

**LAS VIRGENES - TRIUNFO
JOINT POWERS AUTHORITY
AGENDA**

CLOSING TIME FOR AGENDA IS 8:30 A.M. ON THE TUESDAY PRECEDING THE MEETING. GOVERNMENT CODE SECTION 54954.2 PROHIBITS TAKING ACTION ON ITEMS NOT ON POSTED AGENDA UNLESS AN EMERGENCY, AS DEFINED IN GOVERNMENT CODE SECTION 54956.5 EXISTS OR UNLESS OTHER REQUIREMENTS OF GOVERNMENT CODE SECTION 54954.2(B) ARE MET.

5:00 PM

March 4, 2013

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER AND ROLL CALL

- A** The meeting was called to order at _____ p.m. by _____ in the Oak Park Library and the Clerk of the Board called the roll.

<u>Triunfo Sanitation District</u>	<u>Present</u>	<u>Left</u>	<u>Absent</u>
Steven Iceland	_____	_____	_____
Michael McReynolds, Chair	_____	_____	_____
Janna Orkney	_____	_____	_____
Michael Paule	_____	_____	_____
James Wall	_____	_____	_____
<u>Las Virgenes Municipal Water District</u>			
Charles Caspary, Vice Chair	_____	_____	_____
Glen Peterson	_____	_____	_____
Leonard Polan	_____	_____	_____
Lee Renger	_____	_____	_____
Barry Steinhardt	_____	_____	_____

2. APPROVAL OF AGENDA

- A** Moved by _____, seconded by _____, and _____, that the agenda for the Regular Meeting of March 4, 2013, 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** **Strategy to Address Proposed Regulatory Standards for Malibu Creek**

Review and provide feedback on the draft strategy report to address proposed regulatory standards for Malibu Creek.

5. CONSENT CALENDAR

A Minutes: Special Meeting of January 28, 2013 and Regular Meeting of February 4, 2013. Approve

6. ACTION ITEMS

A Budget Planning Calendar for Fiscal Year 2013-14

Receive and file.

B Primary Tank Rehabilitation Project: Approval of Request for Proposals

Approve the Request for Proposals for evaluation of the condition of the concrete, recommendation on the best rehabilitation method, and preparation of plans and specifications for the Primary Tank Rehabilitation Project.

C Rancho Las Virgenes Third Digester: Award of Construction Engineering and Management and Materials Testing Services

Approve the proposal from Kennedy/Jenks Consultants to perform construction engineering and management services in the amounts of \$265,670.00 and \$280,000.00, respectively. Approve the proposal from Geolabs-Westlake Village for material testing in the amount of \$19,538.00. Appropriate \$565,208.00 for construction engineering and management and materials testing required for the project.

D Resident Tours of JPA's Wastewater Treatment Facilities

Approve the proposal for JPA Board Members to be designated on a rotating basis, and depending on their availability, to host resident tours of the JPA's wastewater treatment facilities.

7. BOARD COMMENTS

8. FUTURE AGENDA ITEMS

9. INFORMATION ITEMS

10. CLOSED SESSION

A Conference with District Counsel - Potential Litigation (Government Code Section 54956.9): Two Cases

1. In the opinion of District Counsel, disclosure of the identity of the litigants would be prejudicial to the district.

11. ADJOURNMENT

March 4, 2013 JPA Board Meeting

TO: JPA Board of Directors

FROM: General Manager

Subject: Strategy to Address Proposed Regulatory Standards for Malibu Creek

SUMMARY:

Staff will present an overview of the attached draft strategy report to address stringent proposed regulatory standards for Malibu Creek. The purpose of the report is to outline a multi-pronged strategy aimed to ensure that new regulatory standards for Malibu Creek, and the associated implementation schedules, are scientifically-based, thoroughly vetted with the affected stakeholders, and affordable to the JPA and its ratepayers.

Following is a summary of the major components of the strategy.

- Actively engage in the regulatory process for establishment and implementation of Malibu Creek water quality standards.
- Communicate effectively with the JPA's customers on the impacts of the proposed regulatory standards for Malibu Creek.
- Advocate for balanced regulations and implementation schedules with the help and support of elected/appointed officials.
- Determine and communicate to the JPA's ratepayers the total estimated cost of compliance with the proposed regulatory standards.

RECOMMENDATION(S):

Review and provide feedback on the draft strategy report to address proposed regulatory standards for Malibu Creek.

FINANCIAL IMPACT:

There is no financial impact associated with this action. The capital cost to address the proposed regulatory standards for Malibu Creek were estimated to be \$160 million in 2005.

Prepared By: David W. Pedersen, Administering Agent/General Manager

ATTACHMENTS:

[Strategy to Address Proposed Regulatory Standards for Malibu Creek - Draft](#)

**STRATEGY TO ADDRESS PROPOSED
REGULATORY STANDARDS FOR MALIBU CREEK**

March 4, 2013

Purpose:

The purpose of this report is to outline a multi-pronged strategy to address stringent proposed regulatory standards for Malibu Creek. The goal is to ensure that new regulatory standards for Malibu Creek, and the associated implementation schedules, are scientifically-based, thoroughly vetted with the affected stakeholders, and affordable to the JPA and its ratepayers.

Background:

On March 22, 1999, U.S. District Court Judge Sandra Brown Armstrong approved an “Amended Consent Decree” (Consent Decree) to settle the case of Heal the Bay, Santa Monica Baykeeper, et al. v. Browner, et al. The Consent Decree stipulated that the U.S. Environmental Protection Agency (EPA) would establish 530 Total Maximum Daily Loads (TMDLs) for the Los Angeles Region of the Regional Water Quality Control Board (RWQCB) over a 13-year period. The TMDLs were organized into 92 analytical units. Analytical Unit 50 included two TMDLs for the reach of Malibu Creek from Malibu Lagoon to Malibu Lake: (1) nutrients (algae), and (2) unnatural scum/foam.

In response to the Consent Decree, the EPA established a nutrient TMDL for Malibu Creek on March 22, 2003. In general, the TMDL set winter-time limits for inorganic nitrogen and phosphorous levels of 8.0 mg/L and 3.0 mg/L, respectively, and summer-time limits for the same of 1.0 mg/L and 0.1 mg/L, respectively. However, the infrequent summer-time discharges from the Tapia Water Reclamation Facility (Tapia WRF) were characterized as de minimis, which provided some relief from the stringent summer-time limits. The JPA constructed major facility improvements for the Tapia WRF to comply with the new limits, costing the ratepayers approximately \$10 million.

On September 1, 2010, the court approved a “Modified Amended Consent Decree” (Modified Consent Decree) that changed a number of terms of the original Consent Decree. Specifically, four new TMDLs were added to the Consent Decree, 14 TMDLs were removed, and the deadlines for seven TMDLs were extended to March 24, 2013. Among the newly added TMDLs were two for Malibu Creek: (1) benthic-macroinvertebrate bioassessments, and (2) sedimentation/siltation. The first TMDL was unusual because the EPA had not yet approved a Clean Water Act 303(d) listing for benthic-macroinvertebrate impairments in Malibu Creek and benthic-macroinvertebrates are not pollutants, which normally are to be paired with water bodies when establishing TMDLs pursuant to the Clean Water Act.

Draft

The EPA released a nearly 200-page draft TMDL to address benthic-macroinvertebrate bioassessments on December 12, 2012. The water quality limits proposed under the draft TMDL consisted of 1.0 mg/L for total nitrogen and 0.1 mg/L for total phosphorous. The JPA reviewed the document and provided detailed comments on the proposed TMDL, citing serious flaws in the science used as a basis for the new regulatory standards. The TMDL was largely dismissive of the unique characteristics of Malibu Creek and the surrounding geology, namely the Monterey Formation. At this time, the JPA believes that it is unrealistic that the EPA can earnestly address the extensive comments submitted by the JPA and other stakeholders by the March 24, 2013 deadline to establish the TMDL.

Strategy Development:

Following is a summary of the JPA's proposed strategy to address the TMDL, considering the regulatory process, public outreach, political advocacy, economic considerations, and scientific investigation.

1. Regulatory Process

Actively engage in the regulatory process for establishment and implementation of Malibu Creek water quality standards.

