



March 11, 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 11, 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 11, 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**

Legislative Update

5. **CONSENT CALENDAR**

- A List of Demands – 03/11/08. APPROVE
- B Directors' Per Diem for February 2008. RATIFY
- C Call for Bids for Pressure Regulators. APPROVE
- D Board of Director attendance at the Water Run-off Conference March 5, 2008. RATIFY
- E Purchase Order to Polydyne Inc. in the amount of \$67,973.00 for the purchase of 5,000 gallons of polymer. RATIFY

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

6. **TREASURER**

Miscellaneous Report from Treasurer

7. **FINANCE AND ADMINISTRATION**

- A Award of Professional Services Agreement for Web Redesign and Content Management System – Vision Internet

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and \_\_\_\_\_, that the board approve the revised Vision Internet proposal to provide web redesign and content management system at a fee not to exceed \$70,000.

- B Creating an Other Post Employment Benefit (OPEB) Trust Fund in CALPERS

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and \_\_\_\_\_, that the board direct staff to proceed with the actuarial report that will be used to assist the Board in determining the direction for compliance with GASB 43 and 45.

8. **FACILITIES & OPERATIONS**

- A Tapia Water Reclamation Facility BNR Project Centrate Treatment Project: Award of Contract

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and \_\_\_\_\_, that the board award the contract for the Tapia Water Reclamation Facility BNR Project Centrate Treatment Project to Pascal and Ludwig Constructors in the amount of \$1,827,596; and that the remaining bids be rejected upon receipt of

duly executed contract documents; approve the proposal by Boyle Engineering, Inc. in an amount not to exceed \$253,425 for services during construction for all BNR projects; approve the proposal by Fugro West, Inc. in an amount not to exceed \$7,000 for geotechnical services during construction.

B Warner Tanks Access Road Construction Adoption of Mitigated Negative Declaration

Moved by Director \_\_\_\_, seconded by Director \_\_\_\_, and \_\_\_\_, that the board adopt the Mitigated Negative Declaration prepared by ENSR Corp. for the Warner Tanks Access Road Construction Project; approve and adopt the Mitigation Monitoring Plan prepared for this project; and; direct staff to file the Notice of Determination with the County of Los Angeles Recorder.

9. **BOARD OF DIRECTORS**

Board of Directors' Compensation 2008

Moved by Director \_\_\_\_, seconded by Director \_\_\_\_, and \_\_\_\_, that the board approve a Resolution of the Board of Directors of the Las Virgenes Municipal Water District amending Resolution 07-90-2046 (Administrative Code) as it relates to Directors' Compensation.

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION  
07-90-2046 (ADMINISTRATIVE CODE) AS IT RELATES TO DIRECTORS' COMPENSATION

(Reference is hereby made to Resolution No. 03-08-2379 on file in the District's Resolution Book and by this reference the same is incorporated herein and made a part hereof.)

10. **NON-ACTION ITEMS**

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

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

12. **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.

13. **CLOSED SESSION**

Conference with District Counsel – Existing Litigation

March 11, 2008

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

14. **OPEN SESSION AND ADJOURNMENT**

**UPCOMING EVENTS**

Action Plan Workshop	March 21, 2008
General Manager Review	March 21, 2008
ACWA 2008 Legislative Symposium	March 26, 2008
ACWA Spring Conference	May 6-9, 2008



March 11, 2008 Board Meeting

TO: Board of Directors
FROM: Finance and Administration

Subject Call for Bids for Pressure Regulators

SUMMARY

The district uses pressure regulators for new meter service installations, the meter change program and for replacement of faulty regulators. Previously, the annual expense for these pressure regulators has been under \$25,000. Prices for this product have increased, while more meters have been changed creating a higher annual expense. As a result, it is necessary at this time to bid this product.

RECOMMENDATION

Approve a call for bids according to the proposed bid schedule and notice inviting sealed bids.

DISCUSSION

Bids will be requested according to the following schedule:

Table with 2 columns: Action Item and Date. Items include Board Authorization, Newspaper Advertisements, Bid Opening, and Award of Contract with corresponding dates from March 11 to April 22, 2008.

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

FINANCIAL IMPACT

Total annual cost to the district for pressure regulators is estimated to be \$51,500.00. As these parts are stored as inventory, actual costs will not be expensed until the parts are used. Funds are available in the current budget and will be proposed in future budgets for these parts.

