



March 25, 2008

Next Resolution No. 03-08-2380  
Next Ordinance No. 03-08-254

LAS VIRGENES MUNICIPAL WATER DISTRICT  
4232 Las Virgenes Road  
Calabasas, California

AGENDA  
REGULAR MEETING

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

5:00 p.m.

MARCH 25, 2008

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER AND ROLL CALL

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>
Joseph M. Bowman, President	_____	_____	_____
Lee Renger, Vice President	_____	_____	_____
Jeff Smith, Secretary	_____	_____	_____
Charles Caspary, Treasurer	_____	_____	_____
Glen Peterson, MWD Representative	_____	_____	_____

2. APPROVAL OF AGENDA

It was moved by Director\_\_\_\_\_, seconded by Director\_\_\_\_\_, and\_\_\_\_\_, that the agenda for the Regular Meeting of March 25, 2008, be approved as presented/amended.

3. PUBLIC FORUM

Members of the Public may address the Board on items that do not appear on the agenda, and on items within the jurisdiction of the Board, providing that no action shall be taken on any item not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2. The President of the Board may limit the time available for each subject and each speaker.

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

A Infrastructure Investment Plan, FY 2008/09 – 2012/13

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and \_\_\_\_\_, that the board, receive and file as a planning document the Infrastructure Investment Plan FY 2008/09 – 2012/13 (LVMWD Report No. 2408.00).

B Legislative Update

C Drought Management Planning Update

D Urban Water Run-Off Conference – Update

**5. CONSENT CALENDAR**

A Minutes: Regular Meeting of February 12, 2008 and Special Meeting of February 15, 2008. APPROVE

B List of Demands – 03/25/08. APPROVE

C Investment Report for the Month of February 2008. APPROVE

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and \_\_\_\_\_, that Consent Calendar Items 5A-5C be approved and adopted as presented.

**6. TREASURER**

Miscellaneous Report from Treasurer

**7. FACILITIES & OPERATIONS**

A Las Virgenes Dam: Settlement Study and Acceptance of Automated Seepage Monitoring Proposal

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and \_\_\_\_\_, that the board, receive and file the Las Virgenes Dam Settlement Report (LVMWD # 2410.00); and accept the proposal from MSO Technologies, Inc. to provide design and construction services in an amount not to exceed \$9,200.

B Sewage Lift Station Pump # 1 and # 2 Failure

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and \_\_\_\_\_, that the board, authorize the General Manager to issue a purchase order in an amount not to exceed \$200,000 to Flo-Systems, Inc. for the purchase of two complete pumping systems and necessary labor/materials from Vaughn's Industrial Repair, Inc. for the installation; and appropriate funds in the amount of \$150,000 to Job Number 10293 to complete this work.

C Rancho Las Virgenes Composting Facility Amendment Supply

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and \_\_\_\_\_, that the board, waive formal bidding requirements for amendment and authorize the General Manager to issue a purchase order for amendment supply.

**8. BOARD OF DIRECTORS**

Annual Report – Records Retention

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and \_\_\_\_\_, that the board, approve the Request for Amendments to Records Retention Schedules; and approve the Request for Authority to Destroy Obsolete Records.

**9. NON-ACTION ITEMS**

- A Organization Reports
  - (1) MWD
  - (2) Other
- B Directors' Reports on Outside Meetings
- C Information Items
- D General Manager Reports

**10. FUTURE AGENDA ITEMS/DIRECTOR COMMENTS**

**11. PUBLIC FORUM**

Members of the Public may address the Board on items that appear on the agenda; and on items within the jurisdiction of the Board, providing that no action shall be taken on any item not appearing on the agenda unless authorized by Subdivision(b) of Government Code Section 54954.2. The President of the Board may limit the time available for each subject and each speaker.

