31, 2012

**Bank Account Balances as of August 31, 2012:**

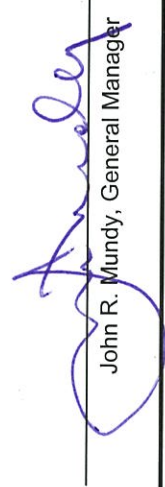
Bank Name	Account Type	Amount
Wells Fargo Bank	Checking	\$50,000 (Note 3)
Wells Fargo Bank	Sweep	1,089,627
Bank of New York Mellon	Money Market	0
	<b>Total</b>	<b>\$1,139,627</b>

Note 3: This is bank balance without adjusting for outstanding checks. The total amount of outstanding checks is unavailable at the time of reporting.

"All 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."

Approved for September 25, 2012 Agenda:

 9/17/12  
 John R. Mundy, General Manager

I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT  
 TO THE BEST OF MY KNOWLEDGE

  
 Sept 17, 2012

Barry Steinhardt, Treasurer



September 25, 2012 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

---

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

---

**SUMMARY:**

Pursuant to Title 2, Section 2-8.307, of the Las Virgenes Code, the Secretary is required to report at least annually, in writing, to the Board of Directors at a public meeting concerning District records. A records retention schedule is maintained by the Executive Assistant/Clerk of the Board, which has been approved by the Board. A list of documents to be destroyed was presented to Legal Counsel, Department Heads, General Manager, and the Board Secretary for review, and has been approved. The destruction list is in accordance with the District's records retention schedules and the Las Virgenes Code.

The proposed listing of records scheduled for destruction in October 2012 is included within the agenda as reference.

**RECOMMENDATION(S):**

Authorize the destruction of records as presented.

**FINANCIAL IMPACT:**

Funds are available in Records Management account 701121.6235 for shredding services, which has a historical annual average cost of \$350.00.

Prepared By: Kimmey Conklin, Executive Assistant/Clerk of the Board

**ATTACHMENTS:**

[Records Destruction Listing - Section 1](#)

[Records Destruction Listing - Section 2](#)

# REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

## RRS: General Manager

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>18</b>	<b>SUBJECT &amp; CORRESPONDENCE (2AR)</b>					
▶	ADM-1-1 GENERAL CORRESPONDENCE 2004-		1/1/2004	12/31/2004	M-2012-01	
▶	ADM-1-1 GENERAL MANAGER CORRESPONDENCE		1/1/2007	12/31/2009	M-2012-01	
▶	ADM-1-1 GENERAL MANAGER REPORTS 1991		1/1/1991	12/31/1991	M-2012-01	
▶	ADM-1-1 SAVE OPEN SPACE (WASTE DISCHARGE REQUIREMENTS-CALABASAS LANDFILL)		1/1/2009	12/31/2009	M-2012-01	

ITEM 7

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: 09/04/12

GENERAL MANAGER: [Signature]

DATE: 9/4/12



REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS  
== Boxes Eligible for Destruction in 2012 ==  
OFFSITE

**RRS: General Manager**

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

**1 AGENDA PACKETS (10)**

▶ AGENDA PACKETS 2001

1/1/2001 12/31/2001 12/31/2011 G-119 227190780

Number of Offsite Boxes Eligible for Destruction: 1

ITEM

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: 09/04/12

GENERAL MANAGER:

*[Signature]*

DATE: 9/14/12

# REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2012 ==  
OFFSITE

## RRS: Finance

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Box Description	From Date	To Date	Date Eligible	LV Box	IM Box	Comments
<b>101</b>	<b>LEGAL FILES (CM+5)</b>							
▶	LEGAL-HOLIDAY/NO #1		---	---	12/1/2003	G-049	97649405	
▶	RALEIGH ENTERPRISES		---	---	12/31/2006	G-092	446383487	
▶	RALEIGH ENTERPRISES		---	---	12/31/2006	G-093	446383488	

Number of Offsite Boxes Eligible for Destruction: 3

*vr*

ITEM

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

*J. Fuchs*

GENERAL MANAGER:

*J. Fuchs*

DATE: 9-4-12

DATE: 9/14/12

DEPARTMENT HEAD:

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

**RRS: Human Resources**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>115 DEFERRED COMPENSATION FILES (6)</b>						
▶	BEN-4 DEFERRED COMPENSATION - 2004		1/1/2004	12/31/2004	PE-2012-02	
▶	BEN-4 DEFERRED COMPENSATION - 2005		1/1/2005	12/31/2005	PE-2012-02	
<b>118 JOB APPLICANT FILES (2)</b>						
▶	REC-1-1 CUSTOMER SERVICE MANAGER 2008		1/1/2008	12/31/2008	PE-2012-02	
▶	REC-1-1 ENVIRONMENTAL ANALYST I/II 2008		1/1/2008	12/31/2008	PE-2012-02	
▶	REC-1-1 HR INTERN 2008		1/1/2008	12/31/2008	PE-2012-02	
▶	REC-1-1 WATER RECLAMATION PLANT OIT JUN 2008		1/1/2008	12/31/2008	PE-2012-02	
<b>235 REIMBURSEMENTS (2)</b>						
▶	BEN-5-2 CERTIFICATION REIMBURSEMENTS - 2007		1/1/2007	12/31/2007	PE-2012-01	
▶	BEN-5-2 CERTIFICATION REIMBURSEMENTS - 2008		1/1/2008	12/31/2008	PE-2012-01	
▶	BEN-5-2 CERTIFICATION REIMBURSEMENTS - 2009		1/1/2009	12/31/2009	PE-2012-01	
▶	BEN-5-3 EDUCATION REIMBURSEMENTS - 2008		1/1/2008	12/31/2008	PE-2012-01	
▶	BEN-5-3 EDUCATION REIMBURSEMENTS - 2009		1/1/2009	12/31/2009	PE-2012-01	
▶	BEN-5-7 SAFETY FOOTWEAR REIMBURSEMENTS - 2008		1/1/2008	12/31/2008	PE-2012-01	
▶	BEN-5-7 SAFETY FOOTWEAR REIMBURSEMENTS - 2009		1/1/2009	12/31/2009	PE-2012-01	
<b>286 UNSOLICITATED RESUMES (1)</b>						
▶	REC-1-2 UNSOLICITED RESUMES - 2007-2009		1/1/2007	12/31/2009	PE-2012-01	

ITEM 7

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: S. Park

DATE: 9-4-12 GENERAL MANAGER:



DATE: 9/4/12

# REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

## RRS: Purchasing

### RRS RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)

ITEM	Description of Record or File	From Date	To Date	Box Number	Comments
124	REQUISITION LOG (5)				
	▶ PURCHASE REQUISITION LOG	1/1/2006	12/31/2006	M-2012-01	

### 124 REQUISITION LOG (5)

▶ PURCHASE REQUISITION LOG

1/1/2006 12/31/2006 M-2012-01

ITEM 7

*J. H. H.*

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

*J. H. H.*

DEPARTMENT HEAD:

GENERAL MANAGER:

DATE: 9-4-12

DATE: 9/14/12

**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**  
 == Boxes Eligible for Destruction in 2012 ==  
 OFFSITE

**RRS: Purchasing**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Box Description	From Date	To Date	Date Eligible	LV Box	IM Box	Comments
<b>123</b>	<b>PURCHASE ORDER FILES (5)</b>							
▶	PURCHASE ORDER FILES		1/1/2005	12/31/2005	12/31/2010	P-051	227190953	
▶	PURCHASE ORDERS		1/1/2006	12/31/2006	12/31/2011	P-055	587124284	
▶	PURCHASE ORDERS		1/1/2006	12/31/2006	12/31/2011	P-056	587124283	
▶	PURCHASE ORDERS		1/1/2006	12/31/2006	12/31/2011	P-057	587124282	