The JPA will continue to actively engage in the regulatory processes for Malibu Creek water quality standards. These regulatory processes for establishment and implementation of regulatory standards for Malibu Creek generally include opportunities for the affected stakeholders to review drafts and provide comments to the regulatory authority. Assuming that the EPA establishes the benthic-macroinvertebrate TMDL on March 24, 2013, it will be critical for the JPA to prepare in advance to review and comment on the proposed implementation of the TMDL. JPA staff will work to build a broad coalition of affected stakeholders to propose re-evaluation of the basis for the TMDL and a realistic implementation schedule. This approach may include stakeholder meetings with the Los Angeles RWQCB, the regulatory agency with implementation authority for the TMDL, prior to the release of any additional proposed regulations. The stakeholder group will include a cross-section of public agencies, community groups, and professional organizations (i.e. CASA, ACWA, SCAP, WEF, NACWA, AWWA). Additionally, staff will attempt to reach out to environmental organizations to seek common ground on the issues. The Ojai Valley Sanitation District has recently experienced a positive outcome with a similar approach for the Ventura River algae TMDL.

2. Public Outreach

Communicate effectively with the JPA's customers on the impacts of the proposed regulatory standards for Malibu Creek.

Communication with the JPA's customers on the impacts of the proposed regulatory standards for Malibu Creek will be important to ensure that their interests and concerns are adequately represented by staff. The communications will need to be understandable (i.e. no jargon) and two-way, allowing customers to provide input and feedback. The messages should be tailored to the target audience and provide sufficient context to enable customers to "bring it home" (i.e. determine the potential impact to their household). Additionally, the communications should offer possible solutions to address the problem rather than focusing entirely on the shortcomings of the proposed regulatory standards. Customers should also be provided with the opportunity to suggest solutions of their own. A variety of communication tools will likely be utilized, including printed media, web-based outreach, social media, and speakers bureau presentations.

3. Political Advocacy

Advocate for balanced regulations and implementation schedules with the help and support of elected/appointed officials.

Elected and appointed officials representing the JPA's customers can influence the process to establish and implement new regulatory standards for Malibu Creek. Beginning with the JPA Board members, staff will brief these officials with key concerns and provide talking points for their use in communicating a consistent message to others. Briefings will also periodically be provided to local, state, and federal elected officials and/or their staffs to spread awareness and request assistance. Meetings with the Los Angeles RWQCB members and State Water Resource Control Board members may also be helpful prior to decision-making actions by the two governing bodies.

4. Economic Considerations

Determine and communicate to the JPA's ratepayers the total estimated cost of compliance with the proposed regulatory standards.

A complete assessment of the proposed regulations requires an understanding of the total cost of compliance, including initial capital costs and on-going operations and maintenance expenses. A preliminary report prepared in 2005 estimated that

the 2003 summer-time TMDL standards (effectively similar to the currently proposed year-round standards) would require \$160 million in infrastructure improvements with substantial on-going operations and maintenance costs. The estimate did not include the cost of brine disposal that would be required for the reverse osmosis treatment system recommended at that time because there were no practical options for its disposal. These brine disposal costs need to be estimated, and the 2005 figures should be updated to current day dollars. Potential financing options and the impact on wastewater rates also need to be considered. The cost of alternative methods of compliance should be established to allow the JPA Board to weight its options. Finally, the economic impact must be communicated to the JPA's ratepayers in a meaningful way (i.e. explaining how it would affect their bill).

5. Scientific Investigation

Develop a better scientific understanding of the unique characteristics of the Malibu Creek Watershed and its impact on water quality.

A thorough scientific understanding of the unique characteristics of the Malibu Creek Watershed and its impact on water quality is essential to ensure that proposed regulations are appropriate and effective. Additional study of the influence of the Monterey Formation on water quality and benthic-macroinvertebrate communities is necessary. A more thorough evaluation of the stressors affecting water quality and their linkage to Malibu Creek's water quality impairments is warranted. Partnerships and collaboration with universities and professional organizations will likely yield the greatest opportunities for better scientific understanding of the watershed. Also, it will be important to maintain the in-house expertise to critically evaluate the new regulatory standards and oversee the JPA's participation in relevant research efforts.

Summary and Conclusions:

The JPA's success to address stringent proposed regulatory standards for Malibu Creek will require a multi-pronged strategy, considering the regulatory process, public outreach, political advocacy, economic considerations, and scientific investigation. The strategy will require strong collaboration among the various stakeholders to ensure that the proposed regulatory standards are scientifically-based, thoroughly vetted with the affected stakeholders, and affordable to the JPA and its ratepayers.

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MINUTES

SPECIAL MEETING OF THE LAS VIRGENES – TRIUNFO

JOINT POWERS AUTHORITY BOARD OF DIRECTORS

January 28, 2013

1. The Las Virgenes – Triunfo Joint Powers Authority Board of Directors met in Special Meeting at Oak Park Library, 899 North Kanan Road, in Oak Park, California, at 5:15 PM on Monday, January 28, 2013.

Chair Renger called the meeting to order at 5:12 PM.

At the request of Chair Renger, the Pledge of Allegiance to the Flag was led by Director Polan.

Clerk of the Board Conklin called the roll. Those answering present were Directors Caspary, Iceland, McReynolds, Paule, Peterson, Polan, Renger, Steinhardt and Wall. Absent: Director Orkney. The Chair declared a quorum present.

At 5:13 PM, Chair Renger adjourned the Special Meeting of the Las Virgenes – Triunfo Joint Powers Authority Board of Directors to Closed Session.

2. Closed Session: Conference with District Counsel – Potential Litigation (Government Code Section 54956.9): Three Cases.

The meeting reconvened into Open Session at 5:48 PM.

On a motion by Director Barry Steinhardt, seconded by Director Lee Renger, the Las Virgenes – Triunfo Joint Powers Authority Board of Directors by roll call vote of 9-0-1; Ayes: Caspary, Iceland, McReynolds, Paule, Peterson, Polan, Renger, Steinhardt and Wall; Noes: None; Absent: Orkney, for Las Virgenes Legal Counsel Lemieux to proceed with legal filings on behalf of the Joint Powers Authority.

Chair Renger requested Mr. Lemieux provide a statement in regards to the legal filings. Mr. Lemieux stated in the opinion of District Counsel, disclosure of the identity of the litigants would be prejudicial to the district.

Public Comments: No speaker cards were received from the public.

3. Adjournment: The Chair declared the Las Virgenes – Triunfo Joint Powers Authority Special Meeting: Closed Session adjourned at 5:53 PM.

Michael McReynolds, Chair

ATTEST:

Charles Caspary, Vice Chair

**LAS VIRGENES - TRIUNFO
JOINT POWERS AUTHORITY
MINUTES**

5:00 PM

February 4, 2013

PLEDGE OF ALLEGIANCE

At the request of Chair Renger, the Pledge of Allegiance to the Flag was led by Director Wall.

1. CALL TO ORDER AND ROLL CALL**A** Call to order and roll call

The meeting was called to order at 5:00 p.m. by Chair Renger in the Las Virgenes Municipal Water District offices. Clerk of the Board Conklin called the roll. Those answering present were Directors Caspary, Iceland, McReynolds, Orkney, Paule, Peterson, Polan, Renger, Steinhardt and Wall.

2. CHAIR/VICE CHAIR**A** Appointment of JPA Chair and Vice Chair

Triunfo Sanitation District Director, Michael McReynolds as Chair, and Las Virgenes Municipal Water District Director, Charles Caspary as Vice Chair of the Las Virgenes - Triunfo Joint Powers Authority for calendar year 2013.

On a motion by Director Charles Caspary, seconded by Director Steven Iceland, the Board of Directors voted 10-0 to Confirm Director McReynolds as Chair and Director Caspary as Vice Chair of the Las Virgenes - Triunfo Joint Powers Authority for calendar year 2013.

AYES: Director(s) Caspary , Iceland , McReynolds , Orkney , Paule , Peterson , Polan , Renger , Steinhardt , Wall

At this point in the meeting the gavel was passed to Chair McReynolds.