**12. CLOSED SESSION**

Conference with District Counsel – Existing Litigation

- A Cooper, et al. v. Calabasas Park Estates, et al.  
Smith, et al. v. Calabasas Park Estates, et al.
- B Mehta Construction Company v. LVMWD

March 25, 2008

13. **OPEN SESSION AND ADJOURNMENT**

**UPCOMING EVENTS**

ACWA 2008 Legislative Symposium  
ACWA Spring Conference

March 26, 2008  
May 6-9, 2008



**March 25, 2008 Board Meeting**

TO: Board of Directors  
FROM: Facilities and Operations

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**Subject: Infrastructure Investment Plan, FY 2008/09 - 2012/13**

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**SUMMARY**

The Infrastructure Investment Plan ("Plan") for FY 2008/09 through FY 2012/13 is a planning document prepared by staff to identify candidate projects for future funding consideration and accomplishment. The Plan summarizes the facilities infrastructure programs and projects needed to maintain existing systems and provide new facilities to accommodate new demands and growth. The attached Plan is forwarded for review and consideration by the Board as one of the important planning documents used to formulate an overall budget plan and financial strategy for the district. Specific funding authorization for individual projects will be addressed as part of the budget cycle for each fiscal year covered by the plan.

The overall Infrastructure Investment Plan totals \$63.2 million over the 5-year span of the Plan, with the majority of the projects being replacement. This reflects the maturity of the district's systems, the need to replace infrastructure to assure reliable, quality services to customers, regulatory requirements and the inclusion of the annual debt service payment.

**RECOMMENDATION**

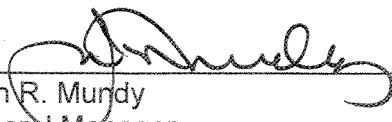
- Receive and file as a planning document the Infrastructure Investment Plan FY 2008/09 – 2012/13 (LVMWD Report No. 2408.00).

**FINANCIAL IMPACT**

None – the Infrastructure Investment Plan is planning document and its receipt does not obligate any funding commitments.

This report prepared by Marsha Eubanks, Administrative Services Officer.

  
\_\_\_\_\_  
David R. Lippman                      3/19/08  
Director of Facilities and Operations                      Date

  
\_\_\_\_\_  
John R. Mundy                      3/19/08  
General Manager                      Date

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

February 12, 2008

1 The Board of Directors of Las Virgenes Municipal Water District met in Regular Meeting at 4232 Las Virgenes Road, in Calabasas, California, at 5:00 PM on Tuesday, February 12, 2008

President Bowman called the meeting to order at 5:00 PM

The Pledge of Allegiance to the Flag was given, led by President Bowman and Deputy Secretary Mundy called the roll.

Directors present: Directors Bowman, Caspary and Renger were present. Directors Peterson and Smith attended the meeting via teleconference.

The Chair declared a quorum present.

2 It was moved by President Bowman, seconded by Director Caspary and carried unanimously, by roll-call vote - Ayes: Directors Bowman, Caspary, Peterson, Renger and Smith, Noes: None, Abstain: None, Absent: None, that the agenda for the Regular Meeting of February 12, 2008 be approved as presented.

3 Public Forum – No speaker cards were received from the public.

4 Illustrative and/or Verbal Presentation Agenda Items

A Drought Management Update – General Manager Mundy stated there was no update and responses to Directors questions and a discussion of policy principles would be addressed during the February 15, 2008 Drought Management Planning Workshop.

B Legislative Update – Customer & Public Affairs Manager Reinhardt provided an update pertaining to support letters received in regards to the appropriation of Water Resources Development Act funding.

5 It was moved by Director Renger, seconded by Director Caspary and carried unanimously, by roll-call vote - Ayes: Directors Bowman, Caspary, Peterson, Renger and Smith, Noes: None, Abstain: None, Absent: None, that the Consent Calendar Items 5A-5B be approved as presented.

A List of Demands – 02/12/08. APPROVE

B Directors' Per Diem for January 2008. RATIFY

6 Miscellaneous Report from Treasurer – Director Caspary commented on the refund of deposit for unused developer fees to Shea Homes #44058, in the amount of \$92,811.93 was consistent with District policy. Director Caspary also stated he would like staff to review all prepaid developer fee accounts to determine whether additional unused developer fee refunds are due as interest is calculated monthly.

