



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

November 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 November 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 **Emergency Preparedness Update**

B **Presentation Regarding Leasing Options for Vacant District Properties**

Authorize the General Manager to issue a Request for Proposals for a real estate agent to list a short-term lease for Building No. 1 and a long-term lease for the suite in Building No. 8 and to obtain a proposal from Waronzof & Associates to assist with development of a Request for Proposals to engage a property development firm to solicit compatible build-to-suit, long-term opportunities for governmental or quasi-governmental agencies.

C **Special District Leadership Foundation: Transparency Certificate of Excellence**

D **Legislative and Regulatory Updates**

5. **CONSENT CALENDAR**

A **Minutes: Regular Meeting of October 8, 2013.** Approve

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

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

6. **TREASURER**

7. **BOARD OF DIRECTORS**

A **ACWA General Session Membership Meeting and Election of Officers**

Designate a representative to serve as the District's voting delegate for the ACWA General Session Membership Meeting on Wednesday, December 4, 2013, and authorize the General Manager to execute the required Proxy Form with ACWA.

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

Authorize the destruction of records as presented.

C **Local Agency Formation Commission (LAFCO) Alternate: Nomination of Candidate**

Nominate a candidate, if any, for consideration to fill a vacant position as an independent special district alternate representative on the Los Angeles County Local Agency Formation Commission.

D **Minutes: Regular Meeting of September 24, 2013**

Approve the revised Minutes: Regular Meeting of September 24, 2013, as presented.

8. **GENERAL MANAGER**

A Fiscal Year 2013-14 Tactical Actions and Activities

Approve the proposed Fiscal Year 2013-14 Tactical Actions and Activities.

9. FINANCE AND ADMINISTRATION

A Proposed Insurance Providers for Plan Renewals

Authorize the General Manager to execute a two-year renewal with VSP Vision Care for vision insurance coverage at an annual cost of \$17,219; and a three-year contract with Sun Life Financial for life, short-term disability and long-term disability insurance coverage, including Employee Assistance Program services, at a total annual cost of \$69,059.

10. RESOURCE CONSERVATION AND PUBLIC OUTREACH

A Landscape Maintenance Services: Agreement with Villa Esperanza Services

Authorize the General Manager to execute a one-year agreement with two (2) one-year renewal options with Villa Esperanza Services to provide landscape maintenance services in an amount not to exceed \$4,783.00 per month.

11. LEGAL SERVICES

A Resolution of Intent for Continuation of Potable Water Standby Charge

Pass, approve and adopt the proposed Resolution of Intent (Resolution No. 11-13-2447) continuing the Standby Charge pursuant to the Municipal Water District Law of 1911; order notification of properties that changed ownership since the last Standby Charge assessment; order publication of a Notice of Public Hearing in a newspaper of general circulation once a week for a two-week period; and set a Public Hearing for 5:00 p.m. on January 14, 2014, to consider the continuation of the Standby Charge.

RESOLUTION NO. 11-13-2447

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT INITIATING PROCEEDINGS FOR THE CONTINUATION OF THE WATER AVAILABILITY OR STANDBY CHARGE FOR THE FISCAL YEAR COMMENCING JULY 1, 2014.

(Reference is hereby made to Resolution No. 11-13-2447 on file in the District's Resolution Book and by this reference the same is incorporated herein and made a part of hereof.)

12. INFORMATION ITEMS

A Regional BDCP Briefing and Proposed 2014 Water Summit

B Bond Financing of Capital Improvement Projects

C Rancho Las Virgenes Third Digester Construction: Approval of Change Order No. 3

13. 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

14. FUTURE AGENDA ITEMS

15. 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

16. CLOSED SESSION

A Conference with District Counsel – Existing Litigation (Government Code Section 54956.9(a)):

1. Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency
2. Heal the Bay, Inc. v. Lisa P. Jackson

17. OPEN SESSION AND ADJOURNMENT



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Presentation Regarding Leasing Options for Vacant District Properties

SUMMARY:

On May 29, 2013, the Board authorized staff to seek the services of a professional real estate economics firm to analyze various conceptual options to maximize the potential revenue generated by Building No. 1. The General Manager executed a Professional Services Agreement in the amount of \$10,500 with Waronzof & Associates to conduct the analysis. The analysis recommends that the District seek a short-term tenant for Building No. 1, while engaging a property development firm to solicit compatible build-to-suit, long-term opportunities for governmental or quasi-governmental agencies.

Mr. Timothy Lowe, Principal with Waronzof & Associates will present his analysis at the Board meeting.

RECOMMENDATION(S):

Authorize the General Manager to issue a Request for Proposals for a real estate agent to list a short-term lease for Building No. 1 and a long-term lease for the suite in Building No. 8 and to obtain a proposal from Waronzof & Associates to assist with development of a Request for Proposals to engage a property development firm to solicit compatible build-to-suit, long-term opportunities for governmental or quasi-governmental agencies.

DISCUSSION:

On October 23rd, the Calabasas City Council approved the District's request for a lot line adjustment, General Plan amendment, and zoning change for Building No. 1. The lot line adjustment reconfigured two adjacent parcels to establish a new 1.60-acre parcel for Building No. 1. The General Plan amendment changed the land use designation for the parcel from Public Facilities-Institutional to Business-Limited Intensity. The zoning change involved a revision in designation from Public Facility to Commercial, Limited. Together, these actions were necessary to allow for Building No. 1 to be leased again to a non-Public Facility tenant (i.e. commercial office use). Previously, Building No. 1 qualified for legal nonconforming use; however, after remaining unoccupied for a continuous period of one year, the City required compliance with all currently applicable zoning regulations.

The real estate listing agreement with NAI Capital expired in August 2013 for the vacant suite on the first floor of Building No. 8. Currently, neither building is listed with a real estate agent. To market a potential short-term lease for Building No. 1 and a long-term lease for the suite in Building No. 8, staff recommends that a Request for Proposals be issued to solicit realtors with experience in commercial leases.

Prepared By: David W. Pedersen, General Manager, and David R. Lippman, Director of Facilities and Operations

ATTACHMENTS:

[Preliminary Financial Feasibility Analysis](#)



Preliminary Financial Feasibility Analysis LVMWD Campus Excess Land





Assignment Overview

- ❖ To assist the LVMWD in the evaluation of reuse and development options for the existing small office building and associated 1.5 acre site.
- ❖ Consider and evaluate the alternatives for the site – renovation or redevelopment.
- ❖ Study current and expected market conditions.
- ❖ Prepare a preliminary financial feasibility analysis.



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Site & Building Conditions

- ❖ Effectively a shared site with LVMWD headquarters and corporate yard.
- ❖ Pending map creating new 1.5 acre site; zoning to Calabasas C-L, with FAR of .20; allows 13,200 sf building (maximum).
- ❖ Convenient access to Malibu & Pacific Coast Highway; north to 101 Freeway and western LA County and eastern Ventura County.
- ❖ Shared access/circulation can be managed via reciprocal easement agreement, regardless of ownership of land.
- ❖ Corporate yard use of LVMWD will likely limit suitability of tenants/users of excess land.



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Market Conditions

- ❖ Most economists are forecasting rising employment in office-using industries, with technology, entertainment, and high-tech companies leading the way.
- ❖ The Los Angeles office market continues to slowly recover, with falling vacancy, low levels of construction activity, and relatively flat absorption. Asking rental rates are slowly increasing in many Los Angeles office submarkets.
- ❖ Job losses continue in the government sector; however, a recovering economy and years of fiscal restraint will likely mean a return to favorable public investment conditions in the next 5-10 years.
- ❖ Most analysts report a direct vacancy rate between 15%-18% in the 27 million square feet San Fernando Valley ("SFV") office market, with average asking rates between \$2.15 - \$2.25 per square foot Full Service Gross ("FSG") per month.
- ❖ There have been few recent notable office sales in the Western SFV submarket, with several 20K-60K Class A and Class B office buildings currently listing in the \$200/sf - \$250/sf range.
- ❖ The Western SFV has several high quality office buildings currently vacant and seeking tenants, ranging in size from approximately 44K sf to 84K sf. Asking rents are in the \$2.10/sf/mo to \$2.35/sf/mo. FSG range.



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Potential Use Alternatives

- ❖ With new C-L zoning:
 - ◆ Office
 - ◆ Retail
 - ◆ Industrial Flex
 - ◆ Building size limited to 13,200 sf (very low .2 FAR)
- ❖ Under existing Public Use zoning:
 - ◆ Government/Public...
 - Office
 - Corporate Yard
 - Specialty Use (i.e. Fire station)
 - Educational Use
 - ◆ Effectively no (specific) FAR



Potential Use Alternatives, cont'd

- ❖ Commercial Uses:
 - ◆ Limited due to shared campus site
 - ◆ Isolated from complementary retail and/or office development
 - ◆ Somewhat difficult access and visibility for Las Virgenes traffic
 - ◆ Isolation/separation attractive for some users – tends to specialty users and owner-occupancy
 - ◆ Convenient to Malibu; does not carry Malibu land cost or development complexity
- ❖ Agency Uses:
 - ◆ Shared use of campus may be desirable
 - ◆ Public nature of LVMWD may also be desirable as co-tenant or lessor
 - ◆ No FAR limitation
 - ◆ Good regional access
 - ◆ Suitable for specialty or stand-alone uses by agency



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Existing Building, Renovated

- ❖ Existing building effectively two generations old; requires significant renovation and reinvestment for long-term use.
- ❖ Relatively inflexible for multi-tenant use; most efficient for single tenant user.
- ❖ Building must compete with market segment most over-supplied.
- ❖ Suitable for shorter-term, project-style users.
- ❖ May return to service with minimal investment.
- ❖ Good options for short-term, interim use pending redevelopment.



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New Building – Zoned CL

- ❖ Site (as if vacant) best suited for single tenant user indifferent to adjacent corporate yard use.
- ❖ Site conditions lend themselves to subterranean parking, but at substantial additional cost. Surface parking possible.
- ❖ Affluence of surrounding region, including Malibu, results in many wealthy business owners living nearby; makes owner-occupancy more likely and competitive.
- ❖ Separation from complementary uses (retail, other office, services) defines buyer/user type who seeks separation and the separate identity the site offers.
- ❖ Example uses thought suitable include specialty businesses – small studio, media labs, engineering, general construction company offices; not finance, law, or consumer/customer uses.



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New Agency Building

- ❖ Public (agency) use permits development without FAR requirement; practical maximum would be sister building to existing LVMWD headquarters.
- ❖ Similar use/user constraints likely apply: not consumer or constituent uses, compatible with existing corporate yard, use that benefits from separation or which provides separate identity: labs and research, dedicated offices, flex industrial uses, limited yard use, possible education or public safety uses.
- ❖ Requires site to compete with others in response to solicitations from agencies – issued from time to time.
- ❖ Quasi-public status of LVMWD seen as a “plus”; somewhat politically neutral.





New Agency Building, cont'd

- ❖ In “Agency” use, LVMWD is most likely a land lessor, leasing site for 50+ years to private developer, who (in turn) leases completed building to Agency on a long-term basis (typically BTS Agency leases have 10 to 20 year terms).
- ❖ Ground rent is adjusted from time to time; provides stable income to LVMWD. Limited capital investment by LVMWD under developer BTS concept.
- ❖ LVMWD may participate more if appropriate.
- ❖ Very uncertain timelines for development; depends upon rate of Agency solicitation.
- ❖ LVMWD can be relatively passive about opportunities for Agency use; developers will “bird-dog”.
- ❖ Actual land income and value will be heavily influenced by use and deal terms; residual land values likely fair, but only limited opportunity for a “lightning strike” gain.



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Financial Analysis Summary

| | Remodel | Owner/User | BTS - Gov't Mied | BTS - Gov't Lge |
|------------------------------------|-----------|-------------|------------------|-----------------|
| Building SF | 13,220 | 13,220 | 24,000 | 44,000 |
| Building RSF | 11,804 | 11,804 | 21,622 | 39,286 |
| Site Size - SF | 65,789 | 65,789 | 65,789 | 65,789 |
| Site Size - AC | 1.51 | 1.51 | 1.51 | 1.51 |
| Site FAR | 0.20 | 0.20 | 0.36 | 0.67 |
| Entitlements (months) | 3 | 0 | 0 | 0 |
| Construction & Preleasing (months) | 3 | 12 | 36 | 36 |
| Stabilization Period (months) | 12 | 12 | 0 | 0 |
| Total Project Schedule (months) | 18 | 24 | 36 | 36 |
| Rent \$/SF MO. (NNN Equiv.) | \$0.88 | \$2.12 | \$2.18 | \$2.46 |
| Vacancy and Credit Loss | 20.00% | 3.00% | 1.00% | 1.00% |
| Net Operating Income - Stabilized | \$84,664 | \$291,522 | \$556,354 | \$1,147,480 |
| Cap Rate | 10.00% | 6.50% | 6.50% | 6.50% |
| Developer Profit | 0.00% | 8.00% | 8.00% | 8.00% |
| Stabilized Value \$/sf | | \$4,485,000 | \$8,559,000 | \$17,654,000 |
| Development Budget | | \$339 | \$357 | \$401 |
| Direct Costs | | | | |
| Site Prep | \$0 | \$115,131 | \$118,585 | \$118,585 |
| Building | \$0 | \$1,429,743 | \$3,972,010 | \$8,542,367 |
| Tenant Improvements | \$121,128 | \$607,884 | \$1,364,014 | \$2,500,693 |
| Parking | \$11,288 | \$120,098 | \$224,062 | \$410,780 |
| Landscaping/Hardscaping | \$0 | \$136,285 | \$50,074 | \$50,074 |
| Signage/Monuments | \$0 | \$25,750 | \$26,523 | \$26,523 |
| Subtotal Direct | \$132,416 | \$2,434,891 | \$5,755,268 | \$11,649,022 |
| | | | \$239.80 | \$264.75 |
| | | | \$/BSF | \$/BSF |



Financial Analysis Summary, Cont'd

| | Remodel | Owner/User | BTS - Gov't Med | BTS - Gov't Lge |
|---|-----------------|---------------|-----------------|-----------------|
| Subtotal Soft & Indirect | \$57,888 | \$483,455 | \$686,663 | \$1,238,480 |
| Total Development Budget | \$190,304 | \$2,918,346 | \$6,441,931 | \$12,887,502 |
| Net Cost (Revenue) During Stabilization | \$0 | \$0 | \$0 | \$0 |
| Net Project Costs, Excluding Profit | \$190,304 | \$2,918,346 | \$6,441,931 | \$12,887,502 |
| Classic Land Residual Stabilized Value | See Resid. Val. | \$4,485,000 | \$8,559,000 | \$17,654,000 |
| Less: Project Costs | | (\$2,918,346) | (\$6,441,931) | (\$12,887,502) |
| Less: Developer Profit | | (\$305,600) | (\$684,720) | (\$1,412,320) |
| Total Costs, Including Profit | | (\$3,223,946) | (\$7,126,651) | (\$14,299,822) |
| Land Residual Value | \$847,000 | \$1,261,054 | \$1,432,349 | \$3,354,178 |
| \$/sf - Land | \$12.87 | \$19.17 | \$21.77 | \$50.98 |
| \$/sf - Building | \$64.07 | \$95.39 | \$59.68 | \$76.23 |
| Rental Rate | \$84,664 | \$94,579 | \$107,426 | \$251,563 |



Suggested Strategy

- ❖ Limit reinvestment in existing building; lease for short term at low rate; obtain right to terminate or relocate pending redevelopment.
- ❖ Seek and enter exclusive right to negotiate with qualified and experienced BTS developers with strong Agency leasing credentials; consider entering a bilateral agreement with two developers; likely near-term issuance of RFI to identify candidate developers.
- ❖ Consider range of options for ground lease and/or project financial participation.
- ❖ Be prepared to seek rezoning back to Public Use or lot line adjustment to permit FAR to realize potential higher FAR under Public Use zoning.





Anticipated Timeline

- ❖ Complete mapping and rezoning; restart leasing of existing building; enter short term lease – 3 mos to 12 mos.
- ❖ Issue RFI to interested developers
 - ◆ RFI preparation – 3 mos
 - ◆ RFI response – 1 mos
 - ◆ RFI evaluation and initial meetings – 2 mos
 - ◆ Evaluate terms of ENA modeled on sample agreements – 2 mos
 - ◆ Negotiate terms and enter agreement – 2 mos
 - ◆ Likely total 8 to 12 mos
- ❖ Jointly seek Agency solicitations – 1 to 5 years



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November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Special District Leadership Foundation: Transparency Certificate of Excellence

SUMMARY:

On September 9, 2013, the District was awarded the Transparency Certificate of Excellence by the Special District Leadership Foundation (SDLF) in recognition of the District's outstanding efforts to promote transparency and good governance. The SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs.

To receive the Certificate, the District completed eight essential governance transparency requirements, including ensuring all Board Members completed ethics training, properly conducting open and public meetings, and filing Financial Transactions and Compensation Reports to the State Controller in a timely manner. The District also fulfilled 15 website requirements, providing readily available information to the public, such as Board agendas, past minutes, the current District budget, and the most recent financial audit. Finally, the District demonstrated its commitment to public engagement through its regular District newsletter and community notifications announcing upcoming election deadlines.

Attached are copies of the Certificate and recognition letters sent by the SDLF to Senator Fran Pavley and Assemblymember Richard Bloom.

Prepared By: David W. Pedersen, General Manager

ATTACHMENTS:

[Transparency Certificate of Excellence](#)

[SDLF Letter to Senator Fran Pavley](#)

[SDLF Letter to Assemblymember Richard Bloom](#)

District Transparency Certificate of Excellence

September 2013 – August 2015

This 6th day of September 2013


The Special District Leadership Foundation is proud to present this
District Transparency Certificate of Excellence to

Las Virgenes Municipal Water District

In recognition of the district's completion of all transparency program requirements
designed to promote transparency in their operations and governance
to the public and other stakeholders.



David Aranda, SDLF Board President



Neil McCormick, SDLF Administrator



COPY

September 9, 2013

The Honorable Fran Pavley
 Member, California State Senate
 5016 N. Parkway Calabasas, Suite 222
 Calabasas, CA 91302

Dear Senator Pavley:

On behalf of the Special Districts Leadership Foundation (SDLF), I am pleased to inform you that the Las Virgenes Municipal Water District is the recipient of the SDLF District Transparency Certificate of Excellence, in recognition of the district's outstanding efforts to promote transparency and good governance. By receiving this Certificate, the Las Virgenes Municipal Water District has demonstrated its commitment to being open and accessible to constituents and local stakeholders.

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. In order to receive the Certification, the Las Virgenes Municipal Water District first had to complete eight essential governance transparency requirements, including conducting ethics training for all board members, properly conducting open and public meetings, and filing Financial Transactions and Compensation Reports to the State Controller in a timely manner.

The district also fulfilled fifteen website requirements, providing readily available information to the public, such as board agendas, past minutes, the current district budget, and the most recent financial audit. Finally, the district confirmed its commitment to public engagement through a regular district newsletter and community notification announcing upcoming election deadline.

The Las Virgenes Municipal Water District is commended for its efforts to conduct business on behalf of its constituents in an open and transparent manner and serves as a model of best practices for other agencies in our state.

Sincerely,

David Aranda
 SDLF President

Neil McCormick
 SDLF Administrator



COPY

September 9, 2013

The Honorable Richard Bloom
 Member, California State Assembly
 2800 28th Street, Suite 105
 Santa Monica, CA 90405

Dear Assembly Member Bloom:

On behalf of the Special Districts Leadership Foundation (SDLF), I am pleased to inform you that the Las Virgenes Municipal Water District is the recipient of the SDLF District Transparency Certificate of Excellence, in recognition of the district's outstanding efforts to promote transparency and good governance. By receiving this Certificate, the Las Virgenes Municipal Water District has demonstrated its commitment to being open and accessible to constituents and local stakeholders.

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The district also fulfilled fifteen website requirements, providing readily available information to the public, such as board agendas, past minutes, the current district budget, and the most recent financial audit. Finally, the district confirmed its commitment to public engagement through a regular district newsletter and community notification announcing upcoming election deadline.

The Las Virgenes Municipal Water District is commended for its efforts to conduct business on behalf of its constituents in an open and transparent manner and serves as a model of best practices for other agencies in our state.

Sincerely,

David Aranda
 SDLF President

Neil McCormick
 SDLF Administrator



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

MINUTES
REGULAR MEETING

5:00 PM

October 8, 2013

PLEDGE OF ALLEGIANCE

At the request of Board President, Charles Caspary, the Pledge of Allegiance to the Flag was led by Director, Leonard Polan.

1. CALL TO ORDER AND ROLL CALL

A Call to order and roll call

The meeting was called to order at 5:06 p.m. by Board President Caspary in the District offices. Deputy Secretary, Kimmey Conklin called the roll. Those answering present were Directors Charles Caspary, Glen Peterson, Leonard Polan, Lee Renger, and Barry Steinhardt.

2. APPROVAL OF AGENDA

A Approval of agenda.

Board President Caspary requested "10.A: 2014 Metropolitan Water District Solar Cup Participation" be heard after "3. Public Comments"; and Legal Counsel, Wayne Lemieux stated no report would be provided on Closed Session "15.A: Conference with District Counsel - Existing Litigation (Government Code Section 54956.9(a)): 1. Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency; and 2. Heal the Bay, Inc. v. Lisa P. Jackson".

On a motion by Director Lee Renger, seconded by Director Barry Steinhardt, the Board of Directors voted 5-0 to Approve the agenda for the Regular Meeting of October 8, 2013, as amended.

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

3. PUBLIC COMMENTS

No speaker cards were received from the public.

ITEM 5A

At this point in the board meeting consideration of "10.A: 2014 Metropolitan Water District Solar Cup Participation" was heard.

4. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Call for Suggestions: Results of Judging Process

General Manager, David Pedersen discussed the Call for Suggestions process including: advertising, judging, panel review and recognition; on July 29th the advertisement and rules were posted to the District's website; five member judging panel included the General Manager, Director Renger, Community Member Neil Maithel who is a student at Calabasas High School and active in local government, Ramiro Adeva, P.E. an engineer with City of Agoura Hills, and David Byrum, P.E. an engineer with Civiltec Engineering; Clerk of the Board Conklin received all submittals and redacted all identifying factors such as names, email and residential addresses; panel received redacted submittals and a scoring matrix totaling 100-points; ten submittals were received; submittals numbered # 1 and # 3 were not scored as the judging panel determined they were comments versus alternative ideas; the top two submittals were from Tony Galterio, P.E. of WHPacific who submitted an idea for an AWWA D115 tank and Martin Jansen who submitted an idea for an interconnection with Calleguas Municipal Water District, although this is not a new idea as the Board had previously directed staff to pursue the interconnection and a recycled interconnection already exists; originally there was supposed to be top three, but after the top two, scores dropped off significantly; the top two were both invited to tonight's board meeting and as neither person is in attendance their proclamation in recognition of placing in the top two will be mailed to them; the judging panel was also invited to tonight's board meeting to receive a certificate of recognition for their participation in the judging panel and in attendance is Ramiro Adeva.

General Manager Pedersen presented a certificate of recognition to Mr. Adeva who stated it was a privilege to serve on the panel.

Director Renger stated there was a letter in The Acorn two weeks ago implying the tank decision had already been made, and after serving on the ad hoc committee and judging panel he is convinced the tank is the right option.

Director Polan was interested in hearing the difference between a D110 and D115 tank (both will work, both are comparable in cost; D110 is used most often in California; D115 is used most often in other states and overseas; D110 is prestressed, advantage is very accurate when strand is wound around tank and strand is wrapped around the outside of concrete; D115 is post-tensioned, so pressure is unknown until the end of the process; both can be designed to seismic specifications; D110 is earthquake successful in the field, D115 not so much as earthquakes are not likely to happen in the locations where this type of tank is typically installed; California standard is D110); cost is comparable, but submittal says cost is less (there was a study done, which compared D110 and D115 and the cost was found to be comparable); regional costs may be less in California due to experience with D110 (D110 has to be circular, D115 can vary in shape, circular is better due to seismic reliability and water circulation); how thick is shotcrete on tanks; shotcrete doesn't expand and contract, terrific study, believes in Calleguas intertie (Calleguas' term sheet is worked out along with language including "if water is available"; study brings up whether tank is needed or not).

Director Caspary inquired of Director Polan as to whether he believed the Calleguas intertie alleviated the need for the tank to which Director Polan responded "yes"; Director Peterson stated fires normally start in Ventura County and spread into Los Angeles County.

Director Caspary inquired as to whether each of the ten people submitting alternative ideas

had been thanked or not to which General Manager Pedersen stated "no, but that is a good²² idea", and each person will be thanked.

Director Polan discussed salt intrusion in the Oxnard Plain, which causes concerns in regards to recycled water aquifers, Director Caspary stated Calleguas is not on the Oxnard Plain, but they have a brine line.

B Legislative and Regulatory Updates

No report was given.

5. CONSENT CALENDAR

A List of Demands: October 8, 2013. Approve

B Directors' Per Diem: September 2013. Ratify

C Greater Los Angeles Water Summit Approve

Authorize Board Member attendance and per diem compensation for the Greater Los Angeles Water Summit to be held in Long Beach on October 16 and 17, 2013.

On a motion by Director Glen Peterson, seconded by Director Barry Steinhardt, 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

6. TREASURER

Treasurer, Leonard Polan stated the checks look good.

7. BOARD OF DIRECTORS

A Calabaras Road 10-inch Water Main Repair and Replacement: Continuation of Emergency Authorization

Approve continuation of the emergency authorization for the General Manager to replace approximately 1,500 feet of deteriorated 10-inch water main on Calabaras Road following informal bidding procedures in an amount not to exceed \$700,000.

General Manager Pedersen provided an update including: project is complete; final acceptance is scheduled for October 22nd; total cost was approximately \$525,000, which is within the Board approved not to exceed amount of \$700,000; emergency declaration needs to continue until the final payment and release of retention is made.

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

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

8. FACILITIES AND OPERATIONS

A Ordinance Amending Penalties for Violation of Pretreatment Standards

Waive the full reading of the proposed Ordinance, Amending Ordinance No. 11-86-161 (Las Virgenes Code) As It Relates To Violation of Pretreatment Standards, and order publication within 30 days of adoption using a summary of the Ordinance.

The Board of Directors by a roll call vote of Ayes: Noes: Abstain: Absent that the proposed Ordinance, Amending Ordinance No. 11-86-161 (Las Virgenes Code) As It Relates To

Violation of Pretreatment Standards be given first reading by title only.

General Manager Pedersen discussed the change to penalties, which requires adoption of the proposed Ordinance.

Director Polan inquired as to how many locations are subject to pretreatment and why isn't this a Joint Powers Authority (JPA) item (there are two locations Rantec and Nanofilm; Legal Counsel Lemieux stated the JPA does not have Ordinance enforcement and regulators want fines set by Ordinance, Las Virgenes as Administering Agent sets penalties/fines within their Code).

Director Polan asked staff to report back on what Nanofilm does and if there are any provisions for testing the wastewater stream for nanoparticles.

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

*On a motion by Director Charles Caspary, seconded by Director Lee Renger, the Board of Directors voted 5-0 to Approve by roll call vote conducted by Deputy Secretary Conklin of Ayes: 5; Noes: 0; Abstain: 0; Absent: 0, the recommendation as presented in paragraph two. Legal Counsel Lemieux gave the first reading of the proposed Ordinance as it relates to violation of pretreatment standards by title only.
AYES: Director(s) Caspary , Peterson , Polan , Renger , Steinhardt*

9. FINANCE AND ADMINISTRATION

A Claim by Bradly Cohn

Deny the claim from Bradly Cohn.

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

B Fiscal Year 2014-15 Proposed Sanitation Rate for Consolidated Sewer Maintenance District, Topanga Tax Zone

Approve a billing rate of \$54.50 per Equivalent Residential Unit per month for the Consolidated Sewer Maintenance District, Topanga Tax Zone, effective July 1, 2014.

Director Caspary inquired as to what happens to sewage from the trailer park at the top of Topanga and where does the sewage go (General Manager Pedersen stated he was not sure, but staff would determine how the homes in and around Navajo Lane receive sewer service as they do not appear to be part of the Consolidated Sewer Maintenance District, and will report back to the Board).

Director Peterson inquired as to whether the increase is subject to Prop 218 (General Manager Pedersen stated when legal counsel was asked they said no as the county will go through the Prop 218 process).

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

10. RESOURCE CONSERVATION AND PUBLIC OUTREACH

A 2014 Metropolitan Water District Solar Cup Participation

ITEM 5A

Approve a sponsorship in the amount of \$4,000 for a team from Calabasas High School to participate in the 2014 Metropolitan Water District Solar Cup.²⁴

General Manager Pedersen discussed City of Calabasas High School's interest in participating in the Solar Cup along with Camp David Gonzales.

A summary of Board comments included: why is Calabasas High School being sponsored at \$4,000 and Camp David Gonzales at \$2,500 (funding for the first year of participation is higher as Camp David Gonzales already has some of the materials for constructing of the Solar Cup boat); is there sufficient money in the budget to sponsor Calabasas High School (money was budgeted in Fiscal Year 2013-14 for education programs, and if money is not sufficient at year-end, funds would be available from other accounts within the Resource Conservation and Public Outreach department that had not been depleted); looks forward to Solar Cup; math and science is important to curriculum and the Solar Cup promotes both; why doesn't Agoura Hills High School participate (they haven't expressed an interest); Public Service Announcement from this years' Solar Cup was outstanding.

