



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

**AGENDA**  
**REGULAR 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.

5:00 PM

March 12, 2013

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>
Charles Caspary, President	_____	_____	_____
Glen Peterson, Vice President/MWD Rep.	_____	_____	_____
Barry Steinhardt, Secretary	_____	_____	_____
Leonard Polan, Treasurer	_____	_____	_____
Lee Renger, Director	_____	_____	_____

**2. APPROVAL OF AGENDA**

**A** Moved by Director\_\_\_\_\_, seconded by Director\_\_\_\_\_, and\_\_\_\_\_, that the agenda for the Regular Meeting of March 12, 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** Legislative and Regulatory Updates

**5. CONSENT CALENDAR**

**A** Minutes: Regular Meeting of February 12, 2013. Approve

**B** List of Demands: March 12, 2013. Approve

**C** Directors' Per Diem: February 2013. Ratify

**6. TREASURER**

**7. BOARD OF DIRECTORS**

**A** Assembly Bill No. 72 - Support If Amended

Approve a position of "Support if Amended" for Assembly Bill No. 72, pertaining to newly elected municipal water district directors, requesting an amendment to provide for newly elected directors to take office on the first Friday of the month following the election.

**B** Video Recordings of Board Meetings: Review of Options and Costs

Review the options and updated costs for performing video recordings of Board meetings, select the preferred option, and direct staff to proceed with implementation accordingly.

**8. FACILITIES AND OPERATIONS**

**A** Award of Fiscal Year 2012-13 Vehicle Replacement Program

Authorize the General Manger to issue a purchase order to Paradise Chevrolet of Ventura for three Chevrolet 1500 1/2-ton pick-up trucks in the amount of \$56,003.73, plus taxes and fees, and two Chevrolet 2500 3/4-ton service trucks in the amount of \$45,884.30, plus taxes and fees, for a total purchase order amount of \$101,888.03, plus taxes and fees.

**B** Call for Bids: Supply and Delivery of Ammonium Hydroxide

Approve the proposed bid schedule and the Notice Inviting Sealed Bids for the supply and delivery of ammonium hydroxide.

**C** Water Distribution System Improvements: Approve Purchase Orders

Waive the formal bidding process due to the maintenance nature of the projects; transfer an additional \$25,000 to CIP Job No. 10517, Distribution System Improvements from CIP Job No. 10236; authorize the General Manager to issue a purchase order in the amount of \$38,015 to Toro Enterprises, Inc. for the installation of isolation mainline valves; authorize the General

Manager to issue a purchase order in the amount of \$27,855 to County Pipeline, Inc. for the main replacement on Jim Bridger Road.

**D Water Supply Assessment for the Proposed Westlake Village Business Park Specific Plan**

Approve the proposal in the amount of \$14,992 from Kennedy/Jenks Consultants for the preparation of a Water Supply Assessment for the proposed Westlake Village Business Park Specific Plan; appropriate \$15,000 for a new project to prepare the Water Supply Assessment.

**9. FINANCE AND ADMINISTRATION**

**A Participation in Deferred Compensation Loan Program**

Authorize the General Manager to execute provision agreements with both CalPERS and Nationwide 457 Plan administrators to participate in the respective loan programs.

**10. INFORMATION ITEMS**

**A Claim by J. D. Mackay**

**B National Association of Clean Water Agencies (NACWA) Membership**

**C Standard and Poor's Reaffirmation of Sanitation Bond Rating**

**11. 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**

- (1) General Business
- (2) Follow-Up Items

**D Director's Comments**

**12. FUTURE AGENDA ITEMS**

**13. CLOSED SESSION**

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

- 1. Employee Compensation and Benefits

**B Conference with District Counsel - Existing Litigation:**

- 1. Heal the Bay, Inc. v. Lisa P. Jackson

**C Conference with District Counsel - Potential Litigation (Government Code Section 54956.9): One Case**

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

#### **14. OPEN SESSION AND ADJOURNMENT**



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

**MINUTES**  
**REGULAR MEETING**

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5:00 PM

February 12, 2013

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by President Caspary.

President Caspary notified attendees that the board meeting was being audio recorded.

**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. in the District offices. Deputy Secretary Conklin called the roll. Those answering present were Directors Caspary, Peterson, Polan, Renger and Steinhardt.

**2. APPROVAL OF AGENDA**

**A** Approval of agenda

*On a motion by Director Lee Renger, seconded by Director Glen Peterson, the Board of Directors voted 5-0 to Approve the agenda for the Regular Meeting of February 12, 2013, as presented.*

*General Manager Pedersen stated Mr. J.D. Mackay was in the audience and requested 8. A-Claim by J.D. Mackay be heard after 3. Public Comments.  
AYES: Director(s) Caspary , Peterson , Polan , Renger , Steinhardt*

**3. PUBLIC COMMENTS**

No speaker cards were received from the public.

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

**A** Legislative and Regulatory Updates

ITEM 5A

General Manager Pedersen stated he had two items to discuss (1) AB 72 (Holden), which would require municipal water district board of directors to take office the first Friday in December versus the current requirement of the first Monday after January 1 following an election (Director Peterson discussed lameduck potential due to elections taking place in June and taking of office in December; and Directors Peterson and Steinhardt discussed the timing of elections and taking office process); and (2) TMDL: Las Virgenes and Triunfo had both posted the TMDL, benthic, FAQ, etc. to their agency web pages.

President Caspary requested further information regarding AB 72 be brought back to the Board.

## 5. CONSENT CALENDAR

*On a motion by Director Leonard Polan, 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) Caspary , Peterson , Polan , Renger , Steinhardt*

**A** Minutes: Regular Meeting of January 22, 2013. **Approve**

**B** List of Demands: February 12, 2013. **Approve**

**C** Directors' Per Diem: January 2013. **Ratify**

## 6. TREASURER

No report was given.

## 7. FACILITIES AND OPERATIONS

**A** Call for Bids: 1,235-Foot Backbone Improvements Project, Calabasas Pipeline

Approve the plans and specifications for the 1,235-Foot Backbone Improvements Project, Calabasas Pipeline; and authorize a Call for Bids in accordance with the project specifications and proposed bid schedule.

General Manager Pedersen discussed project location and size (slightly less than two miles), permitting from City of Calabasas and Caltrans complete, heavily traveled road/bike path (staff will work to minimize traffic impacts); Principal Engineer Zhao stated there are project "free days" for emergency situations; Director of Facilities and Operations Lippman stated Mountain Gate HOA and the fire department had been notified and an additional outreach meeting was scheduled for February 13th.

The Board of Directors commented on alignment of pipeline in Mureau Road, working hours, traffic control, and requested updates as the start of construction nears.

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

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

**B** Calabasas Tank Shutdown Analysis and Calabasas Tank Renovation Request for Proposals

Receive and file the Calabasas Tank Shutdown Analysis LVMWD Report No. 2505.00; and approve the Request for Proposals for preparing a final design report; surveying existing easements; preparing plans, specifications, and the necessary environmental document; and providing construction engineering and support services for the Calabasas Tank Renovation

Project.

General Manager Pedersen stated the work needs to be done during low usage (typically January-March), temporary storage, Phase I in 2013 and Phase II/construction 2014.

The Board of Directors commented on tank inside tank for maintenance, staff analysis and consideration of Requests for Proposal, look at phasing/sequencing, CEQA and use of filtration plant.

*On a motion by Director Lee Renger, seconded by Director Glen Peterson, the Board of Directors voted 5-0 to Approve the recommendations as presented.  
AYES: Director(s) Caspary , Peterson , Polan , Renger , Steinhardt*

## **8. FINANCE AND ADMINISTRATION**

**A** Claim by J. D. Mackay

Deny the claim from J. D. Mackay.

One speaker card was received from Jocelyn Mackay: Mr. Mackay discussed increase in water billing and Mrs. Mackay stated they had a sprinkler leak and the system had been off since the \$400 repair; staff worked on meter several times; neighbors said they have meter problems too and that they are on septic.

The Board of Directors, General Manager and Director of Resource Conservation and Public Outreach discussed meter size, average flow, monitoring of flow, bench testing of meter, leak adjustment was provided in 2012 and per policy is granted only once every ten years, failure rate of meters, and digital versus analog readings.

President Caspary requested consideration of the claim be tabled and directed staff to bring back with answers to questions tentatively on March 12th as follows: contact the meter manufacturer to determine if there could be any explanation for the "anomaly" reflected in customer's usage; determine how the meter/register works (magnetic vs. optical pulses); check to see if we have had any other problems with this type of meter; keep the customer in-the-loop in regards to responses to questions and provide the customer with the board meeting date the item will be reconsidered.

A formal action/vote was not taken on the claim.

## **9. NON-ACTION ITEMS**

**A** Organization Reports (1) MWD a. Representative Report/Agenda(s); (2) Other

(1) MWD Representative Peterson reported on general business of Metropolitan Water District including three new board members; in the absence of Chairman Foley, Gloria Gray led the meeting, which is the first time an African American woman has Chaired a Metropolitan board meeting (historic event during February, which is Black History month); and stated he would be receiving a 20-year service pin at the March 12th Metropolitan board meeting.

(2) Director Steinhardt provided a report on his attendance at the ACWA Region 8 meeting on January 29th during which a request was made for Public Affairs and Communications Manager Reinhardt to serve on the Membership Committee and will be serving as Reporter for the Region 8 Committee; workplan will be kept the same; the Region 8 agenda will be handed out prior to conferences and board members may comment to Chair Pringle; committee is trying to increase membership for ACWA; Region 8 is the richest with \$12,000 in their account (looking for ideas on how to best use the funds in a purposeful way); one day groundwater

conference in March/April; and at ACWA's fall conference, Region 8 will have an opportunity to make a one hour presentation, Legal Counsel Lemieux was asked to serve on or possibly lead a panel discussion on TMDLs (Mr. Lemieux agreed to serve); and stated a letter from ACWA to Cindy Lin (EPA) was shared with committee members. Director Caspary asked that the Board be notified once ACWA schedules their Region 8 meeting.

Director Caspary provided a report on upcoming meetings for Santa Monica Bay Restoration Commission Watershed Advisory Council and Santa Monica Bay Restoration Commission Governing Board meetings of February 13th and February 21st respectively, discussions to include plan updates (water quality, natural resources, benefit to humans); vacancy on Watershed Advisory Council (viable candidates: Marina Del Rey Anglers or Los Angeles Rod and Reel Club, unless the Board objects he plans on nominating Marina Del Rey Anglers); and stated staff is setting up meetings as part of ACWA/CASA DC, Director Peterson will be in attendance as ACWA Past President and he has asked him to represent the District at meetings with elected officials (requested staff and Director Peterson meet and discuss what projects to focus on for support of funding).

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

None.

**C** General Manager Reports

General Manager Pedersen provided an update on general business of the District including D.C. itinerary (six meetings with members of Congress that will be attended by Director Peterson, himself, and Director of Facilities and Operations Lippman); bi-fold on the Recycled Water Storage project will be provided at the meetings; requested a meeting with EPA Acting Assistant Administrator of Water, Nancy Stoner (Ms. Stoner is also involved with NACWA (National Association of Clean Water Agencies) and is working on the affordability of water under the Clean Water Act); January monthly staff report (operational information included for previous month due to timing); City of Westlake Village is preparing a video on household composting using their tumblers and have asked the District for assistance; and reviewed upcoming community calendar events.

**D** Director's Comments

Director Renger reported that he will be absent from the March 12, 2013 board meeting.

**10. FUTURE AGENDA ITEMS**

None.

**11. CLOSED SESSION**

The meeting convened into break at 6:33 p.m.

The meeting reconvened into Closed Session at 6:37 p.m.

**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.

Added by Addenda (Published on February 8, 2013)

ITEM 5A



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

1. Employee Compensation and Benefits

**12. OPEN SESSION AND ADJOURNMENT**

The meeting convened into Open Session at 8:33 p.m.

The Chair declared the meeting adjourned at 8:34 p.m.

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

ATTEST:

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BARRY STEINHARDT, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LEONARD POLAN, TREASURER

Payments for Board Meeting of : March 12, 2013

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. 61915 through 62026 were issued in the total amount of

\$ 367,499.45

**Payments through wire transfers as follows:**

2/28/2013 Metropolitan Water Dist. Payment for water deliveries in the month of December 2012

1,014,231.20

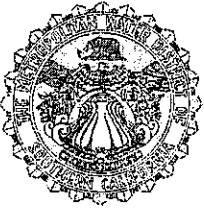
Total payments

\$ 1,381,730.65

(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  
03/12/13**

Company Name	Company No.	Check No. 61915 thru 61952 02/26/13	Check No. 61953 thru 61995 03/05/13	Check No. 61996 thru 62026 03/12/13	Total
		Amount	Amount	Amount	
Potable Water Operations	101	18,713.89	26,378.12	8,924.35	54,016.36
Recycled Water Operations	102				0.00
Sanitation Operations	130	1,752.51		673.14	2,425.65
Sani- Construction	230				0.00
Potable Water Replacement	301	37,158.62	5,954.02	66,028.73	109,141.37
Reclaimed Water Replace	302				0.00
Internal Service	701	51,317.02	47,018.22	11,497.31	109,832.55
Joint Venture Operations	751	11,940.78	37,302.70	36,704.20	85,947.68
Joint Venture Replacement	754		6,264.18		6,264.18
<b>Total Printed</b>		<b>120,882.82</b>	<b>122,917.24</b>	<b>123,827.73</b>	<b>367,627.79</b>
<b>Voided Checks/Payment Stopped:</b>					
Ck#60685					
General Fund	701	(128.34)			(128.34)
<b>Total Voids</b>		<b>(128.34)</b>	<b>0.00</b>	<b>0.00</b>	<b>(128.34)</b>
<b>Net Total</b>		<b>120,754.48</b>	<b>122,917.24</b>	<b>123,827.73</b>	<b>367,499.45</b>



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

**INVOICE**

Billed To:  
 Las Virgenes Municipal Water District



Service Address  
 4232 Las Virgenes Road  
 Calabasas, CA 91302

December 2012	Page No. 1 of 1
Mailed: 01/10/2013	Due Date: 02/28/2013
Invoice Number: 7559	Revision: 0

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

DELIVERIES	Volume (AF)
Total Water Treated Delivered	1,107.3

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service	Tier 1 Supply Rate	1,107.3	\$106.00	\$117,373.80
	System Access Rate	1,107.3	\$217.00	\$240,284.10
	Water Stewardship Rate	1,107.3	\$43.00	\$47,613.90
	System Power Rate	1,107.3	\$136.00	\$150,592.80
	Delta Supply Surcharge	1,107.3	\$58.00	\$64,223.40
	Treatment Surcharge	1,107.3	\$234.00	\$259,108.20
<b>SUBTOTAL</b>				<b>\$879,196.20</b>

OTHER CHARGES AND CREDITS	Rate (\$ /AF)
Conservation Debit/Credit	(\$5,140.00)
Readiness To Serve Charge( Payment Schedule: M)	\$112,240.00
Capacity Charge( Payment Schedule: M)	\$27,935.00
<b>SUBTOTAL</b>	<b>\$135,035.00</b>

ADDITIONAL INFORMATION	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Purchase Order Commitment (Jan 2003 to Dec 2012)	137,103.0			
Purchase Order Firm Delivery To Date (Jan 2003 to Dec 2012)	225,957.0			
Tier 1 Annual Limit (For Current Calendar Year)	20,850.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	20,663.6	99.1		
Tier 1 Current Month Deliveries	1,107.3			
Capacity Charge			8/15/2008	45.3

**INVOICE TOTAL**      Volume AF: **1,107.3**      Amount Now Due: **\$1,014,231.20**

Note: Amount Due is based on highlighted fields

Approved for Payment  
*JRL* 1/14/13  
 David R. Lippman

**PAID**  
 Waxed on 2/28/13  
*A.W. Peterson* 01/15/13  
 ITEM 5B

Batch Number - 221921  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key	Co	Amount	Invoice Number
61915	02/26/13	11780	ACADEMY ADDRESSING & MAILING	CURRENT FLOW	PV	124051	001	00701	2,467.10	57244
61916	02/26/13	17077	AECOM USA, INC.	Payment Amount 10/27/12-01/1 1/13-CLBS TNK REH 11/24/12-1/11 /13-WTR STORAGES	PV	124073	001	00701	10,157.77	37316423
61917	02/26/13	7992	ARB/PERP	Payment Amount PERP AIR QLTY PRMT	PV	124076	001	00701	575.00	P-1377-0413
61918	02/26/13	2869	AT&T	REG#11451 Payment Amount SRV	PV	124013	001	00101	128.76	0123/020713
				01/07/13-03/0 6/13	PV	124014	001	00101	63.42	0124/020713
				01/07/13-03/0 6/13	PV	124015	001	00101	778.66	2043/020713
				01/07/13-03/0 6/13	PV	124016	001	00101	385.42	2045/020713
				01/07/13-03/0 6/13	PV	124017	001	00130	385.42	2220/020713
				01/07/13-03/0 6/13	PV	124018	001	00701	224.18	7719/020713
				01/07/13-03/0 6/13	PV	124019	001	00701	224.18	7720/020713
				01/07/13-03/0 6/13	PV	124020	001	00701	163.42	7721/020713
				01/05/13-03/0	PV	124021	001	00701	1,286.30	1657/020513

Batch Number - 221921  
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key itm Co	Amount	Invoice Number
				4/13					
SRV				SRV	PV	124023	001 00101	752.55	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	002 00101	94.63	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	003 00101	424.45	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	004 00101	3,509.97	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	005 00101	40.09	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	006 00101	1,064.22	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	007 00101	467.56	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	008 00101	1,272.46	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	009 00101	62.25	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	010 00101	40.09	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	011 00101	40.31	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	012 00101	40.09	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	013 00101	40.24	0051/020513
				01/06/13-02/0					
				5/13					
SRV				SRV	PV	124023	014 00101	40.09	0051/020513
				01/06/13-02/0					
				5/13					

Batch Number - 221921  
Bank Account - 00146807 Cash-General

Payment Number	Date	Name	Address Number	Payment Stub Message	Ty	Document . . . Number	Key Item Co	Amount	Invoice Number
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	015 00101	80.18	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	016 00101	40.09	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	017 00101	40.09	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	018 00101	40.09	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	019 00101	40.09	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	020 00101	40.09	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	021 00101	40.09	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	022 00101	40.46	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	023 00101	40.09	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	024 00101	40.09	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	025 00101	25.62	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	026 00101	20.05	0051/020513
	01/06/13-02/0								
	5/13								
	SRV				PV	124023	027 00101	20.04	0051/020513
	01/06/13-02/0								
	5/13								



Batch Number - 221921  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Number	Key	Item	Co	Amount	Invoice Number
61919	02/26/13	9631	AT&T LONG DISTANCE	SRV 02/14-03/13/1	PV	124066	001	00701		47.99	46399/021413
				SRV 02/14-03/13/1	PV	124067	001	00751		47.99	4860/021413
				SRV 02/14-03/13/1	PV	124025	001	00701		167.33	806368136/010
				SRV 12/05/12-01/0	PV	124025	002	00701		1.52	806368136/010
				SRV 12/05/12-01/0	PV	124025	003	00701		.16	806368136/010
				SRV 12/05/12-01/0	PV	124025	004	00701		107.29	806368136/010
				SRV 12/05/12-01/0	PV	124025	005	00701		1.91	806368136/010
				SRV 12/05/12-01/0	PV	124025	006	00701		15.12	806368136/010
				SRV 12/05/12-01/0	PV	124025	007	00701		15.87	806368136/010
				Payment Amount						309.20	
61920	02/26/13	18654	AT&T TELECONFERENC E SERVICES	IRWMP &EPA CNF CALL 1/15	PV	124041	001	00101		50.05	49329297/FEB1
				IRWMP &EPA CNF CALL 1/15	PV	124041	002	00101		59.41	49329297/FEB1
				Payment Amount						109.46	
61921	02/26/13	2539	CITY OF SIMI VALLEY	PURCH WTR 12/06/12-02/0	PV	124068	001	00101		7,633.57	0091808771
				WTR SRV CHR 12/06/12-2/6/1	PV	124069	001	00101		313.10	0091808765

Batch Number - 221921  
 Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document		Key	Amount	Invoice Number
					Ty	Number			
3									
61922	02/26/13	18111	ELECSYS INTERNATIONAL CORPORATION	Payment Amount 03/13 RADIX HANDHELD MAINT	PV	124050	001 00701	7,946.67 261.00	111885
61923	02/26/13	18441	EMPLOYEE RELATIONS NETWORK	Payment Amount PRE-EMPL BCKGRND-A. SMITH	PV	124034	001 00701	261.00 111.50	62552
61924	02/26/13	2658	FEDERAL EXPRESS CORP	Payment Amount PACKAGES DEL.02/08-02/13/13	PV	124033	001 00701	111.50 50.05	2-178-39161
61925	02/26/13	2655	FERGUSON ENTERPRISES	Payment Amount METER, 3/4" X 1" ENCODER METER	PV	124055	001 00701	50.05 10,594.80	0725279
Alt Payee 3207 FERGUSON ENTERPRISES, INC. #1083 FILE 56809 LOS ANGELES CA 90074-6809									
61926	02/26/13	8304	IFM EECTOR INC.	Payment Amount SUBMERSIBLE PRESSURE	PV	124072	001 00701	10,594.80 663.60	20357074
61927	02/26/13	16423	JANO GRAPHICS	Payment Amount CURRENT FLOW NEWSLETTER 2013#1	PV	124049	001 00701	663.60 2,595.78	46743
61928	02/26/13	2611	LA DWP	Payment Amount RECTIFIER 12/21/12-01/24/13 RECTIFIER 12/26/12-01/25/13 RECTIFIER 01/16/13-02/13/13 RECTIFIER 01/14/13-02/13/13	PV	124026	001 00101	2,595.78 39.13 34.78 34.78 34.78 39.13	08345/020113 06901/020113 09501/021313 10298/021213