7 50<sup>th</sup> Anniversary Observation and Activities – It was moved by Director Renger, seconded by Director Caspary, and carried unanimously, by roll-call vote - Ayes: Directors Bowman, Caspary, Peterson, Renger and Smith, Noes: None, Abstain: None, Absent: None, that that the board, authorize staff to proceed in preparing and hosting the events and activities as delineated in Customer Service & Public Affairs Manager Reinhardt's memorandum of February 12, 2008.

8 A Organization Reports

(1) MWD Representative Peterson provided an update regarding general business of Metropolitan Water District.

(2) Other – None

B Directors' Reports on Outside meetings – Director Caspary discussed his attendance at the AWA meeting of January 24, 2008; and that the City of Hidden Hills expressed their interest in recycled water to him during their February 11, 2008 meeting.

C Information Items - None

D General Manager Reports - General Manager Mundy discussed his and Director Caspary's attendance at the City of Hidden Hills meeting on February 11, 2008, AWA, and that Triunfo Sanitation District will be providing support letters related to the Water Resources Development Act funding – all support letters will be hand carried to legislators during the ACWA Washington D.C. Conference.

9 Future Agenda items/Director Comments – President Bowman requested financial projections be provided to the Board during the Master Plan Workshop overview/presentation on February 15, 2008.

10 Public Forum – No speaker cards were received from the public.

11 The meeting convened into Closed Session at 5:40 p.m.

Conference with District Counsel – Existing Litigation  
Cooper, et al. vs. Calabasas Park Estates, et al.  
Smith, et al. vs. Calabasas Park Estates, et al.

12 The meeting reconvened into Open Session at 5:46 p.m. The Chair declared the meeting adjourned at 5:47 p.m.

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JOSEPH M. BOWMAN, President  
Board of Directors  
Las Virgenes Municipal Water District

ATTEST:

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JEFFERY A. SMITH, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)

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

February 15, 2008

Pursuant to the following notice, a Special Meeting of the Board of Directors of Las Virgenes Municipal Water District was held at Las Virgenes Municipal Water District, 4232 Las Virgenes Road, Calabasas, California, at 9:00 AM on Friday, February 15, 2008.

Written notices calling the Special Meeting were mailed to each Director and posted on the door of the office of the District, 4232 Las Virgenes Road, and two other designated public places on February 13, 2008 such notice reading as follows:

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

Teleconference Location: 2936 Triunfo Canyon, Agoura, California 91301. The public will be allowed to attend the teleconference and make presentations at the site.

A Special Meeting of the Board of Directors of Las Virgenes Municipal Water District is hereby called and notice of said Special Meeting is hereby given for 9:00 AM on Friday, February 15, 2008, at Las Virgenes Municipal Water District, 4232 Las Virgenes Road, Calabasas, California, for the following purpose:

1. 9:00 AM - Call to Order and Roll Call
2. Master Plan 2008 Workshop
3. Drought Management Planning 2008 Workshop
4. Public Forum
5. Adjourn

By Order of the Board of Directors  
Joseph M. Bowman, President

By: /s/ John R. Mundy  
John R. Mundy  
Deputy Secretary

c: Each Director



1 The Board of Directors of Las Virgenes Municipal Water District met in Special Meeting at 4232 Las Virgenes Road, in Calabasas, California, at 9:00 AM, Friday, February 15, 2008.

President Bowman called the meeting to order at 9:10 AM.

Secretary Smith called the roll. Those answering present were: Directors Caspary, Bowman, Renger, Smith and Peterson via teleconference.

The Chair declared a quorum present.

2 Master Plan 2008 Workshop – Staff presented an overview of the recently completed Master Plan for Potable, Recycled Water and Sanitation.

3 Drought Management Planning 2008 Workshop – Staff presented an overview of the Drought Plan update currently under way.