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

B Update on Water Conservation Program Incentives

No action is required at this time.

Director of Resource Conservation and Public Outreach, Carlos Reyes gave a presentation entitled "Update on Water Conservation Program Incentives", which discusses 20% x 2020 strategies for compliance; effectiveness of allocation based rates; water budgets implementation plan; strategies for compliance; potential recycled water conversions; mow no mow program recap including rebate increase, participation and results, economics, payback period from the customer's perspective, a photograph of a lawn removal project; Metropolitan Water District program changes including a public agency landscape program, targeted fitness center incentive program, turf removal program, new device incentives, and conservation incentives for recycled water users.

A summary of Board comments included: rain barrels are expensive; disagrees as barrel water is great in yards and requires active participation on behalf of the customer; not fond of mow no mow; two board members stated their preference for native landscaping; is there any data available on larger properties like in Hidden Hills, can distribution system be modified for recycled water (staff is looking at how difficult it would be to attach smaller users and the Master Plan looks at larger users).

Director Caspary asked staff to report back with more information regarding the post-installation water usage of the 14 customers who participated in the Mow-No-Mow Program to help understand why there is so much variation; and to follow up with customers on their post-installation water usage six and twelve months after project completion.

No action was requested by staff, or taken by the Board of Directors.

11. INFORMATION ITEMS

A Claim by William and Ilyse Saranow

B Dorna S. McKee v. Las Virgenes Municipal Water District: Acceptance of Settlement

ITEM 5A

C Las Virgenes Municipal Water District v. Millgee Investment Company, Inc.:²⁵
Acceptance of Settlement

12. 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: Chair Foley attended today's board meeting; new Directors Russell Lefevre, City of Torrance and Don Dear, West Basin Municipal Water District were introduced; General Manager, General Counsel and General Auditor compensation was discussed, a two-step cost of living adjustment was approved for a total increase of 5.7%; Upper Basin Salinity Program, previously a salt disbursement construction project at Paradox Valley in Colorado wherein the land was opened up is believed to have caused an earthquake; Moab Tailings Project on the banks of the Colorado River.

(2) Director Peterson reported on his attendance at the Water Education Foundation annual event in New Mexico during which Minute 319: United States and Mexico relations over the Colorado River were discussed.

Director Steinhardt reported on his attendance at an ACWA Region 8 meeting during which there were discussions of the ACWA Fall Conference, speakers will include Felicia Marcus, Board Member-State Water Resources Control Board; General Manager David Pedersen; and Legal Counsel Wayne Lemieux; budget gap of \$165,000, dues increase of 2% and greater use of reserves, dues will be looked at; water bond proposals; and ACWA nominations - slate elected.

Directors Polan, Renger, Peterson and Caspary reported on their attendance at the September 26th, AWA Reagan Library event during which California Secretary for Natural Resources, John Laird spoke in regards to water and environmental issues facing the state. Director Caspary requested a copy of Secretary Laird's speech be posted to the District's website.

B Director's Reports on Outside Meetings

Director Steinhardt reported on his attendance at the October 3rd San Gabriel Valley Water Forum, area has the largest superfund; Felicia Marcus was main speaker; Bay Delta Conservation Plan; growth of reuse sites, ozone, removal of contaminants of emerging concern; and Erin Brockovich spoke on people getting together to take care of land.

C General Manager Reports

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

(1) General Manager Pedersen provided an update on general business of the District including: a piece of pipe and a flange from the Calabasas Road 10-inch water main repair project was available in the board room if Directors were interested in viewing them; Greater Los Angeles Water Summit organized by Urban Water Institute was being held in Long Beach on October 16th-17th; on October 3rd he had a meet and greet with Ruskin Hartley, Chief

Executive Officer of Heal the Bay; is continuing to work with City of Westlake Village on²⁶ mitigation measures, which will go to the Board and City Council, City of Westlake Village will provide an overview of mitigation items with the City Council; October 18th there will be a ground breaking event for the Solar Project at Rancho, attendees will include Senator Fran Pavley, Assemblyman Richard Bloom, Senior Field Deputy Susan Nissman, Supervisor Linda Parks and during the event one solar panel will be installed; retirement of Sandra Hicks, so there will be an internal and external recruitment done for the position of Director of Finance and Administration; contractor staging at Mureau, work delayed due to potential cost saving ideas.

(2) General Manager Pedersen discussed follow-up item # 2 in regards to verification that change in wastewater billing methodology using winter-time water demands is revenue neutral, and reported that based on the first six months of 2013, \$19,600, which is less than 1/4 of 1% therefore basically revenue neutral.

D Director's Comments

None.

13. FUTURE AGENDA ITEMS

Director Steinhardt requested a future agenda item be added to discuss Las Virgenes hosting a joint local area water forum with Calleguas.

14. PUBLIC COMMENTS

No speaker cards were received from the public.

Legal Counsel Lemieux stated no report would be provided on Closed Session: "15.A: Conference with District Counsel - Existing Litigation (Government Code Section 54956.9(a)): 3. Weber v. Las Virgenes Municipal Water District".

15. CLOSED SESSION

A Conference with District Counsel – Existing Litigation (Government Code Section 54956.9(a)):

1. Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency
2. Heal the Bay, Inc. v. Lisa P. Jackson
3. Weber v. Las Virgenes Municipal Water District

16. OPEN SESSION AND ADJOURNMENT

The Chair declared the meeting adjourned at 7:18 p.m.; and at the request of Director Peterson the meeting was adjourned in memory of Charlie Cook.

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

ATTEST:

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 : November 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. 64056 through 64212 were issued in the total amount of \$ 1,915,552.67

Payments through wire transfers as follows:

| | | | |
|------------|--------------------------|---|-----------------|
| 10/25/2013 | Bank of New York Mellon | Payment Sani Refunding Revenue Bond | \$ 2,270,986.67 |
| 10/31/2013 | Metropolitan Water Dist. | Payments for water deliveries in the month of August 2013 | 1,968,392.05 |

Total payments \$ 6,154,931.39

(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
11/12/13**

| Company Name | Company No. | Check No. 64056 thru 64100 10/22/13 | Check No. 64101 thru 64136 10/29/13 | Check No. 64137 thru 64174 11/05/13 | Check No. 64175 thru 64212 11/12/13 | Total |
|----------------------------|-------------|---|---|---|---|---------------------|
| | | Amount | Amount | Amount | Amount | Amount |
| Potable Water Operations | 101 | 91,029.43 | 49,964.12 | 8,476.77 | 108,296.56 | 257,766.88 |
| Recycled Water Operations | 102 | 4,362.25 | | | 560.55 | 560.55 |
| Sanitation Operations | 130 | 7,344.17 | | 170.00 | 12,055.83 | 16,588.08 |
| Potable Water Replacement | 301 | | 8,151.34 | 31,425.71 | 7,840.00 | 54,761.22 |
| Internal Service | 701 | 555,294.02 | 28,601.76 | 14,361.91 | 43,085.46 | 641,343.15 |
| Joint Venture Operations | 751 | 172,809.81 | 19,752.93 | 44,048.28 | 96,574.37 | 333,185.39 |
| Joint Venture Construction | 752 | | | 5,275.33 | | 5,275.33 |
| Joint Venture Replacement | 754 | 26,778.23 | | 25,419.55 | 585,300.00 | 637,497.78 |
| Total Printed | | 857,617.91 | 106,470.15 | 129,177.55 | 853,712.77 | 1,946,978.38 |

Voided Checks/payment stopped:

| | | | | | | |
|---------------------------|-----|--------------------|-------------------|-------------------|-------------------|---------------------|
| Ck#63232 | | | | | | |
| Potable Water Replacement | 301 | (31,425.71) | | | | (31,425.71) |
| | | | | | | 0.00 |
| Total Voids | | (31,425.71) | 0.00 | 0.00 | 0.00 | (31,425.71) |
| Net Total | | 826,192.20 | 106,470.15 | 129,177.55 | 853,712.77 | 1,915,552.67 |

LAS VIRGENES MUNICIPAL WATER DISTRICT WIRE TRANSFER REQUEST

DATE NEEDED: October 25, 2013

REQUESTED BY: Jennifer Chen

FUNDS WIRING TO: LAS VIREGENES MWD 09 BOND PMT FUND A/C

BENEFICIARY BANK NAME: BANK OF NEW YORK MELLON ABA No. 021000018

BENEFICIARY BANK A/C NO. 111565 TSA NO. 850024 LAS VIRGENES

DISTRICT DR. A/C NO.: 4806994448 (Wells Fargo Bank)

AMOUNT TO BE WIRED: \$ 2,270,986.67

REMARKS: Transfer Fund to A/C No. 850024-Las Virgenes Bond Pmt Account for principal & interest payment due on 11/1/13 for 2009 Sani Refunding Revenue Bond.

Joseph Lillio

REVIEWED BY: *JL*

APPROVED BY: *Sandra Hicks*

APPROVED BY: *David W. Pullman*

*****ACCOUNTING DEPARTMENT USE ONLY*****

WIRE ENTERED BY: *Jennifer Chen* DATE: 10-16-2013

WIRE VERIFIED/SENT BY: *Sandra Hicks* DATE: 10-16-2013

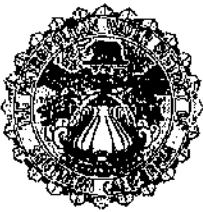
WIRE EFFECTIVE DATE: 10/25/13

JE NUMBER JC67314 BATCH NO.: 226922

G/L DATE 10/25/13 BATCH DATE 10/28/13

JE PREPARED BY: Jennifer Chen

PALD
Wired 10/25/13 JC



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

| | |
|----------------------|----------------------|
| August 2013 | Page No. 1 of 1 |
| Mailed: 09/10/2013 | Due Date: 10/31/2013 |
| Invoice Number: 7783 | 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 | 2,236.8 |

| SALES | Type | Volume (AF) | Rate (\$ /AF) | Total (\$) |
|--------------|------------------------|-------------|---------------|----------------|
| Full Service | Tier 1 Supply Rate | 2,236.5 | \$140.00 | \$313,110.00 |
| | System Access Rate | 2,236.5 | \$223.00 | \$498,739.50 |
| | Water Stewardship Rate | 2,236.5 | \$41.00 | \$91,696.50 |
| | System Power Rate | 2,236.5 | \$189.00 | \$422,698.50 |
| | Treatment Surcharge | 2,236.5 | \$254.00 | \$568,071.00 |
| SUBTOTAL | | | | \$1,894,315.50 |

| WATER MANAGEMENT | Volume (AF) | Total (\$) |
|-------------------------|-------------|---------------|
| Local Resource Programs | 389.3 | (\$59,952.20) |
| SUBTOTAL | | (\$59,952.20) |

| OTHER CHARGES AND CREDITS | Rate (\$ /AF) | |
|---|---------------|--------------|
| Readiness To Serve Charge(Payment Schedule: M) | \$110,615.42 | |
| Capacity Charge(Payment Schedule: M) | \$23,413.33 | |
| SUBTOTAL | | \$134,028.75 |

| ADDITIONAL INFORMATION | Volume (AF) | Tier1 % | Peak Day | Flow (CFS) |
|---|-------------|---------|-----------|------------|
| Purchase Order Commitment (Jan 2003 to Dec 2014) | 164,524.0 | | | |
| Purchase Order Firm Delivery To Date (Jan 2003 to Dec 2014) | 242,161.2 | | | |
| Tier 1 Annual Limit (For Current Calendar Year) | 20,699.0 | | | |
| Tier 1 YTD Deliveries (For Current Calendar Year) | 16,224.2 | 78.4 | | |
| Tier 1 Current Month Deliveries | 2,236.5 | | | |
| Capacity Charge | | | 8/27/2010 | 43.9 |

INVOICE TOTAL

Volume AF
2,625.8

Amount Now Due
\$1,968,392.05

Note: Amount Due is based on highlighted fields

Approved for Payment
[Signature] 9/11/13
 David R. Lippman

Approved for Payment
[Signature] 09/11/13
 David W. Pedersen, P.E.

PAID TELE 5B
 Wired @ 10/31/13 JC

Batch Number - 226735

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document | | Key | Amount | Invoice Number |
|----------------|--------------|----------------|--------------------------------------|---------------------------------|----------|--------|-----------|--------|----------------|
| | | | | | Ty | Number | | | |
| 64055 | 10/22/13 | 17361 | ACCURATE FIRST AID SERVICES | FIRST AID SUPPLIES@HQ | PV | 128389 | 001 00701 | 159.96 | 5758 |
| | | | | FIRST AID SUPPLIES@OPS | PV | 128390 | 001 00701 | 213.03 | 5759 |
| | | | | FIRST AID SUPPLIES@RLV | PV | 128391 | 001 00701 | 338.80 | 5760 |
| | | | | FIRST AID SUPPLIES@TAPI | PV | 128392 | 001 00701 | 234.88 | 5761 |
| | | | | A | | | | | |
| | | | | Payment Amount | | | | 948.66 | |
| 64057 | 10/22/13 | 3077 | AIRGAS USA, LLC | 9/13 CYLINDER RENTAL | PV | 128388 | 001 00701 | 606.55 | 9913098967 |
| | | | | GLOVE DISP | PV | 128432 | 001 00701 | 245.90 | 9020381977 |
| | | | | MEDTECH LG | | | | | |
| | | | | (2) | | | | | |
| | | | | Payment Amount | | | | 852.45 | |
| 64058 | 10/22/13 | 17389 | ANIMAL & INSECT PEST MANAGEMENT, INC | 9/13 PEST CNTRL@BLDG7;8 ;RW TNK | PV | 128411 | 001 00701 | 54.60 | 70671 |
| | | | | 9/13 PEST CNTRL@BLDG7;8 ;RW TNK | PV | 128411 | 003 00701 | 29.40 | 70671 |
| | | | | 9/13 PEST CNTRL@RLV & RLV FARM | PV | 128412 | 001 00701 | 110.25 | 70672 |
| | | | | 9/13 PEST CNTRL@TAPIA | PV | 128413 | 001 00701 | 110.25 | 70676 |
| | | | | 9/13 PEST CNTRL@WLK | PV | 128414 | 001 00701 | 54.00 | 70674 |
| | | | | 9/13 PEST CNTRL@EQUESTRIAN TNK | PV | 128415 | 001 00701 | 54.00 | 70673 |
| | | | | 9/13 PEST CNTRL@WLK DAM | PV | 128416 | 001 00701 | 80.00 | 70675 |
| | | | | 9/13 PEST | PV | 128417 | 001 00701 | 60.00 | 70734 |

| Payment Number | Payment Date | Address Number | Name | Payment Sub Message | Document | Ty | Number | Key | Amount | Invoice Number |
|----------------|--------------|----------------|------|---------------------|----------|----|--------|-----------|----------|----------------|
| | | | | | | | | Item Co | | |
| CNTRL@MOTOR | | | | | | | | | | |
| CNTRL | | | | | | | | | | |
| 64039 | 10/22/13 | 2969 | AT&T | Payment Amount | | | | | 552.50 | |
| | | | | SRV | 128374 | PV | 128374 | 001 00101 | 169.66 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 002 00101 | 106.40 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 003 00101 | 504.50 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 004 00101 | 5,254.09 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 005 00101 | 47.06 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 006 00101 | 1,058.62 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 007 00101 | 466.66 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 008 00101 | 1,261.50 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 009 00101 | 74.76 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 010 00101 | 47.06 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 011 00101 | 47.06 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 012 00101 | 47.06 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 013 00101 | 47.32 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 014 00101 | 47.06 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 015 00101 | 94.12 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 016 00101 | 47.06 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 017 00101 | 47.23 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 018 00101 | 47.06 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |
| | | | | SRV | 128374 | PV | 128374 | 019 00101 | 47.15 | 0051/100513 |
| | | | | 9/04~10/5/13 | | | | | | |

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Item Co | Amount | Invoice Number |
|----------------|----------------|----------------|---------------|----------------------|----|-----------------|-------------|--------|----------------|
| | | | | SRV | PV | 128374 | 020 00101 | 47.06 | 0051100513 |
| | 9/04-10/5/13 | | | SRV | PV | 128374 | 021 00101 | 47.06 | 0051100513 |
| | 9/04-10/5/13 | | | SRV | PV | 128374 | 022 00101 | 47.06 | 0051100513 |
| | 9/04-10/5/13 | | | SRV | PV | 128374 | 023 00101 | 47.06 | 0051100513 |
| | 9/04-10/5/13 | | | SRV | PV | 128374 | 024 00101 | 47.16 | 0051100513 |
| | 9/04-10/5/13 | | | SRV | PV | 128374 | 025 00101 | 47.06 | 0051100513 |
| | 9/04-10/5/13 | | | SRV | PV | 128374 | 026 00101 | 23.53 | 0051100513 |
| | 9/04-10/5/13 | | | SRV | PV | 128374 | 027 00101 | 23.53 | 0051100513 |
| | 9/04-10/5/13 | | | SRV | PV | 128375 | 001 00101 | 64.25 | 0123100713 |
| | 10/7-11/6/13 | | | SRV | PV | 128376 | 001 00101 | 31.85 | 0124100713 |
| | 10/7-11/6/13 | | | SRV | PV | 128377 | 001 00101 | 388.59 | 2043100713 |
| | 10/7-11/8/13 | | | SRV | PV | 128378 | 001 00101 | 192.35 | 2045100713 |
| | 10/7-11/5/13 | | | SRV | PV | 128379 | 001 00101 | 50.76 | 9054100513 |
| | 10/5-11/4/13 | | | SRV | PV | 128380 | 001 00130 | 192.35 | 2220100713 |
| | 10/7-11/6/13 | | | SRV | PV | 128381 | 001 00701 | 248.52 | 9065100513 |
| | 10/5-11/4/13 | | | SRV | PV | 128382 | 001 00701 | 249.53 | 9268100513 |
| | 10/5-11/4/13 | | | SRV | PV | 128383 | 001 00701 | 111.88 | 7719100713 |
| | 10/7-11/6/13 | | | SRV | PV | 128384 | 001 00701 | 111.88 | 7720100713 |
| | 10/7-11/6/13 | | | SRV | PV | 128385 | 001 00701 | 81.55 | 7721100713 |
| | 10/7-11/6/13 | | | SRV | PV | | | | |
| | Payment Amount | | | | | | 11,516.25 | | |
| 64060 | 10/22/13 | 16253 | AT&T MOBILITY | SRV | PV | 128429 | 001 00701 | 82.55 | 992789332X101 |
| | | | | SRV | | | | | 12013 |
| | | | | SRV | | | | | |

ITEM 5B

| Payment Number | Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Item Co | Amount | Invoice Number |
|-------------------|--------------|-------------------|------|----------------------|----|--------------------|----------------|----------|-------------------|
| | | | | SRV | PV | 128429 | 002 00701 | 16.48 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 003 00701 | 1,273.88 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 004 00701 | 119.60 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 005 00701 | 44.98 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 006 00701 | 70.23 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 007 00701 | 16.48 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 008 00701 | 11.99 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 009 00701 | 4.49 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 010 00701 | 179.92 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 011 00701 | 132.59 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 012 00701 | 28.50 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 013 00701 | 163.99 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 014 00701 | 17.48 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 015 00701 | 16.46 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 016 00701 | 44.98 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 017 00701 | 57.00 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 018 00701 | 65.99 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 019 00701 | 16.46 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 020 00701 | 28.50 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 021 00701 | 69.43 | 992789332X101 |
| | 9/4-10/03/13 | | | | | | | | 12013 |
| | | | | SRV | PV | 128429 | 022 00701 | 158.88 | 992789332X101 |

Batch Number - 226735

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document | | Key | Amount | Invoice Number |
|--|--------------|----------------|---|--|----------|--------|-----------|-------------------|------------------------------|
| | | | | | Ty | Number | | | |
| 9/4-10/03/13 | | | | | | | | | |
| 64061 | 10/22/13 | 18654 | AT&T TELECONFERENC E SERVICES | IRWMP CNF CALL 8/29/13 | PV | 128444 | 001 00101 | 2,621.00 60.33 | 12013 49329297/SEPT 13 |
| 64062 | 10/22/13 | 16677 | CEMEX INC. | IRWMP CNF CALL 9/3/13 | PV | 128445 | 001 00101 | 38.36 | 49329297/OCT 13 |
| 64053 | 10/22/13 | 5258 | CMTA | Payment Amount 9YD OF CONCRETE SLURRY | PV | 128419 | 001 00701 | 586.42 | 9427127554 |
| 64064 | 10/22/13 | 2547 | COUNTY SANITATION DISTRICTS OF LA COUNTY | Payment Amount MERSHIP 13/14-J LILLI O & J CHEN | PV | 128387 | 001 00701 | 155.00 | 6515015 |
| 64065 | 10/22/13 | 17852 | CYBER COPY | Payment Amount 9/13 GRIT & RAG HAULING@TAPIA | PV | 128399 | 001 00701 | 802.50 | 48892/093013 |
| 64066 | 10/22/13 | 14591 | EMISSION COMPLIANT CONTROLS CORP. | 9/3 CONST ASPHALT RLV SLUDGE REMOVAL | PV | 128400 | 001 00101 | 127.00 | 46692/93013 |
| | | | | Payment Amount RW SEASONAL STORAGE | PV | 128393 | 001 00701 | 69.20 | 48892/09301 3 |
| | | | | Payment Amount SRV CALL SOURCE TESTING@WMLK | PV | 128431 | 001 00701 | 1,870.00 | A005464 PSO2585 |
| All Payee 15750 EMISSION COMPLIANT CONTROLS CORP. C/O PRE-BANC BUSINESS CREDIT, INC. P. O. BOX 16727 | | | | | | | | | |
| 64067 | 10/22/13 | 18615 | FASTENAL COMPANY | Payment Amount RESTOCK BOLT BINS | PV | 128408 | 001 00701 | 1,567.60 | CACHA14999 |
| | | | | Payment Amount RESTOCK BOLT BINS | PV | 128408 | 003 00701 | 118.16 | CACHA14999 |

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Batch Number - 225735
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 |
|--|--------------|----------------|---|---|-------------|-----------------|----------|--------|----------|--------------------|
| 64068 | 10/22/13 | 2658 | FEDERAL EXPRESS CORP | (1)PACKAGE DEL 10/4/13 | PV | 128424 | 001 | 00701 | 2,661.39 | 2-429-76405 |
| 64069 | 10/22/13 | 2655 | FERGUSON ENTERPRISES | PRESSURE REGULATOR, 1" MISC INVENTORY ITEMS | PV | 128405 | 001 | 00701 | 9,145.76 | 0448917 |
| 64070 | 10/22/13 | 2660 | FISHER SCIENTIFIC | HOSE BIB 1/2" MNPT X 3/4" MNST | PV | 128407 | 001 | 00701 | 92.70 | 0451268 |
| 64071 | 10/22/13 | 3525 | GILBERT METAL PRODUCTS | REPAIR (1) 48" VENT | PV | 128394 | 001 | 00101 | 340.00 | 5703 |
| 64072 | 10/22/13 | 2677 | GOVERNMENT FINANCE OFFICERS ASSOCIATION | MBRSHIP 10/1/13 --9/30/14-J.L.I LLIO | PV | 128386 | 001 | 00701 | 280.00 | 0162008/09231 3 |
| 64073 | 10/22/13 | 2705 | HACH COMPANY | SPARE PARTS FOR TURBIDIMETERS FREIGHT | PV | 128420 | 002 | 00701 | 799.21 | 8508216 |
| All Payee 18835 FASTENAL COMPANY P.O. BOX 1286 WINONA MN 55987-1286 Payment Amount 2,661.39 RESTOCK BOLT BINS Amount 975.63 CACHA14737 All Payee 3207 FERGUSON ENTERPRISES, INC. #1083 FILE 58809 LOS ANGELES CA 90074-6809 Payment Amount 11,854.92 PH BUFFER 7 Amount 57.43 FREIGHT Amount 5.50 All Payee 3202 FISHER SCIENTIFIC ACCOUNT #479836-001 FILE #60129 Payment Amount 62.93 Payment Amount 340.00 Payment Amount 340.00 Payment Amount 280.00 Payment Amount 280.00 Amount 799.21 Amount 8508216 Amount 8508216 | | | | | | | | | | |

ITEM 5B

Batch Number - 228736
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document | Ty | Number | Key | Amount | Invoice Number |
|----------------|--------------|----------------|---|---|----------|----|------------------|-----|-----------|----------------|
| | | | | 1720 E PHOTOCELL REPL KIT | 128430 | PV | 001 00701 | | 409.84 | 8512270 |
| | | Alt Payee | 6442 HACH COMPANY 2207 COLLECTIONS CENTER DR CHICAGO IL 60693 | | | | | | | |
| 64074 | 10/22/13 | 15755 | HD SUPPLY WATERWORKS, LTD. | Payment Amount CHLORINE, DRYHTH GRANULAR, FREIGHT | | PV | 128433 001 00701 | | 612.14 | 8512764 |
| | | Alt Payee | 15948 HD SUPPLY WATERWORKS, LTD FILE #56214 LOS ANGELES CA 90074-6214 | | | | | | 58.00 | 8512764 |
| 64075 | 10/22/13 | 18546 | HDR ENGINEERING, INC. | Payment Amount 8/25-9/28/13- RFP RSV#2 IMPRVMT 8/25-9/28/13- CLBS TNK REHAB | | PV | 128418 001 00701 | | 295.55 | 00111020-B |
| | | Alt Payee | 3083 JCI JONES CHEMICALS, INC | Payment Amount SODIUM HYPOCHLORITE- 4570 GAL SODIUM HYPOCHLORITE- 4868GAL | | PV | 128422 001 00701 | | 2,659.60 | 597717 |
| 64076 | 10/22/13 | 5230 | KENNEDY/JENKS CONSULTANTS | Payment Amount P/E 9/27/13-3RD DIGESTER@RLV | | PV | 128410 001 00701 | | 26,208.92 | 76466 |
| | | Alt Payee | 13847 JCI JONES CHEMICALS, INC P.O. BOX 636877 CINCINNATI OH 45263-6877 | | | | | | 2,833.81 | 598094 |
| 64078 | 10/22/13 | 2611 | LA DWP | Payment Amount RECTIFIER 9/16-10/15/13 RECTIFIER 9/13-10/14/13 | | PV | 128443 001 00101 | | 36.42 | 503-850/10151 |
| | | Alt Payee | 13847 JCI JONES CHEMICALS, INC P.O. BOX 636877 CINCINNATI OH 45263-6877 | | | | | | 40.97 | 017-698/10141 |

Batch Number - 226735
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Item Co | Amount | Invoice Number |
|----------------|--------------|----------------|---------------------------------------|--|----|-----------------|-------------|----------|----------------|
| 64079 | 10/22/13 | 3352 | LAS VIRGENES MUNICIPAL WATER DISTRICT | TEMP RW 3RD DIGESTER 8/29-9/30 | PV | 128395 | 001 00754 | 241.98 | 7677093013 |
| | | | | Payment Amount | | | | 77.39 | |
| | | | | TEMP RW 3RD DIGESTER 8/29-9/30 | PV | 128396 | 001 00754 | 31.78 | 7662093013 |
| | | | | TEMP WTR CLBS TO LV | PV | 128397 | 001 00301 | 169.32 | 7727093013 |
| | | | | 8/29-9/30 | | | | | |
| | | | | JED SMITH P/S 7/23-9/24/13 | PV | 128398 | 001 00101 | 42.37 | 0254092413 |
| | | | | Payment Amount | | | | 485.45 | |
| 64080 | 10/22/13 | 3483 | DAVID LIPPMAN | REIMB EXP:WFEFTEC | PV | 128402 | 001 00701 | 968.51 | 101013 |
| | | | | CNF 10/6-10/10 | | | | | |
| | | | | Payment Amount | | | | 968.51 | |
| 64081 | 10/22/13 | 16872 | MAC CHEVRON | REG.GAS CHRGS 10/01-10/15/13 | PV | 128446 | 001 00701 | 5,412.50 | 3000018 |
| | | | | Payment Amount | | | | 5,412.50 | |
| 64082 | 10/22/13 | 16879 | MALIBU CANYON SHELL | DIESEL GAS CHRGS 10/1-10/15/13 | PV | 128447 | 001 00701 | 790.35 | 1000017 |
| | | | | Payment Amount | | | | 790.35 | |
| 64083 | 10/22/13 | 11873 | MICRO BIO LOGICS, INC. | MISC LAB SUPPLIES ATCC LICENSE & FREIGHT | PV | 128369 | 001 00701 | 149.76 | 582189 |
| | | | | Payment Amount | | | | 750.35 | |
| 64084 | 10/22/13 | 2859 | MOTION INDUSTRIES, INC. | MISC REPR PARTS FOR WLK | PV | 128466 | 001 00101 | 425.58 | CA22-570109 |
| | | | | Payment Amount | | | | 225.36 | |
| | | | | MISC REPR PARTS FOR WLK | PV | 128467 | 001 00751 | 750.65 | CA22-570146 |