Batch Number - 221921  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item Co	Amount	Invoice Number
				TWIN LAKES	PV	124071	001 00101	5,726.67	22930/021213
				01/14/13-02/12/13					
				Payment Amount				5,874.49	
61929	02/26/13	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	JED SMITH	PV	124028	001 00101	44.73	0254/020113
				11/27/12-01/24/13					
				EQUESTRIAN	PV	124029	001 00101	89.57	0896/021413
				12/13/12-02/14/13					
				MALIBU SYPHN	PV	124030	001 00751	42.37	0006/021113
				12/10/12-02/11/13					
				Payment Amount				176.67	
61930	02/26/13	3483	DAVID LIPPMAN	REIMB CELL PHNE B/P	PV	124043	001 00701	69.25	7898/020313
				01/4-02/3					
				Payment Amount				69.25	
61931	02/26/13	3514	LOS ANGELES COUNTY REGISTRAR-REC ORDER	RECORD FEE-RELEASE LIEN	PV	124042	001 00701	96.00	CLVR TRJ/RLS LIEN
				Payment Amount				96.00	
61932	02/26/13	18872	MAC CHEVRON	GAS CHRGS	PV	124035	001 00701	5,640.63	3000002
				02/01-02/14/13					
				Payment Amount				96.00	
61933	02/26/13	18879	MALIBU CANYON SHELL	DIESSDEL GAS CHR	PV	124036	001 00701	507.20	1000001
				2/01-2/14/13					
				Payment Amount				5,640.63	
61934	02/26/13	3755	MICROWEST SOFTWARE SYSTEMS, INC.	AMMS MAINT	PV	124052	001 00701	4,400.00	23040
				01/01/13-12/31/13					
				Payment Amount				4,400.00	
61935	02/26/13	9543	PINKY'S TIRE SERVICE	SRV CALL FOR FLAT REPR#862	PV	124058	001 00701	212.62	150077
				Payment Amount				212.62	
61936	02/26/13	12954	POLYDYNE INC.	2/01/13 CLARIFLOC-690	PV	124060	001 00701	8,649.15	780864

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Batch Number - 221921  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document		Key	Amount	Invoice Number
					Ty	Number			
61937	02/26/13	17334	QAIR CALIFORNIA	0 LB Payment Amount ST GASKEIT ORING & AY PISTON	PV	124048	001 00701 8,649.15	497.11	37057
61938	02/26/13	16788	RADIO ACTIVITY	Payment Amount RADIO PROJ TO LINK REPEATERS	PV	124048	003 00701 508.18	11.07	37057
61939	02/26/13	10643	JEFF REINHARDT	Payment Amount REIMB-ACWA&ST .LEG MTG 2/12-13	PV	124044	001 00701 5,059.00	297.14	021313
61940	02/26/13	6940	SECTRAN SECURITY, INC.	Payment Amount 02/13 COURIER SRV	PV	124056	001 00701 297.14	289.38	13020518
61941	02/26/13	18590	WILLIAM/SARI SHEPPHIRD	Payment Amount FINAL PMT-LSA/CLOVE R TRAIL	PV	124037	001 00701 289.38	586.89	23626 CLVR TRL#6
61942	02/26/13	18056	BARRY STEINHARDT	Payment Amount FINAL PMT-LSA/CLOVE R TRAIL	PV	124038	001 00701 2,834.56	1,498.44	23650 CLVR TRL#6
61943	02/26/13	18034	TASC	Payment Amount REIMB CASA CNF 1/16-1/18/13	PV	124022	001 00701 252.02	252.02	23639 CLVR TRL#6
61944	02/26/13	18095	TOTAL BARRICADE SERVICE, INC.	Payment Amount 4/1/13-6/30/1 3 FSA ADM FEE Payment Amount PLASTICADE TYPE II BARRICADES DELIVERY	PV	124032	001 00701 660.00	660.00	011813 3200193543 19804 19804
								1,255.68	
								200.00	19804
								1,455.68	

EM 5/13

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
61945	02/26/13	18651	TOYOTA-LIFT OF LOS ANGELES	PM FORKLIFT MAINT UNIT#700	PV	124004	001	00701	74.00	WO-200463
				PM FORKLIFT MAINT UNIT#702	PV	124005	001	00701	82.22	WO-200464
				PM FORKLIFT MAINT UNIT#134	PV	124006	001	00701	110.70	WO-200465
				PM FORKLIFT MAINT UNIT#202	PV	124007	001	00701	110.70	WO-200466
				PM FORKLIFT MAINT UNIT#305	PV	124008	001	00701	110.70	WO-200467
				PM FORKLIFT MAINT UNIT#303	PV	124009	001	00701	74.00	WO-200468
				PM FORKLIFT MAINT UNIT#302	PV	124010	001	00701	74.00	WO-200469
				REPL 3 WORN WHEELS&TIRES# 302	PV	124011	001	00701	72.00	WO-201710
				BATTERY MELTED CABLE	PV	124012	001	00701	228.94	WO-201731
				BURNT#303 PM FORKLIFT MAINT TD	PV	124065	001	00701	210.93	WO-201566
				PM FORKLIFT MAINT UNIT#702	PV	124077	001	00701	103.00	WO-200462
				UNIT#723 Payment Amount				1,251.19		
61946	02/26/13	3429	UNITED PARCEL SERVICE	SRV 01/17-02/09/1 3	PV	124059	001	00701	405.52	000025W020063
				Payment Amount				405.52		
61947	02/26/13	16271	USA MOBILITY WIRELESS, INC	SRV 01/10/13-02/0 9/13	PV	124024	001	00701	65.82	W0143084B

Batch Number - 221921  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
				SRV	PV	124024	002	00701		69.79	W0143084B
				01/10/13-02/0							
				9/13							
				SRV	PV	124024	003	00701		40.75	W0143084B
				01/10/13-02/0							
				9/13							
				SRV	PV	124024	004	00701		40.75	W0143084B
				01/10/13-02/0							
				9/13							
				Payment Amount						217.11	
61948	02/26/13	3034	VORTEX INDUSTRIES	REPRS VARIOUS DOORS@WLK	PV	124061	001	00701		369.00	01-720122-1
				Payment Amount						369.00	
61949	02/26/13	18521	WALTON MOTORS & CONTROLS, INC.	1HP EXPLOSION PROOF MOTOR 3PH	PV	124047	001	00701		1,223.55	34210
				Payment Amount						1,223.55	
61950	02/26/13	18740	TAMMY WASHINGTON	REIMB-CALPELR A CNF	PV	124046	001	00701		85.99	020113
				Payment Amount						85.99	
				01/30/13							
				Payment Amount						85.99	
61951	02/26/13	4707	WATER RESEARCH FOUNDATION	4/2013-3/2014 -SUBS WTR RESEARH	PV	124031	001	00701		6,602.90	RF2013-000400 4
				Payment Amount						6,602.90	
61952	02/26/13	3048	WEST COAST AIR CONDITIONING	REPR COMPRESSOR #2 UNLOADER	PV	124062	001	00701		3,830.00	S46230
				Payment Amount						3,830.00	
				Total Amount of Payments Written						120,882.82	
				Total Number of Payments Written						38	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Ltn Co	Amount	Invoice Number
61953	03/05/13	17077	AECOM USA, INC.	11/24/12-01/1 1/13 MALIBU INST	PV	124124	001 00701	27.55	37316425
61954	03/05/13	2339	AGOURA LOCK TECHNOLOGIES	MISC KEYS FOR DISTRICT	PV	124135	001 00701	87.17	79849
61955	03/05/13	8807	APWA VENTURA COUNTY CHAPTER	REGIST-CEQA COURSE 3/28/13	PV	124106	001 00701	320.00	032813
61956	03/05/13	7965	B&B PALLET CO.	50YD WOOD CHIPS 1"	PV	124119	001 00701	560.50	109494
				130 YD WOOD CHIPS 1"	PV	124120	001 00701	1,457.30	109495
				130YD WOOD CHIPS 1"	PV	124121	001 00701	1,457.30	109496
				50YD WOOD CHIPS 1"	PV	124122	001 00701	560.50	109497
				50YD WOOD CHIPS 1"	PV	124123	001 00701	560.50	109498
61957	03/05/13	2425	BANK OF AMERICA	VISA CHRG-FIN ADM-JAN'13	PV	124078	001 00701	1,249.73	1471020713
				VISA CHRG-ADM OPNS-JAN'13	PV	124079	001 00701	206.01	2738020713
				VISA CHRG-ADM OPNS-JAN'13	PV	124079	002 00701	189.05	2738020713
				VISA CHRG-ADM OPNS-JAN'13	PV	124079	003 00701	549.15	2738020713
				VISA CHRG-ADM OPNS-JAN'13	PV	124079	004 00701	425.70	2738020713
				VISA CHRG-FIN ADM#2-JAN'13	PV	124080	001 00701	1,478.81	8185020713
				VISA CHRG-C-KIMMEY -JAN'13	PV	124081	001 00701	1,193.76	0921020713
				VISA CHRG-MAINT DEPT-JAN'13	PV	124083	001 00101	656.48	1302020713
				VISA CHRG-	PV	124083	002 00101	868.23	1302020713

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Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
			MAINT							
			DEPT-JAN'13							
			VISA CHRG-		PV	124083	003	00101	557.36	1302/020713
			MAINT							
			DEPT-JAN'13							
			VISA CHRG-		PV	124083	004	00101	167.82	1302/020713
			MAINT							
			DEPT-JAN'13							
			VISA CHRG-		PV	124083	005	00101	291.62	1302/020713
			MAINT							
			DEPT-JAN'13							
			VISA CHRG-		PV	124083	006	00101	250.00	1302/020713
			MAINT							
			DEPT-JAN'13							
			VISA CHRG-RES		PV	124084	001	00701	181.80	0073/020713
			CONS#1-JAN'13							
			VISA CHRG-RES		PV	124084	002	00701	409.99	0073/020713
			CONS#1-JAN'13							
			VISA CHRG-RES		PV	124084	003	00701	452.80	0073/020713
			CONS#1-JAN'13							
			VISA CHRG-RES		PV	124084	004	00701	99.00	0073/020713
			CONS#1-JAN'13							
			VISA CHRG-RES		PV	124084	005	00701	99.00	0073/020713
			CONS#1-JAN'13							
			VISA CHRG-RES		PV	124084	006	00701	284.64	0073/020713
			CONS#1-JAN'13							
			VISA CHRG-RES		PV	124084	007	00701	103.00	0073/020713
			CONS#1-JAN'13							
			VISA CHRG-RES		PV	124084	008	00701	200.00	0073/020713
			CONS#1-JAN'13							
			VISA CHRG-RES		PV	124084	009	00701	121.54	0073/020713
			CONS#1-JAN'13							
			VISA CHRG-RES		PV	124085	001	00701	184.16	9854/020713
			CONS-JAN'13							
			VISA CHRG-RES		PV	124085	002	00701	92.60	9854/020713
			CONS-JAN'13							
			VISA CHRG-RES		PV	124085	003	00701	11.00	9854/020713
			CONS-JAN'13							
			VISA CHRG-RES		PV	124085	004	00701	449.45	9854/020713
			CONS-JAN'13							
			VISA CHRG-RES		PV	124085	005	00701	600.00	9854/020713



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Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document . . . Number	Key Item	Co	Amount	Invoice Number
				CONS-JAN'13						
				VISA CHRG-RES	PV	124085	006	0701	700.00	9854/020713
				CONS-JAN'13						
				VISA CHRG-RES	PV	124085	007	0701	100.00	9854/020713
				CONS-JAN'13						
				VISA CHRG-RES	PV	124085	008	0701	185.00	9854/020713
				CONS-JAN'13						
				VISA CHRG-RES	PV	124085	009	0701	195.00	9854/020713
				CONS-JAN'13						
				VISA CHRG-RES	PV	124085	010	0701	251.19	9854/020713
				CONS-JAN'13						
				VISA CHRG-RES	PV	124085	011	0701	28.35	9854/020713
				CONS-JAN'13						
				VISA	PV	124086	001	0701	1,132.51	6262/020713
				CHRG-ENGRG						
				DEPT#1-JAN'13						
				VISA	PV	124087	001	0701	40.00	2504/020713
				CHRG-ENGRG						
				DEPT#1-JAN'13						
				VISA	PV	124088	001	0701	415.70	8243/020713
				CHRG-D.LIPPMA						
				N-JAN'13						
				VISA	PV	124089	001	0701	81.07	0288/020713
				CHRG-TAPIA						
				WTP-JAN'13						
				VISA	PV	124089	002	0701	715.00	0288/020713
				CHRG-TAPIA						
				WTP-JAN'13						
				VISA	PV	124089	003	0701	19.76	0288/020713
				CHRG-TAPIA						
				WTP-JAN'13						
				VISA	PV	124089	004	0701	10.65	0288/020713
				CHRG-TAPIA						
				WTP-JAN'13						
				VISA	PV	124089	005	0701	114.43	0288/020713
				CHRG-TAPIA						
				WTP-JAN'13						
				VISA CHRG-WTR	PV	124090	001	0701	35.95	8136/020713
				DIST#1-JAN'13						
				VISA CHRG-WTR	PV	124090	002	0701	172.79	8136/020713
				DIST#1-JAN'13						

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Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
				VISA CHRG-WTR	PV	124090	003 00701	442.00	8136/020713
				DIST#1-JAN'13					
				VISA CHRG-WTR	PV	124090	004 00701	280.00	8136/020713
				DIST#1-JAN'13					
				VISA	PV	124091	001 00701	115.32	8037/020713
				CHRG-RANCHO-J AN'13					
				VISA	PV	124092	001 00701	124.95	9981/020713
				CHRG-D.PEDERS EN-JAN'13					
				VISA	PV	124092	002 00701	42.34	9981/020713
				CHRG-D.PEDERS EN-JAN'13					
				VISA	PV	124092	003 00701	34.91	9981/020713
				CHRG-D.PEDERS EN-JAN'13					
				VISA	PV	124092	004 00701	64.00	9981/020713
				CHRG-D.PEDERS EN-JAN'13					
				VISA	PV	124093	001 00701	1,093.70	7026/020713
				CHRG-G.PETERS ON-JAN'13					
				VISA	PV	124094	001 00701	210.00	7961/020713
				CHRG-P.LEONAR D-JAN'13					
				VISA CHRG-B. STEINHARDT-JA N'13	PV	124095	001 00701	694.21	0711/020713
				VISA CHRG-WTR	PV	124096	001 00101	443.26	8102/020713
				DIST#2-JAN'13					
				VISA CHRG-WTR	PV	124096	002 00101	100.00	8102/020713
				DIST#2-JAN'13					
				VISA CHRG-WLK	PV	124097	001 00701	80.19	7493/020713
				WTPT-JAN'13					
				VISA CHRG-WLK	PV	124097	002 00701	371.74	7493/020713
				WTPT-JAN'13					
				VISA CHRG-WLK	PV	124097	003 00701	62.02	7493/020713
				WTPT-JAN'13					
				VISA CHRG-WLK	PV	124097	004 00701	608.69	7493/020713
				WTPT-JAN'13					
				VISA CHRG-WLK	PV	124097	005 00701	84.58	7493/020713

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Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document . . . Number	Key Item Co	Amount	Invoice Number
				WTP1-JAN'13					
			VISA CHRG- OPERATIONS-JA N'13		PV	124098	001 00701	58.51	8418/020713
			VISA CHRG- OPERATIONS-JA N'13		PV	124098	002 00701	290.51	8418/020713
			VISA CHRG- OPERATIONS-JA N'13		PV	124098	003 00701	35.61	8418/020713
			VISA CHRG- OPERATIONS-JA N'13		PV	124098	004 00701	183.79	8418/020713
			VISA CHRG- OPERATIONS-JA N'13		PV	124098	005 00701	107.19	8418/020713
			VISA CHRG- OPERATIONS-JA N'13		PV	124098	006 00701	134.00	8418/020713
			VISA CHRG- OPERATIONS-JA N'13		PV	124098	007 00701	20.69	8418/020713
			VISA CHRG- OPERATIONS-JA N'13		PV	124098	008 00701	70.44	8418/020713
			VISA CHRG- OPERATIONS-JA N'13		PV	124098	009 00701	88.76	8418/020713
			Payment Amount				21,411.51		
61958	03/05/13	5376	CALIFORNIA ELECTRIC SUPPLY	BLDG#1 PARTS	PV	124102	001 00301	295.06	8997-405109
			1/2 PVC CTD COND WHITE ROOM BALLAST KITS		PV	124125	001 00701	480.16	8997-404954
			Alt Payee	CALIFORNIA ELECTRIC SUPPLY P.O. BOX 14196 ORANGE CA 92863	PV	124126	001 00701	273.44	8997-405521
			Payment Amount				1,048.66		

ITEM 5B

Batch Number - 222115  
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
61959	03/05/13	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	AB MICROLOGIX CLASS 103	PV	124128	001	00701	495.00	9009-672686
61960	03/05/13	8213	DATAMATIC, LTD.	Payment Amount 02/13 MTR READING MAINT 03/13 MTR READING MAINT 04/13 MTR READING MAINT	PV	124138	001	00701	558.72	CA-0000023709
61961	03/05/13	10396	DLT SOLUTIONS, INC.	Payment Amount CIVIL 3D RENEWAL 3/8/13-3/7/14	PV	124105	001	00701	1,975.66	341-77345631/ '13
61962	03/05/13	8173	EXCEL PRINT RESOURCES	Payment Amount LETTERHEAD PRINTING FREIGHT	PV	124134	001	00701	978.06	2058
61963	03/05/13	2654	FAMCON PIPE	Payment Amount MISC INVENTORY ITEMS CNA NEEDLE VALVE	PV	124112	001	00701	9,372.87	148067
61964	03/05/13	2658	FEDERAL EXPRESS CORP	Payment Amount (7) PACKAGES DEL 2/14/13	PV	124103	001	00701	166.32	2-185-95447
61965	03/05/13	2655	FERGUSON ENTERPRISES	Payment Amount 3" VICTAULIC #31 GSKT ONLY 3" VICTAULIC#741 GSKTS	PV	124129	001	00701	101.10	0429073-1
61966	03/05/13	2672	FRUIT GROWERS LABORATORY, INC.	Payment Amount MISC LAB ANALYSIS@TAPI A	PV	124143	001	00701	3,409.17	300217A

ITEM 5B

Alt Payee 3207 FERGUSON ENTERPRISES, INC. #1083  
FILE 56809  
LOS ANGELES CA 90074-6809

Batch Number - 222115  
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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
Number	Date	Number				Number	Co		Number
61967	03/05/13	6770	G.I. INDUSTRIES	LAB ANALYSIS	PV	124144	001 00701	854.70	300761A
				Payment Amount			4,263.87		
				2/15-DISP-10Y	PV	124132	001 00701	426.35	2519920-0283-
				D ROLLOFF@WLK					1
				2/15	PV	124133	001 00701	746.76	2631066-0283-
				DISP-10YD					6
				ROLLOFF@SHOP					
			Alt Payee						
			6771	G.I. INDUSTRIES					
				P. O. BOX 541065					
				LOS ANGELES CA 90054-1065					
				Payment Amount			1,173.11		
61968	03/05/13	2701	GRAINGER, INC.	MISC MAINT	PV	124145	001 00701	123.96	9064312821
				SUPPLIES					
				MISC MAINT	PV	124145	002 00701	206.28	9064312821
				SUPPLIES					
			Alt Payee						
			5453	GRAINGER, INC.					
				DEPT 805178142					
				PALATINE IL 60038-0001					
				Payment Amount			330.24		
61969	03/05/13	3083	JCI JONES CHEMICALS, INC	SODIUM HYPOCHLORITE-4889GAL	PV	124115	001 00701	2,845.25	573275
				SODIUM HYPOCHLORITE-5053GAL	PV	124116	001 00701	2,940.69	573468
				SODIUM BISULFITE-4235GAL	PV	124117	001 00701	5,759.60	573623
				SODIUM HYPOCHLORITE-4992GAL	PV	124118	001 00701	2,905.19	573738
			Alt Payee						
			13647	JCI JONES CHEMICALS, INC					
				P.O. BOX 636877					
				CINCINNATI OH 45263-6877					
				Payment Amount			14,450.73		
61970	03/05/13	17295	MAILFINANCE	3/23-4/22/13	PV	124182	001 00701	411.41	H3824156
				PSTG MACHINE					
				RNTL					
				Payment Amount			411.41		
61971	03/05/13	2814	MCMMASTER-CARR	LF BRONZE	PV	124184	001 00701	490.47	45968236