Number of Offsite Boxes Eligible for Destruction: 4

ITEM

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: *S. Pichas* DATE: 9-4-12 GENERAL MANAGER: *[Signature]* DATE: 9/14/12

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

**RRS: Accounting**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
20	<b>ACCOUNTS RECEIVABLE RECORDS (5)</b>					
▶	ACC-13 ACCOUNTS RECEIVABLE A.P. REILLY FOUNDATION 101.1158.00107 2004		---	12/28/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE ALANIZ, A. 101.1158.00114 2005		---	9/8/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE AMES, N. 101.1158.00086 2004		---	4/16/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE B&B PALLET 751.1158.00064		---	8/19/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE BAIRES, B. 101.1158.00111 2005		---	8/26/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE BECKER, P 101.1158.00122, 2006		---	5/15/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE BEZKROVNY, A. 101.1158.00124, 2006		---	6/30/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE BUGGUSS, R. 101.1158.00097 2004		---	10/11/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE COHEN, M. 101.1158.00094 2004		---	4/8/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE CRAWFORD, A. 101.1158.00100 2004		---	8/2/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE DE LOS REYES, E. 101.1158.00109 2005		---	3/29/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE ENGLISH, K. 101.1158.00121 2006		---	5/19/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE ESPINOZA, R. 101.1158.00101 2004		---	9/3/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE EVANS, M. 101.1158.00099 2004		---	5/19/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE GLUSHCHEDOVA, N. 101.1158.00096 2004		---	6/22/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE GRABOWSKI, M. 101.1158.00126, 2006		---	5/15/2006	A-2012-05	

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: J. G. [Signature] DATE: 9-4-12 GENERAL MANAGER: [Signature] DATE: 9/14/12

**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

== Records Eligible for Destruction in 2012 ==  
 ONSITE

**RRS: Accounting**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>20</b>	<b>ACCOUNTS RECEIVABLE RECORDS (5)</b>					
▶	ACC-13 ACCOUNTS RECEIVABLE	GUALEVICH, V. 101.1158.00091, 2003	---	6/30/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	HANG, J. 102.1158.00128	---	6/27/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	IBARRA, R. 101.1158.00105 2005	---	6/30/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	JONES, R. 101.1158.00119, 2005	---	4/24/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	KARRACH, S. 101.1158.00089 2005	---	6/30/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	L.A. COUNTY FM 102.1158.00039 2005	---	5/31/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	LLUCH, J. 101.1158.00123, 2006	---	6/5/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	LOPEZ, J. 101.1158.00117 2006	---	4/10/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	MANION, D. 101.1158.00116, 2005	---	5/30/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	MARSHALL, D. 101.1158.00092 2004	---	3/2/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	MARTINEZ, S. 101.1158.00104 2005	---	1/20/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	MCGINNIS, L. 101.1158.00066 2006	---	2/22/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	MELCHOR, M. 101.1158.00125, 2006	---	8/8/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	MILLGEE 701.1158.00009 2003	---	4/1/2003	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	MINDEN, K. 101.1158.00113 2005	---	8/4/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	MISCELLANEOUS 101.1158.00032 2002	---	6/30/2002	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE	MISCELLANEOUS 101.1158.00033 2002	---	6/30/2002	A-2012-05	

ITEM 7

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: S. Hooks DATE: 9-11-12 GENERAL MANAGER: [Signature] DATE: 9/14/12

**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

== Records Eligible for Destruction in 2012 ==  
ONSITE

**RRS: Accounting**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>20</b>	<b>ACCOUNTS RECEIVABLE RECORDS (5)</b>					
▶	ACC-13 ACCOUNTS RECEIVABLE MISCELLANEOUS 101.1158.00047 2003		---	5/31/2003	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE MISCELLANEOUS 101.1158.00061 2003		---	6/30/2003	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE MISCELLANEOUS 101.1158.00082 2003		---	5/30/2003	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE MISCELLANEOUS 101.1158.00083 2003		---	4/24/2003	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE MISCELLANEOUS 101.1158.00085 2003		---	2/25/2003	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE MISCELLANEOUS 101.1158.00087 2003		---	9/8/2003	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE MISCELLANEOUS 101.1158.00088 2003		---	12/16/2003	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE MOSHEH, S. 101.1158.00103 2005		---	5/13/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE MULHOLLAND HWY & PAUL REVERE 101.1158.00095 2004		---	2/29/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE N.W. EXCAVATING CO. 101.1158.00106 2005		---	2/28/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE NATHANSON, D. 101.1158.00108 2005		---	5/13/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE REYES, R. 101.1158.00129 2006		---	12/28/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE SASOON, B. 101.1158.00112 2005		---	5/17/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE SEUNG, J. 101.1158.00093 2004		---	3/2/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE STEWART. C. 101.1158.00102 2004		---	9/16/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE TABRIZIZDEH, A. 102.1158.00084 2004		---	6/27/2003	A-2012-05	

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: *S. Hoch* DATE: 9-4-12 GENERAL MANAGER: *[Signature]* DATE: 9/14/12



# REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

## RRS: Accounting

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>20</b>	<b>ACCOUNTS RECEIVABLE RECORDS (5)</b>					
▶	ACC-13 ACCOUNTS RECEIVABLE TOLAND, R. 101.1158.00115	2005	---	11/23/2005	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE TRECINSKI, D. 101.1158.00090	2004	---	4/13/2004	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE VANVORST, H. 101.1158.00127	2006	---	9/15/2006	A-2012-05	
▶	ACC-13 ACCOUNTS RECEIVABLE VOLKMAN 101.1158.00072	2004	---	6/30/2004	A-2012-05	
<b>41</b>	<b>DEPOSITS (5)</b>					
▶	ACC-21 MISCELLANEOUS DEPOSITS 2006 (JUL - DEC)		7/1/2006	12/31/2006	M-2012-01	
<b>282</b>	<b>1099 FORMS (5)</b>					
▶	ACC-17-1 1099-MISCELLANEOUS & INTEREST 2005		1/1/2005	12/31/2005	M-2012-01	
▶	ACC-17-1 1099-MISCELLANEOUS & INTEREST 2006		1/1/2006	12/31/2006	M-2012-01	

ITEM 7

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: J. P. [Signature] DATE: 9-4-12 GENERAL MANAGER: [Signature] DATE: 9/14/12