ITEM 5B

All Payee 10317 MOTION INDUSTRIES INC.
FILE 749376
LOS ANGELES CA 90074

Batch Number - 226735

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 |
|----------------|--------------|----------------|--|---------------------------------|-------------|-----------------|-------------|------------|----------------|
| 64035 | 10/22/13 | 2842 | NAPAAUTO PARTS | MISC REPR | PV | 128450 | 001 00101 | 105.36 | 651596 |
| | | | | PARTS FOR WLK | | | | | |
| | | | | MISC REPR | PV | 128451 | 001 00101 | 6.78 | 651605 |
| | | | | PARTS FOR WLK | | | | | |
| | | | | MISC REPR | PV | 128452 | 001 00101 | 25.28 | 657432 |
| | | | | PARTS FOR WLK | | | | | |
| | | | | MISC REPR | PV | 128453 | 001 00101 | 627.23 | 667437 |
| | | | | PARTS FOR WLK | | | | | |
| | | | | FREON & COREDEPOSIT-L OADER#710 | PV | 128456 | 001 00701 | 412.32 | 666222 |
| 64086 | 10/22/13 | 2302 | OFFICE DEPOT | Payment Amount | | | | 1,176.97 | |
| | | | | STAMP PAD FOR MARY N. | PV | 128403 | 001 00701 | 8.71 | 673491275001 |
| 64037 | 10/22/13 | 15964 | POSTAGE ONE | Payment Amount | | | | 202.03 | |
| | | | | PSTG ADV-MTRNG DIST | PV | 128425 | 001 00701 | 2,000.00 | 40687 |
| 64088 | 10/22/13 | 18515 | ROCKWELL ENGINEERING AND EQUIPMENT CO. | Payment Amount | | | | 2,000.00 | |
| | | | | VAUGHN CHOPPER PUMP | PV | 128455 | 001 00701 | 8,909.65 | 13642 |
| 64089 | 10/22/13 | 2358 | SOUTHERN CALIFORNIA GAS CO | FREIGHT | PV | 128455 | 002 00701 | 345.00 | 13642 |
| | | | | SRV 9/5-10/3/13 | PV | 128428 | 001 00751 | 53.48 | 4200/100313 |
| 64090 | 10/22/13 | 19063 | THE SHERIDAN GROUP | Payment Amount | | | | 53.48 | |
| | | | | ERGONOMIC CHAIR | PV | 128368 | 001 00701 | 516.12 | 79134 |
| 64091 | 10/22/13 | 7737 | TWW INSURANCE SERVICES, LLC | Payment Amount | | | | 516.12 | |
| | | | | INS. PREMIUM 10/1/13-10/1/14 | PV | 128456 | 001 00701 | 248,593.23 | 980266 |
| | | | | INS. PREMIUM 10/1/13-10/1/14 | PV | 128459 | 002 00701 | 28,197.44 | 980266 |

Batch Number - 226735
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Item | Co | Amount | Invoice Number |
|----------------|--------------|----------------|----------------------------|----------------------|----|-----------------|-----|-------|----|------------|----------------|
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128459 | 003 | 00701 | | 51,614.33 | 980266 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128460 | 001 | 00701 | | 66,337.00 | 980267 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128464 | 001 | 00701 | | 2,280.53 | 980273 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128464 | 002 | 00701 | | 2,101.94 | 980273 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128464 | 003 | 00701 | | 3,847.53 | 980273 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128468 | 001 | 00701 | | 91,000.00 | 980166 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128469 | 001 | 00701 | | 46,125.00 | 980167 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128470 | 001 | 00701 | | 54,981.85 | 984734 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128470 | 002 | 00701 | | 50,676.16 | 984734 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128470 | 003 | 00701 | | 92,760.79 | 984734 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| INS. PREMIUM | | | | | PV | 128471 | 001 | 00701 | | 7,897.00 | 984675 |
| | | | | 10/1/13-10/1/ | | | | | | | |
| 14 | | | | | | | | | | | |
| Payment Amount | | | | | | | | | | 746,412.80 | |
| SRV | | 3429 | UNITED PARCEL SERVICE | | PV | 128475 | 001 | 00701 | | 192.39 | |
| | | | | 9/9-10/12/13 | | | | | | | |
| Payment Amount | | | | | | | | | | 192.39 | |
| SRV | | 16271 | USA MOBILITY WIRELESS, INC | | PV | 128366 | 001 | 00701 | | 127.59 | |
| | | | | 10/10-11/10/1 | | | | | | | |

ITEM 5B

64062 10/22/13

64093 10/22/13

000025W020413

W0143084J

Batch Number - 226735

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Amount | Invoice Number |
|----------------|--------------|----------------|------------------------------|------------------------------|----|-----------------|-----------|----------|----------------|
| | | | | | | Number | Item Co | | |
| | | | | SRV | PV | 128366 | 002 00701 | 69.74 | W0143084J |
| | | | | 10/10-11/10/1 | | | | | |
| | | | | 3 | | | | | |
| | | | | SRV | PV | 128366 | 003 00701 | 40.70 | W0143084J |
| | | | | 10/10-11/10/1 | | | | | |
| | | | | 3 | | | | | |
| | | | | SRV | PV | 128366 | 004 00701 | 40.70 | W0143084J |
| | | | | 10/10-11/10/1 | | | | | |
| | | | | 3 | | | | | |
| | | | | Payment Amount | | | | | |
| | | | | VAULT ACCESS SOLUTIONS | PV | 128474 | 001 00701 | 2,550.00 | 2 |
| 84084 | 10/22/13 | 18923 | VAULT ACCESS SOLUTIONS | | | | | | |
| | | | | FREIGHT | PV | 128474 | 002 00701 | 250.00 | 2 |
| | | | | Payment Amount | | | | | |
| | | | | VEHICLE MAINT | PV | 128366 | 001 00701 | 511.57 | 167917 |
| 64095 | 10/22/13 | 16626 | VISTA FORD | | | | | | |
| | | | | UNIT#880 | | | | | |
| | | | | Payment Amount | | | | | |
| | | | | MISC PARTS FOR VEH#710 | PV | 128363 | 001 00701 | 126.02 | P504032904 |
| 64086 | 10/22/13 | 16122 | VOLVO CONSTRUCTION EQUIPMENT | | | | | | |
| | | | | MISC PARTS FOR VEH#710 | PV | 128364 | 001 00701 | 86.06 | P504032947 |
| | | | | Payment Amount | | | | | |
| | | | | INSTALL NEW DOOR CLOSER | PV | 128367 | 001 00701 | 1,644.00 | 01-768378-1 |
| 64097 | 10/22/13 | 3034 | VORTEX INDUSTRIES | | | | | | |
| | | | | Payment Amount | | | | | |
| | | | | LAB SRV@MALIBU CREEK MTHLY | PV | 128371 | 001 00701 | 2,244.00 | W3J0543-LV |
| 64098 | 10/22/13 | 18914 | WECK LABORATORIES, INC. | | | | | | |
| | | | | LAB SRV@TAPIA EFFLUENT MTHLY | PV | 128372 | 001 00701 | 449.00 | W3J0544-LV |
| | | | | LAB SRV@TAPIA EFFLUENT MTHLY | PV | 128373 | 001 00701 | 210.00 | W3J0550-LV |
| | | | | Payment Amount | | | | | |
| | | | | D95CPC-2ND FL/PMT#17-AUG | PV | 128437 | 001 00701 | 600.47 | 068909252 |
| 64098 | 10/22/13 | 3067 | XEROX CORPORATION | | | | | | |
| | | | | D95CPC-1ST FL/PMT#17-AUG | PV | 128438 | 001 00701 | 662.42 | 068909251 |

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Batch Number - 226735

Bank Account - 00146807 Cash-General

| Payment Number | Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Item Co | Amount | Invoice Number |
|-------------------|------|-------------------|------|----------------------------------|----|--------------------|----------------|------------|-------------------|
| | | | | | | 13 | | | |
| | | | | W5646P-TAPIA/ PMT#54-AUG'13 | PV | 128439 | 001 00701 | 937.31 | 068909258 |
| | | | | XCS560COLOR/PM T#32-AUG'13 | PV | 128440 | 001 00701 | 1,205.71 | 068909256 |
| | | | | X560EFI-FIERY /PMT#32-AUG'1 | PV | 128441 | 001 00701 | 182.02 | 068909255 |
| | | | | 3 | | | | | |
| | | | | 5740PT-OPS/PM T#35-SEPT'13 | PV | 128443 | 001 00701 | 214.60 | 070394457 |
| | | | | Payment Amount | | | | 3,212.53 | |
| | | | | Total Amount of Payments Written | | | | 856,974.75 | |
| | | | | Total Number of Payments Written | | | | 44 | |

Batch Number - 226738

Bank Account - 00146807 Cash-General

| Payment Number | Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key itm | Co | Amount | Invoice Number |
|-------------------|----------|-------------------|------|----------------------------------|----|--------------------|------------|-------|--------|-------------------|
| 6-100 | 10/22/13 | 18996 | AT&T | SRV | PV | 128487 | 001 | 00701 | 643.15 | 1657100613 |
| | | | | 10/5-11/4/13 | | | | | | |
| | | | | Payment Amount | | | | | 643.15 | |
| | | | | Total Amount of Payments Written | | | | | 643.15 | |
| | | | | Total Number of Payments Written | | | | | | 1 |

Batch Number - 226978

Bank Account - 00146807 Cash-General

| Payment Number | Date | Address Number | Name | Payment Stub Message | Document | | Key | Amount | Invoice Number |
|----------------|----------|----------------|--------------------------|----------------------------|----------|--------|-----------|--------|----------------|
| | | | | | Ty | Number | | | |
| 64101 | 10/29/13 | 19071 | A BEE MAN | REMOVE BEES FROM MTR BOX | PV | 128531 | 001 00101 | 195.00 | 18545 |
| | | | | Payment Amount | | | | 195.00 | |
| 64102 | 10/29/13 | 2339 | AGOURA LOCK TECHNOLOGIES | KNOS/DBOLITS /KEYS-9/23-F. | PV | 128476 | 001 00701 | 29.17 | 80734 |
| | | | | Payment Amount | | | | 29.17 | |
| 64103 | 10/29/13 | 15897 | AMERICAN TELEBROKERS | SUPERSET 4025 | PV | 128528 | 001 00701 | 582.06 | 97532 |
| | | | | Payment Amount | | | | 582.06 | |
| 64104 | 10/29/13 | 2869 | AT&T | FREIGHT | PV | 128528 | 002 00701 | 14.17 | 97532 |
| | | | | Payment Amount | | | | 14.17 | |
| | | | | SRV 10/14-11/13/1 | PV | 128515 | 001 00701 | 47.07 | 4639/101413 |
| | | | | SRV 10/14-11/13/1 | PV | 128516 | 001 00751 | 47.07 | 4860/101413 |
| | | | | SRV 10/20-11/19/1 | PV | 128549 | 001 00101 | 47.07 | 2150/102013 |
| | | | | SRV 10/22-11/21/1 | PV | 128560 | 001 00701 | 236.73 | 0119/102213 |
| | | | | Payment Amount | | | | 377.94 | |
| 64105 | 10/29/13 | 9631 | AT&T LONG DISTANCE | SRV 09/05-10/04/1 | PV | 128547 | 001 00701 | 183.82 | 806368136/100 |
| | | | | SRV 09/05-10/04/1 | PV | 128547 | 002 00701 | 1.09 | 413 |
| | | | | SRV 09/05-10/04/1 | PV | 128547 | 003 00701 | .19 | 806368136/100 |
| | | | | SRV 09/05-10/04/1 | PV | 128547 | 004 00701 | 17.38 | 413 |
| | | | | SRV 09/05-10/04/1 | PV | 128547 | 005 00701 | 16.30 | 806368136/100 |
| | | | | SRV 09/05-10/04/1 | PV | 128547 | 006 00701 | 15.67 | 413 |

Batch Number - 225978
Bank Account - 00146807 Cash-General

| Payment Number | Date | Name | Address Number | Payment Stub Message | Document | | Key | Amount | Invoice Number |
|----------------|----------|-----------------|----------------|----------------------------|----------|--------|-----------|----------|----------------|
| | | | | | Ty | Number | | | |
| 3 | | | | | | | | | |
| | | | | SRV | PV | 128548 | 001 00701 | .28 | 858625649/092 |
| | | | | 6/26/13-9/26/13 | | | | | 613 |
| | | | | Payment Amount | | | | 236.73 | |
| 64105 | 10/29/13 | S&B PALLET CO. | 7985 | 130YD WOOD CHIPS | PV | 128477 | 001 00701 | 1,508.00 | 109867 |
| | | | | 55YD WOOD CHIPS | PV | 128478 | 001 00701 | 638.00 | 109868 |
| | | | | 55YD WOOD CHIPS | PV | 128479 | 001 00701 | 638.00 | 109869 |
| | | | | 55YD WOOD CHIPS | PV | 128638 | 001 00701 | 638.00 | 110432 |
| | | | | 130YD WOOD CHIPS | PV | 128639 | 001 00701 | 1,508.00 | 110433 |
| | | | | 55YD WOOD CHIPS | PV | 123540 | 001 00701 | 638.00 | 110431 |
| | | | | Payment Amount | | | | 5,568.00 | |
| 64107 | 10/29/13 | BALKINS LLC | 18995 | REFD UNUSED PRPD DEPOSIT | PV | 128488 | 001 00701 | 100.00 | R2806050 |
| | | | | Payment Amount | | | | 100.00 | |
| 64108 | 10/29/13 | BANK OF AMERICA | 2425 | VISA CHRG-ADM | PV | 128500 | 001 00751 | 901.33 | 2738/100713 |
| | | | | OPNS-OCT13 | PV | 128501 | 001 00701 | 1,000.33 | 1471/100713 |
| | | | | VISA CHRG-FIN ADM-OCT13 | PV | 128502 | 001 00101 | 16.62 | 0921/100713 |
| | | | | VISA CHRG-K.CONKLI N-OCT13 | PV | 128503 | 001 00701 | 1,044.81 | 8185/100713 |
| | | | | VISA CHRG-FIN ADM#2-OCT13 | PV | 128504 | 001 00751 | 237.83 | 1302/100713 |
| | | | | VISA CHRG-MAINT DEPT-OCT13 | PV | 128504 | 002 00751 | 109.50 | 1302/100713 |
| | | | | VISA CHRG-MAINT DEPT-OCT13 | PV | 128504 | 003 00751 | 501.10 | 1302/100713 |
| | | | | VISA CHRG-MAINT DEPT-OCT13 | PV | 128504 | 004 00751 | 75.24 | 1302/100713 |

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Item | Co | Amount | Invoice Number |
|----------------|--------------|----------------|------|----------------------|----|-----------------|-----|-------|----|----------|----------------|
| | | | | DEPT-OCT13 | | | | | | | |
| | | | | VISA CHRG-MAINT | PV | 128504 | 005 | 00751 | | 218.90 | 1302/100713 |
| | | | | DEPT-OCT13 | | | | | | | |
| | | | | VISA CHRG-RES | PV | 128505 | 001 | 00701 | | 148.00 | 9854/100713 |
| | | | | CONS-OCT13 | | | | | | | |
| | | | | VISA CHRG-RES | PV | 128505 | 002 | 00701 | | 201.90 | 9854/100713 |
| | | | | CONS-OCT13 | | | | | | | |
| | | | | VISA CHRG-RES | PV | 128505 | 003 | 00701 | | 1,970.00 | 9854/100713 |
| | | | | CONS-OCT13 | | | | | | | |
| | | | | VISA CHRG-RES | PV | 128505 | 004 | 00701 | | 60.60 | 9854/100713 |
| | | | | CONS-OCT13 | | | | | | | |
| | | | | VISA CHRG-RES | PV | 128506 | 005 | 00701 | | 167.80 | 9854/100713 |
| | | | | CONS-OCT13 | | | | | | | |
| | | | | VISA CHRG-RES | PV | 128505 | 006 | 00701 | | 22.21 | 9854/100713 |
| | | | | CONS-OCT13 | | | | | | | |
| | | | | VISA CHRG-RES | PV | 128505 | 007 | 00701 | | 45.00 | 9854/100713 |
| | | | | CONS-OCT13 | | | | | | | |
| | | | | VISA CHRG-RES | PV | 128505 | 008 | 00701 | | 45.00 | 9854/100713 |
| | | | | CONS-OCT13 | | | | | | | |
| | | | | VISA CHRG-RES | PV | 128505 | 009 | 00701 | | 59.01 | 9854/100713 |
| | | | | CONS-OCT13 | | | | | | | |
| | | | | VISA | PV | 128506 | 001 | 00751 | | 45.79 | 8418/100713 |
| | | | | CHRG-DEPT | | | | | | | |
| | | | | OPNS-OCT13 | | | | | | | |
| | | | | VISA | PV | 128506 | 002 | 00751 | | 55.35 | 8418/100713 |
| | | | | CHRG-DEPT | | | | | | | |
| | | | | OPNS-OCT13 | | | | | | | |
| | | | | VISA | PV | 128506 | 003 | 00751 | | 25.25 | 8418/100713 |
| | | | | CHRG-DEPT | | | | | | | |
| | | | | OPNS-OCT13 | | | | | | | |
| | | | | VISA | PV | 128506 | 004 | 00751 | | 2.05 | 8418/100713 |
| | | | | CHRG-DEPT | | | | | | | |
| | | | | OPNS-OCT13 | | | | | | | |
| | | | | VISA | PV | 128507 | 001 | 00701 | | 152.85 | 2504/100713 |
| | | | | CHRG-ENGRG | | | | | | | |
| | | | | DEPT1-OCT13 | | | | | | | |
| | | | | VISA | PV | 128508 | 001 | 00701 | | 112.76 | 6228/100713 |
| | | | | CHRG-TAPIA | | | | | | | |
| | | | | WWTP-OCT13 | | | | | | | |
| | | | | VISA | PV | 128509 | 001 | 00701 | | 744.90 | 9881/100713 |

Batch Number - 226978
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Item | Co | Amount | Invoice Number |
|--------------------------|--------------|----------------|------------------------------------|----------------------------|----|-----------------|-----|-------|-----------|-----------|----------------|
| CHRG-D.PEDERS | | | | | | | | | | | |
| | | | | EN-OCT'13 | | | | | | | |
| | | | | VISA CHRG-WTR | PV | 128510 | 001 | 00101 | | 322.50 | 8136/100713 |
| | | | | DIST#1-OCT'13 | | | | | | | |
| | | | | VISA CHRG-WTR | PV | 128510 | 002 | 00101 | | 171.18 | 8136/100713 |
| | | | | DIST#1-OCT'13 | | | | | | | |
| | | | | VISA CHRG-WTR | PV | 128511 | 001 | 00701 | | 37.81 | 8102/100713 |
| | | | | DIST#2-OCT'13 | | | | | | | |
| | | | | VISA CHRG-WTR | PV | 128511 | 002 | 00701 | | 570.67 | 8102/100713 |
| | | | | DIST#2-OCT'13 | | | | | | | |
| | | | | VISA CHRG-WTR | PV | 128511 | 003 | 00701 | | 86.19 | 8102/100713 |
| | | | | DIST#2-OCT'13 | | | | | | | |
| | | | | VISA | PV | 128512 | 001 | 00701 | | 288.66 | 7026/100713 |
| | | | | CHRG-G.PETERS | | | | | | | |
| | | | | ON-OCT'13 | | | | | | | |
| | | | | VISA CHRG-B. | PV | 128513 | 001 | 00701 | | 120.00 | 0711/100713 |
| | | | | STEINHARDT-OC | | | | | | | |
| | | | | T'13 | | | | | | | |
| | | | | VISA CHRG-WLK | PV | 128514 | 001 | 00101 | | 141.93 | 7493/100713 |
| | | | | WTP1-OCT'13 | | | | | | | |
| | | | | VISA CHRG-WLK | PV | 128514 | 002 | 00101 | | 423.33 | 7493/100713 |
| | | | | WTP1-OCT'13 | | | | | | | |
| | | | | VISA CHRG-WLK | PV | 128514 | 003 | 00101 | | 31.00 | 7493/100713 |
| | | | | WTP1-OCT'13 | | | | | | | |
| | | | | VISA CHRG-WLK | PV | 128514 | 004 | 00101 | | 14.16 | 7493/100713 |
| | | | | WTP1-OCT'13 | | | | | | | |
| | | | | Payment Amount | | | | | 10,283.56 | | |
| 64109 | 10/29/13 | 13919 | CANTEEN OF COASTAL CALIFORNIA, INC | COFFEE SRV & SUPPL | PV | 128529 | 001 | 00701 | | 343.91 | 25575 |
| Payment Amount | | | | | | | | | | | |
| 343.91 | | | | | | | | | | | |
| 64110 | 10/29/13 | 2539 | CITY OF SIMI VALLEY | PURCH WTR 8/15-10/16/13 | PV | 128517 | 001 | 00101 | | 12,125.09 | 0091922452 |
| Payment Amount | | | | | | | | | | | |
| 12,125.09 | | | | | | | | | | | |
| 64111 | 10/29/13 | 16821 | CLEAN SWEEP SUPPLY CO., INC | WTR SRV CHRG 8/15-10/16/13 | PV | 128518 | 001 | 00701 | | 305.74 | 0091922446 |
| Payment Amount | | | | | | | | | | | |
| 12,431.83 | | | | | | | | | | | |
| MISC JANITORIAL SUPPLIES | | | | | | | | | | | |
| Payment Amount | | | | | | | | | | | |
| 1,972.80 | | | | | | | | | | | |

ITEM 5B

Batch Number - 226978

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Amount | Invoice Number |
|---|--------------|----------------|--------------------------------------|--|----|-----------------|-----------|----------|----------------|
| | | | | | | | Item Co | | |
| 64112 | 10/29/13 | 4566 | CONSOLIDATED ELECTRICAL DISTRIBUTORS | VFD DRIVE & HIM DISPLAY | PV | 128534 | 001 00701 | 7,828.04 | 9008-683239 |
| Payment Amount 9/13 CONSULT SRV STANDBY CHRG 7,828.04 | | | | | | | | | 14257 |
| 64114 | 10/29/13 | 18141 | EAGLE BURGAMANN INDUSTRIES | LANDIA MECHANICAL SEAL | PV | 128483 | 001 00701 | 686.71 | 90045499 |
| Payment Amount OAKTON PH TESTER REPLC 686.71 | | | | | | | | | 9234070 |
| 64115 | 10/29/13 | 2660 | FISHER SCIENTIFIC | FUEL SURCHARGE | PV | 128484 | 002 00701 | 6.49 | 9234070 |
| All Payee 3202 FISHER SCIENTIFIC ACCOUNT #479936-001 FILE #50129 LOS ANGELES CA 90074-0129 | | | | | | | | | |
| 64116 | 10/29/13 | 6770 | G.I. INDUSTRIES | DISPOSAL@TAPI | PV | 128524 | 001 00701 | 393.09 | 2521111-0283-6 |
| Payment Amount 9/26-10/15 A 378.60 | | | | | | | | | |
| 9/26-10/15/13 DISP@WLKDE 1,574.29 | | | | | | | | | 2364842-0283-3 |
| 9/26-10/15/13 DISP@SHOP BLDG 622.67 | | | | | | | | | 2657424-0263-6 |
| All Payee 6771 G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065 | | | | | | | | | |
| 64117 | 10/29/13 | 2701 | GRAINGER, INC. | FLOWLINE LU81-5101 LEVEL TRANS 1/2 ADAPTER & MICRO DC(4 PIN) | PV | 128480 | 001 00701 | 848.45 | 9264062077 |
| Payment Amount 2,590.05 | | | | | | | | | |
| 143.63 | | | | | | | | | 9281005400 |

ITEM 5B

Batch Number - 225978
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Sub Message | Document Ty | Document Number | Key Item | Key Co | Amount | Invoice Number |
|---|--------------|----------------|--------------------------------|--|-------------|-----------------|----------|--------|----------|--|
| 64118 | 10/29/13 | 3061 | HDS WHITE CAP CONST SUPPLY | MISC FACILITIES MAINT SUPL | PV | 128482 | 001 | 00701 | 549.79 | 9261005418 |
| All Payee 5453 GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001 | | | | | | | | | | |
| 64119 | 10/29/13 | 5630 | IPSWITCH, INC. | WEATHERGUARD ALL PURPOSE | PV | 128544 | 001 | 00701 | 352.06 | 50000535553 |
| 64120 | 10/29/13 | 18423 | JANO GRAPHICS | MOVE IT SUP 12/1/13-11/30 /14 | PV | 128530 | 001 | 00701 | 800.00 | IN507277 |
| 64121 | 10/29/13 | 5230 | KENNEDYJENKS CONSULTANTS | CURRENT FLOW NEWSLETTER#5 POSTER CONTEST CD CALENDAR | PV | 128541 | 001 | 00701 | 2,595.78 | 48416 |
| 64122 | 10/29/13 | 2611 | LA DWP | P/E 9/27/13-10*WT RLINE CLBS RD P/E 9/27/13-CONST CLBS PIPELIN | PV | 128536 | 001 | 00701 | 1,883.62 | 76544 |
| 64123 | 10/29/13 | 2789 | LIEBERT CASSIDY WHITMORE | RECTIFIER 9/24-10/22/13 RECTIFIER 9/27-10/23/13 SRV P/E 9/30/13 RE: GENERAL SRV P/E 9/30/13 RE: EE P/E 9/30/13-PROF | PV | 128552 | 001 | 00101 | 40.97 | 557-160/10221 3 851-260/10231 3 |
| | | | | Payment Amount | | | | | 77.39 | |
| | | | | Payment Amount | | | | | 1,620.00 | 171594 |
| | | | | Payment Amount | | | | | 3,736.50 | 171596 |
| | | | | Payment Amount | | | | | 15.42 | 171595 |

ITEM 5B

Batch Number - 226978

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Ltrm Co | Amount | Invoice Number |
|----------------|--------------|----------------|---|--|----|-----------------|-------------|----------|----------------|
| 64124 | 10/29/13 | 3514 | LOS ANGELES COUNTY, REGISTRAR-REC ORDER | UNIT NEG 2013 Payment Amount RCD-RELEASE LIEN (17) | PV | 128519 | 001 00301 | 272.00 | 102313 |
| 64125 | 10/29/13 | 2814 | MCMaster-CARR SUPPLY CO | Payment Amount FORK MOUNT SIDE GRIP MOVER FREIGHT | PV | 128523 | 001 00701 | 520.68 | 61695415 |
| 64126 | 10/28/13 | 2365 | MSO TECHNOLOGIES | Payment Amount 8/1-8/30/13-W LFP ANALYZER | PV | 128495 | 001 00701 | 405.00 | 4459 |
| 64127 | 10/29/13 | 16754 | NATURAL SURROUNDINGS | Payment Amount 10/13 INTERIOR PLANT MAINT | PV | 128496 | 001 00701 | 235.00 | 5859 |
| 64128 | 10/29/13 | 18973 | SOUTHERN COUNTIES OIL | Payment Amount HDAX 5200 LOW ASH-330GAL OILS | PV | 128498 | 001 00701 | 6,052.78 | 0003007-IN |
| 64129 | 10/29/13 | 2948 | SMITH PIPE & SUPPLY | Payment Amount MISC REPR PARTS@EQUESTR IAN TNK | PV | 128490 | 001 00101 | 164.59 | 2802403 |
| 64130 | 10/29/13 | 2958 | SOUTHERN CALIFORNIA GAS CO | Payment Amount CONDUIT P/S-6/20-9/18 /13 | PV | 128546 | 001 00101 | 38.44 | 8400/101813 |
| 64131 | 10/29/13 | 8589 | STANDARD AUTOMATION | Payment Amount MICROBOX-7824 A-A00-003 FREIGHT | PV | 128497 | 001 00701 | 3,220.95 | 55220 |
| | | | Alt Payee 8600 STANDARD AUTOMATION & CONTROL LP P. O. BOX 849717 DALLAS TX 75284-9717 | | PV | 128497 | 002 00701 | 93.00 | 85220 |

Batch Number - 226978

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Sub Message | Document Ty | Number | Key | Amount | Invoice Number |
|----------------|--------------|----------------|---------------------------------------|----------------------------------|-------------|--------|-----------|------------|----------------|
| | | | | | | | Item Co | | |
| 64132 | 10/29/13 | 18694 | STAR BRITE BUILDING MAINTENANCE, INC | | PV | 128522 | 001 00701 | 3,172.75 | 23277 |
| | | | | Payment Amount | | | | 3,253.95 | |
| | | | | JANITORIAL SRV | | | | | |
| | | | | 10/13 JANITORIAL SRV | PV | 128522 | 003 00701 | 390.25 | 23277 |
| | | | | 10/13 JANITORIAL SRV | PV | 128522 | 004 00701 | 1,875.75 | 23277 |
| | | | | Payment Amount | | | | 5,438.75 | |
| 64133 | 10/29/13 | 9505 | TIRE MAN AGOURA | | PV | 128492 | 001 00701 | 615.15 | 2027796 |
| | | | | 4 NEW TIRES FOR VEH#826 | | | | | |
| | | | | WHEEL BAL/TIRE ROTATN VEH#140 | PV | 128493 | 001 00701 | 69.95 | 2027931 |
| | | | | 4 NEW TIRES FOR VEH#806 | PV | 128494 | 001 00701 | 636.95 | 2028134 |
| | | | | Payment Amount | | | | 1,322.05 | |
| 64134 | 10/29/13 | 4413 | VALLEY BOBCAT, INC. | | PV | 128489 | 001 00701 | 1,261.53 | PICPAK |
| | | | | HYD LIFT CYLINDER VEH#711 | | | | | |
| | | | | Payment Amount | | | | 1,261.53 | |
| 64135 | 10/29/13 | 3025 | WATER & SANITATION SRV/VENTURA COUNTY | | PV | 128551 | 001 00101 | 22,733.08 | 763277 |
| | | | | PURCH WTR 9/17/13-10/15 /13 | | | | | |
| | | | | Payment Amount | | | | 22,733.08 | |
| 64136 | 10/29/13 | 19029 | WILWATER IRRIGATION | | PV | 128499 | 001 00701 | 686.25 | LVMWD 0006 |
| | | | | IRRIGTN SYST REPR | | | | | |
| | | | | 10/7-10/11 IRRIGTN SYST REPR | PV | 128499 | 002 00701 | 153.63 | LVMWD 0006 |
| | | | | 10/7-10/11 IRRIGTN SYST REPR | PV | 128499 | 003 00701 | 881.10 | LVMWD 0006 |
| | | | | 10/7-10/11 IRRIGTN SYST REPR | PV | 128499 | 003 00701 | 881.10 | LVMWD 0006 |
| | | | | Payment Amount | | | | 1,720.98 | |
| | | | | Total Amount of Payments Written | | | | 106,470.15 | |