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Batch Number - 222115  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
SUPPLY CO											
SEALESS WATER											
				SAMPLE	PV	124184	002	00701		8.43	45968236
				FREIGHT	PV	124185	001	00701		9.70	45336569
				5 VINYL LABELS	PV	124185	002	00701		4.52	45336569
				FREIGHT	PV	124186	001	00701		402.37	45690652
				MISC WLK MAINT SUPPL	PV	124186	007	00701		6.69	45690652
				FREIGHT	PV	124187	001	00701		78.26	46140246
				S.S.HIGHT-ATR ENGTN	PV	124187	002	00701		4.52	46140246
				FREIGHT	PV	124188	001	00701		165.16	44989091
				NIPPLE 304 SS 1X12 PIPE SIZE	PV	124188	002	00701		4.99	44989091
				FREIGHT							
				MC MASTER-CARR P. O. BOX 7690 CHICAGO IL 60680-7690							
61972	03/05/13	14922	MILES CHEMICAL COMPANY, INC	SODIUM BICARBONATE, 50 LB BAGS	PV	124163	001	00701		747.74	186127
				SODIUM BICARBONATE, 50 LB BAGS						1,175.11	
				FREIGHT							
61973	03/05/13	2839	MOTION INDUSTRIES, INC.	3/8" BRAIDED HOSE X 50 FEET	PV	124181	001	00701		318.95	CA22-561445
				FREIGHT							
				MOTION INDUSTRIES INC. FILE 749376 LOS ANGELES CA 90074							
				FREIGHT							
				MSO TECHNOLOGIES	PV	124150	001	00701		2,700.00	4245
				DETECTION							
				1/1-1/31/13-R LVREW PS MDFTN	PV	124151	001	00701		270.00	4246

Batch Number - 222115  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document . . . Number	Key Itrm Co	Amount	Invoice Number
				1/1-1/30/13-T APIA CP1000	PV	124152	001 00701	675.00	4247
				1/1-1/30/13 LV2 MODS CLBS TNK	PV	124153	001 00701	2,025.00	4248
61975	03/05/13	8065	MWH AMERICAS, INC	Payment Amount 12/29/12-1/25 /13-WRF DISINFECT	PV	124160	001 00701	5,670.00 6,264.18	1503084
61976	03/05/13	2842	NAPA AUTO PARTS	Payment Amount MISC AUTO SUPPL FOR SHOP MEGUIARS & POLISH COMPOUND	PV	124141	001 00701	351.92 14.44	626868 629390
61977	03/05/13	16754	NATURAL SURROUNDINGS	Payment Amount 01/13 INTERIOR PLNT MAINT 02/13 INTERIOR PLANT MAINT	PV	124154	001 00701	366.36 235.00	5675
61978	03/05/13	17043	NEWHARD CONCRETE SAWING	Payment Amount CORE 2 HOLES 3"-8" BRICK WALL	PV	124170	001 00701	470.00 420.00	12-8865
61979	03/05/13	2302	OFFICE DEPOT	Payment Amount MISC OFFICE & COFFEE SUPPLIES MISC OFFICE & COFFEE SUPPLIES CR-RE INV:643478397 001	PV	124147	001 00701	759.69 58.47	644437153001 644437153001
61980	03/05/13	2585	PURETEC	Payment Amount 01/13 TANK EXCHANGE SRV 02/13-14" D.	PV	124166	001 00701	811.62 340.88 94.30	1205372 1210103

ITEM 5B

Batch Number - 222115  
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
				I. RNTL	PV	124168	001	00701	22.06	1210258
				02/13- 8"						
				D.I. RNTL						
				Payment Amount				457.24		
61981	03/05/13	16788	RADIO ACTIVITY	VEHICLE	PV	124177	001	00701	2,655.00	0021013
				RADIO(S);HD						
				HELD RADIO						
				SUNFORCE	PV	124178	001	00701	754.00	0020113
				600WATT	PV	124179	001	00701	980.00	0021113
				MARINE WIND						
				12VDC 10 AMP	PV	124189	001	00701	289.00	0021213
				VOLTAGE						
				REGULATOR						
				Payment Amount				4,678.00		
61982	03/05/13	4871	ROMAC	MOLDED CASE	PV	124157	001	00701	1,365.77	167372
				BREAKER, 250						
				AMP						
				FREIGHT	PV	124157	002	00701	20.44	167372
				Payment Amount				1,386.21		
61983	03/05/13	17174	ROTH STAFFING COMPANIES, LP	P/E	PV	124100	001	00701	720.00	12817597
				2/10/13-TMP						
				SRV-MALIK,ALI						
				A						
				P/E	PV	124101	001	00701	915.00	12819857
				2/17/13-TMP						
				SRV-MALIK,ALI						
				A						
				Payment Amount				1,635.00		
61984	03/05/13	9683	SIEMENS ENERGY & AUTOMATION INSTRUMENTS	MFC	PV	124149	001	00701	16,013.19	901111029
				CONTROLLER						
				Alt Payee						
				9705 SIEMENS INDUSTRY, INC.						
				P.O. BOX 360766						
				PITTSBURGH PA 15250-6766						
				Payment Amount				16,013.19		
61985	03/05/13	2949	SNAP ON TOOLS	MISC SHOP	PV	124099	001	00701	239.24	103270
				TOOLS						
				Payment Amount				239.24		



Batch Number - 222115  
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
61986	03/05/13	17859	SOLUTIONZ CONFERRING, INC.	3/16/13-3/15/14 INTERGRATED	PV	124171	001	00701	5,440.00	32012
61987	03/05/13	18684	STAR BRITE BUILDING MAINTENANCE, INC	02/13 JANITORIAL SRV	PV	124183	001	00701	3,172.75	21941
61988	03/05/13	18056	BARRY STEINHARDT	02/13 JANITORIAL SRV	PV	124183	003	00701	390.25	21941
61989	03/05/13	18745	THE REGENTS OF THE UNIVERSITY OF CA	01/13 COCCIDIOIDES DNA DETECTN	PV	124104	001	00301	23.96	33449-5
61990	03/05/13	13326	VILLA ESPERANZA SERVICES	01/13 LANDSCAPE MAINT	PV	124173	001	00701	1,114.75	LVMWD 2013-2
61991	03/05/13	16542	VISION INTERNET PROVIDERS, INC.	02/13 WEB HOSTING FEE	PV	124158	001	00701	200.00	24062
61992	03/05/13	7789	WAXIE SANITARY	02/13 MANGO LIQUID ENZYME	PV	124156	001	00701	406.03	73766149

Batch Number - 222115  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number	
SUPPLY												
61993	03/05/13	3047	WESCO DISTRIBUTION, INC.	GDB INDUCTIVE PROXIM	PV	124174	001	00701		406.03 64.95	135624	
				1/4 WHT HEAT SHRK TAPE	PV	124175	001	00701		227.72	138258	
Alt Payee 6443 WESCO DISTRIBUTION, INC PO BOX 31001-0465 PASADENA CA 91110-0465												
61994	03/05/13	3048	WEST COAST AIR CONDITIONING	A/C REPR-CHECK CHILLER@BLDG8	PV	124161	001	00701		292.67 224.00	545999	
				2/13 PRV WTR TRMT@BLDG8;7	PV	124162	001	00701		395.00	546518	
61995	03/05/13	3049	WEST COAST WATER SERVICE, INC	02/13 WTR TRMT BOILER@RLV	PV	124169	001	00701		619.00 299.00	22008	
										Total Amount of Payments Written		122,917.24
										Total Number of Payments Written		43

Batch Number - 222126  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
61996	03/12/13	8680	ADS, LLC	2/13-ADS FLW MNTNRG	PV	124211	001	00701		673.14	12780.22-0213
				PWISANI							
				2/13-ADS FLW MNTNRG	PV	124211	002	00701		2,019.44	12780.22-0213
				PWISANI							
				Payment Amount					2,692.58		
61997	03/12/13	17077	AECOM USA, INC.	11/24/12-1/11 /13 WTR SYS DESIGN	PV	124209	001	00701		715.02	37316430
				1/12-2/8/13 WTR SYS DESIGN RPT	PV	124210	001	00701		1,440.88	37319142
				1/12-2/8/13 WTR STORAGE TNK	PV	124224	001	00701		66,028.73	37319160
				Payment Amount					68,184.63		
61998	03/12/13	2397	AQUATIC BIOASSAY & CONSULTING	01/1 CHRONIC BIOASSAY TESTING	PV	124220	001	00701		940.00	1VS0213.0137
				Payment Amount					940.00		
61999	03/12/13	18160	ARC IMAGING RESOURCES	MISC SUPPL FOR HP	PV	124212	001	00701		464.64	761573
				DESIGNJET FREIGHT	PV	124212	007	00701		17.98	761573
				Payment Amount					482.62		
62000	03/12/13	5625	ASSOC. OF WATER AGENCIES OF VENTURA CO	WTRWISE BKFS-4 DIR(1)GM;LM;D L	PV	124202	001	00701		175.00	05-6507
				Payment Amount					175.00		
62001	03/12/13	8782	AW DIRECT INC.	TRAFFIC VEST. LIME CLOTH. MED	PV	124213	001	00701		627.45	1019349937
				Payment Amount					175.00		
				FREIGHT	PV	124213	005	00701		8.95	1019349937
				Payment Amount					636.40		
62002	03/12/13	16188	DONALD WALT CHANDLER	REBATE TURF RMVL & RUNOFF	PV	124237	001	00101		2,500.00	602105/TURF-R UNOFF
				Payment Amount					2,500.00		
62003	03/12/13	2601	DELL COMPUTER CORP	NVIDIA GRAPHICS CARD	PV	124225	001	00701		285.44	XJ3DDX386

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Batch Number - 222126  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Number	Key	Amount	Invoice Number
Number	Date	Number	Name	Message	Number	Co	Amount	Number
62004	03/12/13	18885	RICHARD DELVY	REFD BAL ON	124198	001 00101	359.28	1020438
				OPEN A/C				
62005	03/12/13	18886	DUFFY PROPERTIES, LLC	REFD BAL ON	124199	001 00101	246.91	170820
				OPEN A/C				
62006	03/12/13	18883	TOM ELLIOT	REFD DEPOSIT	124194	001 00101	1,468.22	9997507
				CLOSED A/C				
62007	03/12/13	2654	FAMCON PIPE	INTEREST	124195	001 00101	.18	9997507/INT
				Payment Amount				
				BALL VALVE, 1" W/HANDLE	124231	001 00701	3,414.43	148229
				BALL VALVE, 1" W/HANDLE	124231	009 00701	42.60	148229
				MISC INVENTORY ITEMS	124232	001 00701	660.54	148231
				Payment Amount				
				ROOF REPR-REACTOR	124222	001 00701	4,944.00	131041
				BLDG @ RLV				
62009	03/12/13	18805	HANK FRAZEE	REFD BAL ON	124200	001 00101	352.04	180416@022113
				OPEN A/C				
62010	03/12/13	2672	FRUIT GROWERS LABORATORY, INC.	MISC LAB ANALYSIS@MALLI	124216	001 00701	11,764.55	300469A
				BU CREEK LAB ANALYSIS@RLV				
				GRDWTR LAB ANALYSIS@MC DIAZINON				
				LAB	124217	001 00701	1,544.40	301595A
				LAB	124218	001 00701	122.10	300964A
				LAB	124219	001 00701	145.20	301193A

ITEM 5B

Batch Number - 222126  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key ltrm	Co	Amount	Invoice Number
ANALYSIS@TAPI										
A GRDWTR										
62011	03/12/13	2683	GBH COMMUNICATION S. INC	Payment Amount	PV	124214	001	00701	750.29	SI529110
									13,576.25	
WIRELESS HEADSET										
62012	03/12/13	7251	GPM	Payment Amount	PV	124192	001	00101	1,161.36	9997607
REFD DEPOSIT CLOSED A/C INTEREST										
									750.29	
Payment Amount										
62013	03/12/13	2701	GRAINGER, INC.	Payment Amount	PV	124203	001	00701	151.20	9065614266
PUMP FLANGE GASKET SETS										
Alt Payee 5453 GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001										
62014	03/12/13	15755	HD SUPPLY WATERWORKS, LTD.	Payment Amount	PV	124221	001	00701	234.35	6188993
LOCATOR PROBE, 4 FT STAINLESS FREIGHT										
									151.20	
Alt Payee 15948 HD SUPPLY WATERWORKS, LTD FILE #56214 LOS ANGELES CA 90074-6214										
62015	03/12/13	2752	KAMAN INDUSTRIAL TECHNOLOGIES	Payment Amount	PV	124223	001	00701	205.66	M184352
LANDIA SEALS										
									238.47	
62016	03/12/13	18884	DEBORAH KING	Payment Amount	PV	124197	001	00101	170.77	1090390
REFD BAL CLOSED A/C										
									205.66	
Payment Amount										
62017	03/12/13	2839	MOTION INDUSTRIES, INC.	Payment Amount	PV	124207	001	00701	94.55	CA22-560991
STD V-BELTS (6)										
									170.77	
Alt Payee 10317 MOTION INDUSTRIES INC. FILE 749376 LOS ANGELES CA 90074										
62018	03/12/13	13689	MR. SHIMS	Payment Amount	PV	124208	001	00701	700.00	52317
FULL KIT A										
									94.55	

ITEM 5B

Batch Number - 222126  
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Document . . .		Key		Amount	Invoice Number
					Ty	Number	Item	Co		
				2X2 SS SHIMS	PV	124208	003	00701	38.00	52317
				FREIGHT & INSURANCE						
				Payment Amount					738.00	
62019	03/12/13	18838	RON SWEARINGER	REFD BAL	PV	124196	001	00101	55.00	770490-11466
				CLOSED A/C						
				Payment Amount					55.00	
62020	03/12/13	18888	DOUG THOMAS	REFD BAL	PV	124201	001	00101	53.70	760360
				CLOSED A/C						
				Payment Amount					53.70	
62021	03/12/13	9505	TIRE MAN AGOURA	4 NEW TIRES FOR VEH#867	PV	124226	001	00701	825.19	2022070
				4 NEW TIRES FOR VEH#891	PV	124227	001	00701	1,047.55	2022168
				Payment Amount					1,872.74	
62022	03/12/13	3006	UNDERGROUND SERVICE ALERT	01/13 NEW TICKETS	PV	124206	001	00701	238.50	120130396
				Payment Amount					238.50	
62023	03/12/13	2436	VINCE BARNES AUTOMOTIVE	VEHICLE MAINT#844	PV	124228	001	00701	412.88	019553
				VEHICLE MAINT#832	PV	124229	001	00701	702.05	019565
				VEHICLE MAINT#836	PV	124230	001	00701	542.82	019567
				Payment Amount					1,657.75	
62024	03/12/13	2729	VULCAN MATERIALS CO.	3/4" CR HOT MIX ASPHALT	PV	124205	001	00701	414.39	267066
				Alt Payee						
			6457 VULCAN MATERIALS COMPANY FILE 55572 LOS ANGELES CA 90074-5572							
			Payment Amount						414.39	
62025	03/12/13	3109	W. LITTEN	SRV 2/3-2/5/13 RANCHO	PV	124233	001	00701	1,470.20	0320238
				SRV 2/6-2/9/13 RANCHO	PV	124234	001	00701	2,462.85	0320239
				SRV 2/10-2/16/13 RANCHO	PV	124235	001	00701	5,468.20	0320240

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document . . . Number	Key ltn Co	Amount	Invoice Number
				SRV	PV	124236	001 00701	4,785.05	0320241
				2/17-2/23/13					
			RANCHO						
			Payment Amount				14,186.30		
62026	03/12/13	8060	WIL-POWER BATTERY DISTRIBUTORS	SEALED LEAD ACID BATTERY	PV	124204	001 00701	877.89	170007
				Payment Amount			877.89		
				Total Amount of Payments Written			123,827.73		
				Total Number of Payments Written			31		

March 1, 2013

To: Payroll

From: David Pedersen, General Manager *D.W.P.*

Subject: Per Diem Request  
February 2013

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

At the meeting of 02/26/2008 the Board voted 5-0 to amend the daily per diem to:

- \$200.00 effective February 27, 2008
- January 26, 2010 during the annual review of compensation, the Board opted for the per diem to remain at \$200 and requested a per diem survey be completed along with the next employee compensation study.

Name	Meeting Attendance	Rate	Total
Charles Caspary	5	200.00	1,000.00
Glen Peterson* LVMWD – 8 MWD – 6	14	200.00	2,800.00
Leonard Polan	3	200.00	600.00
Lee Renger	4	200.00	800.00
Barry Steinhardt January 29 <sup>th</sup> Adjustment (1) February Per Diem (4)	5	200.00	1,000.00

Thank you.

Article 4, 2-2.401(a) "not exceeding a total of ten (10) days in any calendar month"

\*Article 4, 2-2.401(b) MWD director "not exceeding a total of (10) days in any calendar month."



Charles Caspary  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302  
Fax: 818-251-2149

DATE: 2/26/13  
TO: Kimmey Conklin, Executive Assistant/Clerk of the Board  
FROM: Charles Caspary  
LVMWD Director, Division 1  
SUBJECT: **Meeting Attendance Per Diem Request**

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

Date		Description
<u>Feb 2, 2013</u>	Do Not Pay ←	<u>Board Rep + host - Topical Waste Water Tour</u>
- <u>Feb 4, 2013</u>		<u>LV-TSD JPA Board Mtg</u>
- <u>Feb 12, 2013</u>		<u>LVMWD - Bond Rating Call + <del>Board</del></u> <u>+ Reg Bd Mtg.</u>
- <u>Feb 13, 2013</u>	(5)	<u>SMBRC - Watershed Advisory Council</u>
- <u>Feb 21, 2013</u>		<u>Santa Monica Bay Restoration Commission Bd Mtg</u>
- <u>Feb 26, 2013</u>		<u>LVMWD - Reg Bd Mtg</u>
_____		_____
_____		_____

(Signed)

Charles Caspary  
Charles Caspary

From: "Conklin, Kimmey" <KConklin@LVMWD.com>  
Subject: February 2013 Per Diem

Date: February 21, 2013 11:26:25 AM PST

To: "Charlie Caspary (cfcaspar@gmail.com)" <cfcaspar@gmail.com>, "GLEN D PETERSON (glenpsop@aol.com)" <glenpsop@aol.com>, Lee Renger <trollone@hughes.net>, "len.polan@gmail.com" <len.polan@gmail.com>, "Steinhardt, Barry" <BSteinhardt@lvmwd.com>

5 Attachments, 36 KB

Attached as part of this email are the Board per diem request forms for the month of February 2013 ~ the completed forms are due no later than 12:00 p.m. on Monday, March 4<sup>th</sup>.

Please return your form to me via Fax: 818.251.2149, email [kconklin@lvmwd.com](mailto:kconklin@lvmwd.com) or in person - a printed copy of the per diem form will also be included with board folders on February 21<sup>st</sup>.

Thank you!

Glen Peterson  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302  
Fax: 818-251-2149

DATE: 2-23-13  
TO: Kimmey Conklin, Executive Assistant/Clerk of the Board  
FROM: Glen Peterson  
LVMWD Director, Division 2  
SUBJECT: Meeting Attendance Per Diem Request

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

Date	Description
<u>4</u>	LV JPA
<u>5</u>	LV ACWA SLC Pre Mtg
<u>8</u>	LV ACWA SLC
<u>11</u>	MWD Committee
<u>12</u>	MWD/W BOARD + Committee
<u>19</u>	MWD/JACWA Outreach Committee
<u>21</u>	LV ACWA Mtg
<u>22</u>	MWD. UCA State Leg. Mtg
<u>24-26</u>	LV ACWA DC
<u>27-28</u>	MWD. ACWA DC
<u>13</u>	MWD. Colorado River Basin Intimid
_____	_____
_____	_____

LVMWD 8  
MWD 6  
14

ITEM 5C

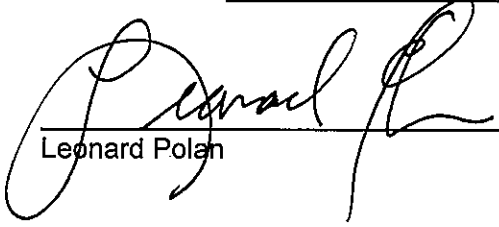
Leonard Polan  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302  
Fax: 818-251-2149

DATE: 3.1.13  
TO: Kimmey Conklin, Executive Assistant/Clerk of the Board  
FROM: Leonard Polan  
LVMWD Director, Division 4  
SUBJECT: **Meeting Attendance Per Diem Request**

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

Date	Description
<u>2.4.13</u>	<u>JFA MTG</u>
<u>2.12.13</u>	<u>LVMWD BOARD MTG.</u>
<u>2.26.13</u>	<u>LVMWD BOARD MTG.</u>
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3

(Signed)   
Leonard Polan



Lee Renger  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302  
Fax: 818-251-2149

DATE: 2-26-13  
TO: Kimmey Conklin, Executive Assistant/Clerk of the Board  
FROM: Lee Renger  
LVMWD Director, Division 3  
SUBJECT: **Meeting Attendance Per Diem Request**

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

Date	Description
<u>2-4-13</u>	<u>FPA Bd Mtg.</u>
<u>2-12-13</u>	<u>LVMWD " "</u>
<u>2-21-13</u>	<u>AWA mtg.</u>
<u>2-26-13</u>	<u>LVMWD Bd Mtg.</u>
_____	_____
_____	_____
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_____	_____
_____	_____

(4)

(Signed) Lee Renger  
Lee Renger



Barry Steinhardt  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302  
Fax: 818-251-2149

DATE: January 2013 - ADJUSTMENT  
TO: Kimmy Conklin, Executive Assistant/Clerk of the Board  
FROM: Barry Steinhardt  
LVMWD Director, Division 5  
SUBJECT: Meeting Attendance Per Diem Request

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

Removed per  
02/04 email  
from Director  
Steinhardt  
AWP.