3. APPROVAL OF AGENDA**A** Approval of agenda

On a motion by Director Michael Paule, seconded by Director Janna Orkney, the Board of Directors voted 10-0 to Approve the JPA Regular Board Meeting agenda of February 4, 2013, as presented.

AYES: Director(s) Caspary , Iceland , McReynolds , Orkney , Paule , Peterson , Polan , Renger , Steinhardt , Wall

4. 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

ITEM 5A

taken on any matter not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2

No speaker cards were received from the public.

5. CONSENT CALENDAR

A Minutes: Regular Meeting of January 7, 2013. **Approve**

On a motion by Director Steven Iceland, seconded by Director Charles Caspary, the Board of Directors voted 10-0 to Approve Consent Calendar 5A as presented in the recommendation.

AYES: Director(s) Caspary , Iceland , McReynolds , Orkney , Paule , Peterson , Polan , Renger , Steinhardt , Wall

6. ACTION ITEMS

A Farm Sprayfield Operation and Maintenance Contract Renewal

Authorize the Administering Agent/General Manager to enter into a one-year contract with W. Litten Land Preparation for operation and maintenance of the Farm sprayfield in an amount not to exceed \$250,000.

Administering Agent/General Manager Pedersen discussed the history of farm sprayfield operations and maintenance and requested approval of a one year contract with W. Litten Land Preparation.

A summary of JPA Board comments and responses from Director of Resource Conservation and Public Outreach Reyes included: Wall: clarification of 005 (discharge site); Polan: debris basin, equipment (Las Virgenes owns the equipment and Litten's staff operates it); Steinhardt: farming (we have bid the work four times, a flower farmer was using the farm, Las Virgenes was not meeting compliance, so Litten had to step-in), farmers market vendors (public access is limited, farm is used for effluent disposal, when we are not meeting 005 discharge compliance the farm is used for disposal); Caspary: Pierce College (was there for one year, potential hay growth in the future), could we call for less work in the future (yes); Orkney: cattle (yes in 1997, which resulted in odor complaints from cow dung); McReynolds: JPA budget line item (Litten is only for contract services, not the entire line item budget).

On a motion by Director Barry Steinhardt, seconded by Director Lee Renger, the Board of Directors voted 10-0 to Approve the recommendation as presented.

AYES: Director(s) Caspary , Iceland , McReynolds , Orkney , Paule , Peterson , Polan , Renger , Steinhardt , Wall

B Joint Powers Authority Financial Statements and Independent Auditors' Report for June 30, 2012

Approve the financial statements and the audit.

Administering Agent/General Manager Pedersen stated the JPA audit committee had met in teleconference on January 22, 2013 with Nitin Patel of White Nelson Diehl Evans and Director of Finance and Administration Hicks to conduct the Fiscal Year 2011-12 exit interview.

Director Paule stated he and Director Iceland had attended the teleconference during which time they were able to clarify questions pertaining to the audit, questions from last JPA board meeting regarding pooling of investments (report is done almost daily and investments are in order); budget cycle (Triunfo has to set rates based on budget, so a better job needs to be

done when estimating); Director Iceland stated under budget by almost \$1 million in administrative and operations maintenance, actual versus budgeted (recycled water rebate incentive and disposition of property (depreciation)); Director Caspary inquired as to Triunfo's 218 status for sanitation rates and stated Las Virgenes' 218 notification process set a maximum increase, which allows for a zero percent increase up to the maximum listed in the 218 Notice (Legal Counsel Mathews stated Triunfo has a phased implementation); Director Orkney stated she is looking for a 5-10 year projection.

On a motion by Director Steven Iceland, seconded by Director Charles Caspary, the Board of Directors voted 10-0 to Approve the recommendation as presented.

AYES: Director(s) Caspary , Iceland , McReynolds , Orkney , Paule , Peterson , Polan , Renger , Steinhardt , Wall

C Joint Powers Authority Quarterly Financial Report at December 31, 2012

Receive and file.

Director of Finance and Administration Hicks stated the financial report was under budget and the Southern California Edison meter issue at Tapia is still an unknown.

Director Iceland inquired as to the status of a line item on Page 6: Tapia Gate and Drive Replacement (Director of Facilities and Operations Lippman stated the gate and drive project was completed and related to solids handling for the aeration basins at the Tapia Water Reclamation Facility).

Director Peterson inquired as to whether the PUC (Public Utilities Commission) had a limit for the amount of time to retroactively adjust billings due to inaccurate meter readings (Ms. Hicks to follow-up).

On a motion by Director Charles Caspary, seconded by Director Steven Iceland, the Board of Directors voted 10-0 to Approve the recommendation as presented.

AYES: Director(s) Caspary , Iceland , McReynolds , Orkney , Paule , Peterson , Polan , Renger , Steinhardt , Wall

D Rancho Las Virgenes Composting Facility Amendment Purchase and Excess Compost Sale: Accept Proposal

Authorize the Administering Agent/General Manager to issue a one-year contract with two one-year renewal options to Agromin for the purchase of amendment and sale of excess compost.

Administering Agent/General Manager Pedersen discussed the bid process and Director of Facilities and Operations Lippman discussed amendment costs, hauling costs related to excess compost, exploring screening of compost amendment, and the potential addition of green waste to process.

A summary of JPA Board comments and responses from Mr. Lippman included: Renger: green waste moisture level adjustment (adjustment would be made during the reactor building process); Orkney: 19% current recycle rate (yes as a starting point); Iceland: would Agromin take compost without selling amendment (no); Steinhardt: cost per yard to create compost (Water Reclamation Manager Dingman stated approximately \$120 per yard, staff to verify); Peterson: Troutdale trimmings (will look at); Wall: screeners (has not been worth the cost); McReynolds: risk of green access (pilot program to test); Caspary: compost is wonderful, but a coarser product that sticks would be better for end users.

On a motion by Director James Wall, seconded by Director Charles Caspary, the Board of Directors voted 10-0 to Approve the recommendation as presented.

AYES: Director(s) Caspary , Iceland , McReynolds , Orkney , Paule , Peterson , Polan , Renger , Steinhardt , Wall

E Rancho Las Virgenes Third Digester: Construction Award

Award the contract to construct the Rancho Las Virgenes Third Digester Project to Pacific Hydrotech in the amount of \$5,796,000.00; and that all remaining bids be rejected upon receipt of duly executed contract documents; and appropriate \$2,264,582.00 for construction costs associated with the project.

Administering Agent/General Manager Pedersen stated only two bids were received.

A summary of JPA Board comments and responses from Director of Facilities and Operations Lippman included: Paule: looked at Triunfo's budget numbers, project manager left, so does contract include an additional amount for a project manager (outside due to lack of staff, JPA will be asked to approve construction costs, not all of the \$400,000 is for the project manager), project over two fiscal years (yes); Polan: Las Virgenes does not have on board an intellectual, qualified person (we are recruiting a P.E.), integrate without interruption to process (we need to shutdown for some work, but the process can handle out of service times), change orders accounted for (yes, except for change orders on reactor ceiling as they were unknown).

On a motion by Director Barry Steinhardt, seconded by Director Janna Orkney, the Board of Directors voted 10-0 to Approve the recommendations as presented and to include a statement that the construction costs associated with the project will be brought back to the JPA Board for consideration.

AYES: Director(s) Caspary , Iceland , McReynolds , Orkney , Paule , Peterson , Polan , Renger , Steinhardt , Wall

F Rehabilitation of 18-inch Recycled Water Pipeline From Tapia State Park to Camp David Gonzalez: Construction Award

Approve an appropriation of \$30,000.00 to CIP Job No. 10418 to account for professional engineering and other miscellaneous services during construction; award the contract for Rehabilitation of 18-inch Recycled Water Pipeline from Tapia State Park to Camp David Gonzalez Project to Blois Construction Inc. in the amount of \$147,019.00; and all remaining bids be rejected upon receipt of duly executed contract documents, and accept the proposal from HDR to provide professional engineering services during construction in the amount of \$20,301.00.

Administering Agent/General Manager Pedersen discussed sacrificial anodes and stated HDR will be reviewing the Requests for Information (RFIs) and technical data.