Batch Number - 226978

Bank Account - 00146807 Cash-General

| Payment . . . Number | Date | Address Number | Name | Payment Stub Message | Document . . . Ty | Number | Key Itrn | Co | Amount | Invoice Number |
|----------------------------------|------|-------------------|------|----------------------|----------------------|--------|-------------|----|--------|-------------------|
| Total Number of Payments Written | | | | | | | | | | |
| | | | | | | | | | | 36 |

Batch Number - 227034

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Number | lim | Co | Key | Amount | Invoice Number |
|----------------|--------------|----------------|--|--|----|--------|-----|-------|-----|-----------|----------------|
| 64137 | 11/05/13 | 18955 | ePOWER NETWORK, INC. | INSTALL 12 BATTERIES@WLK Payment Amount | PV | 128639 | 001 | 00701 | | 539.50 | 21863 |
| 64138 | 11/05/13 | 18132 | AGROMIN PREMIUM SOIL PRODUCTS | 100YD COMPOST AMENDMENT | PV | 128647 | 001 | 00701 | | 1,200.00 | 0226019-IN |
| 64139 | 11/05/13 | 18847 | AMTECH ELEVATOR SERVICES | 100YD COMPOST AMENDMENT | PV | 128648 | 001 | 00701 | | 1,200.00 | 0226040-IN |
| 64140 | 11/05/13 | 5625 | ASSOC. OF WATER AGENCIES OF VENTURA CO | 108YD COMPOST AMENDMENT | PV | 128649 | 001 | 00701 | | 1,308.00 | 0226041-IN |
| 64141 | 11/05/13 | 17311 | AJUMA ACTUATORS, INC. | 120YD COMPOST AMENDMENT | PV | 128650 | 001 | 00701 | | 1,440.00 | 0226090-IN |
| 64142 | 11/05/13 | 7965 | B&B PALLET CO. | Payment Amount SOLID STATE STARTER KIT | PV | 128637 | 001 | 00701 | | 160.00 | DVA09741B13 |
| 64143 | 11/05/13 | 18071 | BLUE DIAMOND MATERIALS | Payment Amount 55YD WOOD CHIPS | PV | 128632 | 001 | 00701 | | 596.16 | 05-7141 |
| 64144 | 11/05/13 | 18703 | CAL-PACIFIC ROOFING, INC. | Payment Amount AC 3/8 FINE PAVING MAT'L AC 3/8 FINE PAVING MAT'L | PV | 128635 | 001 | 00701 | | 638.00 | 6225965 |
| 64145 | 11/05/13 | 18703 | CAL-PACIFIC ROOFING, INC. | Payment Amount APPLY RESTORATION COATING | PV | 128636 | 001 | 00701 | | 1,508.00 | 110434 |
| 64146 | 11/05/13 | 18703 | CAL-PACIFIC ROOFING, INC. | Payment Amount APPLY RESTORATION COATING | PV | 128634 | 001 | 00701 | | 638.00 | 110436 |
| 64147 | 11/05/13 | 18703 | CAL-PACIFIC ROOFING, INC. | Payment Amount APPLY RESTORATION COATING | PV | 128633 | 001 | 00701 | | 2,784.00 | 110435 |
| 64148 | 11/05/13 | 18703 | CAL-PACIFIC ROOFING, INC. | Payment Amount APPLY RESTORATION COATING | PV | 128635 | 001 | 00701 | | 450.90 | 17628 RI |
| 64149 | 11/05/13 | 18703 | CAL-PACIFIC ROOFING, INC. | Payment Amount APPLY RESTORATION COATING | PV | 128636 | 001 | 00701 | | 178.97 | 170862 RI |
| 64150 | 11/05/13 | 18703 | CAL-PACIFIC ROOFING, INC. | Payment Amount APPLY RESTORATION COATING | PV | 128622 | 001 | 00701 | | 23,895.00 | 001-4217 |

Batch Number - 227034

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document | Ty | Number | Key | Amount | Invoice Number |
|--|--------------|----------------|--|---|----------|----|--------|-----------|-----------|----------------|
| | | | | | | | | Item Co | | |
| 64145 | 11/05/13 | 18992 | CDW-GOVERNMIEN T | HP CLJ PRO 400 | | PV | 128557 | 001 00701 | 434.91 | GL27387 |
| All Payee 19010 CDW GOVERNMENT 75 REMITTANCE DR., SUITE 1515 CHICAGO IL 60675-1515 | | | | | | | | | | |
| 64146 | 11/05/13 | 2543 | CLA-VAL CO | REPAIR SET OF CSM-11 | | PV | 128575 | 001 00701 | 758.29 | 621787 |
| 64147 | 11/05/13 | 4586 | CONSOLIDATED ELECTRICAL DISTRIBUTORS | DISTRIBUT FREIGHT | | PV | 128575 | 002 00701 | 9.42 | 621787 |
| 64148 | 11/05/13 | 18834 | CS ENGINEERING | MISC ELECTRICAL MAINT SUPPL DISCOUNT | | PV | 128628 | 001 00701 | 7,705.61 | 9009-682677 |
| | | | | Payment Amount | | | 128629 | 001 00751 | 106.05 | 9009-682677 |
| | | | | Payment Amount | | | 128645 | 001 00701 | 13,836.00 | 10494/FINAL |
| | | | | FINAL MALIBU BOWL WTRLN REPL | | PV | 128646 | 001 00301 | 11,471.21 | 10494/FINAL |
| | | | | Payment Amount | | | 128647 | 001 00301 | 6,116.50 | 10494/FINAL |
| | | | | FINAL MALIBU BOWL WTRLN REPL | | PV | 128647 | 001 00301 | 6,116.50 | 10494/FINAL |
| | | | | Payment Amount | | | 128658 | 001 00701 | 278.00 | 208249 |
| 64149 | 11/05/13 | 11530 | DIAL SECURITY | SECURITY SRV@HO/LOBBY | | PV | 128659 | 001 00701 | 45.00 | 208250 |
| | | | | Payment Amount | | | 128660 | 001 00701 | 80.00 | 208251 |
| | | | | SECURITY SRV@RLV | | PV | 128661 | 001 00701 | 35.00 | 208252 |
| | | | | Payment Amount | | | 128662 | 001 00701 | 70.00 | 208253 |
| | | | | SECURITY SRV@RLV-FARM | | PV | 128662 | 001 00701 | 70.00 | 208253 |

Batch Number - 227034

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Item | Co | Amount | Invoice Number |
|----------------|--------------|----------------|--|---|----|-----------------|-----|-------|----|----------|----------------|
| 64150 | 11/05/13 | 18743 | EUROFINS EATON ANALYTICAL, INC. | SECURITY SRV@WLK 11/13 SECURITY SRV@WLK P/S Payment Amount FASTWATER COURT | PV | 128563 | 001 | 00701 | | 35.00 | 208254 |
| | | | | | | | | | | 643.00 | |
| 64151 | 11/05/13 | 2654 | FAMCON PIPE | Payment Amount MISC INVENTORY ITEMS MISC INVENTORY ITEMS | PV | 128565 | 001 | 00701 | | 6,223.27 | 153485 |
| | | | | | | | | | | 30.00 | |
| 64152 | 11/05/13 | 2656 | FEDERAL EXPRESS CORP | Payment Amount (1)PAC KAGE DEL 10/17/13 | PV | 128564 | 001 | 00701 | | 33.87 | 2-444-85535 |
| 64153 | 11/05/13 | 2650 | FISHER SCIENTIFIC | Payment Amount OAKTON PH TESTER 30 | PV | 128627 | 001 | 00701 | | 152.20 | 9677286 |
| | | | | | | | | | | 33.87 | |
| | | | | | | | | | | 7,855.00 | |
| | | | | | | | | | | 529.74 | #F14392-13X36 |
| 64154 | 11/05/13 | 2661 | FLO-SYSTEMS INC | Payment Amount LOCKSCREW KIT, IMPELLER FREIGHT | PV | 128621 | 001 | 00701 | | 5.38 | #F14392-13X36 |
| | | | | | | | | | | 152.20 | |
| | | | | | | | | | | 535.13 | |
| 64155 | 11/05/13 | 16423 | JANO GRAPHICS | Payment Amount YELLOW LEAK DOOR TAG NEW/CUSTOMER DOOR TAG WIPOCKET | PV | 128617 | 001 | 00701 | | 1,083.85 | 46473 |
| | | | | | | | | | | 1,717.83 | 48505 |
| | | | | | | | | | | 2,801.68 | |
| 64156 | 11/05/13 | 3693 | JCI JONES CHEMICALS, | Payment Amount SODIUM HYPOCHLORITE- | PV | 128554 | 001 | 00701 | | 2,846.42 | 598339 |

ITEM 5B

Batch Number • 227034

Bank Account • 00146907 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | TY | Document Number | Key | Amount | Invoice Number |
|----------------|--------------|----------------|---|--|----|-----------------|-----------|----------|----------------|
| Number | Date | Number | | | | Number | Item Co | | Number |
| | | | INC | | | | | | |
| 64157 | 11/05/13 | 18985 | JCI JONES CHEMICALS, INC P.O. BOX 636877 CINCINNATI OH 45263-6877 | 4891GAL SODIUM BISULFITE-420 7GAL | PV | 128555 | 001 00701 | 5,721.52 | 598352 |
| 64158 | 11/05/13 | 19074 | KIMLEY-HORN & ASSOCIATES, INC. | SODIUM HYPOCHLORITE- 4958GAL | PV | 128556 | 001 00701 | 2,885.41 | 598789 |
| 64159 | 11/05/13 | 17295 | RACHEL MAHLER | SODIUM HYPOCHLORITE- 5006GAL | PV | 128630 | 001 00701 | 2,887.74 | 599419 |
| 64160 | 11/05/13 | 19026 | MAILFINANCE | SODIUM HYPOCHLORITE- 5006GAL | PV | 128631 | 001 00701 | 2,913.34 | 599067 |
| 64161 | 11/05/13 | 18983 | POWERFLO | Payment Amount 9/30/13-8'RW LADYFACE/CORN ELL | PV | 128638 | 001 00701 | 5,275.33 | 5317163 |
| 64162 | 11/05/13 | 15145 | MARY NORTHRUP | Payment Amount REFD BAL ON OPEN A/C | PV | 128654 | 001 00101 | 2,600.00 | 670195 |
| 64163 | 11/05/13 | 18983 | POWERFLO | Payment Amount 11/23-12/22/1 3 PSTG LEASE PMT | PV | 128607 | 001 00701 | 411.41 | H4272356 |
| 64164 | 11/05/13 | 19026 | MNS ENGINEERS, INC. | Payment Amount 9/13 PRIMARY TANK REHAB | PV | 128572 | 001 00701 | 1,524.55 | 63754 |
| 64165 | 11/05/13 | 18983 | POWERFLO | Payment Amount NEW SPLIT BRONZE SLEEVE | PV | 128612 | 001 00701 | 683.13 | 42757 |
| 64166 | 11/05/13 | 15145 | MARY NORTHRUP | Payment Amount REIMB-S.HICKS RETIREMENT 10/31 | PV | 128651 | 001 00701 | 66.16 | 103113 |
| 64167 | 11/05/13 | 18983 | POWERFLO | Payment Amount 2 AURORA | PV | 128570 | 001 00701 | 899.25 | 42106-A |

ITEM 5B

Batch Number - 227034

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document Ty | Document Number | Key Iltm Co | Amount | Invoice Number |
|--|--------------|----------------|-------------------------------|---------------------------------|-------------|-----------------|-------------|----------|----------------|
| PRODUCTS, INC. | | | | | | | | | |
| 64164 | 11/05/13 | 2585 | PURETEC | PUMPS - PVMX4-40 FREIGHT | PV | 128570 | 002 00701 | 85.70 | 42106-A |
| | | | | Payment Amount 10/15/13-14" | | | | 964.95 | |
| | | | | TANK RENTAL | PV | 128571 | 001 00701 | 213.29 | 1289835 |
| 64165 | 11/05/13 | 2507 | RED WING SHOE STORE | SAFETY SHOES/ALVAREZ, RICHARD | PV | 128568 | 001 00701 | 225.00 | 1310000013302 |
| 64166 | 11/05/13 | 2914 | ROADSIDE LUMBER/HARDWARE | STAKE, LATH, WOOD, 36" X 2" | PV | 128569 | 001 00701 | 119.88 | 90332831 |
| 64167 | 11/05/13 | 14593 | SIEMENS INDUSTRY, INC. | ASPHALT, COLD PATCH, 60 LB. BAG | PV | 128613 | 001 00701 | 357.31 | 90332638 |
| | | | | MOTION ALARM & SENSOR | PV | 128611 | 001 00701 | 1,577.81 | 5567016085 |
| Alt Payee 14594 SIEMENS INDUSTRY, INC. P.O. BOX 2715 CAROL STREAM IL 60132 | | | | | | | | | |
| 64168 | 11/05/13 | 18964 | SIMPLIFIED SAFETY, INC. | RECOVER MOUNT | PV | 128603 | 001 00701 | 318.00 | 100003252-1 |
| 64169 | 11/05/13 | 16120 | SOIL CONTROL LAB | FINISHED COMPOST PACKAGE | PV | 128603 | 002 00701 | 17.82 | 100003252-1 |
| | | | | Payment Amount | | | | 335.82 | |
| 64170 | 11/05/13 | 18095 | TOTAL BARRICADE SERVICE, INC. | ENGINEER REVIEW & STAMP FEE | PV | 128609 | 001 00701 | 300.00 | 21534 |
| 64171 | 11/05/13 | 3034 | VORTEX INDUSTRIES | REPR REACTOR#3 DOOR | PV | 128573 | 001 00701 | 977.83 | 01-777661-1 |

Batch Number - 227034
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Number | frm | Co | Key | Amount | Invoice Number |
|----------------|--------------|----------------|-----------------------------|---|----|--------|-----|-------|----------|----------|----------------|
| 64172 | 11/05/13 | 18914 | WECK LABORATORIES, INC. | LAB SRV@005 EFFLUENT SEMI-ANL LAB SRV@TAPIA GRDWTR LAB SRV@TAPIA EFFLUENT LAB SRV@TAPIA LAB SRV@RANCHO CROP LAB SRV@TAPIA GRMDWTR LAB SRV@RLV LAB SRV@FAST WTR CT. LAB SRV@TAPIA LAB SRV@TAPIA LAB SRV@TAPIA LAB SRV@TAPIA LAB SRV@TAPIA LAB SRV@TAPIA LAB SRV@TAPIA GRDWTR LAB SRV@TAPIA | PV | 128569 | 001 | 00701 | 977.83 | 297.00 | W3E0644-LV |
| | | | | | PV | 128590 | 001 | 00701 | | 1,497.00 | W3F1164-LV |
| | | | | | PV | 128592 | 001 | 00701 | | 766.00 | W3H0799-LV |
| | | | | | PV | 128593 | 001 | 00701 | | 800.00 | W3G2606-LV |
| | | | | | PV | 128595 | 001 | 00701 | | 124.00 | W3H1325-LV |
| | | | | | PV | 128596 | 001 | 00701 | | 67.00 | W3I0163-LV |
| | | | | | PV | 128597 | 001 | 00701 | | 88.00 | W3I1033-LV |
| | | | | | PV | 128598 | 001 | 00701 | | 1,292.00 | W3I0083-LV |
| | | | | | PV | 128599 | 001 | 00701 | | 45.00 | W3I0753-LV |
| | | | | | PV | 128600 | 001 | 00701 | | 78.75 | W3J1364-LV |
| | | | | | PV | 128601 | 001 | 00701 | | 45.00 | W3I0780-LV |
| | | | | | PV | 128602 | 001 | 00701 | | 55.00 | W3J1193-LV |
| | | | | | PV | 128603 | 001 | 00701 | | 7.00 | W3J1098-LV |
| | | | | | PV | 128604 | 001 | 00701 | | 440.00 | W3J1097-LV |
| 64173 | 11/05/13 | 3048 | WEST COAST AIR CONDITIONING | Payment Amount 9/13 PRV MAINT & REPR@LV-2 9/13 PRV MAINT@BLDG 2 A/C REPR@BLDG 8-9/23/13 9/13 PRV MAINT@WLK PLNT 9/13 PRV MAINT@TAPIA 9/13 PRV MAINT@RLV 9/13 PRV MAINT@CORNELL | PV | 128576 | 001 | 00701 | 5,801.75 | 117.18 | S51801 |
| | | | | | PV | 128577 | 001 | 00701 | | 30.00 | S51819 |
| | | | | | PV | 128578 | 001 | 00701 | | 150.00 | S51843 |
| | | | | | PV | 128579 | 001 | 00701 | | 45.00 | S51901 |
| | | | | | PV | 128580 | 001 | 00701 | | 135.00 | S51902 |
| | | | | | PV | 128581 | 001 | 00701 | | 385.00 | S51993 |
| | | | | | PV | 128582 | 001 | 00701 | | 50.00 | S52016 |

Batch Number - 227034

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document | Ty | Number | Item | Key | Co | Amount | Invoice Number |
|-------------------|-----------------|-------------------|------------------------|----------------------------------|----------|-----|--------|------|-------|----|------------|-------------------|
| | | | | | | P/S | | | | | | |
| | | | | CLEARED DRAIN LINE | 128583 | PV | 128583 | 001 | 00701 | | 5.45 | S52282 |
| | | | | W/CO2@RLV | | | | | | | | |
| | | | | 9/13 PRV | 128584 | PV | 128584 | 001 | 00701 | | 240.00 | S51820 |
| | | | | MAINT@BLDG 7 | | | | | | | | |
| | | | | REPL BELT ON | 128585 | PV | 128585 | 001 | 00701 | | 37.13 | S52331 |
| | | | | SWMP | | | | | | | | |
| | | | | COOLER@BLDG7 | | | | | | | | |
| | | | | 9/13 PRV | 128586 | PV | 128586 | 001 | 00701 | | 108.00 | S51884 |
| | | | | MAINT@L/S#1 | | | | | | | | |
| | | | | 9/13 PRV | 128587 | PV | 128587 | 001 | 00701 | | 62.00 | S51885 |
| | | | | MAINT@L/S#2 | | | | | | | | |
| | | | | 9/13 PRV | 128514 | PV | 128514 | 001 | 00701 | | 650.00 | S51805 |
| | | | | MAINT@BLDG 8 | | | | | | | | |
| | | | | 9/13 PRV MAIN | 128615 | PV | 128615 | 001 | 00701 | | 450.00 | S52026 |
| | | | | T@RLV PLNT | | | | | | | | |
| | | | | REPL BELT ON | 128616 | PV | 128616 | 001 | 00701 | | 9.88 | S52616 |
| | | | | EXHAUST | | | | | | | | |
| | | | | FAN@RLV | | | | | | | | |
| | | | | Payment Amount | | | | | | | 2,474.64 | |
| 54174 | 11/05/13 | 19029 | WILWATER IRRIGATION | IRRIGATION | 128656 | PV | 128656 | 001 | 00101 | | 1,147.50 | LVMWD0007 |
| | | | | SYST | | | | | | | | |
| | | | | REPR@EQUESTRN | | | | | | | | |
| | | | | Payment Amount | | | | | | | 1,147.50 | |
| | | | | Total Amount of Payments Written | | | | | | | 129,177.55 | |
| | | | | Total Number of Payments Written | | | | | | | 38 | |

Batch Number - 227108

Bank Account - 00145807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Am Co | Key | Amount | Invoice Number |
|--|--------------|----------------|------------------------------------|-------------------------------|----|-----------------|-----------|-----|-----------|----------------|
| 64175 | 11/12/13 | 2525 | APPLIED INDUSTRIAL TECHNOLOGIES | GREASE, KEY G ZENIPLX 2 | PV | 128660 | 001 00701 | | 443.88 | 7001073059 |
| All Payee 3180 APPLIED INDUSTRIAL TECHNOLOGIES P. O. BOX 100538 PASADENA CA 91189-0538 | | | | | | | | | | |
| 64176 | 11/12/13 | 19066 | DAVID ARTINIAN | TURF/RUNOFF REBATE | PV | 128702 | 001 00101 | | 2,500.00 | 0000750781 |
| 64177 | 11/12/13 | 2516 | CALIFORNIA ASSOC. OF SANI AGENCIES | 2014 CASA MBRSHIP RENEWAL-D.P | PV | 128674 | 001 00701 | | 15,600.00 | 111213 |
| 64178 | 11/12/13 | 2513 | CAPCO ANALYTICAL SERVICES | 10/13 DIGESTER GAS TEST | PV | 128688 | 001 00701 | | 366.25 | 133064 |
| 64179 | 11/12/13 | 19073 | DAVID CARTER | REFD BAL CLOSED A/C | PV | 128678 | 001 00101 | | 27.44 | 580152 |
| 64180 | 11/12/13 | 18906 | COAST TO COAST COMPUTER PRODUCTS | TROY MICR TONER FOR HP | PV | 128663 | 001 00701 | | 271.41 | A10889765 |
| 64181 | 11/12/13 | 18527 | CYBERNETICS | 11/3/13-11/2/14 MAINT SRV | PV | 128661 | 001 00701 | | 5,644.00 | 783860 |
| 64182 | 11/12/13 | 19067 | FRANCESCO DI MARCO | REFD BAL CLOSED A/C | PV | 128641 | 001 00101 | | 510.21 | 1100460 |
| 64183 | 11/12/13 | 2554 | FAMCON PIPE | MISC INVENTORY ITEMS | PV | 128656 | 001 00701 | | 2,210.52 | 153708 |
| | | | | BALL VALVE, 1" W/HANDLE | PV | 128668 | 001 00701 | | 1,176.94 | 153705 |
| | | | | BALL VALVE, 2" W/HANDLE | PV | 128659 | 001 00701 | | 1,016.62 | 153706 |
| | | | | | | | | | 4,406.08 | |

ITEM 5B

Batch Number - 227108
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Slub Message | Ty | Number | Key | Amount | Invoice Number |
|---|--------------|----------------|--|--|----|--------|-----------|--------|----------------|
| | | | | | | | itm Co | | |
| 64184 | 11/2/13 | 15065 | GOVERNMENT INVESTMENT OFFICERS ASSOCIATI | GIOA CNF REGIST3/25--3/28/14-JL | PV | 128644 | 001 00701 | 100.00 | 101713 |
| 64185 | 11/12/13 | 2701 | GRAINGER, INC. | PG SERIES PRESSURE SWITCH | PV | 128662 | 001 00701 | 817.50 | 9286575290 |
| All Payee 5453 GRAINGER, INC. DEPT 806178142 PALATINE IL 60038-0001 | | | | | | | | | |
| 64186 | 11/12/13 | 2889 | J G POLLARD CO/POLLARDWAT ER.COM | LONG METER BOX LJD WRENCH | PV | 128693 | 001 00701 | 189.50 | 1365981-IN |
| 64187 | 11/12/13 | 19030 | JULIE JAMES | FREIGHT HERBS GARDENING CLASS 10/24/13 | PV | 128693 | 002 00701 | 15.72 | 1365981-IN |
| 64188 | 11/7/13 | 2789 | LIEBERT CASSIDY WHITMORE | REGIST-LEG UPDATE L/F 12/3/13 | PV | 128672 | 001 00701 | 55.00 | 111213 |
| 64189 | 11/12/13 | 19068 | HILDA MARTINEZ | REFD BAL CLOSED.AVC | PV | 128640 | 001 00101 | 22.93 | 3071490 |
| 64190 | 11/12/13 | 2814 | MCMMASTER-CARR SUPPLY CO | MISC TAPIA MAINT SUPPLIES | PV | 128665 | 001 00701 | 584.77 | 63342846 |
| All Payee 3197 MC MASTER-CARR P. O. BOX 7690 CHICAGO IL 60680-7690 | | | | | | | | | |
| 64191 | 11/12/13 | 2355 | MISO | MISC TAPIA MAINT SUPPLIES | PV | 128665 | 005 00701 | 7.99 | 63342846 |
| All Payee 2355 MISO 9/1--9/30/13 | | | | | | | | | |

ITEM 5B

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Amount | Invoice Number |
|--|--------------|----------------|-----------------------------------|------------------------------|----|-----------------|-----------|------------|----------------|
| Item | Co | Item | Co | Item | Co | Item | Co | Item | Co |
| TECHNOLOGIES | | | | | | | | | |
| 64192 | 11/12/13 | 18874 | PACIFIC HYDROTECH CORPORATION | SCADA PHASE1 DESGN | PV | 128679 | 001 00701 | 7,840.00 | 10487#6 |
| | | | | Payment Amount | | | | 585,300.00 | |
| | | | | PRG PMT#6-3RD DIGESTER 10/25 | | | | | |
| | | | | 5% RETENTION ON PMT#6 | PD | 128680 | 001 00754 | 29,265.00 | 10487RTN#6 |
| 64193 | 11/12/13 | 19059 | PALO COMADO LLC | Payment Amount | PV | 128643 | 001 00101 | 1,161.36 | 9997627 |
| | | | | REFD DEPOSIT ON CLOSED A/C | | | | | |
| | | | | REFD BAL CLOSED A/C | PV | 128677 | 001 00101 | 169.32 | 9997627-B |
| 64194 | 11/12/13 | 18512 | PAVEMENT COATINGS CO. | Payment Amount | PV | 128675 | 001 00101 | 1,330.68 | 9997867 |
| | | | | REFD DEPOSIT ON CLOSED A/C | | | | | |
| 64195 | 11/12/13 | 8484 | PRAXAIR DISTRIBUTION, INC | Payment Amount | PV | 128695 | 001 00701 | 102.25 | 47522053 |
| | | | | 10/13 AIR CYLINDER RNTL | | | | | |
| Alt Payee 8598 PRAXAIR DISTRIBUTION INC. DEPT. LA 21511 PASADENA CA 91185-1511 | | | | | | | | | |
| 64196 | 11/12/13 | 19058 | PROTECTOR FENCE | Payment Amount | PV | 128694 | 001 00701 | 600.00 | 931 |
| | | | | ADD LAST PANEL PRIVACY CHAIN | | | | | |
| 64197 | 11/12/13 | 2948 | SMITH PIPE & SUPPLY | Payment Amount | PV | 128687 | 001 00701 | 301.88 | 2607426 |
| | | | | MISC STORAGE SUPP | | | | | |
| 64198 | 11/12/13 | 2656 | SOUTH COAST AIR QUALITY MGMT DIST | Payment Amount | PV | 128688 | 001 00101 | 117.87 | 2648449 |
| | | | | EMISSION FEE ID#101493 | | | | | |
| ITEM 5B | | | | | | | | | |
| 64199 | 11/12/13 | 2957 | SOUTHERN CALIFORNIA | Payment Amount | PV | 128689 | 001 00101 | 4,224.32 | 2669/103113 |
| | | | | ENERGY-OCTOBE R'13 | | | | | |

| Payment Number | Date | Address Number | Name | Payment Stub Message | Ty | Number | itm | Co | Key | Amount | Invoice Number |
|----------------|------|----------------|------|----------------------|----|--------|-----|-------|-----|----------|----------------|
| EDISON | | | | | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 002 | 00101 | | 28.14 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 003 | 00101 | | 598.55 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 004 | 00101 | | 25.08 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 006 | 00101 | | 26.75 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 006 | 00101 | | 52.16 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 007 | 00101 | | 14.28 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 008 | 00101 | | 113.55 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 009 | 00101 | | 75.70 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 010 | 00101 | | 26.75 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 011 | 00101 | | 29.82 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 012 | 00101 | | 29.37 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 013 | 00101 | | 4,444.53 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 014 | 00101 | | 4,479.81 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 015 | 00101 | | 75.44 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 016 | 00101 | | 9,149.80 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 017 | 00101 | | 9,458.29 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 018 | 00101 | | 166.44- | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 019 | 00101 | | 27.59 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 020 | 00101 | | 268.08 | 2869/103113 |
| | | | | R'13 | | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 021 | 00101 | | 7,423.02 | 2869/103113 |
| | | | | R'13 | | | | | | | |

| Payment Number | Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Amount | Invoice Number |
|----------------|------|----------------|------|----------------------|----|-----------------|-----------|-----------|----------------|
| Number | | Number | | | | Number | Lim Co | | Number |
| | | | | ENERGY-OCTOBE | PV | 128700 | 022 00101 | 30.67 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 023 00101 | 713.72 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 024 00101 | 1,136.96 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 025 00101 | 325.95 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 026 00101 | 866.69 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 027 00101 | 836.00 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 028 00101 | 4,617.70 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 029 00101 | 31.20 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 030 00101 | 1,240.55 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 031 00101 | 33.27 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 032 00101 | 456.06 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 033 00101 | 29.25 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 034 00101 | 8,321.60 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 035 00101 | 7,093.98 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 036 00101 | 3,032.09 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 037 00101 | 1,979.24 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 038 00101 | 1,866.67 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 039 00101 | 5,626.58 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 040 00101 | 16,129.39 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 041 00101 | 7,006.38 | 2869/103113 |
| | | | R13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 042 00101 | 5,459.67 | 2869/103113 |
| | | | R13 | | | | | | |