Date	Description
<del>1/7</del>	<del>JPA BOARD MEETING</del>
<del>1/8</del>	<del>LVMWD BOARD MEETING</del>
<del>1/15</del>	<del>Meeting w/ CAM</del>
<del>1/16-18</del>	<del>EDUCATION/CASA CONFERENCE</del>
<del>1/22</del>	<del>LVMWD BOARD MEETING</del>
<del>1/28</del>	<del>JPA SPECIAL BOARD MEETING</del>

(7)

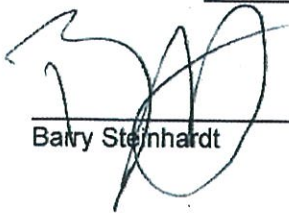
AMENDED 02/12/13

1/29

(1)

ACWA REGION 8 MEETING

(Signed)



Barry Steinhardt

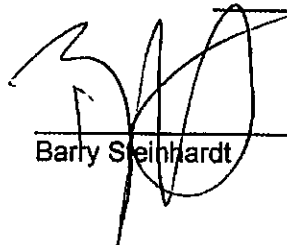
Barry Steinhardt  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302  
Fax: 818-251-2149

DATE: 2/27/13  
TO: Kimmey Conklin, Executive Assistant/Clerk of the Board  
FROM: Barry Steinhardt  
LVMWD Director, Division 5  
SUBJECT: **Meeting Attendance Per Diem Request**

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

Date	Description
<u>2/4</u>	<u>JPA Board Meeting</u>
<u>2/12</u>	<u>LVMWD BOARD MEETING</u>
<u>2/21</u>	<u>EDUCATION ANA</u>
<u>2/26</u>	<u>LVMWD BOARD MEETING</u>
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(4)

(Signed)   
Barry Steinhardt



March 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

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**Subject: Assembly Bill No. 72 - Support If Amended**

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**SUMMARY:**

Assembly Bill No. 72, as introduced by Assembly Member Chris R. Holden, will change the date that newly elected municipal water district directors begin their term from the first Monday after January 1st to the first Friday in December. The purpose of the Bill is to reduce the term of "lame duck" directors who currently continue in office after the voters have selected a replacement. In some instances, the outgoing directors may be disinclined to carry out the people's business during their remaining time in office. Staff recommends that the District support the Bill if it is amended to address the occasional instance when a municipal water district election is not held in conjunction with the November general election.

**RECOMMENDATION(S):**

Approve a position of "Support if Amended" for Assembly Bill No. 72, pertaining to newly elected municipal water district directors, requesting an amendment to provide for newly elected directors to take office on the first Friday of the month following the election.

**FINANCIAL IMPACT:**

There is no financial impact associated with this action.

**DISCUSSION:**

On February 12, 2013, the Board directed staff to evaluate the merits of requesting an amendment to this Bill to address the occasional instance when a municipal water district election is not held in conjunction with the November general election (i.e. elections held with the June general election). Although most municipal water district elections are held in November, there is a potential for such an election to be held in conjunction with one of the other general elections during the year. Given this possibility, it is prudent to ensure that the language in the Bill addresses those circumstances to avoid a lengthy "lame duck" period (i.e. from the June general election to the first Friday in December).

Prepared By: David W. Pedersen, General Manager

**ATTACHMENTS:**

[Assembly Bill No. 72](#)

**ASSEMBLY BILL**

**No. 72**

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**Introduced by Assembly Member Holden**

January 10, 2013

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An act to amend Section 71253 of the Water Code, relating to municipal water districts.

LEGISLATIVE COUNSEL'S DIGEST

AB 72, as introduced, Holden. Municipal water district: board of directors.

The Municipal Water District Law of 1911 provides for the formation of a municipal water district and the election of a board of directors of a municipal water district. Existing law requires directors, except directors elected at the district formation election, to take office on the first Monday after January 1 succeeding their election.

This bill would instead require the directors of a municipal water district, except directors elected at the district formation election, to take office on the first Friday in December succeeding their election.

Vote: majority. Appropriation: no. Fiscal committee: no.  
State-mandated local program: no.

*The people of the State of California do enact as follows:*

- 1 SECTION 1. Section 71253 of the Water Code is amended to  
2 read:  
3 71253. Except for the directors elected at the formation  
4 election, directors elected to office shall take office at ~~the time~~



- 1 ~~provided by the Government Code for county officers to take office~~
- 2 *noon on the first Friday in December succeeding their election.*

O



March 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

**Subject: Video Recordings of Board Meetings: Review of Options and Costs**

**SUMMARY:**

On November 27, 2012, the Board directed staff to re-evaluate the cost of various options to video record the Board meetings. Staff completed the re-evaluation of the costs and will provide a presentation to review its findings with the Board.

**RECOMMENDATION(S):**

Review the options and updated costs for performing video recordings of Board meetings, select the preferred option, and direct staff to proceed with implementation accordingly.

**FINANCIAL IMPACT:**

The financial impact of this item varies depending on the option selected. Following is a summary of the estimated initial and monthly costs associated with each option.

<u>Option No.</u>	<u>Description</u>	<u>Initial Estimated Cost</u>	<u>Monthly Estimated Cost</u>
1	Continue with Audio Recordings	\$500	\$0
2	Perform In-House Video Recordings	\$800	\$100
3	Hire a Third-Party for Video Recordings	\$0	\$1,090
4	Purchase NovusAGENDA Video Solution	\$20,000 to \$50,000	\$250 to \$750

**DISCUSSION:**

Background

On January 14, 2012, the Board directed staff to investigate the feasibility and cost of video recording and/or webcasting the Board meetings. Staff provided a presentation to the Board on March 27, 2012, outlining the following four options: (1) audio recording, (2) video recording, (3) cable television broadcasting, and (4) webcasting. At that time, the Board expressed concerns with the high cost of the alternatives and deferred the decision in order to determine the level of customer interest in the availability of such services. On September 25, 2012, the Board discussed the official transcription of Board meeting minutes and voted unanimously to audio record Board meetings and maintain the recordings for a period of one year. A follow-up discussion of video recordings occurred on November 27, 2012, and staff was directed to re-evaluate the costs associated with options to video record the meetings.

Staff currently records the audio of Board meetings, beginning with the Pledge of Allegiance and concluding prior to convening into closed session. The District's existing equipment is capable of recording the audio in a digital format and storing it on electronic media without difficulty. Copies of the recordings can be provided to the public or posted to the District's website. If the Board opts to continue with this option, staff would recommend that the system be improved to include a start/stop button at the desk for the Clerk of the Board and an indicator light to alert members of the Board and public that the audio is being recorded. Additionally, staff would recommend that a sign be placed at the entrance to the Board room to indicate that the meetings are recorded. The cost to continue with the audio recordings is minimal, and the recommended improvements are estimated to be less than \$500.

#### Option No. 2 - Perform In-House Video Recordings

This option consists of purchasing a consumer-grade, digital video camera and tripod to record the Board meetings. The selected camera would need to be capable of accepting an audio feed from the Board room's existing sound system to ensure that discussions can be heard clearly. A student intern in the Resource Conservation and Public Outreach Department would operate the camera and could likely do simple indexing of the videos using software that is generally provided with the camera. The estimated cost of the camera and tripod is \$800. The cost of in-house labor is estimated to be \$100 per month.

#### Option No. 3 - Hire a Third-Party for Video Recordings

For this option, the attached proposal was requested from Mr. Stephen Bigilen of Stephen's Video & Photography to perform video recordings of the Board meetings. Mr. Bigilen previously performed similar work for the District, recording the public workshops for the 5-million-gallon tank project. The scope of work would include using one video camera to record the meetings and delivering the recordings on DVD to the District. The estimated cost for this service is \$1,090 per month.

#### Option No. 4 - Purchase NovusAGENDA Meeting Management Video Solution

This option consists of purchasing the NovusAGENDA Meeting Management Video Solution, which provides a turn-key solution including hardware, software, post-processing, and video streaming. The District currently utilizes the NovusAGENDA Agenda Management System, so it is expected that the Meeting Management Video Solution could be well integrated and complementary. The initial cost for this option, including hardware and software, is estimated to range from \$20,000 to \$50,000, depending on the package selected. The estimated cost for the service ranges from \$250 to \$750 per month, depending on whether indexing and/or camera switching is requested. Attached is a proposal summarizing the various components of the cost.

Prepared By: David W. Pedersen, General Manager

#### **ATTACHMENTS:**

[Stephen's Video & Photography Proposal](#)

[NovusAGENDA Proposal](#)

To: Las Virgenes Municipal Water District

From: Stephen Bigilen

Date: February 5, 2013

RE: Estimate to provide video recording services at board meetings

=====

Thank you for the opportunity to provide a bid to provide video recording services for Las Virgenes Municipal Water District's Board of Directors meetings. As you may know I have been providing similar video recording services for the City of Agoura Hills for several years.

I understand that Las Virgenes' meetings are scheduled for the second and fourth Tuesday of each month beginning at 5 p.m. and typically, up to four meetings each year may be cancelled.

The service I can provide is based on using one camera to record 20 meetings during a calendar year, and deliver a DVD to the District. The cost for this service is \$500 per meeting plus tax.

\$10,000 Recording services, 20 meetings, includes DVD delivered to LVMWD  
900 Sales Tax  
=====  
\$10,900

This estimate is valid through calendar year 2013.

Sincerely,  
Stephen Bigilen

Stephen's Video & Photography  
(818) 703-0336  
[www.StephensVideo.com](http://www.StephensVideo.com)



# Meeting Management Solution Video Solutions

Presented to: Las Virgenes  
Water District

DATE: 2-20-13

---

*Manufactured By:*

The Novusolutions logo features the word "Novusolutions" in a bold, black font. Above the "o" in "Novusolutions" is a stylized graphic of three curved, overlapping lines in shades of blue, similar to the Novus Agenda logo.

**Novusolutions**

10012 N. Dale Mabry Hwy

Suite 115

Tampa, FL 33618

---

*Presented By:*

Byron Gillin

[bgillin@novusolutions.com](mailto:bgillin@novusolutions.com)

800-274-5624 x703



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## EXECUTIVE SUMMARY FOR EASE – HANDS FREE STREAMING

**NovusAGENDA** is an electronic solution designed to create, approve and track items for upcoming and past board meetings. NovusAGENDA has all the tools to automate the creation of your agendas and minutes, track and record voting, motions, and much more, such as video streaming indexed for you and your public. Built upon years of industry experience, Extensible Automated Streaming Engine (EASE) is a software framework comprised of foundation and extension modules that work together to automate many otherwise manually intensive tasks. This completely hands-off solution meets the current and future needs of your entity without creating any additional work for the jurisdiction's clerks or webmasters.

### VIDEO CAPTURE AND ENCODING

EASE Encoder records content according to your broadcast schedule and transfer the recorded audio/video to the NovusAGENDA Content Network via a secure Virtual Private Network (VPN) connection, making it available for live and/or on-demand streaming.

### INDEXING AND CROSS LINKING

Using your published meeting agendas as a guide, NovusAGENDA's Managed Service Division (SMSD) indexes the meetings without any work from the jurisdiction. SMSD will annotate your content by adding jump-to points with specific item headings, giving users the greatest flexibility to find the specific content they need. With these jump-to points, users can step through video by searching for or clicking specific items.

### AGENDA MANAGEMENT INTEGRATION

If meeting packets or other related information is available online, SMSD will link them directly to the video player for easy access.

**NovusAGENDA's EASE solution integrates with all Document/Agenda Management solutions.**

### ARCHIVING

Client audio/video can be stored securely on the NovusAGENDA Content Network indefinitely. Fault tolerance and high availability is assured through replication of audio/video content to multiple, geographically redundant, Storage Area Networks (SAN). Our standard packages include 80GB of storage, enough for approximately three full years of public meetings.



## PRESENTATION

By navigating through the video library, users can view a list of meetings chronologically and once in a selected meeting you can unleash the power of the jump-to markers to search for specific points within individual audio/video clips.

## DELIVERY

In order to deliver on-demand content to end users in a format that is native to their computer's operating system, NovusAGENDA can deliver content in all major streaming video formats: Flash, Windows Media, QuickTime and Real. NovusAGENDA is proud to support Flash as its default format, which has proven itself as the format of choice from such vendors as YouTube, Google Video, ABC and NBC/Universal.

**Currently, Flash has a 99% ubiquity rate amongst all the platforms. NovusAGENDA can provide Windows Media format (70% ubiquity) however, using Windows Media format may exclude Apple users\*.**

**NovusAGENDA also streams in HTML5 providing content to mobile devices such as the iPhone, iPad and other mobile devices.**



## MONITORING

NovusAGENDA is monitoring all aspects of the NovusAGENDA Content Network to ensure its health and availability. This monitoring extends to cover remote NovusAGENDA EASE Encoders deployed on client premises. In the rare event of trouble our engineers are promptly notified so that they may dispatch a swift response in accordance with our support procedures.

## STATISTICS

NovusAGENDA collates log files from our streaming servers monthly and processes them with the industry recognized Google Analytics. Google Analytics generates reports ranging from high-level, executive overviews to in depth quality of service statistics. These reports help to highlight growth trends and identify popular content.

ITEM 7B





## SUPPORT

Beyond our proactive monitoring and response, NovusAGENDA offers ongoing, 24/7 technical support for any issues our clients may encounter. While our choice of quality hardware vendors and a thorough pre-installation testing phase go a long way toward ensuring trouble free operation of our EASE Encoders, we do recognize that occasionally unforeseen issues arise. In the event that our engineers detect a fault, they will work to diagnose the issue. If necessary, next business day replacement of parts will be completed. NovusAGENDA offers continual software updates and feature enhancements to our services and products for the life of your managed services contract.

## AT&T U-VERSE® INTEGRATION

Many Public Access, Educational and Government (PEG) channels now have the opportunity to reach a new group of broadcast subscribers via AT&T U-Verse TV service. To reach these subscribers, U-Verse requires a 480x480 pixel Windows Media VC-1 stream at 1.25Mbs. Our EASE encoder is not only capable of creating a live U-Verse compatible stream, but it can also simultaneously encode a video stream, of your choosing (i.e. Flash, Windows Media, QuickTime, Real, etc.), for Internet distribution.



AT&T U-Verse and NovusAGENDA Productions, LLC both have headquarters located within the Dallas, Texas area. This allows the two companies to work together seamlessly for the betterment of government transparency. The partnership combined with NovusAGENDA's 'hands-free' streaming solutions, helps increase accessibility of government programming. Additionally, adding another form of distribution for content using a single solution not only saves money, but

also makes things easy.

The City of Allen was able to deploy their content to AT&T U-Verse TV by leveraging their existing partnership with NovusAGENDA. "We have been using NovusAGENDA for on-line video on-demand since 2004 and have been very happy not only with the integrity of the product, but also with the quality of customer service," said ACTV Executive Producer Mark Kaufmann. "With the recent addition of Live streaming services, the opportunity opened to connect to AT&T's U-Verse TV network. We knew it was the right decision as we are constantly trying to find creative, cost-effective ways to reach more viewers."

Novusolutions award winning staff brings over 12 years of experience working with hundreds of government NovusAGENDA clients across the country. Our support team will be an extension to your organization to offload all software and video management, training, and support, so you can focus on



providing the public and board the transparency they demand. **NovusAGENDA is the one comprehensive solution to make paperless meetings easy!**

**VIDEO STREAMING HARDWARE AND SET UP COSTS**

Many clients have already invested in various cameras and technology solutions for their video streaming needs. In most cases, NovusAGENDA’s video solutions can integrate with these systems. If you need a camera quote, please view the Optional Camera Configuration Options in this proposal. The next questions that need to be answered however are:

- Do I need to have a live stream of our meetings on our website?
  - If so, do they need to be in HD and do we need to support multiple outputs such as cable?
- Do you want to offload all video editing and indexing services so I can focus on creating my minutes if it makes financial sense to do so?

**If you answered No to both of these sections, you do not need encoder hardware below!** Move on to the Video Services Section of this proposal. If you answered yes to either of the questions above, you need an encoder. If you already own one, let’s talk as we may be able to use your existing hardware. If not, here is the NovusAGENDA hardware option to consider. Contact your sales representative to find out about other hardware options such as Portable encoder solutions and other HD and multiple outlet options.

Item Description	Type	Costs (Up-Front)
<b>Hardware/Software/Provisioning</b>	<b>Tower</b>	<b>\$ 3,945.00</b>
<ul style="list-style-type: none"> <li>• T110 Dell Server, Encoder Software Installation, System Burn-In, Rackmount Kit (4 posts-universal), Includes up to 25 internal users</li> <li>• Branded Video Library Design, Branded Player Design</li> <li>• Remote Install (Typically 3 hours)</li> <li>• Licenses for Software/Tools (Flash Media, EASE, HTML5, Microsoft OS)</li> </ul>		
<b>Viewcast Osprey Video Capture Card with Simulstream Software</b>	<b>260-e</b>	<b>\$ 980.00</b>
		<b>Total Costs (Up-Front)</b>
<b>Hardware/Software/Provisioning +Viewcast Osprey</b>		<b>\$ 4,925.00</b>

\* Price and hardware model are subject to change after 60 days without prior notice.



AGENDA MANAGEMENT SOLUTIONS



VIDEO STREAMING INDEXING SERVICE OPTIONS

The Open Meeting Law requirements in your state require accessible minutes. Nothing in the Open Meeting Laws however require you also to be a video editor! NovusAGENDA offers two options for video streaming services above and beyond the two non-indexed meetings a month included with the NovusAGENDA software costs. **NovusAGENDA's Extensible Automated Streaming Engine (EASE)** solution meets all current and future needs for government *without* creating any additional work for staff. EASE is a hands-free tool that eliminates the need for client staff members to spend time on indexing, editing or time-stamping video content. Each EASE package includes *On-demand* archiving, a 24/7 LIVE Stream via Internet and PEG, streaming to Apple devices (ex: iPad & iPhone) and up to 120 hours of additional specialty content each year. Client also has the ability to upload media via FTP as an option if live streaming is not applicable.

Service Description		Costs (Monthly)
<b>Package 1</b>	(BREASE/LIVE) - Up To 25 Non-Indexed meetings per year (includes LIVE feed)	<b>\$ 250.00</b>
<b>-or-</b>		
<b>Package 2</b>	(EASE) Up to <b>25</b> indexed meetings a year (includes LIVE feed)	<b>\$ 500.00</b>



	-or-	
<b>Package 3</b>	(EASE) Up to <b>25</b> indexed meetings a year (includes LIVE feed) with camera switching	<b>\$ 750.00</b>

**WE OFFER A PRICE MATCH GUARANTEE FOR ALL "APPLES-TO-APPLES" SERVICES.**

**\* Must have *approved broadcast system(s)* and *reliable Internet Connection*.**

**\*\* Service is priced on per event hour, including any breaks/executive session time, and requires proper closed captioning hardware. Event hour is rounded up to the nearest half hour.**

**PRICING SUMMARY FOR NOVUSAGENDA VIDEO HARDWARE AND SERVICES**

Year 1            \$13,925 (Includes the following):

- Video Streaming Hardware Set Up Costs and Encoder (\$4,925)
- Video Hands Free Indexing and Streaming Service, (EASE) Up to **50** indexed meetings a year (includes LIVE feed)with camera switching Package 3 (\$9,000)

**THERE ARE NO CONTRACTS TO SIGN WITH NOVUSAGENDA! HOWEVER, IF YOU ARE LOOKING TO SAVE MONEY ON YOUR UPFRONT COSTS IN YEAR ONE, ASK YOUR SALES REPRESENTATIVE ON HOW THESE COSTS CAN BE REDUCED IF YOU ARE INTERESTED IN SIGNING A LONG TERM COMMITMENT WITH NOVUSAGENDA.**

Year 2            \$9,000 (NovusAGENDA Video Streaming Hands-Free Indexing Service and camera switching which will be added to your NovusAGENDA yearly annual maintenance and support)

Year 3            \$9,000 (NovusAGENDA Video Streaming Hands-Free Indexing Service and camera switching which will be added to your NovusAGENDA yearly annual maintenance and support)

**OPTIONAL CAMERA CONFIGURATION SOLUTIONS – COSMOS BROADCAST STATION (REMOTE CAPABLE)**

If you do not currently own cameras, then our recommendation is the Cosmos Broadcast Station. Built upon years of industry experience, Cosmos is a complete package of cameras and pro video-switching equipment that enables any client to fully outsource the production and operation of a multiple camera broadcast system to NovusAGENDA.

During the meetings or events, NovusAGENDA personnel will operate the Cosmos system remotely from their facility in Plano, Texas. The Cosmos system enables NovusAGENDA to control and switch from camera to camera depending on events taking place. When bundled with NovusAGENDA EASE, Cosmos



can offer a full end-to-end “hands-free” solution that requires no client staff involvement for the operation, broadcast and streaming of an event or meeting content.