**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**  
 == Boxes Eligible for Destruction in 2012 ==  
 OFFSITE

**RRS: Accounting**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Box Description	From Date	To Date	Date Eligible	LV Box	IM Box	Comments
<b>19 ACCOUNTS PAYABLE RECORDS (5)</b>								
▶	ACCOUNTS PAYABLE RECORDS A-AZ		7/1/2005	6/30/2006	12/31/2011	A-708	227190997	
▶	ACCOUNTS PAYABLE RECORDS BA-CH		7/1/2005	6/30/2006	12/31/2011	A-709	227190998	
▶	ACCOUNTS PAYABLE RECORDS B-BA		7/1/2005	6/30/2006	12/31/2011	A-710	227190999	
▶	ACCOUNTS PAYABLE RECORDS CI-DI		7/1/2005	6/30/2006	12/31/2011	A-711	227191000	
▶	ACCOUNTS PAYABLE RECORDS DW-F		7/1/2005	6/30/2006	12/31/2011	A-712	227190996	
▶	ACCOUNTS PAYABLE RECORDS G-J		7/1/2005	6/30/2006	12/31/2011	A-713	227190965	
▶	ACCOUNTS PAYABLE RECORDS K-L		7/1/2005	6/30/2006	12/31/2011	A-714	227190966	
▶	ACCOUNTS PAYABLE RECORDS M-OF		7/1/2005	6/30/2006	12/31/2011	A-715	227190967	
▶	ACCOUNTS PAYABLE RECORDS OF-Q		7/1/2005	6/30/2006	12/31/2011	A-716	227190968	
▶	ACCOUNTS PAYABLE RECORDS R-SBC		7/1/2005	6/30/2006	12/31/2011	A-717	227190969	
▶	ACCOUNTS PAYABLE RECORDS SBC-SOU		7/1/2005	6/30/2006	12/31/2011	A-718	227190970	
▶	ACCOUNTS PAYABLE RECORDS SOU-V		7/1/2005	6/30/2006	12/31/2011	A-719	227190971	
▶	ACCOUNTS PAYABLE RECORDS W-Z		7/1/2005	6/30/2006	12/31/2011	A-720	227190972	
<b>20 ACCOUNTS RECEIVABLE RECORDS (5)</b>								
▶	ACCOUNTS RECEIVABLE RECORDS / CUSTOMER DEPOSITS		7/1/2005	6/30/2006	12/31/2011	A-777	587124295	



APPROVALS

DEPARTMENT HEAD: J. Hobbs

DATE: 9-4-12

GENERAL MANAGER: [Signature]

DATE: 9/14/12

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

**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**  
 == Boxes Eligible for Destruction in 2012 ==  
 OFFSITE

**RRS: Accounting**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Box Description	From Date	To Date	Date Eligible	LV Box	IM Box	Comments
<b>41 DEPOSITS (5)</b>								
▶	DEPOSITS 2006 JANUARY-FEBRUARY		1/1/2006	2/28/2006	12/31/2011	A-728	227190980	
▶	DEPOSITS 2006 MARCH-APRIL		3/1/2006	4/30/2006	12/31/2011	A-729	227190981	
▶	DEPOSITS 2006 APRIL-MAY		4/1/2006	5/31/2006	12/31/2011	A-730	227190982	
▶	DEPOSITS 2006 JUNE		6/1/2006	6/30/2006	12/31/2011	A-731	227190983	
▶	DEPOSITS 2005 OCTOBER-NOVEMBER		1/1/2005	11/30/2005	12/31/2011	A-734	227190986	
▶	DEPOSITS 2006 DECEMBER-JANUARY		12/1/2005	1/31/2006	12/31/2011	A-735	227190987	
▶	CUSTOMER SERVICE DEPOSITS/PAYMENT DETAIL LISTING		07/01/2006	08/30/2006	12/31/2011	A-760	587124272	
▶	CUSTOMER SERVICE DEPOSITS/PAYMENT DETAIL LISTING		09/01/2006	10/31/2006	12/31/2011	A-761	587124273	
▶	CUSTOMER SERVICE DEPOSITS/PAYMENT DETAIL LISTING		11/01/2006	12/31/2006	12/31/2011	A-762	587124274	
<b>56 INVESTMENT RECORDS (5)</b>								
▶	INVESTMENT RECORDS		7/1/2005	6/30/2006	12/31/2011	A-825	587124370	

Number of Offsite Boxes Eligible for Destruction: 24



**APPROVALS**

DEPARTMENT HEAD: *[Signature]*

DATE: 9-4-12 GENERAL MANAGER: *[Signature]*

DATE: 9/11/12

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

**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

== Records Eligible for Destruction in 2012 ==  
ONSITE

**RRS: Accounting - Payroll**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>73</b>	<b>PAYROLL REPORTS (2)</b>					
	▶ Payroll Reports		1/1/2009	7/31/2009	A-2012-01	
	▶ Payroll Reports		8/1/2009	12/31/2009	A-2012-02	
	▶ Payroll Reports (Director's Monthly)		1/1/2008	12/31/2008	A-2012-02	
	▶ Payroll Reports (Director's Monthly)		1/1/2009	12/31/2009	A-2012-02	
<b>75</b>	<b>TAX FORMS (7)</b>					
	▶ IRS Quarterly Reporting 2003		1/1/2003	12/31/2003	A-2012-04	
	▶ IRS Quarterly Reporting 2004		1/1/2004	12/31/2004	A-2012-04	
	▶ State of California Quarterly Reporting 2004		1/1/2004	12/31/2004	A-2012-04	
<b>259</b>	<b>PAYROLL REGISTERS (3)</b>					
	▶ Payroll Registers		1/1/2008	12/31/2008	A-2012-03	
<b>284</b>	<b>PAYROLL JOURNAL ENTRIES (2)</b>					
	▶ JD Edwards Payroll J/E 2008		1/1/2008	12/31/2008	A-2012-04	
	▶ JD Edwards Payroll J/E 2009		1/1/2009	12/31/2009	A-2012-04	

ITEM 7

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: S. Hooks DATE: 9-4-12 GENERAL MANAGER: \_\_\_\_\_

DATE: 9/4/12  
*John R. Munday*

**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

== Boxes Eligible for Destruction in 2012 ==  
OFFSITE

**RRS: Accounting - Payroll**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	From Date	To Date	Date Eligible	LV Box	IM Box	Comments
<b>71</b>	<b>PAYROLL LIABILITIES (5)</b>						
▶	PAYROLL LIABILITIES	1/1/2006	12/31/2006	12/31/2011	A-772	587124290	
▶	PAYROLL LIABILITIES	1/1/2006	12/31/2006	12/31/2011	A-773	587124291	
▶	PAYROLL LIABILITIES 2001	1/1/2001	12/31/2002	12/31/2006	PE-036	227190785	

Number of Offsite Boxes Eligible for Destruction: 3

**ITEM**

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**

*S. Procto*

DATE: 9-4-12 GENERAL MANAGER:

*John R. Munday*

DATE: 9/14/12

**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

== Records Eligible for Destruction in 2012 ==

ONSITE

**RRS: Facilities and Operations (Planning and Engineering)**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>218 SUBJECT &amp; CORRESPONDENCE (2AR)</b>						
▶	ENG-2	CITY OF CALABASAS 2006	12/1/2005	12/31/2006	E-2012-01	
▶	ENG-6	CITY OF CALABASAS 2006 #2	1/1/2006	12/31/2006	E-2012-01	
<b>265 VEHICLE REGISTRATION FILES (L)</b>						
▶	GOP-4	149 - 1991 CHEV Dump Truck VIN# 1GBM7H1J9MJ108043	---	2/8/2011	E-2012-01	License # 348454
▶	GOP-4	810 - 1998 DODGE DAKOTA Compact Pickup VIN# 1B7FL26X1WS700785	---	9/13/2011	E-2012-01	License # 994067
▶	GOP-4	820 - 1999 FORD Compact Pickup VIN# 1FTYR10X1XUB85206	---	3/13/2012	E-2012-01	License # 1031362
▶	GOP-4	837 - 2000 JEEP Utility VIN# 1J4FT47S8YL275832	---	9/13/2011	E-2012-01	License # 1052930
▶	GOP-4	838 - 2001 DODGE 1/2 Ton Pickup VIN# 1B7HC16Y31S753900	---	9/13/2011	E-2012-01	License # 1071759
▶	GOP-4	840 - 2001 DODGE 3/4 Ton Pickup VIN# 3B6KC26Z01M279082	---	9/13/2011	E-2012-01	License # 1071769
▶	GOP-4	856 - 2002 DODGE 1/2 Ton Pickup VIN# 1D7HA16N2J249315	---	9/13/2011	E-2012-01	License # 1146806