A summary of JPA Board comments and responses from Director of Facilities and Operations Lippman included: Polan: pipe previously protected (not previously protected), when was it installed (1970s (steel with coating)); Iceland: \$24,500 yet asking \$30,000 (contingency money); Caspary: secondary pipeline (18" Tapia to Mulholland, 16" Mulholland to Las Virgenes headquarters, a 21" was installed by Blois and was paid for by a grant); Orkney: HDR project management (specifically corrosion work); Renger: do we have a lot of pipe without protection (majority of pipe has passive protection (steel with coating)), do we test (yes); Peterson: at creek or on road (crosses creek to Tapia Park), how do we allocate (this is a transmission main).

On a motion by Director Janna Orkney, seconded by Director Lee Renger, the Board of Directors voted 10-0 to Approve the recommendations as presented.

AYES: Director(s) Caspary , Iceland , McReynolds , Orkney , Paule , Peterson , Polan , Renger , Steinhardt , Wall

Renger , Steinhardt , Wall

G Solar Energy Project

Appropriate \$50,000 to the Solar Energy Project to cover the California Solar Initiative (CSI) rebate and CEQA environmental document preparation cost; authorize staff to make the \$20,000 CSI rebate deposit to Southern California Edison; approve the proposal from Envicom in the amount of \$13,850 to prepare the CEQA environmental document; and authorize staff to work with SolarCity on the draft terms of a Power Purchase Agreement for the JPA Board's consideration.

Director of Facilities and Operations Lippman gave a presentation entitled "Renewable Energy Used to Pump Recycled Water for Beneficial Use" and introduced Kevin Ross, SolarCity Project Development Manager - Water Sector. The presentation included information on the history of potential solar power projects from 2008 through 2012; eighteen parameters were used to rate the six proposals received; SolarCity stood out and is an ACWA preferred provider; costs will decrease as we will not be using as much energy; solar energy can be banked; California Solar Initiative (CSI) rebates, which are limited; SolarCity guarantees panel/energy; \$50,000 for CSI rebate and CEQA.

A summary of JPA Board comments and responses from Mr. Lippman included: Steinhardt: \$20,000 (the rebate application requires a non-refundable reservation deposit), do we get the money back (over time, but not all at once; SolarCity installs and runs, and Las Virgenes purchases from SolarCity for 20 years), if we don't like the project will SolarCity take it back (if Southern California Edison (SCE) goes under \$0.10 we could be at risk, but it's not likely); Orkney: what will it look like (Mr. Ross stated the panels look similar to Venetian blinds with an adjustment rod and Lippman: we will loose about 10% of disposal property, which can be made-up in other areas), excited about project-commends staff for continuing to monitor; Paule: push back from houses during CEQA (part of CEQA process, solar panels create a firebreak), Appendix B (Mr. Ross stated SolarCity will have liability insurance to protect their facility/equipment), can this project be expanded (yes), CSI rebates max out at 1 megawatt; Renger: on slope (on flat plateau), City of Calabasas ordinance restricting solar (not aware of any and Director Polan stated it's difficult to limit solar); Polan: 20 years (Mr. Ross stated degradation is 1/2% per year for 20 years), parabolic concentrators (not currently approved in the U.S.), why does SolarCity offer such low prices in comparison to others (Mr. Ross stated banking partners, non-manufacturer of solar, so they look for best panels at lowest prices and all projects are done by Purchase Power Agreements (PPA)); Caspary: purchase options stated on Page 2 of Appendix B (CEC has low interest rates plus year 6 to year 20 purchase options), what is the pre-paid option (does not have anything to do with cost and Mr. Ross stated this is only related to ownership), EPA will not have an issue due to grant use limitations (this has been taken care of in writing), negotiating a final agreement-requested bring back if any changes (yes plus CEQA and PPA); Iceland: if JPA owns who does the work (JPA can own and SolarCity can manage), Save Our Open Space, are there deer or other animals affected (CEQA process will look at, but project is not on open space), Rancho Las Virgenes or pump station (pump station only), canopy (not part of process); Peterson: CEQA, changes to solar CEQA process (Mr. Ross stated yes, state legislation is in regards to parking lots); McReynolds: preferred providers (Mr. Ross stated only one, which is SolarCity), how many other facilities is SolarCity managing (Mr. Ross approximately 50).

On a motion by Director Glen Peterson, seconded by Director Barry Steinhardt, the Board of Directors voted 10-0 to Approve the recommendations as presented. Vice Chair Caspary requested any changes to the final Purchase Power Agreement be brought back to the JPA Board for consideration.

AYES: Director(s) Caspary , Iceland , McReynolds , Orkney , Paule , Peterson, Polan ,

Renger , Steinhardt , Wall

H U.S. EPA Malibu Creek and Lagoon Nutrient TMDL - Update

Review and approve the draft talking points on the Malibu Creek and Lagoon Benthic Community Effects, Sedimentation and Benthic Macroinvertebrates TMDL.

Administering Agent/General Manager Pedersen stated a two day extension for comments had been provided, stakeholder buy-in, CASA issued a comment letter, next steps: strategy since we believe TMDL will be adopted on March 24, 2013, written strategy (dollars and science), overview of talking points, draft press release, feedback and approval from JPA Board.

JPA Board comments and responses from Mr. Pedersen included: Polan: Malibu Creek Watershed/Malibu Creek Conservation District outreach (no one we have reached out to has turned us away including the community), Santa Monica Mountains Conservation-do we have a representative (Dennis Washburn), press release is too wordy, condense to a smaller number of pages; Paule: update Chair and Vice Chair on letter, ask Oak Park Mac and Linda Parks to provide comment letters, position of cities oppose/okay (FAQ on Las Virgenes' web page and also letters in opposition); Orkney: we need to work more closely together on this issue and with Lake Sherwood, Oak Park and City of Thousand Oaks, need more cooperation and Triunfo needs to participate, put on their web page, work with Director McReynolds, District Manager Norris and Sandy Warren, change letterhead to McReynolds and Caspary; post the press release, etc. on Las Virgenes and Triunfo web pages, TMDL is a technical document (EPA to Regional Board for implementation), news organizations should contact Las Virgenes, outstanding work by staff (McReynolds: yes and science to easy terms helpful); Wall: treatment water \$160 million versus building (we will look at all options, long/short term); McReynolds: environmentalists shoot themselves in the foot, but global warming and over fishing of the ocean are not addressed.

No formal vote was taken on this action item, staff was directed by the JPA Board to revise the draft press release by shortening it, updating the Chair/Vice Chair names, reference letters submitted by municipalities and community organizations and to post information (FAQ, press release, comment letters) to both the Las Virgenes and Triunfo web pages.

7. BOARD COMMENTS

Director Orkney stated she was impressed with the response and the speed to which staff responded; inquired as to quarterly tour attendance (Pedersen: 44 people (9-Triunfo/15 Las Virgenes/others in attendance were other water districts, etc.; one board member hosted this tour and if the Triunfo Board wants to participate they can); Director Orkney stated the decision needs to be made by JPA Board (Peterson: there needs to be a face for the public and the Las Virgenes Board opted to do this; Caspary: spoke to JPA, how elected, etc.; Steinhardt: we have a habit of not involving Triunfo).

Director Polan thanked Mr. Pedersen for holding a one-on-one with him and inquired as to whether similar meetings had been held with Triunfo (not yet, but he will), status of video taping (Las Virgenes board meeting of March 12th).

Director Iceland thanked Las Virgenes' Public Affairs and Communications Manager Reinhardt and Sandy Warren of Triunfo for their February 2nd attendance at Oak Park High School, stated bags of compost were handed out with labels for both agencies, and inquired as to when the next JPA tour would be held (Reinhardt: August 2013).

8. FUTURE AGENDA ITEMS

ITEM 5A

Director Paule inquired as to the budget process/March budget workshop (Pedersen stated the process at Las Virgenes had just kicked off, we can look at the calendar and that we would work with Mr. Norris).

Director Orkney requested a discussion item pertaining to JPA quarterly tours be placed on a future agenda.

9. INFORMATION ITEMS

A Change in Outside Laboratory Services

B Los Angeles County Clean Water, Clean Beaches Measure - Update

Administering Agent/General Manager Pedersen: back to Department of Public Works on March 12th for a protest meeting to discuss use of electronic process, working with school districts, list specific projects, sunset date, how will this get to voters.