Cosmos enables detailed direct camera positioning (pan, tilt, zoom, focus, and more), preset-positions, and video settings (white balance, backlight, brightness) for the robotic cameras. Additionally, Cosmos communicates with the switcher to allow direct operation of the 'wipe' function from the camera control GUI. With this powerful package you or NovusAGENDA staff can control all your cameras individually and switch video sources on a video switcher locally or remotely. Cosmos is an invaluable integration of camera-control with switcher operations for use with live production setups like city chambers, churches, meeting rooms, and more.



Cosmos includes 2-4+ robotic (computer-controllable pan/tilt/zoom) cameras and you can choose from two main types: either single-chip (Sony EVI-D70) or 3-chip (Sony BRC-300) depending on your needs and budget. These popular Sony robotic cameras have excellent video quality and performance. The EVI-D70 and BRC-300 has the ability for panning



through wide angles of motion, tilting through large ranges with superb optical zoom, and dual video output of Y/C and composite. They also support both RS232 and RS422 (long distance over 1000 meters) control signals. In addition the EVI-D70 cameras can be mounted either 'up' or 'hanging upside down' for your convenience (they have built-in reversal of the picture and left/right/up/down motion controls).

## COSMOS CASE STUDIES

### COSMOS CASE STUDY#1: ADDISON, TEXAS

Addison’s unique solution for a challenging problem was Cosmos. Addison faced three key problems; 1) the town did not have the staff resources to operate broadcasting and streaming equipment, 2) the town doesn't have a PEG or any other broadcasting station, and 3) the town wanted a complete hands-free end-to-end solution for displaying town meetings online.

NovusAGENDA's solution for the town provides complete hands-free remote operation of a multiple camera broadcast system, including a video switcher and audio mixer. In addition to the remote broadcast system (Cosmos) and with the inclusion of NovusAGENDA's Extensible Automated Streaming Engine (EASE), NovusAGENDA is able to control, broadcast and stream town meetings without the need for any Addison staff. It is all done from NovusAGENDA's video headquarters in Plano, Texas.

Addison citizens expect the best and latest technology on their town's website. Adding the on-demand feature will improve citizens' accessibility to videos of town council and planning commission meetings and improve access to agenda information for these public meetings.

### COSMOS CASE STUDY#2: RICHARDSON, TEXAS



The City of Richardson began live broadcasting of City Council meetings and work sessions as part of a wide-ranging transparency in government initiative that is included in the City Council’s 2009-2011 Statement of Goals. The live broadcast is available to Time Warner Cable subscribers on channel 16 and streamed on the City’s Web site, [www.cor.net](http://www.cor.net).

The City contracted with NovusAGENDA Productions, LLC as the video streaming service provider according to Richardson’s Chief Information Officer Steve Graves. “We have installed two wall-mounted cameras in the City Council Chamber and the work session room,” Graves said. “During the meetings, NovusAGENDA personnel will operate them remotely from their facility and can zoom in and switch from camera to camera depending on who is speaking. The broadcast signal goes through a switch that sends it to NovusAGENDA and also to our cable television channel.”

Graves explained that the live Web cast is routed through a City computer server and is recorded as it is being sent to NovusAGENDA. “If for some reason the live Internet connection is lost, we have a saved copy that can be posted on our site,” he said.

Testimonial from City of Richardson, TX: <http://richardson.tx.swagit.com/play/09222009-48/0/>

As a work session or Council meeting is streaming live on the Web, NovusAGENDA employees tag each agenda item. At the conclusion of the meeting, they create an index on the City’s Web site and visitors can choose to view individual agenda items rather than watch the entire video. Council and work session meetings will be archived on the site for up to two years. The City’s cable channel 16 will replay taped broadcasts.

**COSMOS BROADCAST SYSTEM PRICING OPTIONS**

**COSMOS 5.3 BORADCAST STATION STANDARD CONFIGURATION**

QTY	Item Description	Price
3	Sony - EVI-D80- high quality CCD PTZ cameras *	
3	Sony - WM-30B- Wall Mount for Sony EVI-D80	
4	Sony- EVI DS-Cable- to daisy chain cameras	
1	Dell Vostro 260, Core 2 Duo CPU (2.93GHz 1066FSB) with Windows 7, 4GB Ram	



1	S-Video + Audio extender via CAT5, local & remote monitor & speakers, up to 600 feet Model	
1	Averkey550 compact unit to convert visual output from a PC to TV	
1	Datavideo SE-500 KIT –NTSC Video Switcher with TLM-702 Dual 7" Monitor and monitor holder (4 input system)	
2	ViewCast Osprey 260e capture card	
1	Cosmos 5.3 software with Chyron Generator Unit (CG)	
1	APC UPS Remote Power Switch and Management	
1	17" Widescreen Black LCD for Optiplex	
1	Cables and connectors necessary for installation	
1	Labor required to install, hook-up and provisioning	
<b>Total Cost for Camera System &amp; Installation**</b>		<b>\$21,647.00</b>
	Optional CG Chyron for Video Graphics/Titles	\$ 3,250.00

\* Different camera types are available with different horizontal resolution – D-80, D-100, BRC-300, Z-330, H100S

\*\*There may be additional installation costs incurred based on the building/fire code for the jurisdiction, any unknown cabling requirements or impediments to the installation such as fire walls, lack of a drop ceiling, conduit requirements, etc., along with other accessibility issues.

Limited one-year manufacturer’s warranty on Sony cameras and DataVideo switcher

**Cameras can be controlled locally by the client or remotely by NovusAGENDA’s staff.**



COSMOS HD 2000 BROADCAST STATION CONFIGURATION

QTY	Item Description	Price
3	Sony EVI-H-100S High Definition PTZ (full 1080/20 HD resolution)*	
3	Sony Wall Mounts EVI-H-100S	





4	Sony - Visca DS-Cable - to daisy chain cameras	
1	Dell Vostro 470 with Windows 7, i7-3770 processor (3.40GHz), 8GB Dual Channel DDR3 Ram	
1	Datavideo SE-2000 –NTSC HD-SDI Video Switcher with Monitor and Audio	
1	VP-445 HD-SDI DA	
1	Mini Converter Audio to SDI	
1	Mini Converter SDI Distribution	
1	Osprey 710e	
1	Osprey 820e	
1	Cosmos HD-SDI Software	
1	APC UPS Remote Power Switch and Management including APC Battery Backup	
1	19" Widescreen Black LCD	

1	SDI cabling with crimped connectors (500 feet)	
1	Cables, Connectors, Converters and Hardware necessary for installation	
1	Labor required for install	
<b>Total Cost for Camera System &amp; Installation **</b>		<b>\$43,835</b>



\* Different camera types are available with different horizontal resolution – D80, D100, BRC-300, and H100S

\*\* There may be additional installation costs incurred based on the building/fire code for the jurisdiction, any unknown cabling requirements or impediments to the installation such as fire walls, lack of a drop ceiling, conduit requirements, etc., along with other accessibility issues. For final installation costs we would need to engage in further discussions, receive a detailed site plan of rooms involved along with pictures or possibly conduct a physical site visit.

**Cameras can be controlled locally by the client or remotely by NovusAGENDA's staff.**

View how everything comes together: [Richardson Streaming Solution](#)





## POINTS OF DIFFERENCE

- NovusAGENDA’s EASE solution is completely hands-free and requires no staff time or resources
- Larger video with NovusAGENDA’s solution (up to 70% larger) and FLASH video format, the most commonly viewed format on the web, NovusAGENDA also utilizes HTML5 for streaming to mobile devices such as the iPhone and iPad.
- Open API, which allows integrations with NovusAGENDA and Document Management Solutions
- NovusAGENDA is the only government streaming provider which has developed its own content delivery network ensuring quick and reliable connections for your constituents
- Unlimited storage for specialty content
- NovusAGENDA’s unique “hands-free” solution typically qualifies as a sole sourced solution allowing for quick deployments
- **100% Government Client Retention**

## LIMITATION OF LIABILITY

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER UNDER THIS LICENSE AGREEMENT FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE OR SPECIAL DAMAGES, LOSS OF DATA, LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION ARISING OUT OF THE USE OF OR INABILITY TO USE THE NOVUSAGENDA SOFTWARE, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

## HOW DO I ORDER?

We require your signature on the approval page listed below. Once that has been signed and sent back to Novusolutions we will assign your project manager. If you choose to issue a purchase order you may attach it to these documents or send it in under separate cover.

You can email to [sales@novusolutions.com](mailto:sales@novusolutions.com) or :

Mail to: Novusolutions  
10012 N Dale Mabry Hwy  
Suite 115  
Tampa, Florida 33618-4425

Fax to: 954-337-0761 Attn: Sales



**APPROVAL PAGE FOR LAS VIRGINES VIDEO STREAMING**

Encoder \_\_\_\_\_ Cameras \_\_\_\_\_ Package \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Printed Signature

Purchase Order Number \_\_\_\_\_ (optional)

Invoice Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accounts payable contact: \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Special Billing Instructions: (optional)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



March 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

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**Subject: Award of Fiscal Year 2012-13 Vehicle Replacement Program**

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**SUMMARY:**

On May 11, 2010, the Board requested that staff obtain quotes from local dealerships for vehicle purchases in lieu of following a formal bid process. Staff received three quotes for the vehicles included in the Fiscal Year 2012-13 Vehicle Replacement Program and recommends issuance of a purchase order to Paradise Chevrolet of Ventura, the low-bidder for the vehicles.

**RECOMMENDATION(S):**

Authorize the General Manger to issue a purchase order to Paradise Chevrolet of Ventura for three Chevrolet 1500 1/2-ton pick-up trucks in the amount of \$56,003.73, plus taxes and fees, and two Chevrolet 2500 3/4-ton service trucks in the amount of \$45,884.30, plus taxes and fees, for a total purchase order amount of \$101,888.03, plus taxes and fees.

**FINANCIAL IMPACT:**

Sufficient funds are available in the approved Fiscal Year 2012-13 Capital Improvement Budget (Project No. 10511) for the vehicle purchases.

**DISCUSSION:**

Requests for quotes were sent to local dealerships and the following responses.

1/2-Ton Pick-up Truck (3 units)

Paradise Chevrolet of Ventura - \$ 18,667.91

Vista Ford of Woodland Hills - \$ 18,873.00

Mark Christopher Chevrolet - \$ 26,585.00

3/4-Ton Pick-Up Truck Cab and Chassis with Utility Body (2 units)

Paradise Chevrolet of Ventura - \$ 22,942.15

Mark Christopher Chevrolet - \$ 29,700.00

Vista Ford of Woodland Hills - \$ 30,763.75

Paradise Chevrolet of Ventura was the lowest bidder for the Chevrolet 1500 1/2-ton pick-up trucks and Chevrolet 2500 3/4-ton service trucks. The process to utilize local dealerships reduces the delivery time and advertising costs, while providing competitive bids and vehicles meeting all District required specifications.

Prepared By: Darell Johnson, Facilities Supervisor



March 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

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**Subject: Call for Bids: Supply and Delivery of Ammonium Hydroxide**

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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 under the Joint Powers Authority Agreement.

**SUMMARY:**

A call for bids is necessary to select a vendor to supply and deliver 19% ammonium hydroxide (aqua ammonia) for the the disinfection process at Tapia Water Reclamation Facility (WRF) and Westlake Filtration Plant.

**RECOMMENDATION(S):**

Approve the proposed bid schedule and the Notice Inviting Sealed Bids for the supply and delivery of ammonium hydroxide.

**FINANCIAL IMPACT:**

The total estimated annual cost for ammonium hydroxide at Tapia WRF is \$35,000 and for the same at Westlake Filtration Plant is \$15,000. Sufficient funds are available in the approved Fiscal Year 2012-13 Budget for the ammonium hydroxide. Additionally, funds will be included in future fiscal year budgets for ammonium hydroxide.

**DISCUSSION:**

In September 2010, the Regional Water Quality Control Board (RWQCB) approved the renewal of the National Pollutant Discharge Elimination System (NPDES) permit for the Tapia WRF. This permit included a Cease and Desist Order (CDO) and Time Schedule Order (TSO) to ensure a reduction in disinfection by products (DBPs) in the effluent from Tapia. The CDO addressed one DBP, dichlorobromomethane (DCBM), for Malibu Creek discharges. The TSO addressed the sum of the concentrations of four DBPs for discharges to the Los Angeles River: dichlorobromomethane (DCBM), dibromochloromethane (DBCM), chloroform and bromoform. The sum of the concentrations of these four constituents is called the total trihalomethanes (TTHMs).

A project for construction of new facilities that will use ammonium hydroxide in the disinfection process to reduce the formation of DBPs was awarded in July of 2012. When completed, the new facilities will add ammonium hydroxide to the effluent just prior to chlorination. The ammonium ion binds to the chlorine to form chloramines, which reduce the formation of DBPs. After disinfection is complete, sodium bisulfite is added to the effluent to remove the chloramines, so the treated water can be discharged. Once construction of the new ammonium hydroxide facilities is complete, an optimization and evaluation period is required before the mandated completion date of September 2, 2014. The completion date for construction is in June of this year, which is well within schedule.

With the completion of the construction of the ammonium hydroxide storage and injection facilities nearing, it is an appropriate time to call for bids for the supply and delivery of bulk ammonium hydroxide for Tapia WRF.

ITEM 8B

Since the Westlake Filtration Plant also requires ammonium hydroxide, supply and delivery services to both facilities are proposed to be included in a single bid package to realize an economy of scale. Staff proposes a one-year contract with the selected vendor, including two one-year renewal options.

Bids will be requested in accordance with the following schedule:

Board Authorization of Call for Bids - Tuesday, 03/12/13  
First Newspaper Advertisement - Monday, 03/18/13  
Second Newspaper Advertisement - Monday, 03/25/13  
Bid Opening - Wednesday, 04/17/13  
Award of Contract - Monday, 05/06/13

The successful bidder will be awarded the contract based on a combination of pricing, reliability and customer service.

Prepared By: Brett Dingman, Water Reclamation Manager

**ATTACHMENTS:**

[Ammonium Hydroxide Bid Packet](#)

NOTICE INVITING SEALED PROPOSALS (BIDS)

**FOR SUPPLY AND DELIVERY OF**

**Ammonium Hydroxide or Aqua Ammonia**

**FOR**

**LAS VIRGENES MUNICIPAL WATER DISTRICT**

NOTICE IS HEREBY GIVEN that the Board of Directors of Las Virgenes Municipal Water District invites and will receive sealed proposals (bids) up to the hour of **3:00 P.M. on Wednesday, April 17, 2013** for the supply and delivery of Ammonium Hydroxide (aqua ammonia). Bids received after the time stated in the Call for Bids will not be accepted and will be returned, unopened, to the bidder. The time shall be determined by the time on the receptionist telephone console in our Headquarters lobby. Proposals will be publicly opened and read aloud at the office of the District, 4232 Las Virgenes Road, Calabasas, California.

Said bids shall conform to and be responsive to the Specifications and Contract Documents for said work as heretofore approved by the District.

**Each bid must be on the District bid form and shall be sealed and filed with the secretary of the District at or before the time stated in this Notice.**

All terms and conditions contained in the Specifications and Contract Documents shall become part of the contract. The Board of Directors of Las Virgenes Municipal Water District reserves the right to reject any and all bids and to waive any and all irregularities in any bid. No bidder may withdraw his bid after the said time for bid openings until 60 days thereafter or until the District has made a final award to the successful bidder or has rejected all bids, whichever event first occurs.

The Board of Directors of the District reserves the right to select the schedule(s) under which the bids are compared and contract(s) are awarded.

**BY ORDER OF THE BOARD OF DIRECTORS OF  
LAS VIRGENES MUNICIPAL WATER DISTRICT**

Dated \_\_\_\_\_

\_\_\_\_\_  
Barry S. Steinhardt  
Secretary of the Board  
LAS VIRGENES MUNICIPAL WATER DISTRICT



## ***General Requirements***

1. Contract for Ammonium Hydroxide 19% solution

2. Delivery:

- a. Timing: Product shall be delivered with 48 hours of district request. Product delivery shall occur during off-peak hours of 9:00 AM to 2:00 PM, Monday through Friday.

Tapia Water Reclamation Facility delivery schedule shall be coordinated with the operations personnel at (818) 251-251-2313 and Westlake Filtration Plant at (818) 251- 2370.

Delivery address

Tapia Water Reclamation Facility  
731 Malibu Canyon Road  
Calabasas, CA 91302

Westlake Filtration Plant  
32601 Torchwood Place  
Westlake Village, Ca 91361

- b. Delivery vehicle: Vehicle shall be in good condition and operated by supplier. Vehicle shall conform to all applicable State and Federal regulations and shall be fully equipped and maintained to safely transport and deliver the chemical.
- c. Delivery driver: Driver shall be trained and experienced in handling the chemical and be specifically trained to stop chemical flow in the event of an emergency. Supplier shall provide proof of training and experience upon request. Supplier will be liable if accidents or leaks occur due to the negligence by their delivery personnel.
- d. Speed limit: Posted speed limit at the District facilities shall be observed at all times. Supplier shall be completely liable for any damage to property and injury to personnel.
- e. Delivery equipment: Supplier shall be responsible for pumping unit and piping to permit safe transfer of the chemical. Hoses, fittings and appurtenant equipment shall be provided by the supplier in good working conditions and without leaks.
- f. Unloading: Unloading shall be done in safe manner in the presence of a plant operator. Appropriate protective clothing shall be worn. Safe practices and procedures shall be followed at all times. Contract shall be terminated if safe guidelines are not followed.
- g. Pay quantity of bulk product delivered: Quantity shall be determined by weighing the tank trailer before and after filling at the Supplier's plant on a certified truck scale. Copies of weigh master's certificates shall be provided with each delivery.
- h. Other: District may require Supplier to furnish an affidavit of product compliance with the specification, a certified chemical analysis and preventative maintenance schedule of the delivery truck unloading compressor.

i. Delivery Schedule:

Tapia Reclamation Facility:

Product will be ordered as needed only.

Westlake Filtration Plant:

Product will be ordered as needed only.

3. Insurance requirements

The successful bidder shall provide the district with proof of insurance coverage, with the District named as additional insured as follows:

General Liability

The chemical supplier shall maintain general liability insurance including provisions for contractual liability, independent consultants, and broad form property damage coverage. This insurance shall have an endorsement naming the District as an additional insured and a standard cross liability clause or endorsement. The limit of insurance shall not be less than \$2,000,000 per occurrence combined single limit for bodily injury and property damage.

Automobile Liability

The chemical supplier shall maintain automobile liability insurance with coverage for any vehicle including those owned, leased, rented or borrowed. This insurance shall have an endorsement naming the District as an additional insured and with a standard cross liability clause or endorsement. The limit of insurance shall not be less than \$1,000,000 per occurrence combined single limit.

Workers' Compensation

The chemical supplier shall maintain Workers' Compensation Insurance as required by law in the State of California and Employer's Liability Insurance (including disease coverage) in an amount not less than \$1,000,000 per occurrence. This insurance shall also waive all right to subrogation against the District, its employees, representatives and agents.

4. Quantity: Exact quantities may vary to meet district requirements. No minimum is guaranteed.

6. Invoice: A separate invoice shall be provided for each delivery during the contract period.

**LAS VIRGENES MUNICIPAL WATER DISTRICT**

**PROPOSAL FORM – AMMONIUM HYDROXIDE**

The undersigned vendor agrees to supply and deliver Ammonium Hydroxide ( in strict conformity with the specifications and instructions enclosed with the Invitation for Sealed Proposals for the amounts written below (**exclude sales tax**).

Period covered:

June 1, 2013 through June 1, 2014, with two one-year renewal options.

Tapia Reclamation Facility:

Estimated annual usage is 12,000 gallons per year.

\$ \_\_\_\_\_ delivered price.

Ammonium Hydroxide Solution, approximately 19% by weight, suitable for wastewater chloramine control. Estimated usage: full load (4,500 gal) every three months.

Westlake Filtration Plant:

Estimated usage annual is 3,000 gallons per year

\$ \_\_\_\_\_ delivered price.

Ammonium Hydroxide delivered to the Westlake Filtration Plant must be NSF/ANSI standard 60 compliant for drinking water, concentration 19% by weight. Usage: Seasonal May – Oct. full load (4,500 gal) approximately once per year.

**The distributor to be awarded this bid may be required to provide testing material at no charge for 30 days to ensure their products meet our process requirements prior to the final award of contract.**

**Supplier must provide:**

**24 hour emergency phone number ( \_\_\_\_\_ ) \_\_\_\_\_**

**MSDS, technical data sheet**

**Three references are required with this bid.**



March 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

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**Subject: Water Distribution System Improvements: Approve Purchase Orders**

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**SUMMARY:**

Staff proposes to replace an existing, broken 10-inch water main valve on Calabasas Road near Civic Center Way, install two new isolation valves on Calabasas Road between Park Granada and Parkway Calabasas, and replace 210 feet of deteriorated 2-inch galvanized pipe on Jim Bridger Road in Hidden Hills. The actions recommended with this item will allow for the issuance of purchase orders to Toro Enterprises, Inc. and County Pipeline, Inc., the low-bidders for the work, to complete the project.

**RECOMMENDATION(S):**

Waive the formal bidding process due to the maintenance nature of the projects; transfer an additional \$25,000 to CIP Job No. 10517, Distribution System Improvements from CIP Job No. 10236; authorize the General Manager to issue a purchase order in the amount of \$38,015 to Toro Enterprises, Inc. for the installation of isolation mainline valves; authorize the General Manager to issue a purchase order in the amount of \$27,855 to County Pipeline, Inc. for the main replacement on Jim Bridger Road.