Batch Number - 227108
Bank Account - 00146807 Cash-General

| Payment Number | Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Amount | Invoice Number |
|----------------|------|----------------|------|----------------------|----|-----------------|-----------|-----------|----------------|
| | | | | | | Number | Item Co | | |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 043 00101 | 2,560.85 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 044 00101 | 116.05 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 045 00101 | 517.00 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 046 00101 | 159.74 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 047 00101 | 52.76 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 048 00101 | 1,147.84 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 049 00101 | 2,499.23 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 050 00101 | 4,648.98 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 051 00101 | 26.75 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 052 00101 | 27.91 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 053 00101 | 28.91 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 054 00101 | 29.62 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 055 00101 | 648.03 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 056 00101 | 29.81 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 057 00101 | 782.77 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 058 00101 | 560.55 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 059 00101 | 38,072.72 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 050 00101 | 38,072.71 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 061 00101 | 580.75 | 2869/103113 |
| R13 | | | | ENERGY-OCTOBE | PV | 128700 | 062 00101 | 2,158.75 | 2869/103113 |

Batch Number - 227108
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Slub Message | Ty | Document Number | Key Itm | Co | Amount | Invoice Number |
|----------------|--------------|----------------|------|----------------------|----|-----------------|---------|-------|----------|----------------|
| | | | | ENERGY-OCTOBE | PV | 128700 | 063 | 00101 | 2,454.25 | 2869/103113 |
| | | | | R'13 | | | | | | |
| | | | | ENERGY-OCTOBE | PV | 128700 | 064 | 00101 | 1,227.12 | 2869/103113 |
| | | | | R'13 | | | | | | |
| | | | | Payment Amount | | | | | | |
| | | | | TIRE SERVICES | PV | 128659 | 001 | 00701 | 855.23 | 2028250 |
| | | | | ON VEH#816 | | | | | | |
| | | | | Payment Amount | | | | | | |
| | | | | 10/26/13-10/2 | PV | 128692 | 001 | 00701 | 1,080.00 | INV00538811 |
| | | | | 6/14-S/W | | | | | | |
| | | | | MAINT | | | | | | |
| | | | | Payment Amount | | | | | | |
| | | | | AD: DISPLAY | PV | 128670 | 001 | 00101 | 120.00 | 10-24 |
| | | | | 10/24/13 | | | | | | |
| | | | | AD: | PV | 128671 | 001 | 00751 | 220.00 | 10-18 |
| | | | | 10/18/13-COMP | | | | | | |
| | | | | OST | | | | | | |
| | | | | Payment Amount | | | | | | |
| | | | | PARCEL#685-0- | PV | 128646 | 001 | 00101 | 16.52 | 3345110 |
| | | | | 051-090 | | | | | | |
| | | | | Payment Amount | | | | | | |
| | | | | VEHICLE | PV | 128682 | 001 | 00701 | 468.52 | 019988 |
| | | | | MAINT#802 | | | | | | |
| | | | | VEHICLE | PV | 128683 | 001 | 00701 | 169.00 | 020000 |
| | | | | MAINT#808 | | | | | | |
| | | | | VEHICLE | PV | 128684 | 001 | 00701 | 210.72 | 020006 |
| | | | | MAINT#617 | | | | | | |
| | | | | VEHICLE | PV | 128686 | 001 | 00701 | 387.89 | 020012 |
| | | | | MAINT#140 | | | | | | |
| | | | | VEHICLE | PV | 128686 | 001 | 00701 | 339.18 | 020014 |
| | | | | MAINT#811 | | | | | | |
| | | | | VEHICLE | PV | 128687 | 001 | 00701 | 1,046.75 | 020029 |
| | | | | MAINT#907 | | | | | | |
| | | | | Payment Amount | | | | | | |
| | | | | SRV | PV | 128689 | 001 | 00701 | 3,980.30 | 0320275 |
| | | | | 9/22-9/28/13 | | | | | | |
| | | | | RANCHO | | | | | | |
| | | | | SRV | PV | 128680 | 001 | 00701 | 3,896.70 | 0320276 |
| | | | | 9/29-10/5/13 | | | | | | |
| | | | | RANCHO | | | | | | |

Batch Number - 227108
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Sub Message | Document Ty | Document Number | Key Item | Key Co | Amount | Invoice Number |
|----------------------------------|--------------|----------------|--|--|-------------|-----------------|----------|--------|------------|----------------|
| 64206 | 11/12/13 | 7789 | WAXIE SANITARY SUPPLY | SRV 10/6-10/12/13 RANCHO Payment Amount CARTRIDGE REPLACEMENT KIT | PV | 128691 | 001 | 00701 | 3,918.55 | 0320277 |
| 64207 | 11/12/13 | 10033 | GEORGE WEJBE | Payment Amount REFD BAL CLOSED A/C | PV | 128676 | 001 | 00101 | 16.31 | 700336 |
| 64208 | 11/12/13 | 18561 | WHITE NELSON DIEHL EVANS LLP | Payment Amount WNDE 2013 GOV'T TAX SEMINAR | PV | 128645 | 001 | 00701 | 590.00 | 102813 |
| 64209 | 11/12/13 | 19072 | RICHARD MARLE NE WILLIAMS | Payment Amount REFD BAL CLOSED A/C | PV | 128642 | 001 | 00101 | 389.92 | 610650 |
| 64210 | 11/12/13 | 19039 | MILWATER IRRIGATION | Payment Amount IRRIGTN REPR-10/21-10 /25/13 | PV | 128701 | 001 | 00701 | 135.00 | LVMWD 0008 |
| 64211 | 11/12/13 | 11829 | WORLOWIDE WATER UTILITY SERVICES | Payment Amount 10/13 LEAK DETECTION SURVEY | PV | 128701 | 002 | 00701 | 90.00 | LVMWD 0008 |
| 64212 | 11/12/13 | 18622 | 1ST ENTERPRISE BANK | Payment Amount RTN#6/RLY 3RD DIGESTER | PV | 128681 | 001 | 00754 | 1,693.00 | LVMWD 0008 |
| | | | | | | | | | 750.00 | CA-1310-11 |
| | | | | | | | | | 29,265.00 | 10487/RTN#6 |
| Total Amount of Payments Written | | | | | | | | | 853,712.77 | |
| Total Number of Payments Written | | | | | | | | | 38 | |

ITEM 5B

November 4, 2013

To: Payroll

From: David Pedersen, General Manager

D.W. Pedersen
11/05/13

Subject: Per Diem Request
October 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 | 4 | 200.00 | 800.00 |
| Glen Peterson* LVMWD – 4 MWD – 9 | 13 | 200.00 | 2,600.00 |
| Leonard Polan | 5 | 200.00 | 1,000.00 |
| Lee Renger | 4 | 200.00 | 800.00 |
| Barry Steinhardt | 8 | 200.00 | 1,600.00 |

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: Nov 2, 2013
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>10/7</u> | <u>LAFCO - Glendale</u> |
| <u>10/8</u> | <u>LVMWD - Reg Bd Mtg</u> |
| <u>10/17</u> | <u>AWA - Thousand Oaks</u> |
| <u>10/22</u> | <u>LVMWD - Reg Bd. Mtg</u> |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(4)

(Signed)

Charles Caspary
Charles Caspary



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

DATE: November 4
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>10-1-4</u> | was Colorado River Basin Task Force |
| <u>7</u> | was MWD Committee |
| <u>8</u> | was/w Basin Mtn |
| <u>9</u> | was Colorado River Basin Mtn |
| <u>15</u> | was LA Bussirets Joanna Annors M. Schilly |
| <u>16</u> | was Joint Charles Merritt Manager Speech |
| <u>17</u> | was/w ARA Santa Monica Bay, AT Annors, Huse |
| <u>18</u> | was Pre meals of Bay Delta Committee |
| <u>19</u> | was Friends of Bahaia |
| <u>22</u> | was/w Committee + Basin |
| <u>23</u> | was Solitary Control Regan + MWD Service Annors |
| <u>24</u> | was COEA + Solitary Control Regan |
| <u>25</u> | was State Leg |

13

LVMWD
MWD

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13
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(Signed)


Glen Peterson

FROM LEO POLAN 72
© 818-251-2149

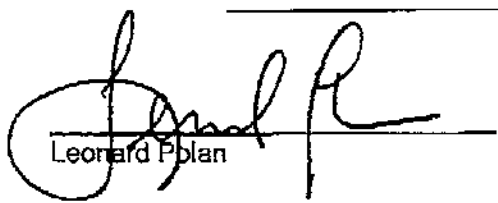
Leonard Polan
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302
Fax: 818-251-2149

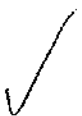
DATE: 11.4.13
TO: Kimmey Conklin, Executive Assistant/Clerk of the Board
FROM: Leonard Polan
LVMWD Director, Division 4
SUBJECT: Meeting Attendance Per Diem Request

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

| Date | Description |
|-----------------|---------------------------------|
| <u>11.7.13</u> | <u>JPA MTS</u> |
| <u>11.8.13</u> | <u>LVMWD MTS (BOARD)</u> |
| <u>11.17.13</u> | <u>ACKIA EDUCATION MTS.</u> |
| <u>11.22.13</u> | <u>LVMWD BOARD MTS</u> |
| <u>11.30.13</u> | <u>STATE OF THE CITY: AQUA.</u> |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(5)

(Signed) 
Leonard Polan



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

DATE: 10-22-13
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>10-7-13</u> | JPA Bd. Mtg |
| <u>10-8-13</u> | LVMWD " " |
| <u>10-17-13</u> | AWA Bkfst Conf |
| <u>10-22-13</u> | LVMWD Bd Mtg |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4

(Signed) Lee Renger
Lee Renger



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

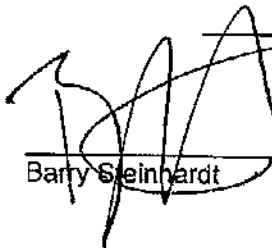
DATE: October 2013
TO: Kimmey Conklin, Executive Assistant/Clerk of the Board
FROM: Barry Steinhardt
LVMWD Director, Division 5
SUBJECT: Meeting Attendance Per Diem Request

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

| Date | Description |
|----------|---|
| 10/2 | ACWA Region 8 planning |
| 10/3 | EDUCATION Gabriel Valley Water Forum |
| 10/7 | JPA BOARD Meeting |
| 10/8 | LVMWD BOARD Meeting |
| 10/16-17 | EDUCATION / Greater LOS ANGELES Water Summit |
| 10/22 | LVMWD BOARD Meeting |
| 10/20 | AGOURA HILLS STATE OF CITY |
| 10/30 | LVMWD / VISUAL CHECK OF RECORDS FOR DESTRUCTION |
| | |
| | |
| | |
| | |
| | |
| | |

8

(Signed)


Barry Steinhardt





November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: ACWA General Session Membership Meeting and Election of Officers

SUMMARY:

On October 28, 2013, the District received correspondence from ACWA regarding Election of ACWA's President and Vice President to be held on Wednesday, December 4, 2013, at the ACWA 2013 Fall Conference. Information provided by ACWA also included: the Election/Voting Process; General Session Membership Meeting Process; Ballots; and Reminders. The elected officers will serve for the 2014-15 term.

The ACWA Nominating Committee announced a slate that recommends current Vice President John Coleman for ACWA President and current Region 10 Vice Chair Peer Swan for ACWA Vice President. However, nominations from the floor will be accepted prior to the vote. Floor nominations must be supported by a resolution of the governing body of the member making and seconding the nomination.

The District's past practice has been for the Presiding Officer of the Board of Directors, if attending the conference, to cast the vote on behalf of the District.

RECOMMENDATION(S):

Designate a representative to serve as the District's voting delegate for the ACWA General Session Membership Meeting on Wednesday, December 4, 2013, and authorize the General Manager to execute the required Proxy Form with ACWA.

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

ATTACHMENTS:

[ACWA Election of Officers and Proxy Form](#)



Association of California Water Agencies

Since 1910

Leadership • Advocacy • Information • Service

MEMORANDUM

TO: ACWA Public Agency Members
General Managers and Board Presidents

CC: ACWA Board of Directors

FROM: Timothy Quinn, Executive Director

DATE: October 23, 2013

SUBJECT: General Session Membership Meeting at ACWA 2013 Fall Conference
Election of ACWA Officers

There will be a General Session Membership Meeting of the ACWA membership at ACWA's 2013 Fall Conference in Los Angeles, California, on **Wednesday, December 4**. The purpose of this meeting is to formally nominate and elect ACWA's President and Vice President for the 2014-2015 term. The General Session will convene at 1:30 p.m., immediately following the Wednesday luncheon program.

The ACWA Nominating Committee has announced a slate that recommends current Vice President John Coleman for ACWA president and current Region 10 Vice Chair Peer Swan for ACWA vice president. Nominations from the floor will be accepted prior to the vote. Such nominations and seconds must be supported by a resolution of the governing body of the member making and seconding such nomination.

ELECTION / VOTING PROCESS

The following information is provided to ensure that ACWA member delegates attending the Fall Conference are aware of the procedure to be used for the nomination and election of ACWA officers.

PROXY CARDS

1. ACWA will issue each member agency present one proxy card for voting purposes based on the designated voting representative identified by the member agency. The designated voting representative will be required to register and sign as the proxy holder to receive the proxy card. Proxy cards will only be available for pick-up on **Wednesday, December 4**, between **9:00 a.m. and 12:30 p.m.** at the ACWA Election Desk in the Diamond Ballroom Foyer area, outside of the Diamond Ballroom Salon 4 & 5 where the luncheon and General Session Membership Meeting will be held.

ACWA Public Agency Members
 General Managers and Board Presidents
 General Session Membership Meeting at ACWA 2013 Fall Conference
 Election of ACWA Officers
 October 23, 2013 – Page 2

GENERAL SESSION MEMBERSHIP MEETING PROCESS (DOORS WILL OPEN AT 1:20 P.M.)

2. The General Session Membership Meeting will be called to order at 1:30 p.m. and a quorum will be determined.
3. The Nominating Committee Chair Paul Kelley will present the committee's report.
4. President Randy Record will call for floor nominations immediately following the report.
5. If there are no floor nominations, the election will proceed. Delegates will hold up their proxy cards to indicate their vote.
6. Any candidates nominated from the floor shall follow the procedures established by Article IX. of ACWA's Bylaws.

Section 7. Nominations for Officers from the Floor. Additional nominations and seconds, if any, for candidates for the office of president and vice president (as provided for in the last sentence of Article 8, Section 1) will be made from the floor, during the election of the officers of president and vice president, by a member of the Association. Such nominations and seconds must be supported by a resolution of the governing body of the member making and seconding such nomination.

BALLOTS

7. If there are floor nominations, ballots will be prepared and available for delegates to pick-up at the ACWA Election Desk in the Diamond Ballroom Foyer area between the hours of **3:30-5:30 p.m. on December 4.**
8. Completed/signed ballots must be returned to the ballot box at the ACWA Election Desk at the Diamond Ballroom Foyer area prior to **9:00 a.m., Thursday, December 5, 2013.** The ballot box will be open for drop-off between the hours of **3:30-5:30 p.m. on December 4,** and **7:30-9:00 a.m. on December 5, 2013.**
9. Ballots will be counted and the election results announced during the General Session Membership Meeting on **Thursday, December 5, 2013.**

REMINDERS

To expedite the sign-in process at the ACWA Election Desk, please indicate your voting designee on the enclosed proxy form and return it by e-mail (donnap@acwa.com) or fax (916-325-4856) at your earliest convenience. If there is a last minute change of delegate, please let us know before the meeting date by contacting ACWA's Executive Assistant/Clerk of the Board, Donna Pangborn, at 916-441-4545 or donnap@acwa.com.

If you have any questions, do not hesitate to contact us by telephone or e-mail.

dgp

Enclosure:

1. Proxy Form

ITEM 7A



ASSOCIATION OF CALIFORNIA WATER AGENCIES
GENERAL SESSION MEMBERSHIP MEETING

WEDNESDAY, DECEMBER 4, 2013

TO: Donna Pangborn, Executive Assistant/Clerk of the Board

E-MAIL: donnap@acwa.com

FAX: 916-325-4856

The person designated below will be attending the ACWA General Session Membership Meeting on **Wednesday, December 4, 2013**, as our voting delegate.

Signature of Delegate: _____

Printed Name of Delegate: _____

Member Agency: _____

Telephone Number: _____

E-mail: _____

Date: _____

REMINDER: Proxy cards will be available for pick up on **Wednesday, December 4, 2013**, between **9:00 a.m.** and **12:30 p.m.** at the ACWA Election Desk in the Diamond Ballroom Foyer area, outside of the Diamond Ballroom Salon 4 & 5 where the luncheon and General Session Membership Meeting will be held.



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Annual Report: Records Review and Destruction

SUMMARY:

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

Attached is the proposed listing of records scheduled for destruction in December 2013.

RECOMMENDATION(S):

Authorize the destruction of records as presented.

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2013-14 Budget, Records Management Account 701121.6235, for shredding services, which has a historical annual average cost of \$350.00.

DISCUSSION:

On October 30, 2013, Board Secretary Barry Steinhardt reviewed a random sampling of documents from 46 boxes of onsite and offsite records determined to be eligible for destruction for the period ending December 31, 2012.

One document dated April 22, 2010 from former Las Virgenes Director Tad Mattock was pulled from a file entitled "General Manager: Subject and Correspondence" as it was deemed to have historical value. A copy of said document was distributed to the Board of Directors on June 1, 2010 and again on November 4, 2013.

In addition, District Counsel Wayne Lemieux requested all eligible records pertaining to Office Depot be pulled from destruction due to an existing lawsuit, "State of California, et al., ex rel. David Sherwin v. Office Depot, Inc., No.: 2:12-cv-09952-FMO-AJW (C.D. Cal.)".

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

ATTACHMENTS:

[Records Destruction Listing - Period Ending 12/31/2012](#)

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
== Records Eligible for Destruction in 2013 ==
ONSITE

RRS: General Manager

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

| ITEM | Description of Record or File | From Date | To Date | Box Number | Comments |
|------|---|-----------|------------|------------|--|
| 18 | SUBJECT & CORRESPONDENCE (2AR) | | | | ***One document date: April 22, 20 |
| | ▶ SUBJECT AND CORRESPONDENCE | 1/1/2000 | 12/31/2010 | M-2013-01 | from former Director Tad Matto |
| | ▶ BRD-1-2 SMITH, JEFF - CORRESPONDENCE | 1/1/2008 | 12/31/2010 | M-2013-01 | was pulled from destruction du to historical value. |

*** On October 30, 2013, Board Secretary, Barry Steinhardt reviewed General Manager: Subject & Correspondence and deemed former Las Virgenes Director, Tad Mattock's letter to the Board of Directors and General Manager to have historical value. The document was labeled by Clerk of the Board Conklin as such and was pulled from destruction.

K Conklin
11/04/2013

ITEM 7

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

APPROVALS

DEPARTMENT HEAD: *K Conklin*
CLERK OF THE BOARD

DATE: *08/14/13*

GENERAL MANAGER:

Paul W. Jullien

DATE: *09/09/13*

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2013 ==
OFFSITE

RRS: General Manager

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Box Description | From Date | To Date | Date Eligible | LV Box | IM Box | Comments |
|--------------------------------|--|-----------------|---|------------|---------------|--------|-----------|----------|
| 1 AGENDA PACKETS (10) | | | | | | | | |
| | ▶ AGENDA PACKETS | | 1/1/2002 | 12/31/2002 | 12/31/2012 | G-143 | 227190897 | |
| 7 CONTRACT FILES (CM+4) | | | | | | | | |
| | ▶ SUCCESSFUL BIDS A - O | | 1/1/2007 | 12/31/2008 | 12/31/2012 | P-064 | 587124387 | |
| | ▶ SUCCESSFUL BIDS P - V | | 1/1/2000 | 12/31/2008 | 12/31/2012 | P-065 | 587124388 | |
| | | | Number of Offsite Boxes Eligible for Destruction: | | | 3 | | |

ITEM

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

APPROVALS

DEPARTMENT HEAD:

K Conklin
CHIEF OF THE BUREAU

DATE: 08/12/13

GENERAL MANAGER:

David W. Sullivan

DATE: 09/09/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
 == Records Eligible for Destruction in 2013 ==
 ONSITE

RRS: Accounting

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|-----------|--|-------------------------------|-----------|------------|------------|----------|
| 19 | ACCOUNTS PAYABLE RECORDS (5) | | | | | |
| ▶ | STOP PAYMENT CONFIRMATIONS | | 1/1/2007 | 12/31/2007 | A-2013-09 | ke |
| 20 | ACCOUNTS RECEIVABLE RECORDS (5) | | | | | |
| ▶ | ACC-13 ACCOUNTS RECEIVABLE - Delarma, J. 101.1158.00134 | | --- | 4/24/2007 | M-2013-01 | |
| ▶ | ACC-13 ACCOUNTS RECEIVABLE - Duffy, S. 102.1158.00135 | | --- | 9/19/2007 | M-2013-01 | |
| ▶ | ACC-13 ACCOUNTS RECEIVABLE - Englund, Z. 701.1158.00136 | | --- | 8/15/2007 | M-2013-01 | |
| ▶ | ACC-13 ACCOUNTS RECEIVABLE - Gerson, M. 101.1158.00133 | | --- | 5/1/2007 | M-2013-01 | |
| ▶ | ACC-13 ACCOUNTS RECEIVABLE - Hart, A. 101.1158.00130 | | --- | 9/6/2007 | M-2013-01 | |
| ▶ | ACC-13 ACCOUNTS RECEIVABLE - Mtn View 701.1158.09104 | | --- | 11/30/2000 | M-2013-01 | |
| ▶ | ACC-13 ACCOUNTS RECEIVABLE - PSD Soil 751.1158.00132 | | --- | 3/21/2007 | M-2013-01 | |
| ▶ | ACC-13 ACCOUNTS RECEIVABLE - Ward, D. 101.1158.00138 | | --- | 10/15/2007 | M-2013-01 | |
| ▶ | ACC-13 ACCOUNTS RECEIVABLE - Westerband, M. 101.1158.00137 | | --- | 11/21/2007 | M-2013-01 | |
| ▶ | ACC-13 ACCOUNTS RECEIVABLE - Wolfe, R. 101.1158.00131 2007 | | --- | 1/18/2007 | M-2013-01 | |
| ▶ | ACC-13-1 ACCOUNTS RECEIVABLE RECONCILIATION A/C 1100 FY 04-05 | | 7/1/2004 | 6/30/2005 | A-2013-05 | |
| ▶ | ACC-13-1 ACCOUNTS RECEIVABLE RECONCILIATION A/C 1100 FY 05-06 | | 7/1/2005 | 6/30/2006 | A-2013-05 | |
| 34 | CHECK REGISTERS (2) | | | | | |
| ▶ | A/P PAYMENT REGISTER | | 7/1/2009 | 6/30/2010 | A-2013-08 | ke |

ITEM 7

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

APPROVALS

James Hicks

DATE: 9-5-13

GENERAL MANAGER:

David W. Sullivan

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==
 ONSITE

RRS: Accounting

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|------------|--|-------------------------------|-----------|------------|------------|----------|
| 40 | DAILY CASH RECORDS (1) | | | | | |
| | ▶ DAILY BANK EXCEPTION REPORTS | | 7/1/2007 | 12/31/2010 | A-2013-10 | KE |
| | ▶ DAILY CASH RECORDS | | 7/1/2009 | 12/31/2010 | A-2013-09 | |
| | ▶ DAILY CASH RECORDS | | 1/1/2011 | 12/31/2011 | A-2013-10 | |
| 56 | INVESTMENT RECORDS (5) | | | | | |
| | ▶ PURCHASE OF SHORT-TERM INVESTMENTS | | 7/1/2007 | 12/31/2007 | A-2013-09 | |
| 271 | SALES AND USE TAX RETURN (5) | | | | | |
| | ▶ ACC-17-2 USE TAX RETURNS (CA) - 2005 | | 1/1/2005 | 12/31/2005 | A-2013-04 | |
| | ▶ ACC-17-2 USE TAX RETURNS (CA) - 2006 | | 1/1/2006 | 12/31/2006 | A-2013-04 | |
| | ▶ ACC-17-2 USE TAX RETURNS (CA) - 2007 (Annual - Out of State Purchases) | | 1/1/2007 | 12/31/2007 | A-2013-05 | |
| | ▶ ACC-17-2 USE TAX RETURNS (CA) - 2007 (Quarterly - Composit & Chemicals) | | 1/1/2007 | 12/31/2007 | A-2013-05 | KE |

ITEM 7

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

APPROVALS

Andee Aboho

DATE: 9-5-13

GENERAL MANAGER:

David W. Johnson

DATE:

09/16/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
 == Records Eligible for Destruction in 2013 ==
 ONSITE

RRS: Accounting

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|------------|--|-------------------------------|-----------|------------|------------|----------|
| 272 | ACCOUNTS PAYABLE POSTING REPORT (2) | | | | | |
| | ▶ A/P PAYMENT POSTING | | 7/1/2009 | 6/30/2010 | A-2013-07 | KC |
| | ▶ A/P VOIDED CHECK POSTING REPORTS | | 7/1/2007 | 12/31/2010 | A-2013-10 | |
| | ▶ A/P VOUCHER JOURNAL AND POSTING | | 7/1/2009 | 12/31/2009 | A-2013-06 | |
| | ▶ A/P VOUCHER JOURNAL AND POSTING | | 1/1/2010 | 6/30/2010 | A-2013-07 | |
| | ▶ A/P VOUCHER JOURNAL AND POSTING | | 7/1/2010 | 8/31/2010 | A-2013-07 | |
| | ▶ A/P VOUCHER JOURNAL AND POSTING | | 9/1/2010 | 12/31/2010 | A-2013-08 | |
| | ▶ INITIATE STOP PAYMENTS CONFIRMATIONS | | 1/1/2007 | 12/31/2010 | A-2013-09 | |
| 282 | 1099 FORMS (5) | | | | | |
| | ▶ ACC-17-1 1099 MISCELLANEOUS AND INTEREST 2007 | | 1/1/2007 | 12/31/2007 | A-2013-04 | |
| 283 | WIRE TRANSFERS (5) | | | | | |
| | ▶ WIRE TRANSFERS | | 7/1/2004 | 6/30/2007 | A-2013-06 | KC |

ITEM 7

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

APPROVALS

DEPARTMENT HEAD: *Andrew Hicks*

DATE: 9-5-13

GENERAL MANAGER: *David W. Johnson*

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2013 ==
OFFSITE

RRS: Accounting

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Box Description | From Date | To Date | Date Eligible | LV Box | IM Box | Comments |
|-----------|--|-----------------|-----------|-----------|---------------|--------|-----------|--|
| 19 | ACCOUNTS PAYABLE RECORDS (5) | | | | | | | |
| ▶ | ACCOUNTS PAYABLE A - ATLAS TOWING | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-745 | 587124251 | Ke |
| ▶ | ACCOUNTS PAYABLE G - HERITAGE BANK | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-746 | 587124252 | |
| ▶ | ACCOUNTS PAYABLE W - XPEDX | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-747 | 587124253 | |
| ▶ | ACCOUNTS PAYABLE I - LVMWD EMP REIMBURSEMENTS | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-748 | 587124254 | |
| ▶ | ACCOUNTS PAYABLE AT&T AND AW DIRECT | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-749 | 587124255 | |
| ▶ | ACCOUNTS PAYABLE M - NORTHERN SAFETY | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-750 | 587124256 | |
| ▶ | ACCOUNTS PAYABLE B - BANK OF AMERICA VISA | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-751 | 587124257 | |
| ▶ | ACCOUNTS PAYABLE O - PIONEER AMERICANS | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-752 | 587124258 | Records relating to Office Depot removed from box and placed on legal hold (8/20/2013). Ke |
| ▶ | ACCOUNTS PAYABLE B&B - BUSINESS MAILING CTR | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-753 | 587124259 | Ke |
| ▶ | ACCOUNTS PAYABLE PITNEY BOWES - SIMPLEX | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-754 | 587124260 | |
| ▶ | ACCOUNTS PAYABLE S&S - STARQUEST | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-755 | 587124261 | |
| ▶ | ACCOUNTS PAYABLE C - CINTAS | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-756 | 587124262 | |
| ▶ | ACCOUNTS PAYABLE CINGULAR - DIXIE DIESEL | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-757 | 587124263 | |
| ▶ | ACCOUNTS PAYABLE T - VWR SCIENTIFIC | | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-758 | 587124264 | |
| ▶ | ACCOUNTS PAYABLE E - FURGO WEST | Furgo Ke | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-759 | 587124265 | Ke - FURGO WEST |