4 No public addressed the board.

5 There being no objection, the Chair declared the meeting adjourned at the hour of 1:26 PM.

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JOSEPH M. BOWMAN, President  
Board of Directors  
Las Virgenes Municipal Water District

ATTEST:

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JEFFERY SMITH, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)



## March 25, 2008 Board Meeting

TO: Board of Directors  
FROM: Facilities & Operations

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**Subject: Las Virgenes Dam:**  
- Settlement Study Report  
- Accept Automated Seepage Monitoring Proposal

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### SUMMARY

On January 24, 2008, Benner and Carpenter Land Surveyors performed surveying at the Las Virgenes dam to assess any recent settlement. The Las Virgenes Dam Settlement Report is developed from this survey. This report addresses the movement of monuments located on the crest of the dam and in the spillway. Additionally, seepage flow, rainfall amounts and reservoir level measurements are analyzed in the report. The Department of Water Resources Division of Safety of Dams (DSOD) has requested that seepage flow, reservoir level and horizontal and vertical movement of monuments located on the crest of the Las Virgenes Dam be monitored and reported. The California Water Code authorizes DSOD to issue rules and regulations to safeguard life and property regarding dams. The last inspection performed by the DSOD occurred on March 7, 2007, with no significant comments. In the case of an earthquake of a magnitude 5.0 or greater in the vicinity of the dam, the District is required to perform additional surveys. There have been no earthquakes of a magnitude 5.0 or greater within the vicinity of the dam since the last survey performed on February 21, 2007.

The results of the surveying show no significant variances from the measurements of past years, indicating that further investigation of the dam is not necessary until the next settlement survey tentatively scheduled for December 2009.

Currently, seepage flows are measured weekly using a bucket and watch to calculate the flow rate. One of this fiscal year's budgeted projects is to design and construct facilities to automatically measure seepage from the dam. MSO Technologies has provided a proposal to perform design and construction services for this project for \$9,200. Upon completion of design, bids for the work will be solicited.

### RECOMMENDATION


- Receive and File the Las Virgenes Dam Settlement Report (LVMWD #2410.00) prepared by Brett Dingman.
- Accept the proposal from MSO Technologies, Inc. to provide design and construction services in an amount not to exceed \$9,200.

FINANCIAL IMPACT

The Fiscal Year 07-08 Budget provides funding for the automation of the dam seepage monitoring sites in the amount of \$30,000 under the Potable Water Treatment account. The preliminary estimated cost of construction for the automated seepage monitoring is \$19,400.

Brett Dingman, Associate Engineer, prepared this report.

 3/11/08  
\_\_\_\_\_  
David R. Lippman Date  
Director of Facilities and Operations

 3/18/08  
\_\_\_\_\_  
John R. Mundy Date  
General Manager



**March 25, 2008 Board Meeting**

TO: Board of Directors  
FROM: Facilities and Operations

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**Subject: Sewage Lift Station Pump #1 and # 2 Failure**

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**SUMMARY**

Several years ago the Board authorized staff to make upgrades to the District's two sewage lift stations, number one located near the Motion Picture Hospital and number two across the street from the new Volvo dealership. The improvements conceptualized removal of the conventional motor, driveshaft and pump and installation of "dry pit" submersible pumps. This was a trend in the industry for new as well as older pump replacement projects. The District bid, purchased, and installed the first two of several future dry pit submersible pumps. Chicago brand pumps were installed. Shortly after installation, these pumps began experiencing overheating problems and the vendor was brought in for warranty work. Warranty work was completed on several occasions. These two pumps continued to experience major problems on both the pumping section and the motor section. Eventually the warranty period expired. These pumps have continued to experience a multitude of problems, several of which are considered major. Recently, pump #1 experienced a broken shaft. Pump #2 has developed an internal noise and is dragging. Pump #3, the older style pump, continues to be the most reliable pump in the lift station. The shaft of a submersible pump supports both the motor and the pump and is difficult and is expensive to repair or replace and it has a long lead time. After carefully reviewing the mechanical and electrical failures of these two pumps, staff is recommending replacement of them with the older, but current style of pump, shaft, and motor making them the same as the other four pumps. This gives the District a total of six identical pumping systems. Due to the urgency of the current situation, staff has been directed to utilize the existing spare pump and motor to reconfigure #1 pump back to the original on a temporary basis. Two new complete sets of original style motors, shafts, and pumps will need to be purchased and installed in a timely manner to improve lift station #2 reliability.