**FINANCIAL IMPACT:**

The FY 2012-2013 budget provides funding in the amount of \$55,000 for this project under CIP Job No. 10517. A transfer of \$25,000 from CIP Job No. 10236 is required for this project.

**DISCUSSION:**

The FY 2012-2013 budget provides funding to replace a broken 10-inch water valve on Calabasas Road and Civic Center Way and to install two new valves on Calabasas Road between Park Granada and Parkway Calabasas. Last year, a water main failure put all businesses on both sides of Calabasas Road between Park Granada and Parkway Calabasas out of water for an extended period of time due to lack of adequate isolation valves. The addition of these two new valves will reduce the future impact of unexpected breakages and pipeline maintenance activities to businesses in the area. The District purchased the isolation valves for \$2,937.18 and estimates that an additional \$2,000 is required to purchase other necessary materials for the project. Staff solicited three bids for the installation of the three valves as follows:

Toro Enterprises, Inc.	\$38,015
County Pipeline, Inc.	\$40,825
New Turf Construction, Inc.	\$43,233

Additionally, staff proposes to replace 210 feet of 2-inch galvanized pipe on Jim Bridger Road in Hidden Hills. When the section of pipeline starts to leak, repair clamps are used on the pipe, which is in poor condition. Staff recommends removing the 2-inch galvanized pipe and replacing it with a 4-inch PVC pipe. Staff solicited three bids as follows for the replacement:

ITEM 8C

County Pipeline, Inc.	\$27,855
New Turf Construction, Inc.	\$38,101
Toro Enterprises, Inc.	\$38,581

The total cost for the District's material purchases and the two low bids from Toro Enterprises, Inc. and County Pipeline, Inc. is \$70,807.18, which exceeds the approved budget of \$55,000 for CIP Project No. 10517. An additional appropriation of \$25,000 is required for the project to cover the construction cost, compaction testing and permit fees. Staff recommends a transfer of \$25,000 from CIP Project No. 10236, Raise Air Vacuum Valves and Abandon Protective Structures. Project No. 10236 is experiencing delays due to the time necessary to obtain encroachment permits and meet traffic control requirements from the City of Los Angeles.

Prepared By: Megan Trott, Junior Engineer



March 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

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**Subject: Water Supply Assessment for the Proposed Westlake Village Business Park Specific Plan**

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**SUMMARY:**

Staff received a request from the City of Westlake Village to prepare a Water Supply Assessment (WSA) for the proposed Westlake Village Business Park Specific Plan. A WSA is required from local water agencies in accordance with Senate Bills 610 and 221 when a development project exceeds certain listed thresholds, such as more than 500 dwelling units, more than 250,000 square feet of commercial office development, or a mixed-use project that includes one or more of the thresholds listed. The WSA is intended to ensure that an adequate supply of water is available to meet the demands of the new development project during normal, single-dry, and multiple-dry years for a 20-year period.

The City's proposed Westlake Village Business Park Specific Plan includes 401 residential dwelling units and an increase of 588,850 square feet of mixed commercial development. A detailed project description is included in the attached Notice of Preparation of an Environmental Impact Report and Notice of Scoping Meeting. This kind of mixed-use development was anticipated and described in the District's 2007 Potable Water Master Plan. This will be the first WSA prepared by the District.

Staff solicited proposals from Carollo Engineers, who prepared the 2010 Urban Water Management Plan, and Kennedy/Jenks Consultants, who is preparing the 2013 Master Plan Update. The qualifications and proposed work plans submitted by the two firms are comparable. The fee proposals from Carollo Engineers and Kennedy/Jenks were \$20,700 and \$14,992, respectively. Given the lower proposed fee, staff recommends approval of the proposal from Kennedy/Jenks Consultants.

**RECOMMENDATION(S):**

Approve the proposal in the amount of \$14,992 from Kennedy/Jenks Consultants for the preparation of a Water Supply Assessment for the proposed Westlake Village Business Park Specific Plan; appropriate \$15,000 for a new project to prepare the Water Supply Assessment.

**FINANCIAL IMPACT:**

This project was not included in the approved Fiscal Year 2012-13 Budget. An appropriation of \$15,000 is needed to prepare the WSA.

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

**ATTACHMENTS:**

[Westlake Village Business Park Summary](#)

[WSA proposal from KJ](#)



## Notice of Preparation of an Environmental Impact Report and Notice of Scoping Meeting

**TO:** Interested Parties

**PROJECT TITLE:** Westlake Village Business Park Specific Plan

**LEAD AGENCY:** City of Westlake Village  
31200 Oak Crest Drive  
Westlake Village, CA 91361

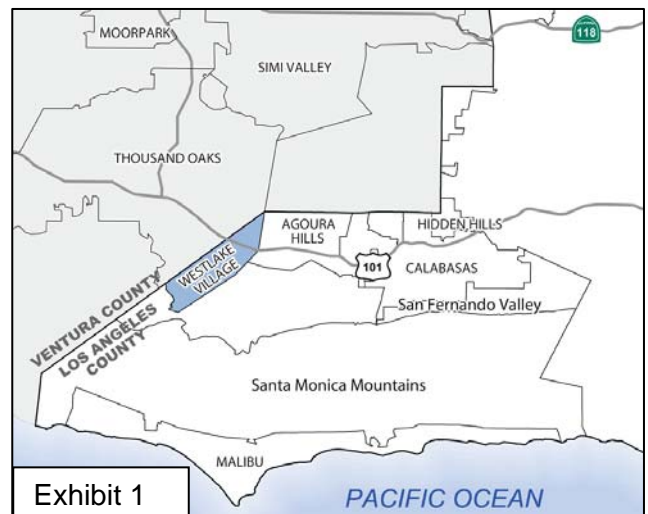
**SCOPING MEETING:** December 11, 2012 at 6:00 PM  
Council Chambers  
City of Westlake Village  
31200 Oak Crest Drive  
Westlake Village, CA 91361

In accordance with the California Environmental Quality Act (CEQA), the City of Westlake Village is serving as the Lead Agency and will be preparing a Program Environmental Impact Report (EIR) for the proposed *Westlake Village Business Park Specific Plan*. In compliance with Section 15082 of the CEQA Guidelines, the City of Westlake Village is sending this Notice of Preparation (NOP) to responsible and trustee agencies, and other interested parties to inform them of the proposed Specific Plan and its environmental review process.

In addition, the City needs to know your agency's views with respect to the scope and content of the environmental information that is germane to your agency's statutory responsibilities in connection with the proposed project, as your agency may need to use the Program Environmental Impact Report (EIR) when considering the issuance of any permits or other approvals for future redevelopment projects allowed under the proposed *Westlake Village Business Park Specific Plan* and public improvements that may be constructed as part of Specific Plan implementation.

### Project Location

The City of Westlake Village (City) is located at the northwestern end of Los Angeles County, east of the Los Angeles County-Ventura County line. The City covers 5.62 square miles of land and is bound by the City of Agoura Hills to the east and northeast; the City of Thousand Oaks to the north and west; and unincorporated Los Angeles County land to the southeast and south. Regional access to Westlake Village is provided by the Ventura Freeway (Interstate [I] 101), which bisects the City in an east-west direction, with on- and off-ramps at Lindero Canyon Road. Exhibit 1 is the City's regional location.



ITEM 8D

The City is a suburban community that is primarily developed with residential land uses; commercial development along major arterials; industrial development at the northern section; public and institutional uses at scattered locations; and open space lands at the northern, eastern, and southern edges of the City. The Specific Plan area (or planning area) covers approximately 200 acres of land at the northern section of the City, bound by the I-101 Freeway on the south; Lindero Canyon Road on the east; Thousand Oaks Boulevard on the north; and the City limits and County line on the west. This area is developed with industrial and commercial uses, business parks, and institutional uses. The Specific Plan would only regulate future development within the northern two-thirds (128 acres) (called the Focus Area) of the planning area. However, infrastructure improvements are proposed within the larger planning area. Exhibit 2 shows the boundaries of the Specific Plan Area.

## Project Description

The proposed *Westlake Village Business Park Specific Plan* has been developed in accordance with the requirements of the *California Government Code* (Title 7, Division 1, Chapter 3, Article 8, Sections 65450–65457). Adoption of the *Westlake Village Business Park Specific Plan* would provide a planning document to control future redevelopment within the planning area in accordance with the land uses and development standards contained in the Specific Plan.

The City is seeking to promote the revitalization of underutilized or obsolete properties and the intensification and adaptive reuse of properties in the northern section of the City within the Specific Plan area. The goals of the proposed Specific Plan are listed below.



## Land Use and Urban Design

- **Goal LU/UD-1:** Provide for development within the Specific Plan area by designating appropriate land uses and intensities to meet the needs of anticipated growth and to achieve the community's objectives.
- **Goal LU/UD-2:** Respond to market trends, developer interest and community objectives by creating a forward-looking and responsive land use plan for the Specific Plan area.
- **Goal LU/UD-3:** Create a range of housing opportunities and choices.
- **Goal LU/UD-4:** Create a vibrant environment for both residents and visitors.
- **Goal LU/UD-5:** Encourage good design and high-quality development within the Specific Plan area.
- **Goal LU/UD-6:** Encourage sustainable design and development practices.
- **Goal LU/UD-7:** Enhance the pedestrian environment and provide for comfortable settings in which people can gather.



### **Economic Development**

- **Goal ED-1:** Provide for adequate infrastructure financing for existing and future development.
- **Goal ED-2:** Provide for adequate coverage of operations and maintenance costs for existing and future development to achieve a fiscally sound plan.
- **Goal ED-3:** Diversify and increase City revenues that lead to a more fiscally balanced community.
- **Goal ED-4:** Provide incentives for future development to assemble and make efficient utilization of land.
- **Goal ED-5:** Facilitate public/private partnerships that allow the private sector to increase their competitiveness and guide the future of their development.

### **Circulation**

- **Goal C-1:** Improve the circulation system within the Specific Plan area by maintaining and improving the roadway system providing for convenient access to, and circulation within, the Specific Plan area for all modes of transportation and, in particular, enhance walkability and connectivity in the area.

### **Parking**

- **Goal P-1:** Provide a sufficient supply of parking within the Specific Plan area to meet future demand with build-out of the area without providing unneeded parking that wastes space and money.

### **Infrastructure**

- **Goal I-1:** Provide fully functional, safe, cost-effective, and environmentally friendly public infrastructure to meet the needs of future development within the Westlake Village Business Park Specific Plan area.
- **Goal I-2:** Ensure that an adequate infrastructure system is in place for future residents and businesses in the Specific Plan area.
- **Goal I-3:** Provide environmentally efficient and sustainable infrastructure improvements.
- **Goal I-4:** Minimize the impacts of new utilities on view corridors and the natural and built environment.

To achieve these goals, the proposed *Westlake Village Business Park Specific Plan* establishes the Specific Plan districts for the northern two-thirds of the planning area, as shown in Exhibit 3:

**Mixed Use – Corsa District.** This district includes the area along Corsa Avenue and provides for the development of a mix of residential, specialty retail, restaurant, office, and entertainment uses, as well as the development of a pedestrian-oriented environment. Density incentives would encourage lot consolidation and the development of larger, unified projects. The permitted retail uses are intended to serve the specialty shopping needs of city residents and regional shoppers. In mixed-use buildings, ground floor retail uses and upper residential floors would generate pedestrian activity within a large, central, public gathering

space, or “village green” and a linear park along the ridge located at the southern and eastern boundaries of this district.

**Mixed Commercial District.** This district is located at the southwest corner of Lindero Canyon Road and Thousand Oaks Boulevard. This district provides opportunities for specialty retail, restaurant, office, and entertainment uses in a pedestrian-oriented environment. The Guitar Center Corporate headquarters in this district is interested in expanding this use to include a flagship store. Thus, this district may become a major retail location in the City.

**Mixed Use – Via Colinas District.** This district is located at the southwest corner of Via Colinas and Thousand Oaks Boulevard. It will accommodate existing and future office and light industrial activities designed to be compatible with the nearby mixed-use and commercial districts. New development in this district may include office and light industrial activities within flexible spaces, restaurants, medium/high density residential uses, and/or live-work units. A linear park along the ridge on the southern boundary of this district would take advantage of views available to the south.

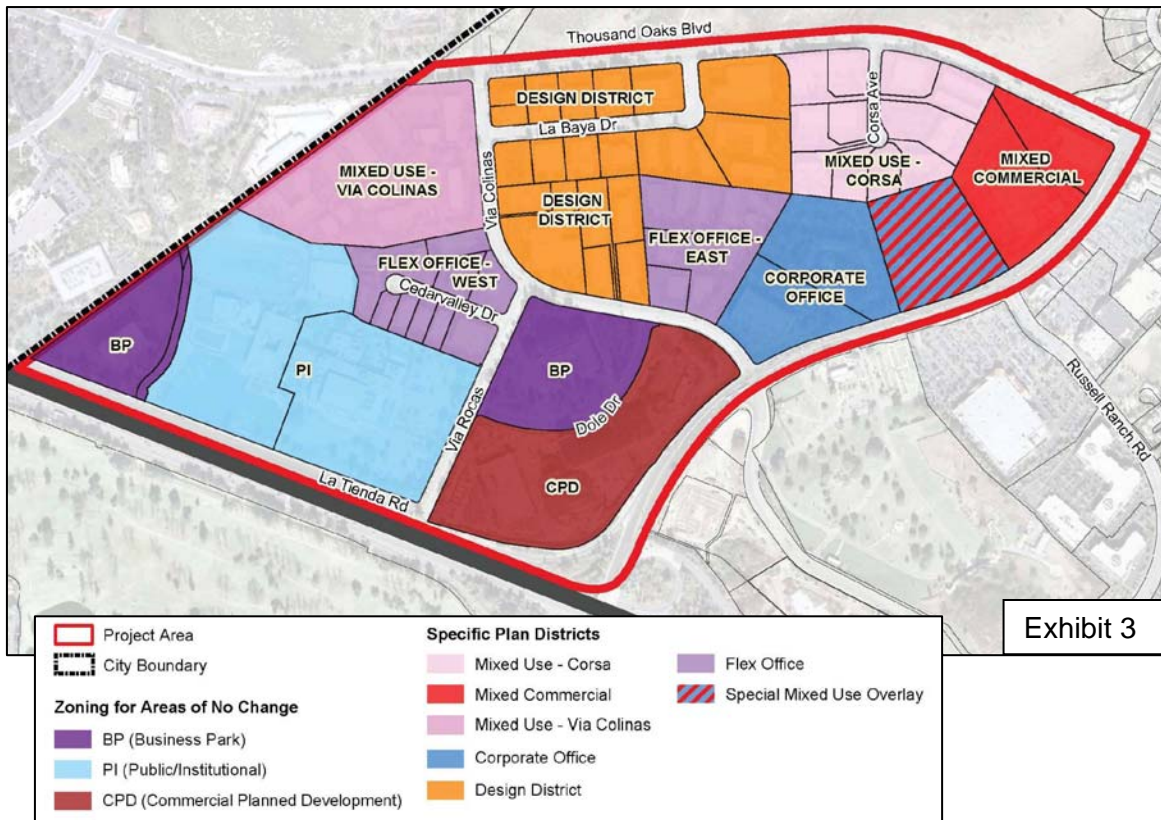


Exhibit 3

**Corporate Office District.** This district is located at the northwest corner of Lindero Canyon Road and Via Colinas. This district is intended for existing and future corporate office uses, along with support retail and service uses, to maintain this area as a major employment center. The northern section of the Corporate Office District has a Special Mixed-Use Overlay to allow for the expansion or continuation of mixed commercial or retail development in the adjacent Mixed Commercial District. The Special Mixed-Use Overlay allows for development of this area to redevelop with uses allowed in the Mixed Commercial District or the Corporate Office District, although the development standards for the Corporate Office District apply.

**Flex Office District.** This district is located in two areas in the Specific Plan area: Flex Office-West is the area along Cedarvalley Drive (west of Via Rocas), while Flex Office-

East is the area north of Via Colinas between the Design District and the Corporate Office District. The Flex Office District would accommodate existing and future office and light industrial activities designed to be compatible with the nearby mixed use and commercial districts. New development in this district may include office and light industrial activities in flexible spaces and/or live-work units.

**Design District.** This district is located north and east of Via Colinas and would accommodate existing and future expansion of commercial and light industrial activities, with a focus on design and home furnishing products. The creation of a walkable environment in this district would attract shoppers, architects, builders, designers, and interior decorators for all of their home design and furnishings needs.

The proposed Specific Plan identifies the allowable land uses and development standards for each district. It also includes design standards and guidelines that would need to be followed by future redevelopment projects. These standards and guidelines address the following:

- Site Design, including site layout, circulation and parking, parking structures, pedestrian circulation, open space, plazas and courtyards, site amenities, equipment screening, crime prevention, and building interface.
- Architectural Design, including architectural styles, massing, form and scale, building design, building elements, material finishes and color, and lighting.
- Sustainable Design, including passive solar design, building design, site grading and water efficiency.
- Landscape Design, including landscape design intent, setback and parking lot landscaping, plant materials, hardscape materials, landscape irrigation and maintenance, storm water management and grading.
- Parking Requirements, including parking for specific land uses, shared parking, general parking district, parking improvement district, and bicycle parking.
- Public Rights-of-Way, including Green Street, sidewalks, median and parkway trees, street furniture, and lighting.

### ***Circulation and Infrastructure Improvements***

The proposed Specific Plan outlines a number of circulation, parking, open space and streetscape, and infrastructure improvements that would serve and support the development of higher intensity land uses in the Specific Plan area. They include new sidewalks, traffic signals, bike lanes, crosswalks, parkway landscaping, a shared parking structure, local community shuttle service, bus stops, and street trees.

### ***Specific Plan Implementation***

Approval of the proposed Specific Plan would not be accompanied by new development or redevelopment within the planning area. Specifically, the Specific Plan goals and policies would not directly lead to changes to the environment. Also, the designation of Specific Plan districts and the accompanying use regulations, development standards, and design guidelines would not, in themselves, lead to environmental impacts. However, upon adoption of the Specific Plan, no construction, modification, addition, or placement of any building or structure may occur on any lot within the Specific Plan area that is not in conformity with the provisions of the Specific Plan.

Subject to property owner discretion, individual parcels may be proposed for redevelopment at some future date. At that time, they would be reviewed for compliance with the adopted *Westlake Village Business Park Specific Plan* prior to approval.

ITEM 8D

Table 1 provides an estimate of development that can be accommodated within each Specific Plan district at buildout of the planning area, assuming maximum densities and intensities.

**TABLE 1  
MAXIMUM DEVELOPMENT CAPACITY**

District	Land Area	Residential Development	Non-Residential Development	
			Land Use	Floor Area (sf)
Mixed Use – Corsa District (1a)	15.56 ac	301 du <sup>a</sup>	Specialty Retail	108,473
			Restaurant(s)	13,559
			Office	<u>13,559</u>
			Subtotal	135,591
Mixed Use – Via Colinas District (6)	17.09 ac	100 du <sup>b</sup>	Flex space	267,622
Mixed Commercial District (1b)	10.79 ac	–	Specialty Retail	79,876
			Restaurant(s)	7,988
			Office	<u>311,516</u>
			Subtotal	399,380
Corporate Office District (2)	19.98 ac	–	Office	652,702
Flex Office District <sup>c</sup> (3, 5)	18.55 ac	–	Flex space	507,082
Design District (4a, 4b)	29.73 ac	–	Home Design/Improv	638,925
			Restaurants	<u>8,638</u>
			Subtotal	647,563
			Public Rights-of-Way	16.93 ac
<b>Total</b>	<b>128.63 ac</b>	<b>401 du</b>		<b>2,609,940 sf</b>
Existing Development <sup>d</sup>		–		2,021,090 sf
<b>Development Increase</b>		<b>401 du</b>		<b>588,850 sf</b>

sf: square feet; ac: acres; du: dwelling unit

<sup>a</sup> Assumes residential development on 80% of land area at a density of 18–25 du/ac

<sup>b</sup> Assumes residential development on 40% of land area at a density of 18–25 du/ac

<sup>c</sup> Four parcels on Cedarvalley Drive are developed with buildings that exceed the maximum floor area ratio permitted by the Specific Plan. Thus, these buildings are expected to remain indefinitely without any increase in floor area over time.

<sup>d</sup> Total floor area of existing offices, business parks, and light industrial uses within the Focus Area.

Source: The Arroyo Group, Westlake Village Business Park Specific Plan (Public Review Draft), September 2012

Exhibit 4 shows the conceptual vision plan for the planning area.



ITEM 8D

As many as 401 new dwelling units and over 2.6 million square feet of non-residential development may be accommodated within the Focus Area of the Specific Plan at buildout. With over 2.0 million square feet of existing developments within the Focus Area, the net increase in development is estimated at 401 dwelling units and 588,850 square feet of new non-residential development. This development increase would result in environmental impacts, which would be attributed to the proposed Specific Plan.