ITEM 7

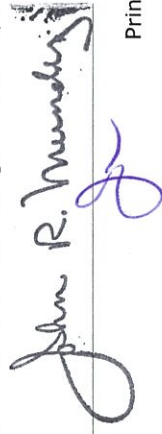
The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

**APPROVALS**

DEPARTMENT HEAD: 

DATE: 9/5/12

GENERAL MANAGER:

 John R. Munday

DATE: 9/14/12

# REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

## RRS: (Operations - Rancho)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>247</b>	<b>RAW DATA FILES (10)</b>	▶ GEN-6-4 Rancho Lab Raw Data Worksheets 2001	1/1/2001	12/31/2001	T-2012-01	
<b>277</b>	<b>COMPOSTING GIVEAWAY PROGRAM FILES (3)</b>	▶ GEN-6-6 Community Compost Distribution Log 2008	1/1/2008	12/31/2008	T-2012-01	

ITEM 7

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: 9/5/12 GENERAL MANAGER:

 DATE: 9/14/12

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS  
== Boxes Eligible for Destruction in 2012 ==  
OFFSITE

**RRS: (Operations - Rancho)**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Box Description	From Date	To Date	Date Eligible	LV Box	IM Box	Comments
287	COMPOST RECORDS (5)		1/01/2005	12/31/2006	12/31/2011	T-069	587124338	
		▶ COMPOST RECORDS						

Number of Offsite Boxes Eligible for Destruction: 1

**ITEM**

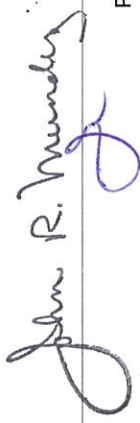
The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: 

DATE: 9/5/12

GENERAL MANAGER:



DATE: 9/14/12



**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

== Records Eligible for Destruction in 2012 ==  
ONSITE

**RRS: Facilities and Operations (Operations - Tapia)**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>144 REPORTS (3)</b>						
▶	December 2008 Pepperdine Report, Non-NPDES Permit, Order #94-055, File #64-104 and 70-060		1/1/2008	12/31/2008	T-2012-01	
▶	Sanitary Sewer Overflow SSO Reports		1/1/2008	12/31/2008	T-2012-01	
▶	Semi-Annual Pretreatment Report for January to June 2008 (NPDES Permit CA0056014, Order R4-2005-0074, MRP CI-4760		1/1/2008	12/31/2008	T-2012-01	
▶	COL-2-3 Pretreatment Compliance Inspection 2007-2008		1/1/2007	12/31/2008	T-2012-01	
▶	LOC-3-5 County of LA DOHS/DOPH - Solid Waste Facility Inspection Report (Rancho) 2004-2007		1/1/2004	12/31/2007	T-2012-01	
▶	STA-2-4 Non-NPDES Order #79-107 RLV Monthly Reports 2008		1/1/2008	12/31/2008	T-2012-01	
▶	STA-2-4 Non-NPDES Permit #64-104 Reclaimed Water Quarterly Reports 2008		1/1/2008	12/31/2008	T-2012-01	
▶	STA-2-4 NPDES Permit #CA0056014 Effluent Disposal Monthly Reports Jan-June 2008		1/1/2008	6/30/2008	T-2012-01	
▶	STA-2-4 NPDES Permit #CA0056014 Effluent Disposal Monthly Reports July-Dec 2008		7/1/2008	12/31/2008	T-2012-01	
▶	STA-2-4 NPDES Permit #CAG994004 Tapia Groundwater Quarterly Reports 2008		1/1/2008	12/31/2008	T-2012-01	
▶	STA-2-4 Pepperdine Order #94-055 Reclaimed Water Quarterly Reports 2008		1/1/2008	12/31/2008	T-2012-01	
▶	STA-3-4 DOPH - Monthly Coliform Report - System ID #1910225 - 2008		1/1/2008	12/31/2008	T-2012-01	

ITEM 7

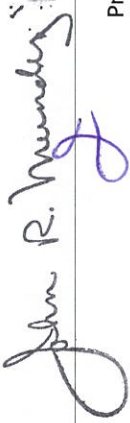
The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

**APPROVALS**

DEPARTMENT HEAD: 

DATE: 9/5/12

GENERAL MANAGER:



DATE: 9/14/12

**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

== Records Eligible for Destruction in 2012 ==  
 ONSITE

**RRS: Facilities and Operations (Operations - Tapia)**

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>144 REPORTS (3)</b>						
▶	STA-3-4 DOPH - Monthly Turbidity and Disinfection Monitoring System (Water Ops) ID #1910225 - 2008		1/1/2008	12/31/2008	T-2012-01	
▶	STA-3-4 DOPH - Quarterly Disinfectant Residuals Report - System ID #1910225 - 2008		1/1/2008	12/31/2008	T-2012-01	
▶	STA-3-4 DOPH - Quarterly THM Monitoring Program - System ID #1910225 - 2008		1/1/2008	12/31/2008	T-2012-01	
<b>159 HAZARDOUS MATERIAL FILES (2AR)</b>						
▶	Business Plans 2008		1/1/2008	12/31/2008	T-2012-01	

ITEM 7

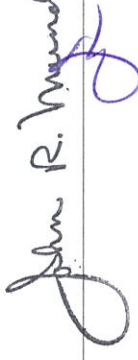
The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

**APPROVALS**

DEPARTMENT HEAD: 

DATE: 9/5/12

GENERAL MANAGER:

 DATE: 9/14/12

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

RRS: Facilities and Operations (Operations - Water Oper.)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
167	VEHICLE FILES (L)					
▶	T709		---	12/31/2010	M-2012-01	
▶	GOP-4-1 108		11/15/1994	10/21/1996	M-2012-01	
▶	GOP-4-1 108A		---	12/31/2010	M-2012-01	
▶	GOP-4-1 127A		---	12/31/2010	M-2012-01	
▶	GOP-4-2 108 - CATERPILLAR GENERATOR License #171451		---	12/31/2010	M-2012-01	
▶	GOP-4-2 108 - ZEMAN TRAILER License # 329064		---	12/31/2010	M-2012-01	

ITEM 7

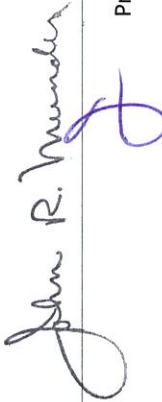
The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

APPROVALS

DEPARTMENT HEAD: 

DATE: 9/5/12

GENERAL MANAGER:

 John R. Munder

DATE: 9/14/12

# REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

## RRS: Facilities and Operations (Operations - Westlake)

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>293 REPORTS (3)</b>						
▶ WRQ-2-1	Westlake Reservoir Monthly Reports 2005-2006		1/1/2005	12/31/2006	T-2012-01	
▶ WRQ-2-1	Westlake Reservoir Monthly Reports 2007-2008		1/1/2007	12/31/2008	T-2012-01	
▶ WRQ-3-6	Monthly Turbidity and Disinfection Report 2008		1/1/2008	12/31/2008	T-2012-01	
▶ WRQ-3-6	Westlake Plant Report 2008		1/1/2008	12/31/2008	T-2012-01	

ITEM #

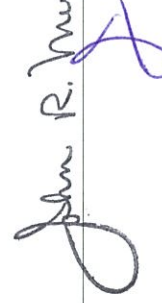
The above records are submitted for destruction in accordance with procedures outlined in the Las Virgenes Municipal Water District Records Management Manual, revised 2008.