ITEM

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

APPROVALS

DEPARTMENT HEAD: *Sandra Rocha*

DATE: 9-5-13

GENERAL MANAGER: *David M. Oulson*

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
 == Boxes Eligible for Destruction in 2013 ==
 OFFSITE

RRS: Accounting

| RRS ITEM | Box Description | From Date | To Date | Date Eligible | LV Box | IM Box | Comments |
|---|--|-----------|------------|---------------|--------|-----------|----------|
| RRS RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | | | | | | | |
| 25 BANK RECONCILIATIONS (5) | | | | | | | |
| | ▶ BANK RECONCILIATIONS | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-774 | 587124292 | ke |
| | ▶ BANK RECONCILIATIONS | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-775 | 587124293 | |
| | ▶ BANK RECONCILIATIONS | 7/1/2006 | 6/30/2007 | 12/31/2012 | A-776 | 587124294 | |
| 41 DEPOSITS (5) | | | | | | | |
| | ▶ CUSTOMER SERVICE DEPOSITS/PAYMENT DETAIL LISTING | 1/1/2007 | 2/27/2007 | 12/31/2012 | A-763 | 587124275 | |
| | ▶ CUSTOMER SERVICE DEPOSITS/PAYMENT DETAIL LISTING | 3/1/2007 | 4/30/2007 | 12/31/2012 | A-764 | 587124276 | |
| | ▶ CUSTOMER SERVICE DEPOSITS/PAYMENT DETAIL LISTING | 5/1/2007 | 6/30/2007 | 12/31/2012 | A-765 | 587124277 | |
| | ▶ CUSTOMER SERVICE DEPOSITS | 7/1/2007 | 8/31/2007 | 12/31/2012 | A-798 | 587124342 | |
| | ▶ CUSTOMER SERVICE DEPOSITS | 9/1/2007 | 10/31/2007 | 12/31/2012 | A-799 | 587124343 | |
| | ▶ CUSTOMER SERVICE DEPOSITS | 11/1/2007 | 12/31/2007 | 12/31/2012 | A-800 | 587124344 | |
| 56 INVESTMENT RECORDS (5) | | | | | | | |
| | ▶ INVESTMENT RECORDS / ACCOUNTS RECEIVABLE RECORDS | 5/1/2004 | 6/30/2007 | 12/31/2012 | A-778 | 587124296 | ke |

ITEM APPROVALS

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

APPROVALS

DEPARTMENT HEAD: *Andrew Weeks* DATE: 9-5-13

GENERAL MANAGER: *Daniel W. Johnson*

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
 == Boxes Eligible for Destruction in 2013 ==
OFFSITE

RRS: Accounting

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Box Description | From Date | To Date | Date Eligible | LV Box | IM Box | Comments |
|----------|---|-----------------|-----------|------------|---------------|--------|-----------|----------|
| 295 | JOURNAL ENTRIES – JE, JG, JI, JK, JM, JN, JP, JR, JS, JT, IA, II, OV, PI (5) | | | | | | | |
| | ▶ JOURNAL ENTRIES | | 4/1/2007 | 6/30/2007 | 12/31/2012 | A-766 | 587124278 | ke |
| | ▶ JOURNAL ENTRIES | | 7/1/2006 | 9/30/2006 | 12/31/2012 | A-767 | 587124279 | f |
| | ▶ JOURNAL ENTRIES | | 10/1/2006 | 12/31/2006 | 12/31/2012 | A-768 | 587124280 | |
| | ▶ JOURNAL ENTRIES | | 1/1/2007 | 3/31/2007 | 12/31/2012 | A-769 | 587124281 | f |
| | ▶ JOURNAL ENTRIES | | 7/1/2007 | 10/31/2007 | 12/31/2012 | A-826 | 587124375 | ke |

Number of Offsite Boxes Eligible for Destruction: 30

ITEM

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

APPROVALS

DEPARTMENT HEAD: *Andrew Heck*

DATE: 9-5-13

GENERAL MANAGER:

David W. Palmer

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
 == Records Eligible for Destruction in 2013 ==
ONSITE

RRS: Accounting - Payroll

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|------------|--|-------------------------------|-----------|------------|------------|-----------|
| 73 | PAYROLL REPORTS (2) | | | | | |
| | ▶ Payroll Reports (Director's Monthly Payroll) | | 1/1/2010 | 12/31/2010 | A-2013-02 | <i>KC</i> |
| | ▶ Payroll Reports 1/2010 - 7/2010 | | 1/1/2010 | 7/31/2010 | A-2013-01 | |
| | ▶ Payroll Reports 8/2010 - 12/2010 | | 8/1/2010 | 12/31/2010 | A-2013-02 | |
| 75 | TAX FORMS (7) | | | | | |
| | ▶ IRS Quarterly Reporting - 941's 2005 | | 1/1/2005 | 12/31/2005 | A-2013-03 | |
| | ▶ State of California - EDD Quarterly Reporting 2005 | | 1/1/2005 | 12/31/2005 | A-2013-03 | |
| 259 | PAYROLL REGISTERS (3) | | | | | |
| | ▶ Payroll Registers 2009 | | 1/1/2009 | 12/31/2009 | A-2013-03 | |
| 284 | PAYROLL JOURNAL ENTRIES (2) | | | | | |
| | ▶ JD Edwards Payroll Journal Entries 2010 | | 1/1/2010 | 12/31/2010 | A-2013-02 | <i>KC</i> |

ITEM 7

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

APPROVALS

DEPARTMENT HEAD: *Andrew Hicks* DATE: *9-5-13*

GENERAL MANAGER: *David W. Johnson* DATE: *09/10/13*

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
 == Boxes Eligible for Destruction in 2013 ==
 OFFSITE

RRS: Accounting - Payroll

| RRS ITEM | Box Description | From Date | To Date | Date Eligible | LV Box | IM Box | Comments |
|-----------|--------------------------------|-----------|------------|---------------|--------|-----------|----------|
| 71 | PAYROLL LIABILITIES (5) | | | | | | |
| | ▶ PAYROLL LIABILITIES 2002 | 1/1/2002 | 12/31/2002 | 12/31/2007 | A-596 | 302608790 | ldp |
| | ▶ PAYROLL LIABILITIES 2007 | 1/1/2007 | 12/31/2007 | 12/31/2012 | A-770 | 587124288 | |
| | ▶ PAYROLL LIABILITIES 2007 | 1/1/2007 | 12/31/2007 | 12/31/2012 | A-771 | 587124289 | kr |

Number of Offsite Boxes Eligible for Destruction: 3

ITEM

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

APPROVALS

DEPARTMENT HEAD: *Andrew Parks*

GENERAL MANAGER: *David W. Johnson*

DATE: *09/10/13*

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==
ONSITE

RRS: Purchasing

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|----------|--|--|-----------|------------|------------|----------|
| 122 | BID FILES - UNSUCCESSFUL (2) | ▶ CON-4 WEED ABATEMENT BID - UNSUCCESSFUL 2010 | 6/1/2010 | 6/30/2010 | M-2013-01 | ke |
| 124 | REQUISITION LOG (5) | ▶ Purchase Requisition Log 2007 | 1/1/2007 | 12/31/2007 | M-2013-01 | ke |

ITEM 7

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

APPROVALS

DEPARTMENT HEAD: Andrew Pich

DATE: 9-5-13

GENERAL MANAGER: David M. Sullivan

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
 == Boxes Eligible for Destruction in 2013 ==
 OFFSITE

RRS: Purchasing

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Box Description | From Date | To Date | Date Eligible | LV Box | IM Box | Comments |
|------------|--|-----------------|-----------|------------|---------------|--------|-----------|----------|
| 123 | PURCHASE ORDER FILES (5) | | | | | | | |
| ▶ | PURCHASE ORDERS | | 1/1/2002 | 12/31/2002 | 12/31/2008 | P-039 | 302608787 | Ke |
| ▶ | PURCHASE ORDERS - 2007 | | 1/1/2007 | 12/31/2007 | 12/31/2012 | P-052 | 587124287 | ↓ |
| ▶ | PURCHASE ORDERS - 2007 | | 1/1/2007 | 12/31/2007 | 12/31/2012 | P-053 | 587124286 | ↓ |
| ▶ | PURCHASE ORDERS - 2007 | | 1/1/2007 | 12/31/2007 | 12/31/2012 | P-054 | 587124285 | Ke |

Number of Offsite Boxes Eligible for Destruction: 4

ITEM

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

APPROVALS

DEPARTMENT HEAD: *Andrew Gibbs* DATE: 9-5-13 GENERAL MANAGER: *Daniel W. Sullivan*

91

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==

ONSITE

RRS: Human Resources

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|--|--|---|-----------|------------|------------|----------|
| 115 DEFERRED COMPENSATION FILES (6) | | | | | | |
| ▶ | BEN-4-0 | DEFERRED COMPENSATION - CALPERS 2006 | 1/1/2006 | 12/31/2006 | PE-2013-01 | ke |
| ▶ | BEN-4-0 | DEFERRED COMPENSATION - NATIONWIDE 2006 | 1/1/2006 | 12/31/2006 | PE-2013-01 | |
| 118 JOB APPLICANT FILES (2) | | | | | | |
| ▶ | REC-1-1 | ASSISTANT/ASSOCIATE ENGINEER - 2009 | 1/1/2009 | 12/31/2009 | PE-2013-02 | |
| ▶ | REC-1-1 | CUSTOMER SERVICE REP - 2009 | 1/1/2009 | 12/31/2009 | PE-2013-01 | |
| ▶ | REC-1-1 | FACILITIES MANAGER - 2009 | 1/1/2009 | 12/31/2009 | PE-2013-02 | |
| ▶ | REC-1-1 | FIELD CUSTOMER SERVICE REP - 2006 | 1/1/2006 | 12/31/2006 | PE-2013-02 | |
| ▶ | REC-1-1 | LABORATORY ASSISTANT - 2009 | 1/1/2009 | 12/31/2009 | PE-2013-01 | |
| ▶ | REC-1-1 | LABORATORY TECHNICIAN I/II - 2009 | 1/1/2009 | 12/31/2009 | PE-2013-01 | |
| ▶ | REC-1-1 | RECEPTIONIST/OFFICE ASSISTANT - 2009 | 1/1/2009 | 12/31/2009 | PE-2013-01 | |
| ▶ | REC-1-1 | SENIOR WATER DISTRIBUTION OPERATOR - 2009 | 1/1/2009 | 12/31/2009 | PE-2013-01 | |
| ▶ | REC-1-1 | WATER RECLAMATION MGR - 2009 | 1/1/2009 | 12/31/2009 | PE-2013-01 | |
| ▶ | REC-1-1 | WATER RECLAMATION PLANT OPERATOR IN TRAINING - 2006 | 1/1/2006 | 12/31/2006 | PE-2013-02 | |
| ▶ | REC-1-1 | WATER WORKER I/II - 2006 | 1/1/2006 | 12/31/2006 | PE-2013-02 | ke |

ITEM 7

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

APPROVALS

DEPARTMENT HEAD: *Andrew Peck*

GENERAL MANAGER: *Raoul M. Salum*

DATE: 9-5-13

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==

ONSITE

RRS: Human Resources

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|--------------------------------------|--|-------------------------------|-----------|------------|------------|----------|
| 235 REIMBURSEMENTS (2) | | | | | | |
| | ▶ BEN-5-2 CERTIFICATION REIMBURSEMENTS - 2010 | | 1/1/2010 | 12/31/2010 | PE-2013-01 | ke |
| | ▶ BEN-5-3 EDUCATION REIMBURSEMENTS - 2010 | | 1/1/2010 | 12/31/2010 | PE-2013-01 | ↓ |
| | ▶ BEN-5-7 SAFETY FOOTWEAR REIMBURSEMENTS - 2010 | | 1/1/2010 | 12/31/2010 | PE-2013-01 | ↓ |
| 286 UNSOLICITATED RESUMES (1) | | | | | | |
| | ▶ REC-1-2 UNSOLICITED RESUMES 2010-2011 | | 1/1/2010 | 12/31/2011 | PE-2013-01 | ke |

ITEM 7

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

APPROVALS

Andre Hecks

DATE: 9-5-13

GENERAL MANAGER:

David W. Sullivan

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
== Boxes Eligible for Destruction in 2013 ==
OFFSITE

RRS: Human Resources

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

232 FSA RECORDS (5)

▶ FSA RECORDS 2004

1/1/2004 12/31/2004 12/31/2009 PE-040-D 227190903

ke

Number of Offsite Boxes Eligible for Destruction: 1

ITEM

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

APPROVALS

DEPARTMENT HEAD: *Andrew Healy*

DATE: 9-5-13

GENERAL MANAGER: *David W. Johnson*

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==

ONSITE

RRS: Facilities and Operations (Operations - Tapia)

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|------------------------|--|-------------------------------|-----------|------------|------------|----------|
| 144 REPORTS (3) | | | | | | |
| ▶ | COL-2-3 Pretreatment Compliance Inspection 2008-2009 | | 1/1/2008 | 12/31/2009 | T-2013-01 | ke |
| ▶ | STA-2-4 Non-NPDES Order #79-107 RLV Monthly Reports 2009 | | 1/1/2009 | 12/31/2009 | T-2013-01 | |
| ▶ | STA-2-4 Non-NPDES Permit #64-104 Reclaimed Water Quarterly Reports 2009 | | 1/1/2009 | 12/31/2009 | T-2013-01 | |
| ▶ | STA-2-4 NPDES Permit #CA0056014 Effluent Disposal Monthly Reports (Jan - Jun 2009) | | 1/1/2009 | 6/30/2009 | T-2013-01 | |
| ▶ | STA-2-4 NPDES Permit #CA0056014 Effluent Disposal Monthly Reports (Jul - Dec 2009) | | 7/1/2009 | 12/31/2009 | T-2013-01 | |
| ▶ | STA-2-4 NPDES Permit #CAG994004 Tapia Groundwater Quarterly Reports 2009 | | 1/1/2009 | 12/31/2009 | T-2013-01 | |
| ▶ | STA-2-4 NPDES Requirement #CA0056014 Pretreatment Semi-annual Reports 2009 | | 1/1/2009 | 12/31/2009 | T-2013-01 | |
| ▶ | STA-2-4 Pepperdine Order #94-055 Reclaimed Water Quarterly Reports 2009 | | 1/1/2009 | 12/31/2009 | T-2013-01 | |
| ▶ | STA-2-4 Sanitary Sewer Overflow (SSO) Reporting 2009 | | 1/1/2009 | 12/31/2009 | T-2013-01 | |
| ▶ | STA-3-4 DOPH - Monthly Coliform Report System ID #1910225 - 2009 | | 1/1/2009 | 12/31/2009 | T-2013-01 | |
| ▶ | STA-3-4 DOPH - Monthly Turbidity and Disinfection Monitoring System (Water Ops) ID #1910225 - 2009 | | 1/1/2009 | 12/31/2009 | T-2013-01 | |
| ▶ | STA-3-4 DOPH - Quarterly Disinfectant Residuals Report System ID #1910225 - 2009 | | 1/1/2009 | 12/31/2009 | T-2013-01 | ke |

ITEM 7

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

APPROVALS

DEPARTMENT HEAD:  DATE: 9/6/13 GENERAL MANAGER:  DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==

ONSITE

RRS: Facilities and Operations (Operations - Tapia)

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|----------|--|-------------------------------|-----------|---------|------------|----------|
|----------|--|-------------------------------|-----------|---------|------------|----------|

144 REPORTS (3)

▶ STA-3-4 DOPH - Quarterly THM Monitoring Program System ID #1910225 - 1/1/2009 12/31/2009 T-2013-01 *ke*

ITEM 7

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

APPROVALS

Paul M. Tapia

DEPARTMENT HEAD: *DK* DATE: 9/9/13 GENERAL MANAGER: DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Boxes Eligible for Destruction in 2013 ==
OFFSITE

RRS: Facilities and Operations (Operations - Tapia)

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Box Description | From Date | To Date | Date Eligible | LV Box | IM Box | Comments |
|------------|--|-----------------|-----------|------------|---------------|--------|-----------|----------|
| 135 | LAB RAW DATA FILES (10) | | | | | | | |
| | ▶ LAB DATA | | 1/1/2001 | 12/31/2001 | 12/31/2011 | T-051 | 227190898 | KE |
| | ▶ LAB DATA | | 1/1/2001 | 12/31/2001 | 12/31/2011 | T-052 | 227190899 | |
| | ▶ LAB DATA | | 1/1/2001 | 12/31/2001 | 12/31/2011 | T-053 | 227190900 | |
| | ▶ TAPIA LAB DATA FILES | | 1/1/2002 | 12/31/2002 | 12/31/2012 | T-056 | 227190930 | |
| | ▶ TAPIA LAB DATA FILES | | 1/1/2002 | 6/30/2002 | 12/31/2012 | T-057 | 227190931 | |
| | ▶ TAPIA LAB DATA FILES | | 7/1/2002 | 12/31/2002 | 12/31/2012 | T-058 | 227190932 | |
| 276 | ODOR COMPLAINTS (10) | | | | | | | |
| | ▶ ODOR COMPLAINTS | | 1/1/2001 | 12/31/2001 | 12/31/2011 | T-059 | 227190933 | KE |

Number of Offsite Boxes Eligible for Destruction: 7

ITEM

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

APPROVALS

DEPARTMENT HEAD:

DR

DATE:

7/6/13

GENERAL MANAGER:

David W. Anderson

DATE:

07/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==

ONSITE

RRS: Facilities and Operations (Operations - Rancho)

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|--|--|--|-----------|------------|------------|----------|
| 240 DAILY TEMPERATURE LOG (5) | | | | | | |
| ▶ | GEN-6-6 | Cure Pile Temperature Logs - 2007 | 1/1/2007 | 12/31/2007 | T-2013-01 | ke |
| 247 RAW DATA FILES (10) | | | | | | |
| ▶ | GEN-6-4 | Rancho Lab Raw Data Worksheets | 1/1/2002 | 12/31/2002 | T-2013-01 | |
| 251 SUBJECT & CORRESPONDENCE (2AR) | | | | | | |
| ▶ | ADM-8-3 | Weekly Compost and Amendment Inventory 2005-2010 | 1/1/2005 | 12/31/2010 | T-2013-01 | |
| 277 COMPOSTING GIVEAWAY PROGRAM FILES (3) | | | | | | |
| ▶ | GEN-6-6 | Community Compost Distribution Log - 2009 | 1/1/2009 | 12/31/2009 | T-2013-01 | |
| 287 COMPOST RECORDS (5) | | | | | | |
| ▶ | GEN-6-6 | Compost Shipments - 2007 | 1/1/2007 | 12/31/2007 | T-2013-01 | ke |

ITEM 7

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

APPROVALS

DM

DEPARTMENT HEAD:

Paul M. Johnson

GENERAL MANAGER:

DATE: 9/6/13

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==

ONSITE

RRS: Facilities and Operations (Operations - Westlake)

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|------------|--|--|-----------|------------|------------|-----------|
| 293 | REPORTS (3) | | | | | |
| | ▶ WRQ-2-1 | Westlake Reservoir Monthly Reports 2009 | 1/1/2009 | 12/31/2009 | M-2013-01 | <i>ke</i> |
| | ▶ WRQ-3-6 | Monthly Turbidity and Disinfection Report 2009 | 1/1/2009 | 12/31/2009 | M-2013-01 | <i>↓</i> |
| | ▶ WRQ-3-6 | Westlake Plant Report 2009 | 1/1/2009 | 12/31/2009 | M-2013-01 | <i>ke</i> |

ITEM 7

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

APPROVALS

David M. Palmer

DEPARTMENT HEAD:

GENERAL MANAGER:

DATE: *9/6/13*

DATE: *09/10/13*

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==

ONSITE

RRS: Resource Conservation

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|----------|--|-------------------------------|-----------|------------|------------|----------|
| 193 | WATER CONSERVATION FILES (10) | | | | | |
| | ▶ HIGH EFFICIENCY CLOTHES WASHER REBATES | | 4/1/2002 | 12/31/2002 | RC-2013-01 | KE |
| | ▶ ULTRA-LOW-FLUSH TOILET REBATES | | 1/1/2000 | 12/31/2002 | RC-2013-01 | KE |

ITEM 7

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

APPROVALS

DEPARTMENT HEAD: Carlos G. Reyes

GENERAL MANAGER: David M. Johnson

DATE: 9/9/13

DATE: 09/10/13

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==

ONSITE

RRS: Resource Conservation - Customer Service

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|----------|--|-------------------------------|-----------|------------|------------|----------|
| 86 | CUSTOMER SERVICE ORDERS (CSO's) (2) | | | | | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 01/2010 | | 1/1/2010 | 1/31/2010 | CS-2013-01 | ke |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 02/2010 | | 2/1/2010 | 2/28/2010 | CS-2013-01 | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 03/2010 | | 3/1/2010 | 3/31/2010 | CS-2013-01 | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 04/2010 | | 4/1/2010 | 4/30/2010 | CS-2013-01 | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 05/2010 | | 5/1/2010 | 5/31/2010 | CS-2013-02 | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 06/2010 | | 6/1/2010 | 6/30/2010 | CS-2013-02 | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 07/2010 | | 7/1/2010 | 7/31/2010 | CS-2013-02 | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 08/2010 | | 8/1/2010 | 8/31/2010 | CS-2013-02 | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 09/2010 | | 9/1/2010 | 9/30/2010 | CS-2013-03 | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 10/2010 | | 10/1/2010 | 10/31/2010 | CS-2013-03 | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 11/2010 | | 11/1/2010 | 11/30/2010 | CS-2013-03 | |
| | ▶ CUS-1 CUSTOMER SERVICE ORDER (CSO) - 12/2010 | | 12/1/2010 | 12/31/2010 | CS-2013-03 | ke |

ITEM 7

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

APPROVALS

DEPARTMENT HEAD: *Carl G. Reyes*
 CARLOS G. REYES

GENERAL MANAGER: *David M. Bellum*

DATE: 9/9/13

DATE: 09/10/13

Printed: July 30, 2013

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

== Records Eligible for Destruction in 2013 ==

ONSITE

RRS: Resource Conservation - Customer Service

| RRS ITEM | RECORD SERIES NAME (TOTAL RETENTION PERIOD - in years unless otherwise stated) | Description of Record or File | From Date | To Date | Box Number | Comments |
|----------|--|-------------------------------|-----------|------------|------------|-----------|
| 229 | ADJUSTMENT FILES (2) | | | | | |
| ▶ | CUS-8 ADJUSTMENTS - 01/2010 | | 1/1/2010 | 1/31/2010 | CS-2013-04 | <i>KL</i> |
| ▶ | CUS-8 ADJUSTMENTS - 02/2010 | | 2/1/2010 | 2/28/2010 | CS-2013-04 | |
| ▶ | CUS-8 ADJUSTMENTS - 03/2010 | | 3/1/2010 | 3/31/2010 | CS-2013-04 | |
| ▶ | CUS-8 ADJUSTMENTS - 04/2010 | | 4/1/2010 | 4/30/2010 | CS-2013-04 | |
| ▶ | CUS-8 ADJUSTMENTS - 05/2010 | | 5/1/2010 | 5/31/2010 | CS-2013-04 | |
| ▶ | CUS-8 ADJUSTMENTS - 06/2010 | | 6/1/2010 | 6/30/2010 | CS-2013-04 | |
| ▶ | CUS-8 ADJUSTMENTS - 07/2010 | | 7/1/2010 | 7/31/2010 | CS-2013-04 | |
| ▶ | CUS-8 ADJUSTMENTS - 08/2010 | | 8/1/2010 | 8/31/2010 | CS-2013-04 | |
| ▶ | CUS-8 ADJUSTMENTS - 09/2010 | | 9/1/2010 | 9/30/2010 | CS-2013-04 | |
| ▶ | CUS-8 ADJUSTMENTS - 10/2010 | | 10/1/2010 | 10/31/2010 | CS-2013-04 | |
| ▶ | CUS-8 ADJUSTMENTS - 11/2010 | | 11/1/2010 | 11/30/2010 | CS-2013-04 | <i>KL</i> |
| ▶ | CUS-8 ADJUSTMENTS - 12/2010 | | 12/1/2010 | 12/31/2010 | CS-2013-04 | <i>KL</i> |

ITEM 7

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

APPROVALS

CL
CL
CL

David M. Johnson

DEPARTMENT HEAD:

GENERAL MANAGER:

DATE: 7/9/13

DATE: 07/10/13

CARLOS G. REYES

Printed: July 30, 2013



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Local Agency Formation Commission (LAFCO) Alternate: Nomination of Candidate

SUMMARY:

On October 15, 2013, the District received notification from Lagerlof Senecal Gosney & Kruse, LLP, a law firm representing Los Angeles County LAFCO, requesting candidate nominations for an election to fill a vacant position as an independent special district alternate representative. The position was formerly held by Lillian Kawasaki who passed away during her term of office, which ends in May 2014.

Nominations must be received by Lagerlof Senecal Gosney & Kruse, LLP no later than 5:00 p.m. on December 2, 2013. Nominees must be elected officials or members of a board of an independent special district appointed for a fixed term.

RECOMMENDATION(S):

Nominate a candidate, if any, for consideration to fill a vacant position as an independent special district alternate representative on the Los Angeles County Local Agency Formation Commission.

DISCUSSION:

On October 7, 2013, Board President Charles Caspary, as Presiding Officer of the Board of Directors, attended a special meeting of LAFCO to cast the District's vote for a vacant position as an independent special district alternate representative. However, a quorum of Special District Presiding Officers was not present on October 7th; therefore, a candidate nomination and election by mail process is required.

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

ATTACHMENTS:

[LAFCO Alternate: Nomination of Candidate](#)

[09-24-13 LVMWD Information Only Agenda Item](#)

[10-07-13 LAFCO Special Meeting](#)

Rec'd 10/15/13
104
Kc

*Lagerlof Senecal
Gosney & Kruse
LLP*

301 NORTH LAKE AVENUE, 10TH FLOOR
PASADENA, CALIFORNIA 91101
PHONE: (626) 793-9400 • FAX (626) 793-5900

William F. Kruse
E-MAIL: WFKRUSE@lagerlof.com

MEMORANDUM

To: Los Angeles County Independent Special Districts
From: William F. Kruse, Special Counsel
Date: October 11, 2013
Subject: Nomination of Candidate; LAFCO Alternate

As you know, since 1994 special districts in Los Angeles County have been represented by two members of the Local Agency Formation Commission. Because of the death earlier this year of Lillian Kawasaki, the alternate representative, we need to fill the office of the alternate for the remainder of her term, which ends in May 2014. On behalf of the special districts of Los Angeles County, LAFCO has appointed us to assist in conducting the election to fill this position.

By law, independent special district seats on LAFCO are filled by the Special District Selection Committee. That Committee is made up of the presiding officers of each independent special district in Los Angeles County. LAFCO has determined to conduct this election by mailed ballot. Any district which previously nominated a candidate at the special meeting held on October 7, 2013 should submit a new nomination to be included in this election.

In order to expedite the process of electing an alternate, I have included a form to be used to nominate candidates for consideration for the position. After nominations are received, each district will receive a complete package of nominee resumes, together with a ballot for consideration by the presiding officer of your board. Voting will be conducted by mailed ballot.

Nominations for the Committee's consideration are welcome. Please provide as much relevant information about the candidate as reasonably possible. Any biographical information and/or candidate statement should be **limited to one page**. Please remember that, to be eligible, the nominee must be an elected official or appointed to your board for a fixed term. Nominations must be received in the office of Lagerlof, Senecal, Gosney & Kruse, **ATTN: WILLIAM F. KRUSE**, no later than **5:00 p.m. on December 2, 2013**.

Please feel free to contact me directly with any questions.
Voice: (626) 793-9400
Fax: (626) 793-5900

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE (ALTERNATE)
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: _____

Date: _____

Name of Candidate: _____

_____ is pleased to nominate
_____ as a candidate for appointment as
ALTERNATE special district representative to the Los Angeles Local Agency Formation
Commission. The nominee is an elected official or a member of the board of an independent special
district appointed for a fixed term. For your consideration, we submit the following additional
information together with a resume of the candidate's qualifications.

Elective office: _____

Agency: _____

Type of Agency: _____

Term Expires: _____

Residence Address: _____

Telephone: _____

(please attach resume - one page only)

(Name of Agency)

By: _____

Its: _____



INFORMATION ONLY

September 24, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Local Agency Formation Commission (LAFCO): Call of Meeting to Select LAFCO Alternate Member Replacement for Balance of Current Term

SUMMARY:

On August 22, 2013, the District received notification from LAFCO of the need to select a representative to complete the unexpired term of office for the position of Alternate Member representing independent special districts. The position was previously held by Lillian Kawasaki who passed away recently.

LAFCO has requested the Presiding Officer (Board President) attend their Special Meeting on Monday, October 7, 2013 at 7:00 p.m. in Glendale to cast the District's vote. The Board President, who is also the Vice Chair of the Joint Powers Authority (JPA), will therefore be absent from the JPA Regular Meeting of Monday, October 7, 2013.

FINANCIAL IMPACT:

None.

DISCUSSION:

As of 11:00 a.m. on Monday, September 16, 2013, LAFCO has received only one nomination from the Presiding Officer of Three Valleys Municipal Water District, who nominated Joe Ruzicka, a member of the Board of Directors of Three Valleys MWD.

Attached for reference are copies of the correspondence from LAFCO and the current list of LAFCO Commissioners.