### **Probable Environmental Effects**

The City has determined that future redevelopment associated with implementation of the proposed Specific Plan and planned infrastructure improvements may result in potentially significant adverse impacts on the environment and that a Program EIR must be prepared pursuant to CEQA. The Program EIR will analyze potential impacts on all environmental issues: Aesthetics, Agriculture and Forest Resources, Air Quality, Biological Resources, Cultural Resources, Geology and Soils, Greenhouse Gases, Hazards and Hazardous Materials, Hydrology and Water Quality, Land Use and Planning, Mineral Resources, Noise, Population and Housing, Public Services, Recreation, Transportation and Traffic, and Utilities and Service Systems. As such, an Initial Study has not been prepared.

### **NOP Review and Comment Period**

The NOP review and comment period is from Tuesday, **November 27, 2012 through Wednesday, January 9, 2013**. Due to the time limits mandated by State law, please send comments and responses at the earliest possible date, but no later than January 9, 2013. Please send all written comments to Scott Wolfe, AICP at the address below.

### **Scoping Meeting**

In compliance with Section 15082(c) of the CEQA Guidelines, the City of Westlake Village will conduct a public scoping meeting on **Tuesday, December 11, 2012** to solicit comments from public agencies and the general public about their concerns and issues that they want addressed in the Program EIR for the proposed Specific Plan. The meeting will be held from **6:00 PM to 7:30 PM** at the following address:

**Council Chambers  
City of Westlake Village  
31200 Oak Crest Drive  
Westlake Village, CA 91361**

For questions about the proposed Specific Plan, NOP, and scoping meeting, and to send comments on this NOP, please contact:

Scott Wolfe, AICP, Planning Director  
City of Westlake Village  
31200 Oak Crest Drive  
Westlake Village, CA 91361  
Phone: (818) 706-1613  
Email: scott@wlv.org

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Scott Wolfe, AICP, Planning Director  
Planning Department

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Date

**Kennedy/Jenks Consultants**  
**Engineers & Scientists**

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

27 February 2013

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

Subject: Proposal for Consulting Services  
Water Supply Assessment for the Proposed Westlake Village Business Park  
Specific Plan

Dear Mr. Zhao:

Kennedy/Jenks Consultants (Kennedy/Jenks) is pleased to submit this proposal to the Las Virgenes Municipal Water District (LVMWD) to prepare a water supply assessment (WSA) for the proposed Westlake Village Business Park Specific Plan (Westlake Specific Plan) which would be located within LVMWD's service area. We understand that, while approval of the Westlake Specific Plan would not be accompanied by new development or redevelopment within the planning area, the net increase in development that could be accommodated as a result of the Westlake Specific Plan is estimated at 401 dwelling units and 588,850 square feet of new non-residential development within LVMWD's service area. In its preparation of the water supply assessment, Kennedy/Jenks will assist LVMWD in determining whether or not the proposed Westlake Specific Plan will result in an increase in water demand.

Kennedy/Jenks is currently preparing LVWD's 2013 Potable Water, Recycled Water, Sanitation, and Integrated Master Plans (Integrated Master Plans), which will provide the understanding, resources, and most current water supply information necessary to prepare the water supply assessment. Accordingly, LVMWD has requested this proposal to prepare the water supply assessment.

### Scope of Services

Kennedy/Jenks will evaluate both historic water supply availability and existing and future water demands, especially under drought conditions. This information will be prepared as a Water Supply Assessment consistent with the requirements of SB 610 in order to be included in the California Environmental Quality Act document currently under preparation for this project.

ITEM 8D

Mr. John Zhao  
Las Virgenes Municipal Water District  
27 February 2013  
Page 2

Based on our understanding of the requirements of California statutes and the needs for approval of development projects, the following scope of services has been developed.

### **Task 1 - Project Management and Quality Assurance/Quality Control**

Kennedy/Jenks will provide project management services including coordination of staff, coordination of up to two (2) conference calls with one Kennedy/Jenks staff person, and other project management duties. This task includes quality assurance/quality control review of the water supply assessment to ensure that they meet appropriate quality standards and maintain consistency with other planning documents.

### **Task 2 - Collect and Review Available Background Information**

This task includes review of available background information to be provided by the City of Westlake Village and LVMWD's water supply planning information. Much of this information has already been obtained by Kennedy/Jenks.

### **Task 3 - Prepare Draft Water Supply Assessment per SB 610**

Kennedy/Jenks will prepare a draft water supply assessment in conformance with SB 610, in accordance with the "Guidebook for Implementation of Senate Bill 610 and Senate Bill 221 of 2001 to assist water suppliers, cities, and counties in integrating water and land use planning prepared by the California Department of Water Resources" (Guidebook). The draft assessment will include the following information:

- Description of existing water supply source. Discussion of potential additional sources (e.g., reclaimed water, groundwater) will be included.
- Assessment of the availability of these sources during normal, single-dry, and multiple-dry years within a 20-year projection, in five-year increments.
- Descriptions and assessment of existing and future demands, including the proposed Westlake Village Business Park Specific Plan. It is assumed that the demand duty factors for the various land uses in the Westlake Village Business Park Specific Plan will be available for completion of this task under the proposed budget.
- Descriptions of LVMWD's water supply service area, including current and projected population, climate, and other demographic factors affecting the supplier's water management planning.

Kennedy/Jenks will provide technical review of the analysis and provide a conclusion regarding the sufficiency of the water supply for the draft Water Supply Assessment. Kennedy/Jenks will prepare a maximum of two figures showing the LVMWD boundaries and Westlake Village Business Park Specific Plan site.

Mr. John Zhao  
Las Virgenes Municipal Water District  
27 February 2013  
Page 3

#### **Task 4 - Final Water Supply Assessment**

Kennedy/Jenks will incorporate agreed upon comments from LVMWD into the draft water supply assessment, and will finalize the document.

#### Project Deliverables

One (1) electronic copy of the draft and five (5) hardcopies and one (1) electronic copy of the final water supply assessment will be submitted to the LVMWD as the project deliverables.

#### Schedule

Kennedy/Jenks proposes to prepare the draft water supply assessment within 45 calendar days of the notice to proceed and prepare the final water supply assessment within 14 days of receipt of all comments.

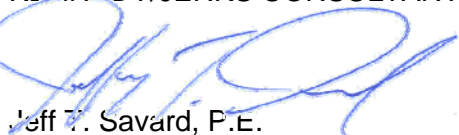
#### Proposed Compensation

We propose that compensation for our services be on a time and expense reimbursement basis in accordance with our Schedule of Charges dated 1 January 2013, attached. Based on our estimate of services required, we propose a budget of \$14,992.

We appreciate the opportunity to provide these consulting services to LVMWD and look forward to continuing our working relationship.

Very truly yours,

KENNEDY/JENKS CONSULTANTS



Jeff T. Savard, P.E.  
Vice President

Enclosure



**Client/Address:**

**Contract/Proposal Date:**

## Schedule of Charges

January 1, 2013

### Personnel Compensation

Classification	Hourly Rate
CAD-Technician .....	\$110
Designer-Senior Technician .....	\$140
Engineer-Scientist-Specialist 1 .....	\$130
Engineer-Scientist-Specialist 2 .....	\$135
Engineer-Scientist-Specialist 3 .....	\$155
Engineer-Scientist-Specialist 4 .....	\$170
Engineer-Scientist-Specialist 5 .....	\$185
Engineer-Scientist-Specialist 6 .....	\$205
Engineer-Scientist-Specialist 7 .....	\$230
Engineer-Scientist-Specialist 8 .....	\$240
Engineer-Scientist-Specialist 9 .....	\$245
Project Administrator .....	\$100
Administrative Assistant .....	\$85
Aide.....	\$65

In addition to the above Hourly Rates, a four percent Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

### Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

Reimbursement for use of computerized drafting systems (CAD), geographical information systems (GIS), and other specialized software and hardware will be at the rate of \$12 per hour.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2013 through December 31, 2013. After December 31, 2013, invoices will reflect the Schedule of Charges currently in effect.



March 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject: Participation in Deferred Compensation Loan Program**

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**SUMMARY:**

Currently, the District offers two supplemental defined contribution retirement plan choices to employees who are interested in participating in a deferred compensation program: Nationwide and CalPERS. These deferred compensation programs are designed as supplemental retirement plans funded by voluntary contributions from employee wages. The plans are regulated by the Internal Revenue Service (IRS) and Treasury Department. Both plans work the same; the difference lies in the individual funds that each company invests in and offers to their participants.

As the plans' sponsor, the District may establish loan programs for participants' 457 plans provided the programs are for the exclusive benefit of participants and beneficiaries. Both plans offer loan programs to individuals who participate. Participants borrow from their 457 plan using their account balance as security for a loan from the plan. Participant loans are non-taxable and are not treated as actual plan distributions.

**RECOMMENDATION(S):**

Authorize the General Manager to execute provision agreements with both CalPERS and Nationwide 457 Plan administrators to participate in the respective loan programs.

**FINANCIAL IMPACT:**

There is no cost to the District for participation in the loan program. All fees associated with loan provision programs are paid by employees participating in the loan program.

**DISCUSSION:**

Human Resources has received several requests from employees who would like to apply for loans against their supplemental retirement plans. These loan programs are similar to programs found at any lending institution such as a bank, credit union or savings-and-loan and require that the plan's loan program follow a bona fide lender-borrower loan process that includes an application procedure, approval and denial process, an expectation that the participant can fulfill the repayment plan and safeguards to require repayment as any other prudent lender, with an enforceable agreement and repayment schedule.

The loan program is handled by each provider; the District will not have any administrative duties or fees associated with these loans. Participants can borrow between \$1,000 and 50% of their vested account balance, up to a maximum of \$50,000. The maximum term for a general purpose loan is five years from the date of receiving the loan amount. The term for a loan to purchase a primary residence for most plans is 15 years. Loan repayments consist of principal and interest and are generally made on a monthly basis.

For most plans, participants can only have one outstanding loan at any time. The plan requires paying off of any old loans before taking a new one. If a default on a loan occurs, participants are unable to qualify for a new loan until the balance of the defaulted loan is repaid, including any interest and fees.

Prepared By: Sherri Paniagua, Human Resources Manager

ITEM 9A



March 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

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**Subject: Claim by J. D. Mackay**

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**SUMMARY:**

On February 12, 2013, the Board deferred action on the claim by J. D. Mackay and directed staff to further investigate the circumstances surrounding the claim. Staff met with Mr. and Mrs. Mackay on two occasions and performed a detailed investigation of the property at 703 Wonder View Drive in Monte Nido. Based on the follow-up investigation, the General Manager proposes to accept a payment from the claimant in the amount of \$250.00 for settlement of his November 14, 2012 water bill in the amount of \$932.59, provided that the claimant signs and returns a release of the claim.

**DISCUSSION:**

On January 4, 2013, the District received a claim from J. D. Mackay, alleging that the District installed a deficient water meter at his residence that caused a high reading for his potable water usage. The claimant disputed charges totaling \$682.59 for the difference between his normal, historical usage and the higher usage reflected on his November 14, 2012 bill. He contended that the District was at fault due to a problem with the meter.

The follow-up investigation of the claim revealed a reasonable level of uncertainty that the water usage measured by the meter was consumed or discharged on the claimant's property. Mr. and Mrs. Mackay were both home for the duration of the period that the meter indicated continuous water usage, from October 15th to 23rd. The Mackays did not observe any unusual runoff or wet spots during that time period.

Also, the underlying material in the canyon where the Mackay's home is situated is relatively impervious basalt rock, which would not readily allow water from a large on-site leak to flow underground. The minimal vegetation around the home and to its rear is watered by hand; therefore, the possibility of an irrigation system failure was ruled out. The home is on a septic system, but the leach field is under the paved driveway on the opposite side of the home. As a result, any runoff from a leak on the property would not likely enter the septic system and/or leach field.

The meter serving the property is a Badger positive displacement disc meter, equipped with a Datamatic FireFly AMR unit. The meter includes a conventional, mechanically-driven register that can be read directly, along with the AMR unit that is read via radio. The direct readings from the register was consistent with that of the AMR unit. Staff has not experienced unusual or high reading for other meters of this type. However, the consumption pattern reflected by the meter for the period in question appears unlikely in light of the local geology, configuration of the property, and observations of Mr. and Mrs. Mackay.

Given that the claimant proposes to pay \$250.00 towards the bill, which is more than the amount for his historical usage during this billing period, there appears to be a reasonable compromise of the claim in accordance with Section 2-5.310 of the Las Virgenes Municipal Water District Code.

**ATTACHMENTS:**

[Claim from J.D. Mackay](#)



JAN04'13 16:26 LVMWD

Claim Against Las Virgenes Municipal Water District
Government Code Sections 910 and 910.4

Mail or Deliver To: Executive Clerk of the Board
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Name of claimant: J.D. MACKAY

Address/location of accident or occurrence:

Address to where replies/notices should be sent (if different from the above):

Telephone numbers: Home ; Work ( )

Please answer the following questions. If more space is required, please attach additional sheets. Make sure to reference the item number and sign and date the additions.

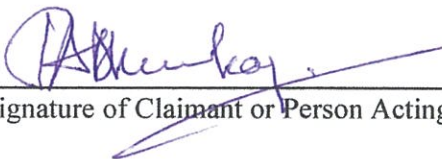
1. When did damage or injury occur? (Give exact date and hour)

2. Where did the damage or injury occur?

3. How did the damage or injury occur? (Give full details)
METER GAVE DEFICIT READINGS

4. What damage or injuries do you claim?
\$ 942-59 -
200 AVERAGE PAYMENT FOR 30+ YEARS
\$ 742-59

5. If this claim is for damage to property, are you the legal owner of said property?  
 Yes \_\_\_\_\_ No X. If not, please list name and address of property owner.
6. What is the name or names of the District employee or employees causing the injury, damage or loss, if known?  
L.V. WATER EMPLOYEES INSTALLING NEW DEFICIENT WATER METER.
7. If District employees were involved in causing the damage or injury, do you believe there was a particular act or omission on the part of the employees that caused it?  
MRS MACKAY OBSERVED AT LEAST 3 VISITS TO WORK ON DEFICIENT WATER METER
8. What is the amount of claim to date – actual? (Bills verifying such amounts may be required)  
AT LEAST \$700-
9. What is the amount of claim to completion date? (Estimates verifying such amounts may be required. Three (3) estimates are recommended.)  
\$700-
9. Other details? (Names, addresses of witnesses, doctors and hospitals)

  
 Signature of Claimant or Person Acting on Claimant's Behalf

\_\_\_\_\_  
 Date

This claim must be signed by claimant or by an authorized agent of the claimant. One copy must be filed with this office. Keep one copy for your records.

**Notice:** Section 72 of the Penal Code provides: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, town, city, district, ward or village board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony".

Date Received: 01/04/13 Time: 4:26 pm Recorded by: K Conklin



March 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

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**Subject: National Association of Clean Water Agencies (NACWA) Membership**

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**SUMMARY:**

Staff proposes to join the National Association of Clean Water Agencies (NACWA) given the organization's leadership in representing clean water utilities in Congress and with the U.S. Environmental Protection Agency (EPA).

NACWA is the leading advocate for responsible national policies that advance clean water and a healthy environment. For approximately 35 years, NACWA has represented the collective interests of America's clean water utilities with Congress, the EPA, in the media, and in the courts. Among NACWA's core values is scientific and economically informed environmental policy. NACWA recently demonstrated its commitment to this value by working closely with the EPA to establish a framework for consideration of affordability and/or financial capability when evaluating municipal Clean Water Act requirements. Attached is a brochure outlining the benefits of joining NACWA.

The annual membership cost is \$4,950, based on the Joint Powers Authority's (JPAs) service area population. Because the membership year is from October 1st through September 30th, the initial membership dues are prorated and would be approximately \$2,475 for the period of April 1st through September 30th.

Given that the membership is proposed on behalf of the JPA, staff will include a similar information item for the next JPA Board meeting.

Prepared By: David W. Pedersen, General Manager

**ATTACHMENTS:**

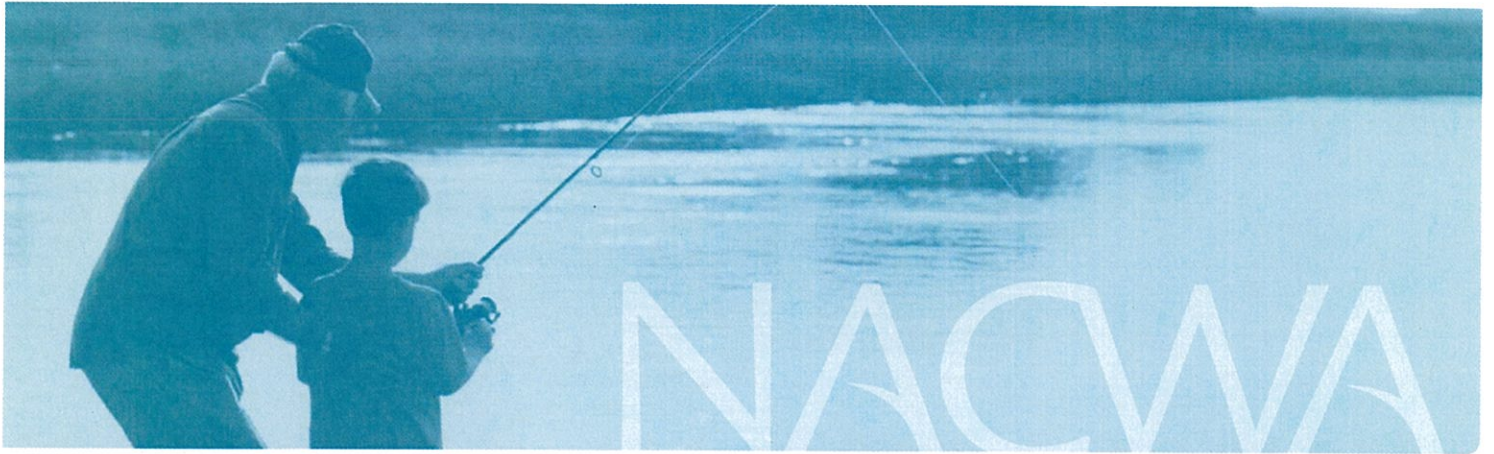
[Membership Benefits Brochure](#)



A Clear Commitment to America's Waters

NACWA





**Our Commitment  
is Clear...and is reflected  
in NACWA's core values:**

- ▶ Environmental stewardship
- ▶ Scientifically and economically informed environmental policy
- ▶ Visionary and results-oriented leadership embracing innovation and diverse input
- ▶ Fiscal responsibility
- ▶ Integrity and credibility in all we do
- ▶ Collaboration as an effective strategy
- ▶ Continuous professional development

**A Clear Commitment to America's Waters**

**T**he National Association of Clean Water Agencies (NACWA) is the leading advocate for responsible national policies that advance clean water and a healthy environment. NACWA represents the collective interests of America's clean water utilities – dedicated public servants and true environmental champions.

For over 35 years, NACWA has been the clean water community's voice in Congress, at the U.S. Environmental Protection Agency, in the media and in the courts. We invite you to add your voice to those of other clean water utilities across the nation through membership in NACWA.



*“NACWA provides me with a network of utility leaders from across the nation that I can tap into for expertise on a wide range of clean water issues.”*

**KAREN PALLANSCH**  
CO-CHAIR, NACWA  
FACILITIES AND COLLECTIONS  
SYSTEM COMMITTEE &  
ENGINEER-DIRECTOR,  
ALEXANDRIA SANITATION  
AUTHORITY, VA

**N**ACWA's members are part of a dynamic network, focusing on emerging and evolving legislative, regulatory and environmental initiatives, as well as legal and management developments.



**NACWA... A Clear Commitment to Public Utilities**

***Dedicated Advocacy for Clean Water Issues***

Today's increasingly complex threats to water quality present many legislative and regulatory challenges. As the leading clean water advocate, NACWA is responding to these challenges through heightened involvement in a broadening array of clean water priorities.

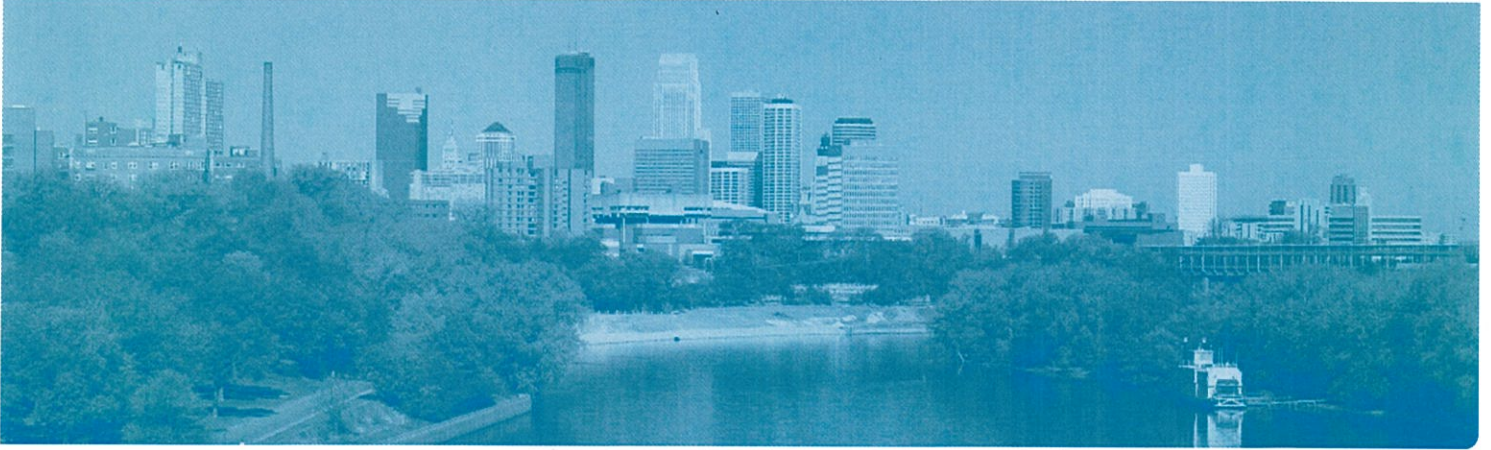
***Active Committees Help Shape National Policy***

NACWA's committee structure invites members to work collectively and play an active role in shaping national policy.