### APPROVALS

DEPARTMENT HEAD: 

DATE: 9/5/12

GENERAL MANAGER:



DATE: 9/14/12

# REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

## RRS: Resource Conservation - Customer Service

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>86</b>	<b>CUSTOMER SERVICE ORDERS (CSO's) (2)</b>					
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 01/2009		1/1/2009	1/30/2009	CS-2012-01	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 02/2009		2/1/2009	2/28/2009	CS-2012-01	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 03/2009		3/1/2009	3/31/2009	CS-2012-01	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 04/2009		4/1/2009	4/30/2009	CS-2012-01	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 05/2009		5/1/2009	5/31/2009	CS-2012-02	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 06/2009		6/1/2009	6/30/2009	CS-2012-02	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 07/2009		7/1/2009	7/31/2009	CS-2012-02	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 08/2009		8/1/2009	8/31/2009	CS-2012-03	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 09/2009		9/1/2009	9/30/2009	CS-2012-03	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 10/2009		10/1/2009	10/31/2009	CS-2012-03	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 11/2009		11/1/2009	11/30/2009	CS-2012-04	
▶	CUS-1 CUSTOMER SERVICE ORDER (CSO) - 12/2009		12/1/2009	12/31/2009	CS-2012-05	

ITEM 7

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: 9/5/12

GENERAL MANAGER:  DATE: 9/14/12

# REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

## RRS: Resource Conservation - Customer Service

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
<b>229</b>	<b>ADJUSTMENT FILES (2)</b>					
▶	CUS-8 ADJUSTMENTS - 01/2008		1/1/2008	1/31/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 01/2009		1/1/2009	1/31/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 02/2008		2/1/2008	2/29/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 02/2009		2/1/2009	2/28/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 03/2008		3/1/2008	3/31/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 03/2009		3/1/2009	3/31/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 04/2008		4/1/2008	4/30/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 04/2009		4/1/2009	4/30/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 05/2008		5/1/2008	5/31/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 05/2009		5/1/2009	5/31/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 06/2008		6/1/2008	6/30/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 06/2009		6/1/2009	6/30/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 07/2008		7/1/2008	7/31/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 07/2009		7/1/2009	7/31/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 08/2008		8/1/2008	8/31/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 08/2009		8/1/2009	8/31/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 09/2008		9/1/2008	9/30/2008	CS-2012-04	

ITEM 7

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: CRAN DATE: 9/5/12 GENERAL MANAGER: John R. Gundersen DATE: 9/14/12

# REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2012 ==  
ONSITE

## RRS: Resource Conservation - Customer Service

RRS ITEM	RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated)	Description of Record or File	From Date	To Date	Box Number	Comments
229	ADJUSTMENT FILES (2)					
▶	CUS-8 ADJUSTMENTS - 09/2009		9/1/2009	9/30/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 10/2008		10/1/2008	10/31/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 10/2009		10/1/2009	10/31/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 11/2008		11/1/2008	11/30/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 11/2009		11/1/2009	11/30/2009	CS-2012-05	
▶	CUS-8 ADJUSTMENTS - 12/2008		12/1/2008	12/31/2008	CS-2012-04	
▶	CUS-8 ADJUSTMENTS - 12/2009		12/1/2009	12/31/2009	CS-2012-05	

ITEM #

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: Carroll DATE: 9/15/12 GENERAL MANAGER: John R. Munday

DATE: 9/14/12  
Printed: August 22, 2012



September 25, 2012 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

---

**Subject: Official Transcription of Board Meeting Minutes**

---

**SUMMARY:**

During the past several months there have been multiple requests from board members to transcribe certain agenda items verbatim or modify verbiage not documented by either the General Manager or Clerk of the Board during the board meeting.

In order to better serve the public and the Board, direction is requested to ensure consistency and methodology for official transcription of minutes (summary minutes with formal actions versus verbatim transcription of all items).

**RECOMMENDATION(S):**

The Board to provide direction to staff as to the preferred methodology for transcribing of the District's official board meeting minutes.

**FINANCIAL IMPACT:**

None at this time. Depending on the preferred methodology selected, funds may be needed for improving the recording process.

**DISCUSSION:**

The District's past practice in regards to transcribing of official board meeting minutes has been to prepare a summary of discussions along with the formal vote on each agenda item. If a specific request is made by a board member, that Director's name is documented as part of the record. In the case of general comments during discussions of agenda items the transcription is typically not attributed to an individual board member, and is instead included as a summary of questions and concerns posed to staff, consultants or the public.

Options include: (1) continue with the existing methodology of transcribing summary minutes and to include formal actions taken and formal requests made by the Board of Directors; (2) record all board meetings and have the recording serve as the official minutes transcription; or (3) record all board meetings, maintaining the recording in the agenda folder for a period of 10 years along with a summary transcription to be maintained in perpetuity as the official set of board meeting minutes.

The Las Virgenes Code does not require recordings of board meetings except in the case of a Public Hearing. Should the Board wish to regularly record meetings equipment may have to be modified or added to provide for a better quality recordings for transcription, such as marking recordings at specific action points and setting up microphones to be on all the time to assure comments are captured.

Summary minutes would continue to be transcribed by the Clerk of the Board, and verbatim minutes would require additional staff assistance most likely from the Secretarial staff.

Prepared By: John R. Mundy, General Manager

ITEM 7B





September 25, 2012 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

---

**Subject: 4232 Las Virgenes Road - Building #8 Lease Renewal**

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**SUMMARY:**

Building # 8, the headquarters building first floor, east end previously known as the Miller Family Suite is now vacant. The tenant moved out on August 31, 2012 and the suite was inspected and all keys returned on Tuesday, September 4, 2012. Staff is recommends hiring the current broker working on the lease for Building #1, Ms. Grace Bartsch, Broker, NAI Capital. Ms. Bartsch has indicated her availability to act as the district's broker in leasing this space. Grace is willing to accept similar terms currently in place for the leasing of building #1. Those terms were competitively bid during the search for a broker in early 2011 for building #1 and NAI Capital was the lowest successful bidder. Staff believes Ms. Bartsch has done an excellent job in bringing prospective clients to the table in light of the current office space leasing environment.

**RECOMMENDATION(S):**

Authorize the General Manager to enter into an agreement with Grace Bartsch, NAI Capital (under similar terms of the agreement executed in February 2011 for the lease of Building #1) to act as the broker in leasing out the existing 4,059 square foot suite on the first floor of Building #8.

**FINANCIAL IMPACT:**

The Broker's commission will be determined at the successful negotiation of a new lease. Fiscal year 2012-13 account 701001-5515 budget provides funds for this purpose.

Prepared By: Larry Miller, Water Systems and Facilities Manager

**ATTACHMENTS:**

[Lease Agreement](#)



## EXCLUSIVE AUTHORIZATION OF SALE AND LEASE

OWNER hereby grants to NAI CAPITAL COMMERCIAL REAL ESTATE SERVICES ("Broker"), the exclusive right to negotiate a lease or leases with respect to the real property described below (the "Property")

for a period commencing on February 16<sup>th</sup> (Sixteen), 2011, and ending at midnight on August 14<sup>th</sup> (Fourteen), 2011 (the "Listing Period"), unless this Authorization is extended in writing and signed by both Owner and Broker. The Property is located at 4232-1 Las Virgenes Road

in the City of Calabasas  
County of Los Angeles, State of California, and further described as A free standing Two story office building of approximately 12,792 square feet

The price and terms of the lease shall be as follows: \$1.40 modified gross per square foot

The Lease(s) shall be for a rental of \$ 1.40 per sq.ft./mo. for a minimum term of N/A years, and such other terms and conditions acceptable to the Owner of the Property.