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

ATTACHMENTS:

[LAFCO: Alternate Member Replacement](#)

[List of LAFCO Commissioners](#)



Local Agency Formation Commission
for the County of Los Angeles

Rec'd 08/22/13
Ke

Commission
Jerry Gladbach
Chair

Richard H. Close
Donald L. Dear
Margaret Finlay
Tom LaBonge
Gloria Molina
Henri F. Pellissier
David Spence
Zev Yaroslavsky

Alternates

Lori Brogin
Lillian Kawasaki
Don Knabe
Paul Krekorian
Gerard McCallum
Judith Mitchell

Staff

Paul A. Novak, AICP
Executive Officer

June D. Savala
Deputy
Executive Officer

Amber De La Torre
Doug Dorado
Michael Henderson
Alisha O'Brien
Patricia Wood

August 21, 2013

Mr. Charles Caspary
President
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

RE: Call of Meeting to Select LAFCO Alternate Member
Replacement for Balance of Current Term

Dear Mr. Caspary:

Pursuant to Government Code Section 56332(b)(2), I am writing to provide notice that **a meeting of the Independent Special District Selection Committee will convene on Monday, October 7, 2013, at 7:00 p.m. at Fire Station 21 (2nd Floor Community Room) at 421 Oak Street, Glendale, California, 91204 (map enclosed).** Parking is available on adjoining city streets and east of Columbus Avenue in the Glendale Galleria parking structure.

The purpose of this meeting is to select a representative to complete the unexpired term of office for the position of Alternate Member representing independent special districts on the Local Agency Formation Commission for the County of Los Angeles (LAFCO). This position was formerly held by Lillian Kawasaki, who recently passed away. The term of office ends on May 5, 2014.

At a future date time, another selection process will be conducted for the full four-year term in this position that starts on May 5, 2014.

The Independent Special District Selection Committee is composed of the **presiding officer** of the legislative body of each independent special district board in Los Angeles County. If the presiding officer is unable to attend the meeting, **the legislative body of the district may designate another board-member** to vote in place of the presiding officer at the October meeting. Board-members designated by their district board to vote in place of their district's presiding officer should provide that authorization (in the form of an original signed resolution) to LAFCO in advance of the meeting or bring the original signed resolution to the meeting.

80 South Lake Avenue
Suite 870
Pasadena, CA 91101
Phone: 626-204-6500
Fax: 626-204-6507

www.lalafco.org

LAFCO Notice
August 21, 2013
Page Two

Please note that a **quorum** of the Independent Special District Selection Committee **is required to conduct the selection at the committee meeting**. Because there are 53 independent special districts in Los Angeles County, 27 members or more constitute a quorum.

At a future point in time, as Executive Officer, should I “determine that a meeting of the special district selection committee, for the purpose of selecting the special district representatives or for filling a vacancy, is not feasible,” Government Code Section 56332(c)(1) allows me to “conduct the business of the committee in writing.”

Please RSVP no later than Monday, September 30th, 2013, by contacting Patricia Wood of LAFCO via telephone (626/204-6500) or e-mail (pwood@lalafco.org).

Sincerely,



Paul A. Novak, AICP
Executive Officer

Enclosures:

- Election Procedures
- Draft Resolution
- Map to Fire Station 21

Independent Special District Selection Committee
Election Procedures (Government Code Section 56332)

I. PURPOSE

The purpose of the Independent Special District Selection Committee shall be to appoint the two (2) regular and one (1) alternate special district members of the Local Agency Formation Commission for the County of Los Angeles ("Commission" or "LAFCO") and to fill unexpired terms when vacancies occur.

II. MEMBERSHIP

Membership of the Independent Special District Selection Committee shall be composed of the presiding officer or designated board member of the legislative body of each independent special district either located wholly within Los Angeles County or containing territory within the county that represents 50% or more of the assessed value of taxable property of the district.

III. MEETING(S)

Notification and Solicitation of Nominations

At least six weeks prior to the meeting, the Executive Officer of the Commission shall give written notice to all eligible independent special districts of any meeting of the Independent Special District Selection Committee, specifying the date, time, and place.

Legislative Body Designation of Board-Member other than Presiding Officer

In the event that the presiding officer is unable to attend a meeting of the Committee, the legislative body may appoint one of its members to attend in the presiding officer's place. Such a designated member shall submit written authorization to LAFCO in advance or at the time of registration.

Registration

Each voting member shall register at the meeting and complete a declaration of qualification, subject to the satisfaction of the Executive Officer. The voting member will then be given the required number of ballots and other voting materials.

Quorum

Members representing a majority of the eligible districts shall constitute a quorum for the conduct of Committee business. No meeting shall be called to order (1) earlier than the time specified in the notice, and (2) until a quorum has been declared to be present. Before calling the meeting to order, the Executive Officer shall announce that a quorum is present and request that any voting member who has not yet registered do so at that time. Only those eligible members registered and present shall be allowed to vote.

Eligibility

Pursuant to Government Code Section 56332(d), independent special district representatives serving on the Commission "shall be elected or appointed special district officers residing within the county but shall not be members of the legislative body of a city or county."

Pursuant to Government Code Section 56326(e), the Independent Special District Selection Committee is encouraged to select members to fairly represent the diversity of the independent special districts in the County, with respect to population and geography.

Nominations

Nominations may be submitted in writing in advance, or verbally at a meeting of the Committee.

Nominations from the presiding officer (or designated appointee) of an independent special district may be accepted in writing, provided that said written nomination is received by LAFCO (80 South Lake Avenue, Suite 870, Pasadena, CA, 91101) no later than 5:00 p.m. on the last business day preceding the meeting of the Independent Special District Selection Committee (LAFCO is closed on Fridays as well as traditional holidays).

Nominations may be submitted from the floor at a meeting of the Independent Special District Selection Committee. Nominations may only be submitted by the presiding officer (or designated appointee)

Majority to Win

In order for a candidate to be elected, that candidate must receive a majority of the votes being cast. If no candidate receives a majority, a subsequent round of voting shall be conducted with the eligible candidates limited to the two candidates who received the most votes in the previous round and any candidates who received the same number of votes as the second candidate.

Each member of the Independent Special District Selection Committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer (or authorized designee).

Conduct of Meeting

The Executive Officer shall adhere to the following order of business:

1. Call to order
2. Pledge of allegiance
3. Roll call and Determination of Quorum
4. Call for nominations
5. Certification of eligibility of nominee(s)
6. Candidate statement(s)
7. Distribution of ballots
8. Counting of ballots

9. Run-off ballots (if necessary)
10. Announcement of results
11. Adjournment

Should circumstances warrant, and at his or her discretion, the Executive Officer may vary the conduct of the meeting.

Legal Counsel

The Executive Officer may rely upon LAFCO legal counsel for any matters pertaining to the business of the Independent Special District Selection Committee.

Commission Designee

As authorized by the Commission, the Executive Officer may rely upon Bill Kruse, counsel with Lagerlof, Lagerlof, Senecal, Gosney & Kruse, LLP for any matters pertaining to the business of the Independent Special District Selection Committee.

IV. MAILED-BALLOT ELECTIONS

If the Executive Officer determines that a meeting of the Independent Special District Selection Committee is not feasible, a mailed ballot election may be conducted.

In the event that a mailed ballot election is conducted, the Executive shall adhere generally to the "Rules for LAFCO Special Districts Commissioners and their Alternates" adopted by the Independent Special District Selection Committee on April 23, 2007.

VI. CONFLICT OF INTEREST

The representation by a regular district member who is a special district officer shall not disqualify, or be cause for, disqualification of, the member from acting on a proposal affecting the special district. The Committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district of which the member is a representative.

VII. PUBLIC RECORD

All records of the meeting called to begin the selection proceedings and the ballots are public documents.

All votes and actions of the Independent Special District Selection Committee shall be recorded in writing by the Executive Officer or designee. Ballots shall include the name of agency and of the member voting.

IX. STATE LAW

Nothing in these Rules of Procedure shall supersede Section 56332 of the California Government Code, which governs the establishment and authority of the Independent Special District Selection Committee.

The meeting of the committee shall be noticed and conducted consistent with the Ralph M. Brown Act.



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Minutes: Regular Meeting of September 24, 2013

SUMMARY:

On October 22, 2013, the minutes of the regular board meeting of September 24, 2013 were scheduled for approval by the Board of Directors.

Director Barry Steinhardt requested revisions be made the minutes for Item 8.A, "Communications Site Lease Agreement: Morrison Tank (Woodglen Drive and Ridgebrook Drive, Agoura Hills, CA)." Board President Charles Caspary requested the revision be brought back for reconsideration at the next regular board meeting.

RECOMMENDATION(S):

Approve the revised Minutes: Regular Meeting of September 24, 2013, as presented.

DISCUSSION:

For reference, the Board has recently approved several actions related to the recording of board meetings and transcription of the minutes. On September 25, 2012, the Board of Directors unanimously approved audio recording and a summary transcription of all board meetings as follows:

"On a motion by Director Joseph Bowman, seconded by Director Glen Peterson, the Board of Directors voted 5-0 to Approve recording of all board meetings; maintaining each recording for a period of one year; and a summary transcription of all board meetings to be maintained in perpetuity as the official set of minutes.

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

Additionally, on March 12, 2013, the Board of Directors approved a motion for third-party video recording of 20 board meetings to be indexed using a maximum of three cameras. Effective March 26, 2013, all board meetings are audio and video recorded; the video is posted to the District's webpage at www.lvmwd.com. A summary transcription of all board meetings is maintained in perpetuity.

Prepared By: David W. Pedersen, General Manager

ATTACHMENTS:

[09/24/13 Minutes - As presented on 10/22/13](#)

[09/24/13 Minutes - As REVISED on 10/23/13](#)

[Signature Page 09/24/13](#)



AS PRESENTED OCTOBER 22, 2013

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

MINUTES
REGULAR MEETING

5:00 PM

September 24, 2013

PLEDGE OF ALLEGIANCE

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

1. CALL TO ORDER AND ROLL CALL

A Call to order and roll call

The meeting was called to order at 5:03 p.m. by Board President Caspary in the District offices. Deputy Secretary, Kimmey Conklin called the roll. Those answering present were Directors Charles Caspary, Glen Peterson, Leonard Polan, Lee Renger and Barry Steinhardt.

2. APPROVAL OF AGENDA

A Approval of agenda

Board President Caspary requested "4.B Actuarial Study of Retiree Health Liabilities (OPEB)" be heard prior to "4.A Las Virgenes Unified School District: Approval and Presentation of Check for 4/5 Science Team Water-Related Curriculum" as additional representatives from the school district had not yet arrived.

On a motion by Director Lee Renger, seconded by Director Leonard Polan, the Board of Directors voted 5-0 to Approve the agenda for the Regular Board Meeting of September 24, 2013, as amended.

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 Las Virgenes Unified School District: Approval and Presentation of Check for 4/5 Science Team Water-Related Curriculum

ITEM 7D

Approve a check to Las Virgenes Unified School District in the amount of \$107,000 to fund the water-related curriculum taught by the 4/5 Science Team for Fiscal Year 2013-14.

Public Affairs Associate, Deborah Low discussed the partnership and funding, and provided a summary of activities the District participates in with Las Virgenes Unified School District (LVUSD).

On a motion by Director Barry Steinhardt, seconded by Director Charles Caspary, the Board of Directors voted 5-0 to Approve the recommendation as presented.

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

The Board of Directors presented a check in the amount of \$107,000 to representatives of LVUSD including Superintendent Dr. Dan Stepenosky, Board Members Jill Gaines and Leslie Stein, Chief Business Official Karen Kimmel, and Director of Instruction Evan Bartelheim; also present were the Fourth and Fifth Grade Science Team teachers.

Ms. Stein thanked the District for its partnership and water awareness efforts, and her sentiments were echoed by Dr. Stepenosky.

B Actuarial Study of Retiree Health Liabilities (OPEB)

Accept the Actuarial Study of Retiree Health Liabilities as of June 30, 2013, prepared by Total Compensation Systems, Inc., and authorize the General Manager to pay the Annual Required Contribution, less the pay-as-you-go amount for current retirees, on a quarterly basis.

Geoff Kischuk, Total Compensation Systems, Inc. discussed the actuarial report he prepared entitled "Las Virgenes Municipal Water District Actuarial Study of Retiree Health Liabilities As of June 30, 2013", which discusses liabilities and costs for retiree benefits; "pay as you go" funding of retiree benefits; and his recommendations for future valuations.

Board President Caspary requested scheduling of a discussion between the Board of Directors and staff in regards to pre-funding and understanding of Other Post-Employment Benefits (OPEB).

On a motion by Director Barry Steinhardt, seconded by Director Leonard Polan, the Board of Directors voted 5-0 to Approve the recommendations as presented.

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

C Legislative and Regulatory Updates

No report was given.

5. CONSENT CALENDAR

A Minutes: Regular Meetings of August 27, 2013 and September 10, 2013. Approve

B List of Demands: September 24, 2013. Approve

C Investment Report for the Month of August 2013. Approve

On a motion by Director Glen Peterson, seconded by Director Lee Renger, 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

6. TREASURER

No report was given.

7. BOARD OF DIRECTORS

A **Calabasas Road 10-inch Water Main Repair and Replacement: Continuation of Emergency Authorization**

Approve continuation of the emergency authorization for the General Manager to replace approximately 1,500 feet of deteriorated 10-inch water main on Calabasas Road following informal bidding procedures in an amount not to exceed \$700,000.

Director of Facilities and Operations, David Lippman provided an update including: slip-lining, pressure testing and disinfection of the deteriorated water main has been completed; work on tie-ins is underway; staff anticipates the final acceptance/end of the emergency declaration will be presented for Board consideration on October 22nd; and the emergency repairs are still expected to remain under the \$700,000 authorization limit.

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

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

8. FACILITIES AND OPERATIONS

A **Communications Site Lease Agreement: Morrison Tank (Woodglen Drive and Ridgebrook Drive, Agoura Hills, CA)**

Authorize the General Manager to execute a communications site lease agreement with New Cingular Wireless PCS, LLC for the Morrison Tank site.

Director of Facilities and Operations Lippman discussed potential revenue and location of proposed cell sites.

A summary of Board comments included: what has Morrison Ranch Estates Homeowners' Association said (Las Virgenes has not talked to HOA yet, contacting the HOA is part of Cingular's entitlement process); wants to table the item (doesn't want Las Virgenes to become the planning agency, which is part of City of Agoura Hills process); wants to talk to HOA first; how far is cell tower from the nearest residence (site plan shows distance, and City of Agoura Hills will contact HOA as part of the public comment process and they will also notify the community through the CUP (Conditional Use Permit) process); is there a cell site there now (no); why isn't the site at the tank versus down the hill (Rob Searcy, CES/Prescott Communications Inc. representing Cingular stated the area around the tank is too small, other agencies do not want cell sites attached to their tanks; line of sight issues; looked at school site first and was asked to look at tank site; put landscaping around site); why isn't a tree type site being considered (Searcy stated they would not be opposed to a tree type site); transmission lines (Searcy stated they have an agreement with SCE); Legal Counsel, Wayne Lemieux stated City of Agoura Hills will have to look at the request differently, Las Virgenes looks at use only, City looks at planning process, Las Virgenes has control over property; if we approve motion and applicant moves forward can we rescind in the future (Lemieux: no, but a termination clause could be added to the lease agreement).

On a motion by Director Lee Renger, add right of refusal clause and vote once City approves (Board President Caspary stated Las Virgenes is not a planning agency and allow City of Agoura Hills to conduct their process, proper place to oppose is at City of Agoura Hills Planning Commission); Director Renger reiterated add right to terminate after City of Agoura Hills reviews. **A vote was not taken on the motion.**

On a motion by Director Charles Caspary, seconded by Director Glen Peterson, to reject the lease agreement now. **A vote was not taken on the motion.**

Additional Board comments included: Director Polan asked how this will affect AT&T (Searcy: redundant and troubling, isn't clear as to what is wanted); Director Peterson stated the reason he seconded Director Caspary's motion was AT&T needs to do outreach up front before land use is considered; Director Polan asked if outreach can be done first (Searcy: needs landlord approval first); Director Peterson asked Prescott to get a letter from Morrison HOA stating they do not oppose the project, providing the letter acts as good faith before land use is approved.

On a motion by Director Barry Steinhardt, seconded by Director Leonard Polan, the Board of Directors voted 5-0 to Approve a substitute motion to table "8.A: Communications Site Lease Agreement: Morrison Tank (Woodglen Drive and Ridgebrook Drive, Agoura Hills, CA)", until Prescott Communications Inc. on behalf of Cingular Wireless can obtain a letter from Morrison HOA stating approval of, or no objection to the project.

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

B Twin Lakes Pump Station: Pump No. 1 Overhaul

Waive formal bidding requirements for the overhaul of Pump No. 1 at Twin Lakes Pump Station; authorize the General Manager to issue a purchase order in the amount of \$33,109.39 to California Centrifugal Pump, Inc.; and appropriate additional funds in the amount of \$15,525 to complete the work.

In response to questions asked by the Board of Directors on August 27, 2013, Water System and Facilities Manager, Larry Miller gave a presentation entitled "Twin Lakes Pump # 1 Q&A-World Class Maintenance Management", which discusses management of maintenance (preventative, predictive, corrective, planned, unplanned, emergency); use of AMMS (Advanced Maintenance Management System); and equipment numbering.

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

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

9. FINANCE AND ADMINISTRATION

A General Liability and Property Insurance Renewal

Approve the insurance proposal by Tolman & Wiker Insurance Services, LLC in the amount of \$746,412.80, for the term of October 1, 2013, through October 1, 2014.

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

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

B Call for Bids: Below Ground Vault Access Cover Retrofit Program

Approve the Notice Inviting Sealed Proposals and proposed bid schedule for the Below Ground Vault Access Cover Retrofit Program.

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

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

C Approval of Financial Policy 11: Recycled Water Operations Reserves

Approve the draft Policy 11: Recycled Water Operations Reserves, as written, to be included in the adopted Financial Policies of Las Virgenes Municipal Water District.

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

10. INFORMATION ITEMS

- A 1,235 Ft. Backbone Improvements Project Calabasas Pipeline: Change Order No. 1**
- B Local Agency Formation Commission (LAFCO): Call of Meeting to Select LAFCO Alternate Member Replacement for Balance of Current Term**
- C Seismic Valve Report for Potable and Recycled Water Tanks**

Director of Facilities and Operations Lippman stated in June, the Board inquired about seismic valves; there is merit to using them, the dilemma is how to set-up accelerometers; met with vendor regarding high/low priorities, recommends in Fiscal Year 2014-15 starting a program to replace starting with top six high priority locations.

11. NON-ACTION ITEMS

A Organization Reports

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

(1) MWD Representative Peterson reported on general business of Metropolitan Water District including: Edward C. Little retired and LAFCO representative Don Dear will take his place; ethics meeting on September 24th to discuss procedures; Bay Delta presentation (Yolo Bypass and salmon rookeries, weir from Sacramento to Yolo to make a better fish ladder); negotiations for who is going to pay for Bay Delta; re-negotiate State Water Project; and attended Water Environment Federation annual meeting in New Mexico.

(2) None.

B Director's Reports on Outside Meetings

None.

C General Manager Reports

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

(1) General Manager Pedersen provided an update on general business of the District including: U.S. Bureau of Reclamation recommended that the seasonal storage feasibility study be approved as a Title XVI study; Call for Suggestions judging panel to meet on September 25th; and upcoming calendar events (September 28th watershed tour for elected officials, October 1st TMDL presentation in Ventura County, October 5th Reyes Adobe Days, conflicting events on October 17th (AWA, Greater Los Angeles Water Summit, ACWA Region 10), October 18th solar project ground-breaking).

(2) General Manager Pedersen stated information on follow-up items was included in board folders.

D Director's Comments

Director Polan requested an update on Building # 1 (General Manager Pedersen stated the Board previously requested land use options and a consultant is looking at this, and Director of Facilities and Operations Lippman stated staff will be discussing Building # 1 with the Board on October 22nd); could building be used for an interactive museum type facility to show community how water gets to our area, outreach is his focus, letter to Felicia Marcus (General Manager Pedersen stated a letter had been issued to her, but no response had been received, she is currently on a speaker circuit and it's premature to lobby her right now due to Regional Board ex parte rules); further information on cost to comply (Legal Counsel Lemieux stated this is a Closed Session discussion item).

12. FUTURE AGENDA ITEMS

None.

13. PUBLIC COMMENTS

No speaker cards were received from the public.

The meeting convened into break at 7:24 p.m.

14. CLOSED SESSION

The meeting reconvened into Closed Session at 7:27 p.m.

A Conference with District Counsel – Existing Litigation (Government Code Section 54956.9(a)):

1. Las Virgenes Municipal Water District v. Millgee Investment Company, Inc.
2. Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency
3. Heal the Bay, Inc. v. Lisa P. Jackson

15. OPEN SESSION AND ADJOURNMENT

The meeting convened into Open Session at 7:36 p.m.

Legal Counsel Lemieux provided a report on Closed Session: the case entitled "Las Virgenes Municipal Water District v. Millgee Investment Company, Inc." had been settled based on direction from the Board of Directors; and requested an Open Session report be provided on October 8, 2013.

The Chair declared the meeting adjourned at 7:37 p.m.



AS REVISED OCTOBER 23, 2013

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

MINUTES
REGULAR MEETING

5:00 PM

September 24, 2013

PLEDGE OF ALLEGIANCE

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

1. CALL TO ORDER AND ROLL CALL

A Call to order and roll call

The meeting was called to order at 5:03 p.m. by Board President Caspary in the District offices. Deputy Secretary, Kimmey Conklin called the roll. Those answering present were Directors Charles Caspary, Glen Peterson, Leonard Polan, Lee Renger and Barry Steinhardt.

2. APPROVAL OF AGENDA

A Approval of agenda

Board President Caspary requested "4.B Actuarial Study of Retiree Health Liabilities (OPEB)" be heard prior to "4.A Las Virgenes Unified School District: Approval and Presentation of Check for 4/5 Science Team Water-Related Curriculum" as additional representatives from the school district had not yet arrived.

On a motion by Director Lee Renger, seconded by Director Leonard Polan, the Board of Directors voted 5-0 to Approve the agenda for the Regular Board Meeting of September 24, 2013, as amended.

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 Las Virgenes Unified School District: Approval and Presentation of Check for 4/5 Science Team Water-Related Curriculum

ITEM 7D

Approve a check to Las Virgenes Unified School District in the amount of \$107,000 to fund the water-related curriculum taught by the 4/5 Science Team for Fiscal Year 2013-14.

Public Affairs Associate, Deborah Low discussed the partnership and funding, and provided a summary of activities the District participates in with Las Virgenes Unified School District (LVUSD).

On a motion by Director Barry Steinhardt, seconded by Director Charles Caspary, the Board of Directors voted 5-0 to Approve the recommendation as presented.

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

The Board of Directors presented a check in the amount of \$107,000 to representatives of LVUSD including Superintendent Dr. Dan Stepenosky, Board Members Jill Gaines and Leslie Stein, Chief Business Official Karen Kimmel, and Director of Instruction Evan Bartelheim; also present were the Fourth and Fifth Grade Science Team teachers.

Ms. Stein thanked the District for its partnership and water awareness efforts, and her sentiments were echoed by Dr. Stepenosky.

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Accept the Actuarial Study of Retiree Health Liabilities as of June 30, 2013, prepared by Total Compensation Systems, Inc., and authorize the General Manager to pay the Annual Required Contribution, less the pay-as-you-go amount for current retirees, on a quarterly basis.

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On a motion by Director Barry Steinhardt, seconded by Director Leonard Polan, the Board of Directors voted 5-0 to Approve the recommendations as presented.

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

C Legislative and Regulatory Updates

No report was given.

5. CONSENT CALENDAR

A Minutes: Regular Meetings of August 27, 2013 and September 10, 2013. Approve

B List of Demands: September 24, 2013. Approve

C Investment Report for the Month of August 2013. Approve

On a motion by Director Glen Peterson, seconded by Director Lee Renger, 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

6. TREASURER

No report was given.

7. BOARD OF DIRECTORS

A **Calabasas Road 10-inch Water Main Repair and Replacement: Continuation of Emergency Authorization**

Approve continuation of the emergency authorization for the General Manager to replace approximately 1,500 feet of deteriorated 10-inch water main on Calabasas Road following informal bidding procedures in an amount not to exceed \$700,000.

Director of Facilities and Operations, David Lippman provided an update including: slip-lining, pressure testing and disinfection of the deteriorated water main has been completed; work on tie-ins is underway; staff anticipates the final acceptance/end of the emergency declaration will be presented for Board consideration on October 22nd; and the emergency repairs are still expected to remain under the \$700,000 authorization limit.

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

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

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

9. FINANCE AND ADMINISTRATION

A General Liability and Property Insurance Renewal

Approve the insurance proposal by Tolman & Wiker Insurance Services, LLC in the amount of \$746,412.80, for the term of October 1, 2013, through October 1, 2014.

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

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

B Call for Bids: Below Ground Vault Access Cover Retrofit Program

Approve the Notice Inviting Sealed Proposals and proposed bid schedule for the Below Ground Vault Access Cover Retrofit Program.

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

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

C Approval of Financial Policy 11: Recycled Water Operations Reserves

Approve the draft Policy 11: Recycled Water Operations Reserves, as written, to be included in the adopted Financial Policies of Las Virgenes Municipal Water District.

On a motion by Director Leonard Polan, seconded by Director Barry Steinhardt, the Board of Directors voted 5-0 to Approve the recommendation as presented.

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

10. INFORMATION ITEMS

A 1,235 Ft. Backbone Improvements Project Calabasas Pipeline: Change Order No. 1

B Local Agency Formation Commission (LAFCO): Call of Meeting to Select LAFCO Alternate Member Replacement for Balance of Current Term

C Seismic Valve Report for Potable and Recycled Water Tanks

Director of Facilities and Operations Lippman stated in June, the Board inquired about seismic valves; there is merit to using them, the dilemma is how to set-up accelerometers; met with vendor regarding high/low priorities, recommends in Fiscal Year 2014-15 starting a program to replace starting with top six high priority locations.

11. NON-ACTION ITEMS

A Organization Reports

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

(1) MWD Representative Peterson reported on general business of Metropolitan Water District including: Edward C. Little retired and LAFCO representative Don Dear will take his place; ethics meeting on September 24th to discuss procedures; Bay Delta presentation (Yolo Bypass and salmon rookeries, weir from Sacramento to Yolo to make a better fish ladder); negotiations for who is going to pay for Bay Delta; re-negotiate State Water Project; and attended Water Environment Federation annual meeting in New Mexico.

(2) None.

B Director's Reports on Outside Meetings

None.

C General Manager Reports

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

(1) General Manager Pedersen provided an update on general business of the District including: U.S. Bureau of Reclamation recommended that the seasonal storage feasibility study be approved as a Title XVI study; Call for Suggestions judging panel to meet on September 25th; and upcoming calendar events (September 28th watershed tour for elected officials, October 1st TMDL presentation in Ventura County, October 5th Reyes Adobe Days, conflicting events on October 17th (AWA, Greater Los Angeles Water Summit, ACWA Region 10), October 18th solar project ground-breaking).

(2) General Manager Pedersen stated information on follow-up items was included in board folders.

D Director's Comments

Director Polan requested an update on Building # 1 (General Manager Pedersen stated the Board previously requested land use options and a consultant is looking at this, and Director of Facilities and Operations Lippman stated staff will be discussing Building # 1 with the Board on October 22nd); could building be used for an interactive museum type facility to show community how water gets to our area, outreach is his focus, letter to Felicia Marcus (General Manager Pedersen stated a letter had been issued to her, but no response had been received, she is currently on a speaker circuit and it's premature to lobby her right now due to Regional Board ex parte rules); further information on cost to comply (Legal Counsel Lemieux stated this is a Closed Session discussion item).

12. FUTURE AGENDA ITEMS

None.

13. PUBLIC COMMENTS

No speaker cards were received from the public.

The meeting convened into break at 7:24 p.m.

14. CLOSED SESSION

The meeting reconvened into Closed Session at 7:27 p.m.

A Conference with District Counsel – Existing Litigation (Government Code Section 54956.9(a)):

1. Las Virgenes Municipal Water District v. Millgee Investment Company, Inc.
2. Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency
3. Heal the Bay, Inc. v. Lisa P. Jackson

15. OPEN SESSION AND ADJOURNMENT

The meeting convened into Open Session at 7:36 p.m.

Legal Counsel Lemieux provided a report on Closed Session: the case entitled "Las Virgenes Municipal Water District v. Millgee Investment Company, Inc." had been settled based on direction from the Board of Directors; and requested an Open Session report be provided on October 8, 2013.

The Chair declared the meeting adjourned at 7:37 p.m.

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

ATTEST:

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

(SEAL)



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Fiscal Year 2013-14 Tactical Actions and Activities

SUMMARY:

This item consists of a status report on the tactical actions and activities for Fiscal Year 2012-13 and newly proposed Fiscal Year 2013-14 Tactical Actions and Activities. The proposed actions and activities were prepared with input from staff at multiple levels of the organization and will support accomplishment of the District's higher-level goals outlined in the Strategic Plan.

RECOMMENDATION(S):

Approve the proposed Fiscal Year 2013-14 Tactical Actions and Activities.

FINANCIAL IMPACT:

There is no financial impact associated with this item.