Prepared by Carmen Ripley, Sr. Buyer,

Sandra Schmidt signature and date 3/3/08
Sandra Schmidt
Director of Finance and Administration

John R. Mundy signature and date 3/3/08
John R. Mundy
General Manager



**March 25, 2008 Board Meeting**

TO: Board of Directors  
FROM: Facilities & Operations

---

**Subject: Polymer Purchase for Rancho Las Virgenes Composting Facility**

---

**SUMMARY**

The Board had approved a multi-year purchase order with Polydyne Inc. for the supply of polymer for the dewatering process. The purchase order expired January 11, 2008. Due to the on-going start-up and commissioning of the new centrifuge controllers, staff elected not to go out to bid for polymer at this time. It is necessary to maintain use of the current polymer to ensure the effective operation of the plant until such time as staff determines the centrifuges are operating optimally. Polydyne, Inc. has agreed to honor the prices effective on the purchase order. The General Manager has authorized a purchase order to ensure composting activities can continue.

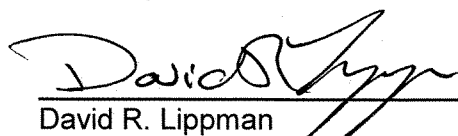
**RECOMMENDATION**

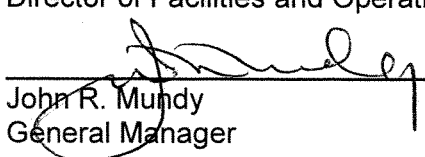
- Ratify the purchase order to Polydyne Inc. in the amount of \$67,973.00 for the purchase of 5,000 gallons of polymer.

**FINANCIAL IMPACT**

The Fiscal Year 07-08 operating budget provides funding for supplies and materials for compost operations.

Carlos Reyes, Operations Manager, prepared this report.

 3/5/08  
David R. Lippman Date  
Director of Facilities and Operations

 3/5/08  
John R. Mundy Date  
General Manager

5E



**February 12, Board Meeting**

TO: Board of Directors  
FROM: Finance and Administration

**Subject: Award of Professional Services Agreement for Web Redesign and Content Management System -- Vision Internet**

**SUMMARY**

At the November 13, 2007 Board meeting, the Board approved a Request for Proposals for Web Redesign and Content Management System. Proposals were sent to 6 consultants; two responses were received. The RFP required several different options; these were requested separately from the base bid. While Civica was the lowest responder, their proposal was not responsive to the various items staff believes are necessary to achieve a modern, efficient website.

	Base Bid	Options
Vision Internet	\$47,405	\$26,045
Civica	\$44,390	\$18,540

Staff met with a representative from Vision Internet to discuss and clarify their proposal and to view a demonstration web site. Upon completion of discussions, Vision Internet revised their proposal to \$43,955, with the necessary options at \$26,045. Attached is the revised proposal listing all the included modules.

**RECOMMENDATION**

- Approve the revised Vision Internet proposal to provide web redesign and content management system at a fee of \$70,000.

**FINANCIAL IMPACT**

The FY07-08 budget, work order number 10369 provides adequate funding for this project.

Harold Matthews, Information Systems Manager, prepared this report.

*Sandra Schmidt* 3-4-08  
 Sandra Schmidt Date  
 Director of Finance and Administration

*John R. Murdy* 3/4/08  
 John R. Murdy Date  
 General Manager

7A



**March 11, 2008 Board Meeting**

TO: Board of Directors  
FROM: Finance and Administration

---

**Subject Creating an Other Post Employment Benefit (OPEB) Trust Fund in CALPERS**

---

**SUMMARY**

Recent legislation allows the district to establish an OPEB Trust Fund in CALPERS without having to change the parameters of our retiree health insurance program. Before beginning the process with CALPERS, the district needs to complete a current actuarial study to determine the unfunded actuarial liability and use this information to develop the future financing plan, which will then be used in completing the CALPERS application documents,

**RECOMMENDATION**

- Direct staff to proceed with the actuarial report that will be used to assist the Board in determining the direction for compliance with GASB 43 and 45.

**DISCUSSION**

The Government Accounting Standards Board (GASB) requires agencies with annual revenues between \$10 million and \$100 million to establish a plan for recognizing other post employment benefits (OPEB) by June 30, 2008. The plan does not have to begin funding until June 30, 2009. Recent legislation allows the California Public Retirement System (CALPERS) to establish OPEB trust funds for California government agencies that do not contract with CALPERS for medical insurance.

The district obtains health insurance with ACWA and directly contracts with Kaiser Medical. The health insurance premiums through these programs are less than comparable insurance in CALPERS. Also, in the CALPERS medical insurance program, employers must provide the same benefits to retired employees as the employer provides to active employees, and any employee vested in PERS retirement who worked for the district would be eligible for these benefits, regardless of length of time worked at the district.

In the last MOU negotiations, the district developed a two-tiered approach for retiree medical benefits:

- 1) Employees hired before March 31, 2006, must work for the district for five years and be at least 50 years old to be eligible for retiree medical benefits, which cover the employee plus one dependent.