If during the Listing Period negotiations involving the leasing of the Property have commenced and are continuing, then the term of the Listing Period shall be extended with respect to such transaction(s) and negotiations for a period through the termination of all efforts to complete a transaction or the consummation of such transaction.

In consideration of this Authorization and Broker's agreement diligently to pursue the procurement of tenant(s) for the Property, Owner agrees to pay Broker commission(s) as follows:

### GROSS LEASE

6% of the rent for the first 12 months;  
6% of the rent for the second 12 months;  
5% of the rent for the third 12 months;  
4% of the rent for the fourth 12 months;  
4% of the rent for the fifth 12 months;  
3% of the rent for the next 60 months; and  
2% of the rent for the balance of the term.

### NET LEASE

(where tenant pays all real property taxes)

7% of the rent for the first 12 months;  
7% of the rent for the second 12 months;  
6% of the rent for the third 12 months;  
5% of the rent for the fourth 12 months;  
5% of the rent for the fifth 12 months;  
4% of the rent for next 60 months; and  
3% of the rent for the balance of the term.

- Commencement of Rent:** For the purpose of computing the amount of the commission due on a leasing transaction, the first month when the base or minimum rental commences shall be deemed to be the first month of the lease.
- Term of More Than 30 Years:** If the initial lease term is in excess of 30 years, then the commission shall be calculated only upon the rental to be paid during the first 30 years of the term of the lease.
- Month-to-Month Tenancy:** The commission shall be 50% of the first month's rent but in no event less than \$1,000. In the event a month-to-month tenant subsequently executes a lease, either direct with Owner or through Broker, within 24 months from the date of first occupancy of the month-to-month tenant, then Broker shall receive a leasing commission with respect to such lease in accordance with the provisions of this Schedule.
- Extension of Term or Additional Space Taken:** If the term of the lease is extended or the area of the leased premises is expanded prior to the expiration of the lease, whether pursuant to an option in or an amendment of the lease or any other agreement, then a leasing commission, computed in accordance herewith, shall be paid upon the exercise of any such option or the making of any such amendment or agreement. If the term of the lease is extended, such additional period shall be added to the end of the initial lease term for the purpose of computing the amount of the commission. If the area of the leased premises is expanded, a full leasing commission shall be due for the entire term of such additional space. However no commission shall be paid beyond one extension of the lease pursuant to an option in or an amendment of the lease.
- Payment:** One-half of leasing commission shall be paid upon the mutual execution of a lease by lessor and tenant, and the balance shall be paid on the date specified in the lease for the commencement of the term.
- Broker is hereby authorized to deduct its commission from any deposits, payments or other funds paid in connection with such transaction.

Owner shall pay such commission to Broker if during the Listing Period: (a) the Property or any part thereof is leased to a tenant by or through Broker, Owner or any other person or entity; or (b) a tenant is procured by or through Broker, Owner or any other person or entity who is ready, willing and able to lease the Property or any part thereof on the terms above stated or other terms acceptable to the owner of the Property; or (c) any lease or contract for the lease of the Property or any part thereof is made directly or indirectly by the owner of the Property; or (d) this Authorization is terminated or the Property is withdrawn from lease without the written consent of Broker or made unmarketable by Owner's voluntary act. Owner shall also pay said commission to Broker if within one hundred eighty (180) days after the expiration of the Listing Period (1) the Property, or any interest therein, is leased to any person or entity which during the term of the Listing Period made a written offer to lease the Property, or any interest therein, or any affiliate thereof, whether or not such transaction is consummated on the same or different terms and conditions contained in such offer; and (2) the Property or any interest therein is leased to any person or entity with whom Broker has negotiated or to whom Broker has submitted the Property in an effort to effect a transaction during the Listing Period and whose name appears on any list of such persons or entities (The "Registration List"), or any affiliate thereof. Broker shall mail the Registration List to Owner at the address below stated within thirty (30) days following such expiration. In the event title to the Property is transferred pursuant to foreclosure proceedings or by a deed in lieu of foreclosure during the Listing Period and within one hundred eighty (180) days thereafter the Property or any portion thereof is leased to any person or entity which made a written offer to lease the Property, or any portion thereof, or which is named on the Registration List or any affiliate of either, Owner shall pay Broker said commission with respect to such transaction. The sale of the Property during the term of this Authorization or any extension hereof shall not be deemed to constitute a breach of this Authorization if the purchaser agrees in writing to be bound by this Authorization for the remainder of the Listing Period.

Owner agrees to cooperate with Broker in effecting a lease or leases of the Property and immediately to refer to Broker all inquiries of any person or entity interested in leasing premises in the Property. All negotiations are to be through Broker. Broker is authorized to accept a deposit and other funds from any prospective tenant. In the event a transaction is not consummated, any deposits and other funds retained by Owner shall be equally divided between Owner and Broker, except that Broker's portion thereof shall not exceed the amount of the commission otherwise payable upon the consummation of such transaction by the terms of this Authorization. Broker is further authorized to advertise the Property and shall have the exclusive right to place a sign or signs on the Property if, in Broker's opinion, such would facilitate the leasing thereof.

It is understood that it is illegal for either Owner or Broker to refuse to present or lease real property to any person because of race, color, religion, national origin, sex, marital status, age or physical disability.

Except as disclosed in an addendum hereto signed by both Owner and an officer of Broker, Owner hereby warrants and represents to Broker that (1) Owner is the owner of record of the Property or has the legal authority to execute this Authorization on behalf of the owner, (2) no person or entity has any right to lease the Property or any portion thereof by virtue of any agreement, option or right of

first refusal, (3) there are no delinquencies or defaults under any deed of trust, mortgage or other encumbrance on the Property, (4) the Property is not subject to the jurisdiction of any court in any bankruptcy, insolvency conservatorship or probate proceeding, and (5) neither Broker nor any salesperson affiliated with Broker has made any promises or representations to or agreements with Owner not contained herein which in any manner affect Owners and Brokers rights and obligations under this Authorization.

Owner agrees to defend, indemnify and hold Broker harmless from any and all claims, demands, liabilities and damages arising from any incorrect information supplied by Owner or any information which Owner fails to supply.

NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MAY POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS SUCH RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY. WE HAVE READ AND UNDERSTOOD THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL ARBITRATION.

OWNER [Signature] BROKER [Signature]

Arbitration of Disputes. In the event a claim or controversy arises concerning any failure to pay Broker all or any portion of the amounts provided herein, Owner and Broker hereby agree that such claim or controversy shall be settled by final, binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, which rules are incorporated herein by reference, provided, however, that all persons nominated to act as arbitrators of such claim or controversy shall be attorneys at law duly licensed to practice before the courts of the State where the arbitration is conducted. Judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Depositions may be taken and other discovery may be obtained during such arbitration proceedings to the same extent as authorized in civil judicial proceedings. The unsuccessful party shall pay the costs of conducting the arbitration. In the event any arbitration proceeding (or legal action to enforce an arbitration award) is commenced to recover compensation hereunder, the prevailing party shall be entitled to recover its expenses and reasonable attorneys' fees incurred therein from the unsuccessful party.