Director Polan asked if this will this affect the agency (Pedersen: possibly).

C Nutrient Reduction Measures for Nitrogen and Phosphorus - Update

Director Paule asked if the study looked at tying into Calleguas' brine line (Pedersen: the brine line is a long way and Triunfo Legal Counsel Mathews stated Calleguas' permit would not allow a tie-in).

Director Renger asked if the marine reserve was avoided (Lippman: yes).

Director Caspary stated that the Executive Director and staff of the Santa Monica Bay Restoration Commission were helpful during the establishment of Marine Protected Areas (MPAs); they worked to insure that the ocean outfalls of the POTWs in Los Angeles County were protected (not included in MPA).

The meeting adjourned into break at 7:10 p.m.

10. CLOSED SESSION

The meeting convened into Closed Session at 7:15 p.m.

A Conference with District Counsel - Potential Litigation (Government Code Section 54956.9): Three Cases

1. In the opinion of District Counsel, disclosure of the identity of the litigants would be prejudicial to the district.

11. ADJOURNMENT

The meeting reconvened into Open Session at 7:36 p.m. and the Chair declared the meeting adjourned at 7:37 p.m.

No reportable actions were taken during Closed Session.

Michael McReynolds, Chair

ATTEST:

Charles Caspary, Vice Chair

March 4, 2013 JPA Board Meeting

TO: JPA Board of Directors

FROM: Finance & Administration

Subject: Budget Planning Calendar for Fiscal Year 2013-14

SUMMARY:

Staff will provide an overview of the Budget Planning Calendar for Fiscal Year 2013-14.

RECOMMENDATION(S):

Receive and file.

Prepared By: Sandra Hicks, Director of Finance & Administration

ATTACHMENTS:

[FY 13-14 Budget Planning Calendar](#)

Las Virgenes Municipal Water District FY 2013-14 Budget Planning Calendar

	BM - Board Meeting	BW - Board Workshop	
1/23/2013	Budget Kickoff Meeting Distribute Manual YTD reports through December available	3/21/2013	Drafts to Departments, GM & TSD staff
1/22/2013	BM Financial Status Report - Second Quarter	4/3/2013	Meetings with GM/Department staff, TSD staff
2/4/2013	BM Financial Status Report JPA - Second Quarter BM Financial Policies Reviewed & Adopted	4/8/2013	Budget Letter, Goals, Objectives due to Accounting Final Department changes to Accounting, including CIP changes
2/10/2013	JPA Budget submissions due to Administering Agent	4/17/2013	Distribute Preliminary Budgets (LV & JPA)
2/11/2013	FY2012-13 estimated actuals/FY2013-14 proposed budget to Accounting, including CIP project budgets	4/23/2013	BM Financial Status Report - 3rd Quarter LV Preliminary Budget to Board
2/19/2013	Line item explanations to Accounting	4/29/2013	Final changes to Accounting, including CIP - Typos/error correction only Figures ready for Working Capital schedule
2/25/2013	BM IIP to LV Board for review	5/6/2013	BM Financial Status Report JPA - Third Quarter JPA Preliminary Budget to Board
2/28/2013	Draft budgets (LV & JPA) to departments	5/13/2013	Final drafts to General Manager
3/4/2013	BW Budget Workshop - JPA BM IIP Review - JPA	5/28/2013	BM LV Budget Adoption
	BW Action Plan Workshop	6/3/2013	BM JPA Budget Adoption
3/11/2013	Dept comments on drafts back to Accounting, including CIP budget comments		

March 4, 2013 JPA Board Meeting

TO: JPA Board of Directors

FROM: Facilities & Operations

Subject: Primary Tank Rehabilitation Project: Approval of Request for Proposals

SUMMARY:

Primary sedimentation at the Tapia Water Reclamation Facility (TWRf) is accomplished using five concrete, rectangular sedimentation tanks that are approximately 125 feet long, 20 feet wide, and 12 feet deep. With approximately 40 years of operation, the concrete in and around the primary clarifiers has deteriorated due to exposure to raw wastewater. Concrete spalling has been observed in several places on the deck of the tanks, and inspection of the tank interior revealed locations of "softened" concrete. Further inspection of the clarifiers revealed that the existing aluminum launders are delaminating and require replacement, and the clarifier influent diffusers need re-coating. The scope of the project includes rehabilitation of the existing concrete tanks, replacement of the delaminated launders with fiberglass equivalents, and recoating of the influent diffusers.

Staff proposes to solicit consultant proposals to evaluate the condition of the concrete, provide a recommendation on the best rehabilitation method, and prepare plans and specifications for the project. Construction of the project will occur in phases to accommodate normal wastewater treatment operation, with Primary Tank No. 1 as the first tank to be evaluated and rehabilitated. The Requests for proposals (RFP) will be sent out to a number of qualified firms, and staff will evaluate the proposals based primarily on the firms' understanding of the project scope, technical qualifications, and fee proposals.

Following is the preliminary schedule for the RFP process.

Board Approval of RFP	March 4, 2013
Pre-proposal Meeting	March 26, 2013
Proposals Due	April 25, 2013
Board Acceptance of Proposal	June 3, 2013

RECOMMENDATION(S):

Approve the Request for Proposals for evaluation of the condition of the concrete, recommendation on the best rehabilitation method, and preparation of plans and specifications for the Primary Tank Rehabilitation Project.

FINANCIAL IMPACT:

There is no financial impact associated with this action.

Prepared By: John Zhao, P.E., Principal Engineer

ATTACHMENTS:

[Primary Tank RFP](#)

REQUEST FOR PROPOSALS

TAPIA WATER RECLAMATION FACILITY: PRIMARY CLARIFIER REHABILITATION PROJECT

Proposals Due: April 25, 2013 at 3:00 PM

The Las Virgenes Municipal Water District invites your firm to submit a proposal to provide consultation services for the Primary Clarifier Rehabilitation Project.

A scope of work is included to assist you in the preparation of your proposal. Failure to submit information in accordance with the requirements in this Request for Proposals (RFP) may be cause for disqualification.

Questions regarding this Request for Proposals can be directed John Zhao, Principal Engineer, at 818-251-2230, jzhao@lvmwd.com; or Brett Dingman, Reclamation Manager, at 818-251-2330, bdingman@lvmwd.com.

Background

The Las Virgenes Municipal Water District (LVMWD) is a special district established in 1958. The service area includes 122-square miles in western Los Angeles County and includes the incorporated cities of Hidden Hills, Calabasas, Agoura Hills and Westlake Village, as well as unincorporated areas of Los Angeles County. The District provides potable water, recycled water, and wastewater service to a population of approximately 65,000. The Triunfo Sanitation District (TSD), located within Ventura County, is a joint venture partner with LVMWD in wastewater and recycled water service. The joint venture (JPA) operates the Tapia Water Reclamation Facility (WRF) and the Rancho Las Virgenes Composting Facility.

The Tapia WRF was originally constructed in 1965 and provides tertiary treatment for municipal wastewater from domestic, commercial, and industrial sources. The Tapia WRF has undergone several expansions and currently treats approximately 9.5 million gallons of wastewater on an average dry weather day; and the design flow capacity of the plant is 16.1 million gallons per day (mgd). The plant uses the following treatment process sequence: coarse screening, grit removal, primary sedimentation, secondary treatment, tertiary treatment, chlorination, and dechlorination.

Primary sedimentation is accomplished using five concrete, rectangular sedimentation tanks that are approximately 125 feet long, 20 feet wide, and 12 feet deep. Over time, the concrete in and around the primary clarifiers has deteriorated due to exposure to influent wastewater. Concrete spalling has been observed in several places on the clarifier deck of the original tanks; and inspection of the tank interior revealed locations of "softened" concrete. Because of this the JPA has decided to rehabilitate the clarifiers. The project will occur in phases to accommodate normal wastewater treatment operation, with primary clarifier #1 as the first tank to be evaluated and rehabilitated.