***Targeted Action Fund Ensures Informed Advocacy***

NACWA's Targeted Action Fund strengthens the Association's ability to pursue a wide range of projects that are of critical importance in achieving its strategic goals and objectives.





NACWA ... *Our Commitment is Clear*

***Dynamic Conferences Offer Knowledge and Networking***

NACWA conferences, workshops and seminars offer the latest information on a range of clean water issues and provide attendees with an unparalleled opportunity to network with colleagues from across the country.

***Publications and Tools Designed to Meet Your Needs***

NACWA publications and tools address the wide range of issues and challenges facing public utilities today and focus on advocacy, utility management, industry stats, legal issues and security and emergency preparedness.

***Continuous Outreach Keeps You Informed & Engaged***

The *Clean Water News*, monthly *Updates*, up-to-the-minute *Alerts* and robust *CleanWater Central™* database ensure that Association members are well-informed and highly engaged.

***Achievements and Results Recognized with National Awards***

Through its *National Environmental Achievement*, *Peak Performance*, and *Excellence in Management* awards programs, NACWA recognizes leading utilities, facilities and individuals in the clean water community.





*“NACWA membership provides me and my staff with invaluable information on national clean water policy discussions that directly impacts my agency and community.”*

**JEFF THEERMAN**  
NACWA BOARD MEMBER &  
EXECUTIVE DIRECTOR,  
METROPOLITAN ST. LOUIS  
SEWER DISTRICT, MO

**M**embership in NACWA is a unique opportunity to enhance your organizational effectiveness, access an expansive network of knowledge and information, and play an active role in achieving the objectives your organization shares with other utilities in the clean water community. NACWA membership categories serve both the public and private sectors.

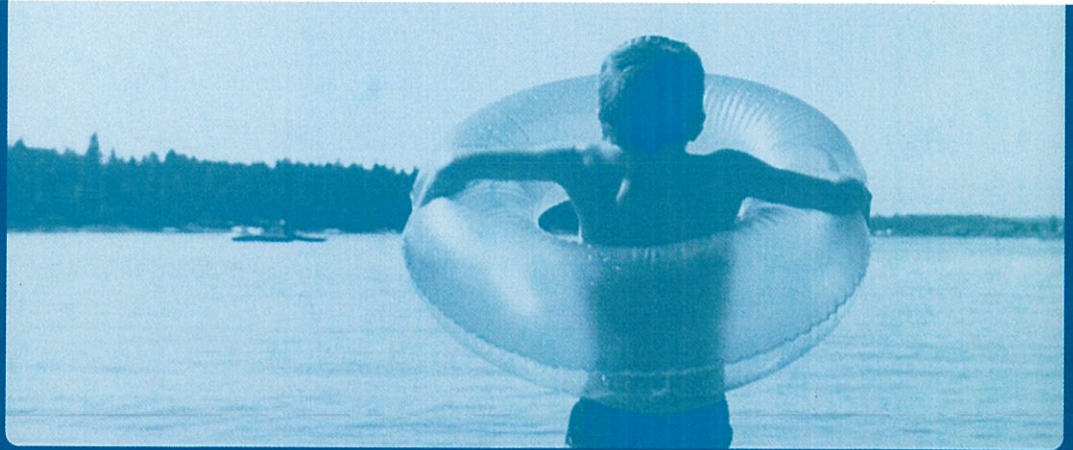
#### Join NACWA . . . Show Your Clear Commitment

**MEMBER AGENCIES** — Publicly-owned clean water utilities ranging in size from metropolitan and county agencies to small towns and communities. NACWA’s Member Agencies are the heart and soul of the organization. They shape the Association’s priorities and guide its advocacy work.

**PUBLIC AFFILIATES** — Public satellite and collection systems that convey, but do not treat, wastewater.

**CORPORATE & LEGAL AFFILIATES** — Nonpublic entities that share NACWA interests and values.

*For Dues Structure & Membership Application, see the insert or visit [www.NACWA.org](http://www.NACWA.org) and click “Join NACWA”.*



*NACWA... A Clear Commitment to America's Waters*

**ADVOCACY**  
your interests and  
priorities take center stage

**INFORMATION**  
through targeted  
publications, tools and  
electronic communication

**NETWORKING**  
with other utility leaders  
and innovators

**RECOGNITION**  
for utility initiatives, facility  
achievement and individual  
accomplishments

*[www.nacwa.org](http://www.nacwa.org)*

*“The value my agency receives  
from NACWA membership far  
exceeds the expense.”*

MARK J. LIVENGODD, NACWA Member  
UTILITIES SUPERVISOR, CITY OF TROY, OH

The logo for NACWA (National Association of Clean Water Agencies) features the acronym "NACWA" in a large, white, serif font. A horizontal blue bar is positioned above the text, extending across the width of the logo area.

A Clear Commitment to America's Waters

National Association of Clean Water Agencies  
1816 Jefferson Place, NW  
Washington DC 20036-2505

p 202.833.2672 f 202.833.4657  
www.nacwa.org · info@nacwa.org



March 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject: Standard and Poor's Reaffirmation of Sanitation Bond Rating**

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**SUMMARY:**

Standard and Poor's conducted a review of the District's sanitation system refunding bonds and reaffirmed its "AA" rating for the District on February 27, 2013. Attached is a copy of Standard and Poor's report.

As part of the review process, the Standard and Poor's analyst had a conference call with Charles Caspary, Board President, and staff members as well as Jim Fabian and Josh Lentz of Fieldman Rolapp & Associates, Inc., our financial advisors for the refinancing bond issue. With the assistance of Mr. Fabian, staff prepared a PowerPoint presentation, which became the basis of the conference call. A copy of the PowerPoint presentation will be included in the Board agenda package and will also be available on the LVMWD website.

Staff anticipates the next Standard and Poor's bond rating review will be within 18 to 24 months.

Prepared By: Sandra Hicks, Director of Finance & Administration

**ATTACHMENTS:**

[Standard and Poor's Ratings Affirmation for LVMWD Sanitation Bonds, February 27, 2013](#)



# RatingsDirect®

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## Summary:

# Calleguas-Las Virgenes Public Financing Authority, California Las Virgenes Municipal Water District; Water/Sewer

### Primary Credit Analyst:

Tim Tung, San Francisco (1) 415-371-5041; tim\_tung@standardandpoors.com

### Secondary Contact:

Adam Torres, New York (1) 212-438-2481; adam\_torres@standardandpoors.com

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Rationale

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Related Criteria And Research

**Summary:**

# Calleguas-Las Virgenes Public Financing Authority, California

## Las Virgenes Municipal Water District; Water/Sewer

### Credit Profile

**Calleguas-Las Virgenes Pub Fing Auth, California**

Las Virgenes Mun Wtr Dist, California

Calleguas-Las Virgenes Pub Fing Auth (Las Virgenes Mun Wtr Dist) san sys rfdg rev bnds ser 2009

*Long Term Rating*

AA/Stable

Affirmed

### Rationale

Standard & Poor's Ratings Services affirmed its 'AA' long-term rating on Calleguas-Las Virgenes Public Financing Authority, Calif.'s sanitation system refunding revenue bonds, issued on behalf of Las Virgenes Municipal Water District. The outlook is stable.

The rating reflects our view of the district's:

- Affluent service area that has convenient access to employment opportunities in Los Angeles and Ventura counties;
- Stable, primarily residential, and very diverse customer base that we believe promotes revenue stability;
- Revenue-raising flexibility based on the combination of moderate service rates and the service area's very strong income indicators; and
- Financial performance that improved during the past four fiscal years to a level that we consider strong.

These credit strengths are, in our view, partially offset by the district's exposure to more stringent regulatory requirements by way of the treatment plant's discharge into the environmentally sensitive Malibu Creek.

We view the bond provisions as adequate. The bonds are payable from installment payments that are secured by the net revenues of the district's sanitation system. The district's obligation to make the installment payments is absolute and unconditional. Covenants include a 1.10x rate covenant and a 1.10x additional bonds test. For the purpose of the additional bonds test, the district may include an allowance for net revenues related to increased rates and charges not in effect during the full test period. A standard cash-funded debt service reserve provides additional liquidity.

The district provides water, recycled water, and wastewater service to an affluent population in a largely built-out service area near the Pacific Ocean. Located in western Los Angeles County about 30 miles west of downtown Los Angeles, the service area encompasses about 122 square miles and includes the cities of Agoura Hills (population: 20,413), Calabasas (23,683), Hidden Hills (1,869), and Westlake Village (8,300), as well as certain unincorporated portions of the county. The district estimates the service area population to be about 68,000. We calculate that the

population of the cities within the district grew very modestly by just 0.2% during the past 10 years, and we anticipate that the population will remain stable given that the service area is largely built out. Residents are able to conveniently access employment opportunities in Los Angeles and Ventura counties by commuting along U.S. Highway 101. We consider the service area's income levels to be very strong based on the median household effective buying income at 197%, 216%, 408%, and 200% of the national level for the aforementioned cities, respectively. Unemployment rates for the cities track below the state and national levels and most recently ranged from 3.3% to 5.5% in December 2012.

The sanitation system's customer base is stable, primarily residential, and very diverse. During the past five years, the number of system connections grew by an average annual rate of just 0.1% to 16,792 in fiscal year 2012. We consider the customer base primarily residential based on the fact that residential customers make up about 96% of system connections. We also consider the customer base to be very diverse based on the leading 10 customers contributing about 10% of sanitation service fees, and no single customer contributing more than 1.6% of sanitation service fees. In our opinion, this combination of customer base attributes promotes revenue stability.

The district operates a sanitation system that has adequate capacity, but it discharges treated effluent into an environmentally sensitive area and is exposed to regulatory risks. The district's 56-mile collection system consists of trunk sewer lines that collect wastewater from local collection systems that are operated and maintained by other agencies. The majority of the district's collection system operates by gravity flow although pumping is required in a few areas in the eastern portion of the service area. Wastewater is conveyed to the Tapia Water Reclamation Facility (TWRP), which is jointly owned by the district and Triunfo Sanitation District through a joint powers authority. We understand that the TWRP has capacity to treat 12 million gallons per day (mgd) and that the district is entitled to 70.6%, or 8.4 mgd, of this capacity. This amount of capacity is adequate to treat the sanitation system's average daily flows, which have ranged from 5.0 mgd to 5.8 mgd, or 59% to 69% of treatment capacity, during the past five years.

Treated effluent is discharged from the TWRP to Malibu Creek, an environmentally sensitive area. We understand that the U.S. Environmental Protection Agency (EPA) is currently proposing new water quality standards for Malibu Creek and that the EPA is working toward a March 24, 2013 deadline to establish these standards. The treatment plant's regulatory permit is currently set to expire on Aug. 10, 2015, and management anticipates that the discharge requirements will become more restrictive when the permit is next renewed. If the district is required to comply with the proposed water quality standards, the district would likely need to purchase infrastructure that was estimated in 2005 to cost \$160 million. Additional costs associated with the project include a one-time cost for land acquisition and ongoing costs related to project operations and brine disposal. Management anticipates that the district would have a substantial amount of time, likely 10 years or more, to comply with the new permit requirements based on the experiences of other nearby agencies.

Service rates are moderate and provide management with revenue-raising flexibility in light of the affluent customer base. The current residential rate structure, which was implemented on Jan. 1, 2013, is a flat bi-monthly rate based on winter water usage. For customers using 16 or more hundred cubic feet of water on a bi-monthly basis during the winter months, the bi-monthly sewer service rate is \$108.56, or a monthly-equivalent \$54.28. This rate change was a very modest 0.5% increase over the previous \$108.00 bi-monthly flat rate that was implemented on July 1, 2010 and designed to be a revenue-neutral shift from a simple flat rate structure to a winter water usage-based rate structure.

Prior rate changes include increases of 39.4%, 21.4%, and 5.9% in fiscal years 2008, 2009, and 2011, respectively. The current rate schedule keeps rates constant until fiscal year 2015, at which point rates are scheduled to rise by 2.0% to \$110.74, or a monthly-equivalent \$55.37. Management plans to conduct a rate study sometime before fiscal year 2016 to guide subsequent rate changes. Sewer rates are collected on a combined bill with water rates, and management reports that delinquency rates are low.

Planned capital improvements during the next five years are, in our view, manageable; however, proposed regulatory requirements may significantly increase compliance-related capital spending needs. The planned projects during this period are estimated by management to cost about \$13.5 million, \$1.4 million of which is anticipated to be spent on new construction and \$12.1 million of which is anticipated to be spent on renewal and replacement projects. Management plans to finance the \$13.5 million of capital projects on a pay-as-you-go-basis. To the extent that the currently proposed water quality standards are adopted for Malibu Creek in March 2013 and the regulations are implemented in the treatment plant's next permit, which expires in August 2015, capital spending may increase significantly depending on the amount of time provided by regulatory bodies for the district to comply. The cost of the infrastructure upgrade to the treatment plant for compliance was estimated at \$160 million in 2005 and, if a project proceeds, the capital costs would be shared between the district and Triunfo based on each agency's capacity rights: 70.6% to the district and 29.4% to Triunfo.

The sanitation system's financial performance improved during each of the past four fiscal years and is forecast to remain strong during the next five years; however, pending regulatory requirements could pressure medium-term financial performance. According to our calculations, debt service coverage (DSC) improved to 2.8x, which we consider strong, for fiscal year 2012 from 1.4x, which we consider good, for fiscal year 2009. Revenue improvements were driven primarily by the cumulative 69% rate increase across fiscal years 2008 and 2009, which more than offset the \$1.9 million decline in one-time developer fees. Operating expenses have historically totaled roughly \$11 million, and management reports the lower \$10.1 million of operating expenses reported in fiscal year 2012 is unusually low; it anticipates that operating expenses will rebound to \$11 million for fiscal year 2013 and rise thereafter. Management's forecast shows DSC declining to 1.9x by fiscal year 2017, based on revenues remaining flat and operating expenses rising by about 3% per year, and we view the forecast to be reasonable.

If the district is required to comply with the proposed water quality requirements, we anticipate that operating expenses may rise faster than forecast and if additional borrowing is used to finance the capital requirements then DSC may be diluted over the medium-term depending on the timing and amounts of project costs and future rate increases. However, we also anticipate that the district will have a substantial amount of time to comply with such requirements and that the district has adequate revenue-raising flexibility to maintain what we would consider a strong financial profile.

Liquidity levels for the sanitation system have been consistently strong during the past five fiscal years, in our opinion, and we anticipate that liquidity will remain strong based on the district's adopted reserve policies. At the end of fiscal year 2012, the district reported unrestricted cash and investments for the sanitation system of \$14.0 million, equivalent to 505 days of operating expenses, which we consider strong. During the preceding four fiscal years, year-end unrestricted cash and investments was no lower than 265 days. The liquidity improvement is driven in part by an

increase in cash balances to \$14.0 million in fiscal year 2012 from \$8.3 million in fiscal year 2008, and in part by the decline in operating expense in fiscal year 2012, which management anticipates will rebound in fiscal year 2013. Management forecasts unrestricted cash and investments improving to about \$16.9 million, or 503 days, which we consider strong, by fiscal year 2017.

## Outlook

The stable outlook reflects our view of the district's affluent customer base and improving financial profile. During the two-year outlook period, we anticipate that the district will continue to work with its regulators on water quality standards for Malibu Creek, begin the process of renewing the treatment plant's regulatory permit, and begin a rate study to form the basis for rate increases in fiscal year 2016 and beyond. We could take a positive rating action if the adopted water quality standards are less stringent than the proposed levels and thereby significantly decrease compliance-driven capital needs. Conversely, we could take a negative rating action if significant leverage is required to finance a large, compliance-driven capital program and rates are not adequately adjusted for the district to maintain a strong financial profile.

## Related Criteria And Research

- USPF Criteria: Key Water And Sewer Utility Credit Ratio Ranges, Sept. 15, 2008
- USPF Criteria: Standard & Poor's Revises Criteria For Rating Water, Sewer, And Drainage Utility Revenue Bonds, Sept. 15, 2008
- U.S. State And Local Government Credit Conditions Forecast, Jan. 17, 2013

Complete ratings information is available to subscribers of RatingsDirect on the Global Credit Portal at [www.globalcreditportal.com](http://www.globalcreditportal.com). All ratings affected by this rating action can be found on Standard & Poor's public Web site at [www.standardandpoors.com](http://www.standardandpoors.com). Use the Ratings search box located in the left column.

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THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

# MWD MEETING AGENDA

## **Board Meeting**

Meeting with Board of Directors

**March 12, 2013**

**11:30 a.m. -- Board Room**

**Telephone Participation:**  
Suite 500  
Washington D.C. 20001

3008 West 82 Place  
Inglewood, CA 90305

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**MWD Headquarters Building**

**700 N. Alameda Street**

**Los Angeles, CA 90012**

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## **1. Call to Order**

(a) Invocation: Laer Pearce, President, Laer Pearce Associates

(b) Pledge of Allegiance: Director Michael Touhey

## **2. Roll Call**

## **3. Determination of a Quorum**

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

## **5. OTHER MATTERS**

- A. Approval of the Minutes of the Meeting for February 12, 2013. (A copy has been mailed to each Director) Any additions, corrections, or omissions
- B. Report on Directors' meetings attended at Metropolitan expense for month of February
- C. Reappointment of Director Bill Wright from the city of Torrance
- D. Presentation of 10-year service pin to Director Randy Record, representing Eastern Municipal Water District
- E. Presentation of 20-year service pin to Director Glen Peterson, representing Las Virgenes Municipal Water District
- F. Approve committee assignments
- G. Chairman's Monthly Activity Report

ITEM 11A

**6. DEPARTMENT HEADS' REPORTS**

- A. General Manager's summary of Metropolitan's activities for the month of February
- B. General Counsel's summary of Legal Department activities for the month of February
- C. General Auditor's summary of activities for the month of February
- D. Ethics Officer's summary of activities for the month of February

**7. CONSENT CALENDAR ITEMS -- ACTION**

- 7-1 Appropriate \$800,000; and authorize seismic assessments of four hydroelectric power plants and pressure control structures (Approp. 15458). (E&O)

[7-1 Board Letter and Attachments](#)

- 7-2 Appropriate \$190,000; and authorize preliminary design of storm water management improvements at the F. E. Weymouth Water Treatment Plant (Approp. 15477). (E&O)

[7-2 Board Letter and Attachments](#)

- 7-3 Appropriate \$225,000; and authorize seismic assessments of three buildings at the F. E. Weymouth Water Treatment Plant (Approp. 15477). (E&O)

[7-3 Board Letter and Attachments](#)

- 7-4 Appropriate \$620,000; and award \$529,802.09 procurement contract to Multi W Systems, Inc. for service water pumps at the Joseph Jensen Water Treatment Plant (Approp. 15442). (E&O) (To be mailed separately)

- 7-5 Award \$246,051 procurement contract to MMC, Inc. for base isolators for the Upper Feeder's Santa Ana River Bridge (Approp. 15441). (E&O)

[7-5 Board Letter and Attachments 1 & 2](#)

[7-5 Board Letter Attachment 3](#)

[7-5 Board Letter Attachment 4](#)

[7-5 Board Letter Attachment 5](#)

- 7-6 Appropriate \$580,000; and authorize final design of erosion protection measures for the Whitewater Siphons on the Colorado River Aqueduct (Approp. 15341). (E&O)

[7-6 Board Letter and Attachments 1 & 2](#)

[7-6 Board Letter Attachment 3](#)

[7-6 Board Letter Attachment 4](#)

[7-6 Board Letter Attachment 5](#)

[7-6 Board Letter Attachment 6](#)

- 7-7 Appropriate \$270,000; and authorize final design and procurement to rehabilitate Service Connection G-01 on the Sana Monica Feeder (Approp. 15441). (E&O)

[7-7 Board Letter and Attachments](#)

- 7-8 Authorize amendment to agreement with Power-Tech Engineers, Inc. for the Wadsworth Control and Protection Upgrade Project (Approp. 15467). (E&O)

[7-8 Board Letter and Attachment](#)

**8. OTHER BOARD ITEMS -- ACTION**

ITEM 11A



8-1 Adopt Metropolitan 2014 Water Bond Priorities. (C&L) (To be mailed separately)

**9. BOARD INFORMATION ITEMS**

9-1 Proposed Foundational Action Funding Program. (WP&S)

9-1 Board Letter

**10. FUTURE AGENDA ITEMS**

**11. ADJOURNMENT**

NOTE: At the discretion of the Board, all items appearing on this agenda and all committee agendas, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

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

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

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

ITEM 11A