In the event that Owner and Broker have not elected to resolve commission disputes by arbitration as provided above, if a claim or controversy arises concerning any failure to pay Broker all or any portion of the amounts provided herein, the prevailing party shall be entitled to its costs and attorneys' fees in any legal action regarding the collection of a commission due hereunder.

If there is a failure to make any payment to Broker at the time required herein, the delinquent sum(s) shall bear interest at the rate of 18% per year or the maximum permitted by law, whichever is lower.

Owner hereby authorizes Broker to represent and serve as agent for any prospective purchaser of the Property or of any interest therein, and Owner hereby waives any conflict of interests which might arise as a result thereof.

The heirs, transferees, successors and assigns of the parties hereto are duly bound by the provisions hereof.

NO AMENDMENTS TO OR MODIFICATIONS OF THIS AUTHORIZATION NOR THE TERMINATION OF THIS AUTHORIZATION SHALL BE VALID OR BINDING UNLESS MADE IN WRITING AND SIGNED BY BOTH OWNER AND AN OFFICER OF BROKER. OWNER HEREBY ACKNOWLEDGES THAT SALESPERSONS AFFILIATED WITH BROKER ARE NOT AUTHORIZED TO MAKE OR APPROVE ANY ADDITIONS TO, DELETIONS FROM OR ALTERATIONS OF THE PRINTED PROVISIONS OF THIS AUTHORIZATION, OR TO TERMINATE THIS AUTHORIZATION, AND THAT NO SUCH ADDITION, DELETION, ALTERATION OR TERMINATION SHALL BE VALID OR BINDING ON BROKER UNLESS IN WRITING AND SIGNED BY AN OFFICER OF BROKER. ANY PURPORTED AMENDMENT, MODIFICATION OR TERMINATION OF THIS AUTHORIZATION WHICH IS ORAL, OR WHICH IS IN WRITING BUT NOT SIGNED BY BOTH OWNER AND AN OFFICER OF BROKER, SHALL BE VOID AND OF NO EFFECT WHATSOEVER.

Owner hereby acknowledges that neither Broker nor any salesperson associated with Broker is qualified or authorized to give legal or tax advice; if Owner desires such advice he shall consult with an attorney or accountant.

Owner acknowledges receipt of a copy of this Authorization which Owner has read and understands.

Other terms and conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED: 2-11 2011

NAI CAPITAL, INC.  
By: [Signature]  
Grace Bartsch  
Senior Associate

Address: 2555 Townsgate Road, Suite 320  
Westlake Village, CA 91361

Telephone: (805) 277-4011  
Fax: (805) 446-2401  
e-mail: gbartsch@naicapital.com

Owner: Las Virgenes Municipal Water District

By: [Signature] 2/14/11  
Name Printed: John R. Mundy  
Title: Director Facilities & Operations General Manager

By: \_\_\_\_\_  
Name Printed: \_\_\_\_\_  
Title: \_\_\_\_\_

Address: 4232 Las Virgenes Road  
Calabasas, CA 91302

Telephone: 818-251-2100  
Fax: 818-251-2149  
e-mail: generalmanager@lvmwd.com



September 25, 2012 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

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**Subject: Tapia Gates and Drives Replacement Project - Final Acceptance**

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Las Virgenes-Triunfo Joint Powers Authority approved funding for this matter in the Joint Powers Authority Budget. This recommendation is before the LVMWD Board of Directors for action, as administering agent, as authorized in the Joint Powers Authority Agreement.

**SUMMARY:**

At the June 28, 2011 meeting, the LVMWD Board awarded the contract for the Tapia Gates & Drives Replacement Project to Spiess Construction in the amount of \$245,800 with a completion date of September 1, 2012. The scope of the project was the replacement of several pieces of mechanical equipment found to be non-functional or near the end of their useful life, including 11 sluice gates at primary clarifiers No. 1 through 4, the metal components of the existing sludge collection system in secondary clarifier No. 8, and the drives for sludge collection system at secondary clarifier No. 1 and No. 8.

There was one change order that was issued during the course of construction. Spiess Construction removed an existing slide gate in the influent channel at the primary clarifiers. The slide gate had been stuck in a closed position and could not be removed by staff, thus affecting day to day operations. Additionally, the contractor found that the chain of the sludge collection system to be replaced in Clarifier No. 8 had become brittle and could not be disassembled and put back into service. After an inspection by staff, the contractor was instructed to purchase new chains from the manufacturer and replace the existing chains in Clarifier No. 8. Change Order No. 1 was approved administratively on July 2, 2012, by the General Manager, and ratified by the Board at the July 24, 2012 meeting in the amount of \$23,618.08.

As of August 31, 2012 the project was completed. At this time it is appropriate to file the Notice of Completion, make the final payment and release retention as stipulated in the Contract.

**RECOMMENDATION(S):**

Approve the final progress payment, in the amount of \$9,287.71 to Spiess Construction Co., Inc.; approve execution of a Notice of Completion by the Secretary of the Board for and on behalf of the District and have the same recorded; and that in the absence of claims from subcontractors and others, release retention in the amount of \$26,941.81 thirty calendar days after filing the Notice of Completion for the Tapia Gates and Drives Replacement Project.

**FINANCIAL IMPACT:**

Final construction costs for the project are as follows:

Construction Contract	\$245,800.00
Change Order No. 1	\$23,618.08
<b>Total Construction Cost</b>	<b>\$269,418.08</b>

Prepared By: James Spicer II, Associate Engineer

ITEM 8B

**ATTACHMENTS:**

[Notice of Completion](#)

RECORDING REQUESTED BY

Las Virgenes Municipal Water District

AND WHEN RECORDED MAIL TO

Name Joanne Bodenhamer
Street Address Las Virgenes Municipal Water District
City & State 4232 Las Virgenes Road
Zip Calabasas, CA 91302

SPACE ABOVE THIS LINE FOR RECORDER'S USE

T 420 LEGAL (9-94)

Notice of Completion

NOTICE IS HEREBY GIVEN THAT:

- 1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is Las Virgenes Municipal Water District (NAME).
3. The full address of the undersigned is 4232 Las Virgenes Road, Calabasas, CA 91302

(NUMBER AND STREET, CITY, STATE, ZIP).

- 4. The nature of the title of the undersigned is (E.G., owner in fee OR vendee under contract of purchase OR lessee OR OTHER APPROPRIATE DESIGNATION).
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

N/A

- 6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to are (OR IF NO TRANSFER WAS MADE, INSERT THE WORD "none"):

N/A

- 7. A work of improvement on the property hereinafter described was completed on August 31, 2012 (DATE).
8. The name of the original contractor, if any, for the work of improvement was Spiess Construction Co., Inc. (NAME OF CONTRACTOR, OR IF NO CONTRACTOR FOR THE WORK OF IMPROVEMENT AS A WHOLE, INSERT THE WORD "none"). [IF NOTICE COVERS COMPLETION OF CONTRACT FOR ONLY PART OF THE WORK OF IMPROVEMENT, ADD: The kind of work done or material furnished was (GIVE GENERAL STATEMENT, E.G., furnishing of concrete for sidewalks).

- 9. The property on which the work of improvement was completed is in the City of Malibu, County of Los Angeles, State of California, and is described as follows: Tapia Gates & Drives Replacement Project

(set forth description of jobsite sufficient for identification, using legal description if possible).

- 10. The street address of the said property is 731 Malibu Canyon Road, Malibu, CA (NUMBER AND STREET, OR, IF THERE IS NO OFFICIAL STREET ADDRESS, INSERT THE WORD "none".)