Scope of Work

The JPA wishes the consultant to develop work sequencing, inspection procedures, plans and specifications for bidding to perform the necessary repairs to primary clarifier #1, while maintaining wastewater treatment capabilities in all other tanks. Proposals should include a general approach to the project. The approach should also be summarized in a proposed timeline of activities. Plans and specifications will be duplicated by the JPA in the future to perform field inspections to determine construction scope and necessary repairs on the other primary clarifiers. Proposals should also include a discussion of proposed evaluation methods to ensure that the project can be completed in the specified timeline. The following scope of work is intended to as an outline of services expected to be included:

- Provide evaluation methods and criteria to determine what must be repaired or replaced.
- Evaluate the condition of primary clarifier #1 including concrete, joint sealant, and rebar. Provide a recommendation on the best rehabilitation method for the clarifier.
- Provide complete, ready to bid plans and specifications necessary to construct the recommended rehabilitation. Five (5) hard copies of the final plans and specifications shall be submitted to the JPA, as well as a digital copy of both. **(Specifications shall be in MS Word format)**
- Provide a recommendation for a new liner/coating for the clarifier, including detailing the limits of the liner/coating.
- Plans and specifications should include the replacement of the existing clarifier launders and launder gates. The material for the new launders shall be fiberglass.
- Plans and specifications should include the rehabilitation of the coatings for the clarifier influent diffusers.
- Provide an opinion of probable cost.
- Provide support services during bidding & construction.

Minimum Qualifications

- Staff registered as a State of California Professional Engineer.
- Expertise, qualifications, and experience of proposed staff.
- Ability to provide comprehensive and understandable scope of work and the ability to apply value engineering to projects.
- Professional liability insurance in the amount of \$1 million.
- Ability to execute the standard Agreement for Professional Services. (Attached)

Proposal Requirements

- Legal name of your firm, address, telephone number, and the name of at least one principal.

- A recommended scope of work, which clearly displays an understanding of the project.
- A tentative schedule including milestones for completion.
- Names and resumes of individuals proposed to perform the services.
- Names, qualifications, and principals of any sub-consultants to be utilized in providing the services.
- Cost to perform the services, indicating level of effort.
- Schedule of rates.
- Similar projects as a reference.

Evaluation Criteria

Proposals will be evaluated based on the following:

1. The quality of performance on similar projects, including those that the proposed team has worked on together.
2. Expertise in similar rehabilitation design.
3. The ability to meet critical time schedules.
4. The ability to complete the work within established budgets.
5. The ability to provide a comprehensive and understandable scope of work.
6. The firm's history and resource capacity to perform the requested service.
7. The cost of the proposal in terms of value to the JPA.
8. The experience and qualifications of the assigned personnel.
9. Qualifications and use of sub-consultants (if necessary).

Interviews may be held at the discretion of the JPA.

Schedule

Board Approval of Request for Proposals	March 4, 2013
Pre-proposal Meeting (9:00 a.m.)	March 26, 2013
Proposals Due (3:00 p.m.)	April 25, 2013
Board Acceptance of Proposal	June 3, 2013

March 4, 2013 JPA Board Meeting

TO: JPA Board of Directors

FROM: Facilities & Operations

Subject: Rancho Las Virgenes Third Digester: Award of Construction Engineering and Management and Materials Testing Services

SUMMARY:

At the February 4, 2013 meeting, the JPA Board awarded a contract to Pacific Hydrotech Corporation in the amount of \$5,796,000.00 to construct the Rancho Las Virgenes Third Digester Project. At that time, staff informed the JPA Board of its intent to return for award of consulting services to perform construction engineering and management and materials testing required for construction of the project. Day-to-day construction inspection will be performed by staff.

Staff obtained a proposal from Kennedy/Jenks Consultants, the design consultant for the project, to perform construction engineering work required for construction. The scope of work consists of reviewing construction submittals, interpreting design elements, responding to requests for information (RFIs) from the Contractor, preparing record drawings, and performing on-site structural investigations. Kennedy/Jenks Consultants' proposal for this work is \$265,670.00.

For construction management services, staff requested proposals from two firms with the following results: Kennedy/Jenks Consultants for \$280,000.00, and AECOM for \$413,141.00. The scope of work consists of providing day-to-day administrative work; ensuring technical compliance with the contract documents; and managing the scope, schedule, and budget objectives for 16 months of construction. Kennedy/Jenks Consultants provided the most cost-effective construction management proposal by utilizing the same staff to provide both construction engineering and management services.

Additionally, staff solicited proposals from two firms for materials testing, which includes concrete testing and soil compaction analyses, but only received one from Geolabs-Westlake Village in the amount of \$19,538.00.

RECOMMENDATION(S):

Approve the proposal from Kennedy/Jenks Consultants to perform construction engineering and management services in the amounts of \$265,670.00 and \$280,000.00, respectively. Approve the proposal from Geolabs-Westlake Village for material testing in the amount of \$19,538.00. Appropriate \$565,208.00 for construction engineering and management and materials testing required for the project.

FINANCIAL IMPACT:

This project will be funded through CIP Job No.10487 with a FY12-13 budget of \$5,796,000. An additional appropriation of \$562,208.00 is required for the project.

Prepared By: John Zhao, P.E., Principal Engineer

ATTACHMENTS:

[Third Digester KJ and Geolabs Proposals](#)

Kennedy/Jenks Consultants

Engineers & Scientists

2775 North Ventura Road, Suite 100
Oxnard, California 93036
805-973-5700
FAX: 805-973-1440

31 January 2013

Mr. John Zhao
Principal Engineer
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Subject: Proposal for Construction Management and Design Support Services
Rancho Las Virgenes Third Digester

Dear Mr. Zhao:

This is a follow-up to the District's request that we provide you with a proposal for design engineering services during the construction phase of the subject project for which Kennedy/Jenks Consultants was the designer. In addition, due to recent staff changes at the District, our proposal also includes construction management services as you requested.

Project Understanding

The completed design of the Third Digester at the site of the Rancho Las Virgenes composting facility includes the following general areas of work:

1. Construction of a new Third Digester.
2. Construction of a new Digester Building.
3. Construction of a new hot water heating system for the new and two existing digesters.

Scope of Services

Following is a description of the basic tasks and scope of services to be provided:

Task 1 - Project Management

Consultant will provide project management through the construction phase, which is estimated to be 16 months, and during preparation of the record drawings. Project management activities include providing day-to-day administrative, technical, and budget management for the project to meet scope, schedule, and budget objectives.

ITEM 6C

Mr. John Zhao
Las Virgenes Municipal Water District
31 January 2013
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Task 2 - Design Support

Consultant will provide design support services during construction. Services during construction are anticipated to include the following subtasks:

Task 2.1 – Pre-construction Meeting

Consultant will attend the pre-construction meeting. One staff person from the design team will attend the mandatory pre-construction meeting. It is anticipated that the District will set up and lead the meeting with the Contractor.

Task 2.2 – Construction Coordination Meetings

Consultant will participate in up to 4 site visits/meetings and up to 32 construction meetings via conference call. One staff person from the design team will participate in these meetings.

Task 2.3 - Submittals

Consultant will review up to 130 submittals (including resubmittals) from the Contractor as required by the Contract Documents. Review effort is anticipated to include evaluating substitutions and proposed equivalents for conformance with the project requirements. Consultant will review submittals (shop drawings, material samples, equipment data, technical manuals, O&M Manuals, warranties, certifications, substitutions and/or equals) for substantial conformity with the intent of the contract drawings and specifications. Such review will be only for conformance with the design concepts and general compliance with the project's Contract Documents. It will not include review of quantities, dimensions, weights or gauges, fabrication processes, construction methods, coordination with the work of other trades, or construction safety precautions, all of which are the sole responsibility of the Contractor. Consultant's review will be conducted with reasonable promptness consistent with sound professional practice. Review of a specific item will not indicate acceptance of an assembly of which the item is a component. Consultant will not be required to review and will not be responsible for any deviations from the Contract Documents not clearly noted by the Contractor, nor will Consultant be required to review partial submissions or those for which submissions for correlated items have not been received. Effort for this subtask is based an assumption of 4.5 hours to review the submittal and prepare a review letter for each submittal, and 1/2 hour to perform internal QC review of each returned submittal.