**RECOMMENDATIONS**


- Authorize the General Manager to issue purchase orders in an amount not to exceed \$200,000.00 to Flo-Systems, Inc. for the purchase of two complete pumping systems and necessary labor/materials from Vaughan's Industrial Repair, Inc. for the installation.
- Appropriate funds in the amount of \$150,000 to Job Number 10293 to complete this work.

**FINANCIAL IMPACT**

Funds for this work are available in Job #10293, Lift Station Improvements.

Larry Miller, Facilities Manager, prepared this report.

 3/13/08  
David R. Lippman Date  
Director of Facilities and Operations

 3/18/08  
John R. Mundy Date  
General Manager



**March 25, 2008 Board Meeting**

TO: Board of Directors  
FROM: Facilities and Operations

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**Subject: Rancho Las Virgenes Composting Facility  
Amendment Supply**

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The Las Virgenes Municipal Water District (LVMWD) and Triunfo Sanitation District 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**

In April 2005, the Board authorized staff to negotiate a contract for amendment supply at Rancho. A contract was negotiated with B&B Pallet Co., Inc. (B&B) to supply amendment for three years at \$9 per cubic yard with a 5% escalation factor each year. The contract expires this year.

A negotiated contract with a supplier is appropriate because of the wide variation in material quality between suppliers. Amendment quality is affected by differences in wood and its sources, grinding and screening equipment, yard conditions and quality control measures such as metals and debris removal. These factors make competitive bidding and bid evaluation difficult compared to procurement of materials like chemicals, machine parts and other supplies. In addition, compatibility with existing material handling equipment is very crucial.

B&B has provided material that consistently meets the process requirements at Rancho over the last three years. B&B proposes to escalate the current cost by 5% as the initial cost for a new 3-year supply agreement. Therefore, amendment cost will be \$10.42 in the first year with a 5% escalation factor in the second and third years. The agreement will also have a "no cost" provision for compost disposal.

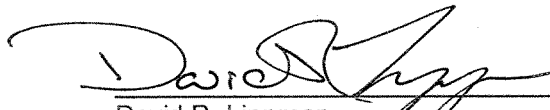
**RECOMMENDATION**

- Waive formal bidding requirements for amendment and authorize the General Manager to issue a purchase order for amendment supply.


**FINANCIAL IMPACT**

Adequate funding is budgeted each year in the JPA Operating budget to purchase amendment.

Carlos G. Reyes, Operations Manager, prepared this report.

  
\_\_\_\_\_  
David R. Lippman  
Director of Facilities and Operations

3/13/08  
Date

  
\_\_\_\_\_  
John R. Mundy  
General Manager

3/18/08  
Date



**March 25, 2008 Board Meeting**

TO: Board of Directors  
FROM: Secretary of the Board

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**Subject Annual Report – Records Retention**

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**SUMMARY**

Pursuant to Title 2 of the Administrative Code, the Secretary is required to report annually to the Board concerning District records. A records retention schedule is maintained by the Clerk of the Board which has been approved by the Board. A list of documents to be destroyed was presented to myself and District Counsel for review. The list has been approved by Department Heads and the General Manager and is in accordance with Board policies.

Attached are proposed changes to the records retention schedule and listings of records scheduled for destruction on March 31, 2008 based on staff needs and regulatory requirements.

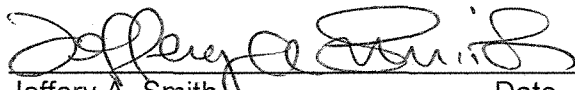
**RECOMMENDATION**

- Approve the Request for Amendments to Records Retention Schedules.
- Approve the Request for Authority to Destroy Obsolete Records.

**FINANCIAL IMPACT**

None.

Kimmy Conklin, Clerk of the Board prepared this report on behalf of the Secretary of the Board.

 3/11/08  
Jeffery A. Smith Date  
Secretary of the Board