Dated: September 25, 2012

(SIGNATURE) Charles P. Caspary (TYPED NAME)

VERIFICATION

I, the undersigned, say: I am the person who signed the foregoing notice. I have read the above notice and know its contents, and the facts stated therein are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Calabasas, California, this 25 day of September, 2012

(SIGNATURE) Charles P. Caspary, Secretary

**DO NOT RECORD**

**Recommended Procedure in the Preparation of a Notice of Completion**

A notice of completion must be filed for record *within 10 days* after completion of the work of improvement (to be computed exclusive of the day of completion), as provided in section 3093, Civil Code.

The "owner" who must file for record a notice of completion of a building or other work of improvement means the owner (or his successor in interest at the date of notice is filed) on whose behalf the work was done, though his ownership is less than the fee title. For example, if A is the owner in fee, and B, lessee under a lease, causes a building to be constructed, then B, or whoever has succeeded to his interest at the date the notice is filed, must file the notice.

If the ownership is in *two or more persons as joint tenants or tenants in common*, the notice may be signed by any one of the co-owners (in fact, the foregoing form is designed for giving of the notice by only one co-tenant), but the names and addresses of the other co-owners must be stated in paragraph 5 of the form.

In paragraphs 3 and 5, the full address called for should include street number, city, county and state.

As to paragraph 6, insert the date of completion of the work of improvement as a *whole* if applicable. However, if the notice is to be given only of completion of a particular contract, where work of improvement is made pursuant to two or more original contracts, strike the words "a work of improvement" and insert a general statement of the kind of work done or materials furnished pursuant to such contract (e.g. "The foundations for the improvements").

If the notice is to be given as a notice of completion of the work of improvement as a *whole*, insert the name of the prime contractor, if any, in paragraph 7. No contractor's name need be given if there is no general contractor, e.g., on so-called "owner-builder jobs". However, if the notice is to be given only of completion of a particular contract, where work of improvement is made pursuant to two or more original contracts, insert the name of the contractor who performed that particular contract.

Paragraph 8 should be completed only where the notice is signed by a successor in interest of the owner who caused the improvement to be constructed.

In paragraph 9, insert the *full legal* description, not merely a street address or tax description. Refer to deed or policy of title insurance. If the space provided for description is not sufficient, a rider may be attached.

In paragraph 10, show the street address, if any, assigned to the property by any competent public or governmental authority.

**NOTICE  
OF COMPLETION**

CHICAGO TITLE COMPANY



WESTERN DIVISION HEADQUARTERS  
245 S. LOS ROBLES AVENUE, SUITE 105  
PASADENA, CALIFORNIA 91101-2820  
(818) 432-7600

CHICAGO TITLE COMPANY



Rec'd 09/12/12  
120



Los Angeles County REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

Email: Board

jm/dhs

September 10, 2012

Mr. John R. Mundy, General Manager  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, California 91302

Dear Mr. Mundy:

This is to inform you that for the election scheduled to be held in your District on November 6, 2012, only one person has been nominated for the office of Member, Board of Directors for the full term ending January 9, 2017.

Attached is a copy of the certificate pursuant to Section 10515 stating that no election will be held, but that the Board of Supervisors will appoint the person nominated to such office.

Please call Francis Guijaro, Head of the Election Planning Section at (562) 462-2323 or his assistant Cindy Nealon at (562) 462-2632 if you have any questions.

Sincerely,

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

ALEX OLVERA, Manager  
Election Information and Preparation Division

Enclosure  
J:CertNomSpecial Dists/Ltr.8.2012



I, DEAN C. LOGAN, Registrar-Recorder/County Clerk of the County of Los Angeles, do hereby certify that, at the close of nominations, only one person was nominated for the office of Director for the

**LAS VIRGENES MUNICIPAL WATER DISTRICT**

for the full term ending January 9, 2017, namely:

**CHARLES P. CASPARY – DIVISION 1**

Pursuant to Section 10515 of the Elections Code, there being only one candidate nominated for the office to be filled, and no petition having been filed, the election scheduled for the 6<sup>th</sup> day of November, 2012 shall not be held. The Board of Supervisors, therefore, shall at a regular or special meeting held prior to December 3, 2012 appoint to the office of Director, the person nominated. Such person shall take office and serve exactly as if elected at a general district election.

Dated this 10th day of September, 2012.



*Dean C. Logan*

DEAN C. LOGAN  
Registrar-Recorder/County Clerk  
County of Los Angeles

**From:** Alex Olvera  
**Sent:** Wednesday, September 12, 2012 3:39 PM  
**To:** Conklin, Kimmey  
**Cc:** Francis Guijaro; Maria Alfonso; Cynthia Nealon; Maria D. Lopez  
**Subject:** FW: Appointment - No Election  
**Importance:** High

Hi Kimmey,

As per our telephone call moments ago, the resolution related language on the correspondence from the November 2010 election cycle is not present in the November 2012 election cycle correspondence because it appropriately applies to **water agency** jurisdictions only. As a **water district** jurisdiction, Las Virgenes Municipal is neither required to draft/adopt a resolution nor forward one to our office. The reference was not inadvertently omitted this year; rather, it was inadvertently included previously.

I hope this assists you in your process. Please let me know if you need clarification or more information. Enjoy your day.

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Alex Olvera, Division Manager  
Election Information and Preparation  
LACO Registrar-Recorder/County Clerk  
12400 Imperial Hwy, Norwalk, CA 90650

NOTICE TO RECIPIENT: THIS E-MAIL IS MEANT ONLY FOR THE INTENDED RECIPIENT OF THIS TRANSMISSION, AND MAY BE A COMMUNICATION PRIVILEGED BY LAW. IF YOU RECEIVED THIS E-MAIL IN ERROR, ANY REVIEW, USE, DISSEMINATION, DISTRIBUTION, OR COPYING OF THIS E-MAIL IS STRICTLY PROHIBITED. PLEASE NOTIFY US IMMEDIATELY OF THE ERROR BY RETURN E-MAIL AND PLEASE DELETE THIS MESSAGE FROM YOUR SYSTEM. THANK YOU IN ADVANCE FOR YOUR COOPERATION. For more information about the Los Angeles County Registrar-Recorder/County Clerk, please visit <http://www.lavote.net/>

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**From:** Conklin, Kimmey [<mailto:KConklin@LVMWD.com>]  
**Sent:** Wednesday, September 12, 2012 3:14 PM  
**To:** Alex Olvera  
**Subject:** Appointment - No Election  
**Importance:** High

Hi Alex,

I tried Francis first and he was not available, so I spoke to Cindy and she asked me to elevate this question to you. **Can you please verify whether the Elections Code has changed or if the request for a Resolution to appoint was inadvertently omitted from the correspondence referenced below?**

Las Virgenes MWD received the attached document in the mail today stating no election in Division 1 and appointment of Charles Caspary. In reviewing the document our legal counsel noticed as did I that the county did not request a Resolution stating no election was to be held in Division 1 and requesting the appointment.

The language from 2010 stated:

Pursuant to Section 10515 of the Elections Code, your Board of Directors shall, by resolution, order that an election not be held and immediately request the Board of Supervisors to appoint the persons nominated. Please submit a copy of the resolution to this office. Appointment to such offices must be made at a regular meeting held prior to the date of the election.

**Please let me know as soon as possible whether or not Las Virgenes needs to submit a Resolution of no election for Division 1. I need to have the item prepared for our agenda no later than Friday, September 14<sup>th</sup>.**

Thank you,

Kimmey Conklin, CMC  
Executive Assistant/Clerk of the Board  
Las Virgenes MWD

ITEM 9A