Task 2.4 - Requests for Information (RFIs)

Consultant will prepare responses for up to 110 RFIs or clarifications of the design intent, and/or the contents and requirements of the plans and specifications forwarded by the Contractor. Effort for this subtask is based 3.5 hours to prepare a response to each RFI or clarification, and 1/2 hour to perform internal quality control (QC) review of each RFI or clarification response.

Mr. John Zhao
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Task 2.5 – Record Drawings

Consultant will prepare Record Drawings based on marked-up drawings received from the Contractor at the end of construction. The mark-ups will be in the form of a red-line set of the plans maintained during construction by the Contractor. The mark-ups are expected to contain clarifications, change order work, and other significant construction revisions. It is assumed that this effort will require an average of 2 hours per sheet for 80 sheets. One set of full size (22x34) Record Drawings and an electronic file will be delivered to the District.

Task 2.6 – Structural Designer Site Visits

Consultant will perform up to 4 site visits for Structural Observation in accordance with California Building Code requirements (one consultant design staff, 12 hours per visit, including travel and preparation of a memo to document the visit). The observation of construction shall be for the purposes of assessing and documenting compliance with the technical provisions of the plans and specifications and working with District staff to address construction issues that arise.

Task 2.7 – I&C Review and Coordination/Startup Assistance

Consultant's I&C design engineer will review the instrumentation and controls (I&C) submittals, respond to I&C RFIs, attend I&C meetings, inspect I&C equipment, and provide I&C startup assistance. In addition, Consultant will provide up to 40 hours of overall facility startup assistance services utilizing Consultant's design/operations staff to assist the Contractor in starting up and testing the facilities in accordance with the plans and specifications. Start-up assistance will be performed in coordination with District staff, including assistance provided by telephone and onsite services (up to 2 site visits).

Task 3 – Construction Management

Consultant will provide overall construction management for the purposes of determining compliance with the technical provisions of the project's Contract Documents, which includes communicating with the Contractor, attending construction meetings, and coordinating with the District throughout the 16 month construction period. For the first 3 months of construction, Consultant will perform quarter-time (10 hours per week) construction management/observation. Beginning the fourth month of construction, Consultant will perform half-time (20 hours per week) construction management/observation throughout the remaining thirteen (13) months of construction. Scope assumes that District staff will be providing full-time construction inspection for the entire 16 months of construction.

Construction management services will also include the following activities:

- A. Attend the pre-construction meeting.
- B. Review construction schedule and monitor progress of the contract.

Mr. John Zhao
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- C. Prepare and provide field memorandums to the Contractor when appropriate.
- D. Coordinate, observe, and verify results of site testing.
- E. Serve as interpreter of the requirements of the Contract Documents.
- F. Conduct bi-weekly progress meetings for attendance by the Contractor and District. Prepare and distribute minutes of the meetings.
- G. Coordinate and schedule District-provided concrete cylinder, asphalt pavement, and soils testing.
- H. Provide photographic documentation of construction progress.
- I. Verify Contractor's maintenance of updated field drawings and specifications, and verify Contractor's coordination of construction activities with District staff.
- J. Notify Contractor of deficiencies. Prepare deficiency and punchlists and transmit to the Contractor. Verify completion of punchlist items.
- K. Log and notify Contractor of any damages caused by the Contractor. Verify proper/timely correction and/or notify Contractor, in writing, of failure to meet requirements of the corrections.
- L. Witness start-up and operational testing. Verify compliance of equipment with contract requirements.
- M. Administer receipt of spare parts, lubricants, chemicals, and other items required by the Contract Documents.
- N. Secure equipment guarantees and warranties.
- O. Review Contractor's payment requests and make recommendations to the District for payment to the Contractor.

Consultant will provide observation of construction for the purposes of determining compliance with the technical provisions of the project Specifications. This observation service is not in any way an assumption on the part of District or Consultant of responsibility for methods or appliances used by the Contractor; for the sufficiency of design or installation of scaffolding, sheeting, or shoring; for the safety of the job; or for compliance by the Contractor with laws and regulations. Consultant shall not be held in any way to guarantee the Contractor's work, nor to assume responsibility for means, methods or appliances used by the Contractor.

Mr. John Zhao
 Las Virgenes Municipal Water District
 31 January 2013
 Page 5

Project Budget

Kennedy/Jenks Consultants proposes to provide the scope of services on a time and material basis in accordance with our January 1, 2011 schedule of charges (attached) for an estimated fee of \$556,970. The fee by task is shown in the table below.

Description	Fee
Task 1 - Project Management	\$11,300
Task 2 - Design Support	
Task 2.1 – Pre-construction Meeting	\$1,900
Task 2.2 – Construction Meetings	\$18,800
Task 2.3 - Submittals	\$105,140
Task 2.4 - Requests for Information	\$71,310
Task 2.5 – Record Drawings	\$20,200
Task 2.6 – Structural Designer Site Visits	\$10,400
Task 2.7 – I&C Review and Coordination/Startup Assistance	\$37,920
Subtotal	\$265,670
Task 3 – Construction Management	\$280,000
Total	\$556,970

We appreciate the opportunity to provide these services to the District and look forward to witnessing the construction of this exciting project.

Very truly yours,

KENNEDY/JENKS CONSULTANTS

Jeff Savard, P.E.
 Vice President

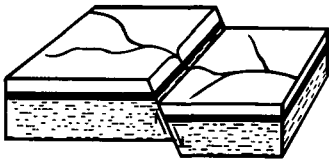
Enclosures

Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: Las Virgenes Municipal Water District
 PROJECT Description: Third Digester - Design Support and CM during Construction
 Proposal/Job Number: Date: 1/31/2013

Classification:	Eng-Sc-9	Eng-Sc-8	Eng-Sc-7	Eng-Sc-6	Eng-Sc-5	Eng-Sc-4	Eng-Sc-3	Eng-Sc-2	Designer	CAD	Project Admin.	Admin. Assist.	Aide	Total Hours	Labor Fees	Escalation 0%	KJ Comm. Charges 4%	Sub. #1 Contn. Fees	Sub. #2 Contn. Fees	Sub-Markup 10%	KJ ODCs Fees	KJ ODCs Markup 0%	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
January 1, 2011 Rates																										
Identify Rate																										
Phase *** (Default)																										
Task *** (Contingency)																										
Phase 1 - Project Management																										
Task 1.1 - Project Management																										
Task																										
Phase 1 - Subtotal																										
Phase 2 - Construction Support Services																										
Task 2.1 - Pre-construction Meeting																										
Task 2.2 - Construction Meetings (4 site visits & 32 conference calls)																										
Task 2.3 - Submittal Review (130 submittals x 5 hrs/submittal)																										
Task 2.4 - Responses to Requests for Information (RFIs) (110 RFIs x 4hrs/rfi)																										
Task 2.5 - Record Drawings (60 sheets x 2 hrs/sheet)																										
Task 2.6 - Structural Observation (4 visits x 12 hrs/visit)																										
Task 2.7 - Startup, Instrumentation Oversight (Meetings, Inspection & Training)																										
Task																										
Phase 2 - Subtotal																										
Phase 3 - Construction Management																										
Task 3.1 - Construction Management																										
(10 hours per week for 3 months, 20 hours per week for 13 months)																										
Task																										
Phase 3 - Subtotal																										
Phase 4																										
Task																										
Task																										
Phase 4 - Subtotal																										
Phase 5																										
Task																										
Task																										
Phase 5 - Subtotal																										
All Phases Total																										



a dba of
R & R Services
Corporation

GEOLABS-WESTLAKE VILLAGE

Foundation and Soils Engineering, Geology

31119 Via Colinas, Suite 502 • Westlake Village, CA 91362

Voice: (818) 889-2562 (805) 495-2197

Fax: (818) 889-2995 (805) 379-2603

February 18, 2013

W.O. 9239.999

Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Attention: Ms. Megan Trott

Subject: Proposed Estimate Soil Material and Concrete Testing,
Rancho Las Virgenes Third Digester Project,
City of Calabasas, California

Dear Ms. Trott:

Submitted herewith is our estimate to provide Soil Material and Concrete Testing Services during the construction of the Third Digester facility. This proposal is based on the plans and specifications that were recently provided to our office.