7B



- 2) Employees hired after March 31, 2006 must work for the district for ten years, be at least 55 years old and pay 25% of the cost for retiree medical coverage for the employee plus one dependent.

In both tiers, the employee must retire from the district, so even a long term age-qualifying employee who leaves the district service without retiring loses the benefit. Also, at 65 years of age, both tiers are required to use Medicare coverage so that the retiree medical benefit becomes a secondary policy rather than the primary health insurance policy for the retiree.

An actuarial study by Total Compensation Systems, Inc. in November 2005 provided a benchmark for what the unfunded actuarial accrued liability (UAAL) and the normal cost would be based on the benefit levels at that time and a 5% discount rate. With that information, the district negotiated changes in benefits with the unions that should provide actuarial savings while still providing retirement health insurance coverage for a long-term employee who retires from the district plus one eligible dependent.

Staff has reviewed various proposals for trust funds and strongly recommends that the district establish a trust fund with CALPERS. The actuary can then use the CALPERS actuarial discount rate of 7.75%, a vast improvement over the 5% discount used in the previous study which will provide significant savings to the district. Also, anticipated administration costs are expected to be between 0.4% to 0.6% range, which is lower than the administration fees charged by other trust providers.

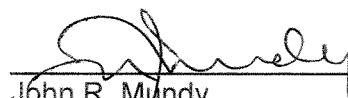
CALPERS requires a package of the following documents to establish the OPEB trust fund:

- 1) A current actuarial valuation report
- 2) A completed Summary of Actuarial Information Required for CALPERS Financial Statements
- 3) Signed originals of the Agreement and Election to Prefund Other Post Employment Benefits
- 4) A signed Delegation of Authority to Request Disbursements
- 5) Certification of OPEB Actuarial Information and Funding Policy from the actuary.

The forms required by CALPERS have been forwarded to District Counsel for review.

Staff believes that the actuarial study should be completed before the CALPERS paperwork. Based upon the findings in new study, the Board will be able to consider options for how the liability may be funded and determine a financing plan that uses CALPERS earnings potential to minimize future costs. When the actuarial study is completed, staff will present it to the Board along with a recommendation for compliance with GASB 43 and 45.

Sandra Schmidt prepared this report.

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

3/4/08  
Date



**March 11, 2008 Board Meeting**

TO: Board of Directors  
FROM: Facilities & Operations

---

**Subject: Tapia Water Reclamation Facility BNR Project Centrate Treatment  
Project: Award of Contract**

---

**SUMMARY**

At the January 22, 2008 Board meeting, the Board authorized a call for bids for the Tapia Water Reclamation Facility BNR Project Centrate Treatment Project. The Centrate Treatment Project modifies existing equipment and adds new equipment so that the centrate generated at the Rancho Las Virgenes Composting Facility can be treated to remove nitrogen. This project includes the installation of a pre-purchased jet aeration system in the "farm" tanks which will provide mixing and aeration of the centrate, promoting nitrogen removal. Ancillary equipment required for centrate treatment includes pumps, blowers, meters, probes, piping modifications, site work and electrical and controls modifications.

A mandatory pre-bid tour was conducted on February 14, 2008. Bids were solicited from the three pre-qualified contractors. The low bid was from Pascal and Ludwig Constructors in the amount of \$1,827,596. A summary of the bid results is attached.

Additionally, a proposal for services during construction for the entire BNR project (Centrate Treatment, Tapia BNR RAS treatment, and Flow Equalization) was provided as a part of the original design proposal. Boyle's proposal for the services during construction is for a fee not to exceed \$253,425.

Fugro West, Inc. has also provided a proposal for services during construction for observation and materials testing during the project for an amount not to exceed \$7,000.

**RECOMMENDATION**

- Award the contract for the Tapia Water Reclamation Facility BNR Project Centrate Treatment Project to Pascal and Ludwig Constructors in the amount of \$1,827,596; and that the remaining bids be rejected upon receipt of duly executed contract documents;
- Approve the proposal by Boyle Engineering, Inc. in an amount not to exceed \$253,425 for services during construction for all BNR projects;
- Approve the proposal by Fugro West, Inc. in an amount not to exceed \$7,000 for geotechnical services during construction.

BA

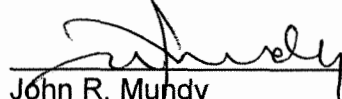
**FINANCIAL IMPACT**

The Fiscal Year 07-08 Budget provides funding for permit compliance under CIP Job #10184 in the amount of \$4,576,829. The preliminary estimated cost of construction for the Centrate Treatment Project was \$1,250,000.

Brett Dingman, Associate Engineer, prepared this report.

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

3/3/08  
Date

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

5/4/08  
Date



March 11, 2008 Board Meeting

TO: Board of Directors

FROM: Facilities and Operations

---

**Subject: Warner Tanks Access Road Construction  
Adoption of Mitigated Negative Declaration**

---

**SUMMARY**

The proposed Warner Tanks access road improvement project is designed to improve access to two of Las Virgenes Municipal Water District's (LVMWD) water tanks located at the terminus of Park Belmonte in Calabasas. Access to Warner Tanks is currently provided by an existing paved road via an LVMWD easement located at the terminus of Park Belmonte; however, a portion of the access road traverses private property over which the LVMWD has no easement (see attached map). The proposed project would abandon the use of the roadway segment on the private property and construct a new 200-foot by 20-foot roadway segment directly adjacent to the western boundary of the private parcel within the existing LVMWD easement. The new 200-foot by 20-foot roadway segment would create an impact area of approximately 4,000 square feet, involving clearing of existing native scrub oak vegetation, minor contouring of the existing slope, and paving of the new roadway segment. The proposed removal of native scrub oak trees in the access road impact area will be conducted in accordance with the City of Calabasas Oak Tree Preservation and Protection Guidelines.

ENSR Corporation has prepared an Initial Study and a Mitigated Negative Declaration (MND) pursuant to the provisions of the LVMWD Code and the California Environmental Quality Act (CEQA). The document identifies potential impacts associated with the construction activities of the proposed access road project and proposes various mitigation measures be implemented to lessen these impacts to levels of less than significant concern. The MND was circulated for public and agency review and comment during the period of December 27, 2007 through January 27, 2008 (circulation list attached). No formal comments were received. There was a general notice from Native American Heritage Commission about potential archaeological resources in the vicinity. ENSR prepared a Mitigation Monitoring Plan (MMP) to address specifics during construction, such as archaeological pre-construction briefing and biological resources survey during construction. The results of this environmental compliance phase are presented herewith for Board adoption.

**RECOMMENDATIONS**

- Adopt the Mitigated Negative Declaration prepared by ENSR Corp. for the Warner Tanks Access Road Construction Project;
- Approve and adopt the Mitigation Monitoring Plan prepared for this project; and;
- Direct staff to file the Notice of Determination with the County of Los Angeles Recorder.

BB



**RESOLUTION NO. 08-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
LAS VIRGENES MUNICIPAL WATER DISTRICT  
AMENDING RESOLUTION 7-90-2046 (ADMINISTRATIVE CODE)  
AS IT RELATES TO DIRECTORS' COMPENSATION**

**THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT  
DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1. Purpose.**

This resolution amends Resolution 7-90-2046 (Administrative Code) regarding directors' compensation.

**Section 2. Amendment.**

Section 2-2-401 of Resolution 7-90-2046 is amended and reenacted to read as follows: election results.

**"Section 2-2-401: Compensation.**

(a) Each director shall be paid \$200.00 for each day's attendance at meetings of the board and for each day's service rendered as director by request of the board not exceeding a total of ten (10) days in any calendar month. A director shall be compensated for no more than one authorized meeting per day even if more than one meeting is attended in one day.

(b) Each representative of the district on the Board of Directors of the Metropolitan Water District of Southern California shall be paid \$200.00 for each day's attendance at meetings of the Board of Directors of the Metropolitan Water District of Southern California or committees thereof, and for each day's service rendered as director not exceeding a total of ten (10) days in any calendar month. The representative shall be compensated for no more than one meeting per day even if more than one meeting is attended in one day.

(c) On January 1st of each year, compensation to each director and each representative of this district's Metropolitan Water District of Southern California board of directors shall be increased up to a maximum of five percent (5%), upon approval by the board.

(d) Directors may attend general meetings and educational seminars conducted by the Association of California Water Agencies (ACWA), the California Association of Sanitation Agencies (CASA), Public Officials for Water and Environmental Reform (POWER) and the Association of Water Agencies of Ventura County (AWA). Directors are also authorized to attend various other meetings and committee meetings if appointed to serve by the board as the board's delegate/committee member. Directors may request, verbally or in writing, the board to authorize attendance at meetings and seminars conducted by other organizations on subjects related to district operations. At least annually, the board shall determine the meetings for which directors shall be compensated.

(e) Directors shall submit claims for compensation. The Secretary of the Board shall authorize payment for meetings and service and shall report such payments at a regular meeting following the month of submittal at which time the board may ratify or disapprove payment of the claim(s)."

**PASSED, APPROVED AND ADOPTED** on \_\_\_\_\_, 2008.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

(SEAL)

Approved as to Form:

\_\_\_\_\_  
District Counsel