A "Scope of Services" which generally describes the anticipated work is attached to as Exhibit A. The estimates associated with these services are presented on the attached Exhibit B. Our services will be billed on a time and materials, not to exceed basis with fixed unit prices. The rates enclosed herein will be held fixed for the duration of the project except those increases dictated by the Department of Labor Relations for prevailing wage determination. Our office will discuss with any rate changes after that time. A Schedule of our Fees is included on Exhibit B.

If this proposal meets with your approval, please forward us your work order and agreement so that we may proceed.

Please feel free to contact this office should you have any questions.

Respectfully submitted,
GEOLABS-WESTLAKE VILLAGE

Timothy F. Casey
Vice President

Enclosures: Scope of ServicesExhibit A
Anticipated Scope of ServicesExhibit B

XC: (2) Addressee

EXHIBIT A
SCOPE OF SERVICES

1. **Rough Grading:** Based on the Fugro Report that is included in the specifications there are approximately 20' feet of removal to expose the underlying bedrock. In order for the contractor to accomplish this we anticipate rough grading will be completed in approximately five 8-hour working days. The rough grading will complete the overexcavation and recompaction for the third digester and building pad. We will provide constant inspection (eight-hour day) during fill placement, laboratory maxes, and an expansion and sulfate test each for the digester and building pad and all compaction report for the grading. Hours billed in excess of an 8-hour day will be billed at 1.5 times the rate shown on the enclosed fee schedule.
2. **Infrastructure Backfill:** Includes a test for the pipe zone area and each three feet of backfill for every 300 feet of main line backfill. We will sample the pipe zone material and submit the sample to our laboratory for maximum dry density and Sand Equivalent determination. One final report covering the utility testing will be submitted for the project. It should be understood that, when necessary, and in order to comply with OSHA regulations, the contractor responsible for the compaction of the utility line backfill would provide shoring or other acceptable methods in the trench test pits.
3. **Sidewalk, Curb, and Pavement Areas:** A representative from our office will provide a field density test on the subgrade and base for the sidewalk, pavement areas, and curb and gutter. We will sample the base material and submit it to our laboratory for maximum density determination, sand equivalent, and sieve analysis. We anticipate that two samples will be needed for the project. We would provide a report that covers this testing.
4. **Special Inspection Services:** We will provide special inspections including

reinforcement, concrete, welding, epoxy bolts, and masonry for the portions of the structures included in the project plans specifications for the following.

- a. **Reinforcement and Concrete:** We would provide a certified special inspector who will observe the placement of the reinforcement and, concrete for the footings and slabs for the digester building and digester slabs. The inspector will cast one set of six (6"x12") concrete cylinders for each 100 cubic yards or every days pour, whichever is greater. The cylinders will be picked up the following day and submitted to our laboratory and cured in accordance with ASTM C 31. We will provide breaks on seven days (2) and twenty-eight days (2).
- b. **Welding:** We would provide a certified welding inspector who will observe the welding elements shown on the approved plans. The inspector will provide the inspections in accordance with the Latest Edition of ANSI/AWS D1.1, as amended in CBC Section 2204A.1.
- c. **CMU Wall Special Inspections:** Provide special inspections on the steel reinforcement and CMU. We would cast mortar, prism, and grout samples during the construction of each 5000 sq ft of wall. We would pick-up and submit the samples to our laboratory for compression testing. Our costs are based on the contractor constructing 200 lineal feet; four foot high (400 sq, ft) in each 8-hour day.
- d. **Epoxy and High Strength Bolts:** We will provide special observations during the placement of epoxy bolts and the tensioning of the high strength bolts. We anticipate that bottom floor will require four-hours of observation for the epoxy bolts. We anticipate approximately 16 hours observation each for the second floor, low roof, and high roof, for the high strength bolts

EXHIBIT B
ANTICIPATED COST OF SERVICES

Rough Grading

Sr. Principal Engineer and Geologist	2	hrs	@	\$146.00	/hr	\$292.00
Principal Engineer and Geologist	8	hrs	@	\$126.00	/hr	\$1,008.00
Sr. Staff Engineer and Geologist	6	hrs	@	\$107.00	/hr	\$642.00
Field Technician (PW Class I)	40	hrs	@	\$95.00	/hr	\$3,800.00
Maximum Dry Density (Soil)	3	ea	@	\$150.00	/ea	\$450.00
Maximum Dry Density (Base)	1	ea	@	\$155.00	/ea	\$155.00
Sand Equivalent	1	ea	@	\$109.00	/ea	\$109.00
Sieve Analysis (Base)	1	ea	@	\$124.00	/ea	\$124.00
Expansion Index	1	ea	@	\$170.00	/ea	\$170.00
Corrosivity Analysis	1	ea	@	\$200.00	/ea	\$200.00
Final Grading Report	1	ea	@	\$750.00	/ea	\$750.00
				Subtotal:		\$7,700.00

Infrastructure Backfill Testing

Sr. Staff Engineer and Geologist	2	hrs	@	\$107.00	/hr	\$214.00
Field Technician (PW Class I)	20	hrs	@	\$95.00	/hr	\$1,900.00
Sand Equivalent	1	ea	@	\$105.00	/ea	\$105.00
CAD	4	hrs	@	\$75.00	/hr	\$300.00
Final Utility Report	1	ea	@	\$450.00	/ea	\$450.00
				Subtotal:		\$2,969.00

Pavement Areas

Sr. Staff Engineer and Geologist	2	hrs	@	\$107.00	/hr	\$214.00
Field Technician (PW Class I)	16	hrs	@	\$95.00	/hr	\$1,520.00
Maximum Dry Density (Base)	1	ea	@	\$150.00	/ea	\$150.00
Sand Equivalent	1	ea	@	\$105.00	/ea	\$105.00
Sieve Analysis (Base)	1	ea	@	\$120.00	/ea	\$120.00
Final Pavement Report	1	ea	@	\$350.00	/ea	\$350.00
						\$2,459.00

Special Inspections (Concrete, Reinforcement, Welding, Masonry)

Welding Inspection (PW Class II)	8	hrs	@	\$95.00	/hr	\$760.00
Concrete Inspection (PW Class II)	24	hrs	@	\$95.00	/hr	\$2,280.00
Concrete Cylinders Set of 6	4	set	@	\$150.00	/ea	\$600.00
Cylinder Pick-up	2	hrs	@	\$95.00	/hr	\$190.00
Masonry Inspection (PW Class II)	20	hrs	@	\$95.00	/hr	\$1,900.00
Masonry Prisms	1	set	@	\$140.00	/ea	\$140.00
Grout Samples	1	set	@	\$80.00	/ea	\$80.00
Mortar Samples	1	set	@	\$80.00	/ea	\$80.00
Sample Pick-up	4	hrs	@	\$95.00	/hr	\$380.00
						\$6,410.00

Total: \$19,538.00

March 4, 2013 JPA Board Meeting

TO: JPA Board of Directors

FROM: Resource Conservation & Public Outreach

Subject: Resident Tours of JPA's Wastewater Treatment Facilities

SUMMARY:

Twice each year (February and August), staff conducts Saturday tours of the JPA's wastewater treatment facilities for the public. The tours provide an opportunity for customers to learn more about the role of the JPA in treating the region's wastewater and include an overview of the treatment process, regulatory requirements, use of recycled water, composting operation, and the costs associated with the JPA's operations.

From time-to-time, JPA Board Members have attended the tours, but there has not been an organized process for their participation. Given that the tours provide an excellent opportunity for Board Members to interact with their constituents, staff suggests that Board Members (one from LVMWD and one from TSD) be designated on a rotating basis, and depending on their availability, to "host" future tours. The role of the hosting Board Members would be to provide the introductory welcome for guests and provide an overview of the JPA's responsibilities and governance structure. Additionally, the Board Members may opt to assist with the question and answer segment at the end of the tour to address any policy-related questions.

RECOMMENDATION(S):

Approve the proposal for JPA Board Members to be designated on a rotating basis, and depending on their availability, to host resident tours of the JPA's wastewater treatment facilities.

FINANCIAL IMPACT:

There is no significant financial impact associated with this action.

Prepared By: Jeff Reinhardt, Public Affairs & Communications Manager