DISCUSSION:

At a Strategic Planning Workshop on April 24, 2013, Board Members and staff met in breakout sessions to review the goals and objectives in the District's Strategic Plan. A number of updates to the Strategic Plan were proposed, including the consolidation of several goals. On June 11, 2013, the Board approved the updated Strategic Plan.

Staff prepared the attached status report on the tactical actions and activities for Fiscal Year 2012-13. Comments were provided, when appropriate, to identify key milestones for activities that remain in-progress. Additionally, staff prepared the attached proposed Fiscal Year 2013-14 Tactical Actions and Activities to support accomplishment of the District's goals outlined in the Strategic Plan. Input for the actions and activities was received from employees at multiple levels of the organization. Also, staff focused on identifying the most meaningful items and avoided listing on-going, routine activities.

Prepared By: David W. Pedersen, General Manager

ATTACHMENTS:

[Status of FY 2012-13 Tactical Actions and Activities](#)

[Proposed FY 2013-14 Tactical Actions and Activities](#)

**LAS VIRGENES MUNICIPAL WATER DISTRICT
STATUS OF TACTICAL ACTIVITIES AND ACTIONS – FISCAL YEAR 2012-13**

| Strategic Goal 1 – Provide Reliable and High Quality Water | | | | | | |
|---|--|-----------------|---------------|-------------------|---------------|--|
| Objective 1.1 – Provide planning activities to meet current and future potable water demand throughout the service area. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Develop regional partnerships for water supply. | X | | F&O | In Progress | Discussions were initiated with Calleguas Municipal Water District (CMWD) on a potential LVMWD-CMWD interconnection on Lindero Canyon Road near the Los Angeles-Ventura County Boundary. |
| 2 | Update Infrastructure Investment Plan (IIP). | X | | F&O | Completed | The LVMWD Infrastructure Investment Plan was approved by the LVMWD Board on 03/26/13, and the JPA Infrastructure Investment Plan was approved by the JPA Board on 04/01/13. |
| 3 | Continue recycled water storage studies. | X | | F&O | In Progress | A new activity/action is proposed for FY 2013-14 to advance this effort. |
| 4 | Prepare Potable, Sanitation and Recycled Water Master Plans. | | X | F&O | In Progress | The Potable, Sanitation and Recycled Water Master Plans are being prepared by Kennedy Jenks Consultants with completion by 12/2013 or 01/2014. |
| 5 | Complete groundwater study. | | X | F&O | In Progress | Opportunities for additional groundwater supplement to the recycled water system are being studied as a part of Master Plan Update process. |
| 6 | Update Infrastructure Investment Plan. | | X | F&O | Completed | See comments for Item No. 2 above. |
| 7 | Complete market study for potential recycled water customers in the Medea Valley/Mulholland Corridor area. | | X | F&O | In Progress | The market study for these potential recycled water customers is being conducted as a part of the Recycled Water System Master Plan update. |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
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|---|---|-----------------|---------------|-------------------------|--|---|
| 8 | Provide outreach on Capital Projects and Master Planning. | X | RCPO | Completed (on-going) | Outreach efforts were focused on the proposed 5 MG tank, Calabasas Road Watermain Replacement, Murcau Road Transmission Main Project, Rancho 3rd Digester Project, and Solar Power Generation Project. | |
| Objective 1.2 – Promote, encourage, monitor and report on efficient water use. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Continue programs that result in efficient outdoor water use. | X | | RCPO | Completed (on-going) | Mow-No-Mow Turf Removal Program, rotating sprinkler heads, weather-based irrigation controllers, drip irrigation, trigger nozzles for hoses, and garden lecture series. |
| 2 | Participate in MWD-sponsored weather-based irrigation controller installation grant for large commercial and residential customers. | X | | RCPO | Completed (on-going) | |
| 3 | Conduct water-wise gardening classes for homeowners and landscapers. | X | | RCPO | Completed (on-going) | |
| 4 | Pursue grant funding for water conservation programs. | X | | RCPO | In Progress | Staff is working on the re-allocation of unused Proposition 50/84 funding to provide a larger incentive for high-efficiency clothes washers. |
| 5 | Promote leak prevention benefits of AMR/AMI system to customers. | X | | RCPO | In Progress | The AMR/AMI system is being used to proactively notify customers of potential leaks in their plumbing. |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
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| 6 | Develop "irrigated area" data as needed for future water budget-based billing. | | X | RCPO F&A | Postponed | A new activity/action is proposed for FY 2013-14 to advance this effort. |
| 7 | Educate high residential outdoor users of methods to be water efficient. | | X | RCPO | In Progress | |
| 8 | Develop a water conservation certification program for landscapers and gardeners. | | X | RCPO | In Progress | |
| Objective 1.3 – Ensure customers receive adequate supplies of high quality water. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Continue planning and CEQA activities on the recommended Master Plan backbone improvements. | X | | F&O | In Progress | |
| 2 | Continue focus on Backbone Improvement Program. | X | | F&O RCPO | In Progress | |
| 3 | Complete Long Valley Pipe Replacement. | | X | F&O | Completed | |

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Strategic Goal 2 – Provide Sanitation and Recycled Water Services that Meet All Regulatory Requirements and Focuses on Beneficial Reuse

Objective 2.1 – Encourage beneficial uses of recycled water and other wastewater by-products.

| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
|-----|---|----------|--------|------------|----------------------|--|
| 1 | Implement, where possible and consistent with funding availability, recycled water projects identified in the TEA Study and the Recycled Water Master Plan. | X | | F&O | Completed (on-going) | |
| 2 | Ongoing review of composting improvements and alternatives. | X | | F&O | Completed | |
| 3 | Continue with recycled water conversions such as common areas in multi-family communities and commercial sites. | X | | RCPO | Completed (on-going) | |
| 4 | Continue exploring City of Los Angeles recycled water extension. | X | | F&O | In Progress | Draft term sheets approved by the JPA Board on 09/03/13. |
| 5 | Complete compost market survey. | | X | F&O | Completed | |

Objective 2.2 – Develop and implement strategies for long-term maximum reuse.

| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
|-----|--|----------|--------|------------|-----------|-------------------|
| 1 | Evaluate recycled water storage and expansion needs. | X | | F&O | Completed | Feasibility study |

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|--|---|-----------------|---------------|-------------------|---------------|--|
| 2 | Develop a roadmap for recycled water expansion to utilize the remaining recycled water not being put to beneficial use. | | X | F&O | In Progress | Developed a financial policy for use of net revenues from Recycled Water Enterprise and initiated an effort to supply wholesale recycled water to LADWP. |
| 3 | Develop plan and timeline for recycled water storage. | | X | F&O | Completed | Developed plan and timeline for recycled water storage in feasibility study presented in June 2012. |
| 4 | Investigate possible water wetland site with conservancy and state parks. | | X | F&O | No Action | This effort is no longer being pursued. |
| Objective 2.3 – Plan for the efficiency and operational compliance of all wastewater and recycled water facilities. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Update Infrastructure Investment Plan. | X | | F&O | Completed | |
| 2 | Develop plan to cover Recycled Reservoir #2 | | X | F&O | In Progress | RFP released for a variety of improvements to the reservoir to improve water quality, including the proposed use of shade balls. |
| 3 | Start design of third digester and new heating system. | | X | F&O | Completed | Construction now in progress. |

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| Objective 2.4 – Continue to meet all regulatory operational requirements for compliance with permits. | | | | | | | |
|---|--|----------|--------|-------------|-------------------------|---|--|
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) | |
| 1 | Respond with response to 2010 NPDES permit requirements. | X | | F&O RCPO | Ongoing | | |
| 2 | Continue attendance at watershed planning meetings and anticipate future regulatory requirements. | X | | RCPO | Completed (on-going) | | |
| 3 | Continue to monitor pending TMDLs (nutrient re-opener, lagoon and creek macroinvertebrate) that impact the JPA. | X | | F&O RCPO | Completed (on-going) | Responded to pending TMDL changes by EPA. | |
| 4 | Continue evaluating biosolids handling improvements. | X | | F&O | Completed (on-going) | New polymer mixer installed and contract executed with Agromin. | |
| 5 | Participate with Water Reuse Association in developing and lobbying for a separate Recycled Water California Code. | | X | F&O RCPO | Completed (on-going) | Support for AB 803. | |
| 6 | Implement phased process air improvements. | | X | F&O | In Progress | Implementation is included in FY 2013-14 Budget. | |
| 7 | Conduct compost screening pilot study to determine if screening of compost reduces amendment cost and allows for varying qualities of compost. | | X | F&O | Completed | Screening was not cost effective; contract executed with Agromin. | |

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| 8 | Respond to Regional Board action on the proposed Watershed-Wide Monitoring Plan. | | X | F&O | Completed | Letter sent to RWQCB on 07/30/13. |
| 9 | Complete peer review study on natural geological impacts on water quality in the watershed (Monterey Formation). | | X | RCPO | Completed | |
| 10 | Investigate converting conveyor system at Rancho to determine if a more cost effective and efficient conveyor system should be considered. | | X | F&O | No Action | |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
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| Strategic Goal 3 – Ensure effective utilization of the public's money. | | | | | | |
|---|---|-----------------|---------------|-------------------|----------------------|--|
| Objective 3.1 – Maintain long-term financial tools to manage capital assets and reserves. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Update Financial Plan. | X | | F&A | Completed | New rates approved for period of January 1, 2013, through December 31, 2015. |
| 2 | Establish and meet with a citizens (outreach) committee for rates in advance of the hearings. | | X | F&A | Completed | |
| 3 | Present rate recommendations to Board. Prepare community outreach program in compliance with Proposition 218. Goal: Have rates in place by January 1, 2013. | | X | F&A | Completed | |
| Objective 3.2 – Continually search for revenue enhancements and cost savings that provide benefits to rate payers. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Legislative advocacy for financial support of projects and programs. | X | | F&A | Completed (on-going) | |
| 2 | Maintain leases and rentals of District property | X | | F&A | Completed (on-going) | |
| 3 | Consider opportunities for revenue enhancements, such as new investment instruments or grant programs. | X | | F&A | Completed (on-going) | |

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|----|---|--|---|------|----------------------|--|
| 4 | Continue marketing Building No. 1. | | X | F&O | In Progress | A new activity/action is proposed for FY 2013-14 to advance this effort. |
| 5 | Resolve back lease rent for Building No. 8. | | X | F&O | In Progress | |
| 6 | Update Emergency Response Plan. | | X | F&O | Completed | |
| 7 | Promote e-billing and online/phone payment options to reduce costs associated with customer billing. | | X | RCPO | Completed (on-going) | Major effort during FY 2012-13; now ongoing. |
| 8 | Conduct Bond Rating outreach to secure or improve AA rating for all enterprise funds. | | X | F&A | Completed | Maintained current AA/stable rating. |
| 9 | Develop FOG (i.e. fats, oil and grease disposal) and land production programs for additional revenue. | | X | F&O | In Progress | Pending completion of Rancho 3rd Digester. |
| 10 | Develop a list of remaining funds from Bonds, "Prop 50, Prop 84", for future reports. | | X | RCPO | In Progress | |
| 11 | Evaluate opportunities to install in-pipe hydroelectric production. | | X | F&O | Completed | In-pipe hydroelectric facilities were determined not to be cost-effective given our water system hydraulic conditions. |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
STATUS OF TACTICAL ACTIVITIES AND ACTIONS – FISCAL YEAR 2012-13**

| Objective 3.3 – Provide timely financial reporting to the Board and managers to support cost control. | | | | | | |
|--|--|-----------------|---------------|-------------------|----------------------|-------------------|
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Prepare and submit annual financial reports and budget to GFOA and CSMFO awards programs. | X | | F&A | Completed (on-going) | |
| 2 | Provide monthly, quarterly and annual financial reports, including progress on financial targets to Board and staff. | | X | F&A | Completed | |
| 3 | Conduct annual audit for Las Virgenes and JPA activities. | | X | F&A | Completed | |
| Objective 3.4 – Provide sound risk management for liability protection, emergency preparedness planning, and internal controls. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Provide training to promote a safe work environment for employees. | X | | All | Completed (on-going) | |
| 2 | Evaluate security and safety enhancements at all District facilities. | X | | F&O | Completed (on-going) | |
| 3 | Update Emergency Response Plan. | X | | F&O | In Progress | |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
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| 4 | Pursue options for workers' compensation insurance and property and liability insurance with ACWA-JPIA for cost savings. | X | F&A | Completed | Insured workers' compensation with ACWA-JPIA at lower rate; insured property & liability with Alteris. | |
|---|---|----------|--------|------------|--|--|
| Objective 3.5 – Provide a sound investment portfolio that maintains investment priorities of safety, liquidity and rate of return. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Continue to look for secure investments that may bring additional yield while still within the parameters of our investment policy. | X | | F&A | Completed (on-going) | Investment Code updated in FY 2012-13. |
| 2 | Contact Metropolitan Water District to inquire about a benchmark for investment policy effectiveness. | | X | F&A | In Progress | |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
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| Strategic Goal 4 – Provide reliable, high quality service to customers. | | | | | | |
|---|--|-----------------|---------------|-------------------|----------------------|--------------------|
| Objective 4.1 – Respond to changing customer expectations and related industry advancements. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Conduct Board/Staff outreach to customers pertaining to water supply and water efficiency. | X | | RCPO | Completed (on-going) | |
| 2 | Continue District's facility tours and MWD inspection trips. | X | | RCPO | Completed (on-going) | |
| 3 | Continue Current Flow articles on industry issues and local activities. | X | | RCPO | Completed (on-going) | |
| 4 | Review Customer Service feedback/survey forms on all services provided. | X | | RCPO | Completed (on-going) | |
| 5 | Present results to the Board bimonthly. | X | | RCPO | Completed (on-going) | |
| 6 | Survey other agencies and citizen organizations in District to determine how LVMWD may better communicate with city councils, HOAs and Chamber of Commerce groups. | | X | RCPO | In Progress | |
| 7 | Prepare a customer satisfaction and expectation survey. | | X | RCPO | Completed | Completed in 2011. |

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| 8 | Provide customers with information on the 2012 California Water Bond. | | X | RCPO | In Progress | Involved in MWD focus groups & elected officials communications. |
|--|---|----------|--------|-------------|-------------|--|
| 9 | Survey other agencies outreach programs and success. | | X | RCPO | Completed | Completed in 2011. |
| 10 | Offer a community forum for all current water and sanitation issues in October 2012. | | X | RCPO | Completed | |
| 11 | Consider expansion of facilities tour program. | | X | RCPO | Completed | Malibu Creek Watershed tours added. |
| Objective 4.2 – Investigate new technologies that will benefit customers. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Provide customer access to AMR/AMI data. | | X | RPCO | In Progress | |
| 2 | Implement changes and upgrades to CIS billing system such as third-party billing, consolidated billing and automatic move-in/out for customers. | | X | RPCO | In Progress | Enhanced delinquent bill collection system. |
| 3 | Add basic statistics to District website and format to report progress on major construction projects. | | X | RPCO F&O | Completed | |

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|---|--|---|------|-----------|--|
| 4 | Develop and implement electronic communication programs to customers. | X | RPCO | Completed | |
| 5 | Enhance the District's website and engage in more frequent updates, including photos and supply and efficiency topics. | X | RPCO | Completed | |
| 6 | Implement social media and postings on efficient water use practices. | X | RPCO | Completed | |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
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| Strategic Goal 5 – Commit to a quality workforce. | | | | | | |
|---|--|-----------------|---------------|-------------------|----------------------|-------------------|
| Objective 5.1 – Build employee skills and competencies. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Support and encourage training and development opportunities for employees and use of reimbursement program. | X | | All | Completed (on-going) | |
| 2 | Continue staff participation in industry associations, conferences, workshops and specialized training. | X | | All | Completed (on-going) | |
| 3 | Seek available, low-cost training opportunities through partnerships with educational entities, collaboration with other public agencies, private firms and industry associations. | X | | All | Completed (on-going) | |
| 4 | Identify and document programs for development of employees in obtaining advanced education, licensing and certifications. | | X | All | Completed (on-going) | |
| Objective 5.2 – Hire, promote and retain the best qualified persons and hold them accountable. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Conduct and implement complete compensation reviews every 3 to 5 years. | X | | F&A | In Progress | |
| 2 | Review recruiting strategy specific to internal promotion opportunities. | X | | F&A | Completed (on-going) | |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
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|--|---|-----------------|---------------|-------------------|----------------------|-------------------|
| 3 | Support staff participation in local public and private job and career events. | X | | F&A | Completed | |
| 4 | Ensure classifications of positions are current and compensation and benefits remain competitive with the market. | X | | F&A | Completed | |
| 5 | Determine employee advancement opportunities when positions become vacant. | X | | F&A | Completed (on-going) | |
| 6 | Maintain staff presence at employment events to promote the District as an employer of choice. | X | | F&A | Completed (on-going) | |
| 7 | Continue industry participation, training, cross training and "in-house" training. | | X | All | Completed (on-going) | |
| 8 | Develop Junior Engineer Position to fill vacant Assistant/Associate Engineer. | | X | F&O | Completed | |
| Objective 5.3 – Provide appropriate staff and resources to achieve our mission. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Review annual updates on vacancies, projected retirements and changing organizational needs for the next 3 to 5 years and recommend any staff changes to the Board before the annual budget review. | X | | F&A | Completed (on-going) | |

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| 2 | Explore revised salary and benefit packages for future hires. | X | | F&A | Completed | Incorporated in negotiated MOUs for Management and SPC Units. |
| 3 | Update work force plan to ensure staffing levels are adequate for District needs. | X | | F&A | Completed (on-going) | |
| 4 | Provide recommendation to Board on item for negotiation with SEIU. | | X | F&A | Completed | |
| 5 | Begin negotiating process with management associations. | | X | F&A | Completed | |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
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| Strategic Goal 6 – Construct, manage and maintain all facilities and provide services to assure system reliability and environmental compatibility. | | | | | | |
|---|---|----------|--------|------------|-------------------------|--|
| Objective 6.1 – Design and construct high quality reliable facilities that operate efficiently and use technological advances while protecting the environment. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Explore and identify energy management strategies. | X | | F&O | Completed (on-going) | |
| 2 | Integrate District activities with regional programs to provide efficiencies and cost savings. | X | | F&O | Completed (on-going) | |
| 3 | Update solar energy evaluation and determine the timing and appropriate locations for installation. | | X | F&O | Completed | |
| 4 | Determine timing for installation of Household Hazardous Waste Facility. | | X | F&O | On Hold | The timing for this effort should correspond with that of the City of Calabasas and County of Los Angeles. |
| Objective 6.2 – Develop comprehensive maintenance management and replacement programs. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Continue to improve the fleet and maintenance program for maintenance of District equipment and facilities. | X | | F&O | Completed | |
| 2 | Implement JD Edwards property management module. | | X | F&A | Postponed | The current functionality provided by MS Access is meeting the District's needs well. |

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| 3 | Expand Maintenance Management System database to provide better decision making on maintenance, replacement of assets, actual life cycle costs and labor utilization. | | X | F&O | Completed | |
| 4 | Status report of JD Edwards software upgrades and module implementation. | | X | F&A | No Action | Software upgrades were minor and no new modules were implemented. |
| Objective 6.3 – Support reasonable, economically viable and technologically feasible efforts to reduce greenhouse gas emissions (AB 32) while achieving the District's mission of providing quality service. | | | | | | |
| No. Activity/Action Activity Action Department Status Comment(s) | | | | | | |
| 1 | Continue identifying gas emissions reduction opportunities and ability to partner with other agencies. | X | | F&O | On-going | |
| 2 | Monitor AB 32 compliance. | X | | F&O | On-going | Following ARB & SCAQMD rules and regulations, as required. |
| 3 | Evaluate changing natural gas drivers at Westlake Pumping Station. | | X | F&O | Completed | Backbone improvement alternative study recommends replacing NG with electrical. |
| 4 | Update AB 32 report and identify actions, investigate and determine application to AB 32 registry and report requirements. | | X | F&O | No Action | No actions or reporting required as this time. |
| 5 | Consider FOG/food waste addition to new digester to produce more gas, generate revenue and cogeneration. | | X | F&O | Completed | The third digester includes facilities to allow for FOG/food waste addition. A FOG/food waste receiving station will be constructed after start-up of third digester. |

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|---|--|-----------------|---------------|-------------------|---|--|
| 6 | Explore renewable opportunities using virtual feed-in tariffs. | X | F&O | Completed | Net metering was determined to be the preferred option for the solar project. | |
| Objective 6.4 – Promote science based programs with regulatory agencies. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Address issues with regulatory agencies through meetings and correspondence. | X | | F&O RCPO | Completed (on-going) | The primary focus was on the TMDL for Sedimentation and Benthic Community Impairments for Malibu Creek and Lagoon. |

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| Strategic Goal 7 – Sustain community awareness and support. | | | | | | |
|--|---|-----------------|---------------|-------------------|----------------------|---|
| Objective 7.1 – Develop effective information and awareness programs as necessary to establish and maintain a meaningful working relationship with ratepayers beyond just offering information. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Continue rollout of “Most Current Flow” in local newspapers to increase awareness of District initiatives and activities. | X | | RCPO | Completed | |
| 2 | Identify inter-agency programs with cities, county, non-governmental organizations (NGOs). | X | | RCPO | On-going | The focus has been on partnerships related to watershed-wide monitoring. |
| 3 | Conduct regularly scheduled presentations to each city council through the course of the year on District topics. | X | | RCPO | Completed (on-going) | |
| 4 | Participate in L.A. County Fire Safe Committee. | X | | RCPO | Completed | |
| 5 | Continue LVMWD’s presence at multiple community events. | X | | RCPO | Completed (on-going) | |
| 6 | Continue programs with LVUSD (see education outreach section). | X | | RCPO | Completed (on-going) | |
| 7 | Publicly present Annual Report. | X | | RCPO | On-going | Staff is reviewing the format and content of the report to ensure that future editions are most useful to the public. |

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| 8 | Prepare annual Consumer Confidence Report. | X | | RCPO | Completed | |
|--|--|----------|--------|------------|----------------------|---|
| 9 | Conduct Community Survey using different survey methods, such as mail, internet and telephone. | | X | RCPO | Completed | |
| 10 | Hire a Community Outreach Consultant to advise on public outreach such as 1235-ft Backbone Improvement Project, Delta issues and rate changes. | | X | RCPO | Completed | |
| 11 | Coordinate outreach with Westlake Village Soap Box Derby event in May. | | X | RCPO | Completed | |
| Objective 7.2 – Promote water education programs. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Promote school and community education programs. | X | | RCPO | Completed (on-going) | |
| 2 | Expand use of local community access channels (example: Huell Howser series). | | X | RCPO | Completed (on-going) | |
| 3 | Continue to develop and enhance school education programs. | | X | RCPO | Completed (on-going) | Story Pirates/4th and 5th Grade Science Program |

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| 4 | Continue offering water efficient landscape classes. | | X | RCPO | Completed (on-going) | |
| 5 | Conduct annual review of financial support for LVUSD water related student programs. | | X | RCPO | Completed | |
| Objective 7.3 – Promote advocacy and programs demonstrating community and industry leadership that advances customer interests. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Actively participate at Las Virgenes Council of Government (COG) meetings in fostering relationships with local and regional agencies. | X | | RCPO | Completed (on-going) | |
| 2 | Provide public outreach related to capital improvement projects, master plans and other issues that affect the customers. | X | | RCPO | Completed (on-going) | Outreach efforts were focused on the proposed 5 MG tank, Calabasas Road Watermain Replacement, Mureau Road Transmission Main Project, Rancho 3rd Digester Project, and Solar Power Generation Project. |

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| Strategic Goal 8 – Provide watershed leadership. | | | | | | |
|---|---|-----------------|---------------|-------------------|-------------------------|-----------------------------------|
| Objective 8.1 – Maintain recognition as a highly effective and proactive watershed leader. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Actively monitor regional watershed activities and awareness and TMDL development in Malibu Creek and Los Angeles River. | X | | RCPO F&O | Completed (on-going) | |
| 2 | Participate on Regional Watershed planning groups with public agencies and stakeholders. | X | | RCPO | Completed (on-going) | |
| 3 | Continue to represent the region on the IRWMP Leadership Council and subregional Steering Committee. | X | | RCPO | Completed (on-going) | |
| 4 | Continue leadership role in development of a consolidated, multi-agency watershed monitoring plan. | X | | RCPO | Completed (on-going) | Letter sent to RWQCB on 07/30/13. |
| 5 | Continue to monitor new scientific developments in water quality testing as it relates to JPA operations and regulatory compliance. | X | | RCPO | Completed (on-going) | |
| 6 | Continue to be proactive with watershed wide monitoring program by coordinating with regional board staff and stakeholders. | X | | RCPO | Completed (on-going) | Letter sent to RWQCB on 07/30/13. |
| 8 | Determine status of IRWMP process and grant funding. | | X | RCPO | Completed | |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
STATUS OF TACTICAL ACTIVITIES AND ACTIONS – FISCAL YEAR 2012-13**

| Strategic Goal 9 – Implement new technologies. | | | | | | |
|---|--|----------|--------|------------|----------------------|---|
| Objective 9.1 – Investigate, select and implement new technology programs that advance goals. | | | | | | |
| No. | Activity/Action | Activity | Action | Department | Status | Comment(s) |
| 1 | Continue to evaluate and recommend business improvement/outourcing opportunities. | X | | All | Completed (on-going) | |
| 2 | Investigate technology with other public agencies, industry associates and technology professionals. | X | | All | Completed (on-going) | |
| 3 | Develop customer feedback options, such as social media, webpage and email in shaping customer expectations. | X | | RCPO | Completed (on-going) | |
| 4 | Continue with improvements to District website to provide more conservation information to customers and issue-specific District programs. | X | | RCPO | Completed (on-going) | |
| 5 | Complete bill pay option for customers. | | X | RCPO | Completed | |
| 6 | Implement next phase of AMR/AMI metering to improve water use information to customers. | | X | RCPO | In Progress | Staff is reviewing the financial status of the current vendor and investigating the support of the technology by other parties. |
| 7 | Update two-way radio system to replace outdated equipment. | | X | F&O | Completed | |

**LAS VIRGENES MUNICIPAL WATER DISTRICT
STATUS OF TACTICAL ACTIVITIES AND ACTIONS – FISCAL YEAR 2012-13**

| | | | | | |
|----|--|---|------|-------------|---|
| 8 | Consider (evaluate/implement) GPS tracking in vehicles. | X | F&O | Completed | GPS tracking functionality available through new radio system; staff is working out the bugs. |
| 9 | Present Information Systems Master Plan to Board. | X | F&A | In Progress | Master Plan to evaluate system security and IT staffing. |
| 10 | Investigate joint work coordination with local municipalities and school district. | X | RCPO | Completed | Completed investigation for potential expanded watershed tour with LVUSD. No current opportunities identified for joint work with other local municipalities. |

PROPOSED FISCAL YEAR 2013-14 TACTICAL ACTIONS AND ACTIVITIES

Goal 1: Provide Safe and Quality Water with Reliable Services

We provide high quality, reliable water and deliver adequate water supplies. In providing this service we encourage water efficiency and conservation.

Objective 1.1 Provide planning activities to meet current and future water demand throughout the service area.

Complete Potable Water, Recycled Water and Sanitation Master Plans.

Complete preliminary design and formulate terms for an interconnection agreement with Calleguas Municipal Water District.

Investigate opportunities to “bank” dry-year water supplies to minimize the impact of prolonged drought on the District’s customers.

Objective 1.2 Promote, encourage and support efficient water use.

Prepare a plan to meet the per capita water use targets of the 20x2020 Conservation Plan.

Develop an action plan and initiate implementation to transition to a budget-based rate structure for the potable and recycled water systems including a flow-based sewer rate.

Develop a strategy to enhance customer participation in regional and in-house conservation programs.

Objective 1.3 Construct, manage and maintain all facilities and provide services to assure system reliability and environmental compatibility.

As a part of the Backbone Improvements start construction of 5MG Tank and design of Westlake Filter Plant expansion and modernization of Westlake Pump Station.

Complete construction of the Calabasas Pipeline, a component of the Backbone Improvement Program.

Goal 2: Lead in Sanitation and Recycled Water Services Focusing on Maximum Reuse

We provide cost effective wastewater collection, wastewater treatment, recycled water and biosolids composting.

Objective 2.1 Maximize beneficial use of wastewater byproducts (byproducts include compost and electricity).

Objective 2.2 Plan for the efficiency and operation compliance of all wastewater and recycled water facilities.

Complete the Solar Project.

Complete 3rd Digester at Rancho and develop plan for maintenance/ rehabilitation of existing digesters.

Complete the Alternative Disinfection project at Tapia.

Objective 2.3 Promote science based programs with regulatory agencies.

Collaborate with the LA Regional Water Quality Control Board on a reasonable implementation plan for the US EPA Malibu Creek & Lagoon TMDL for Sedimentation and Nutrients to Address Benthic Community Impairments

Objective 2.4 Maximize beneficial uses of recycled water.

Start the preliminary design and environmental CEQA documentation for the Woodland Hills Country Club recycled water system extension.

Identify and expedite potential recycled water conversion projects.

Objective 2.5 Develop and implement strategies for long term total reuse of recycled water.

Initiate environmental studies required for a recycled water seasonal storage reservoir.

Objective 2.6 Maintain recognition as a highly effective and proactive watershed leader and environmental steward.

Goal 3: Ensure Effective Utilization of the Public's Assets and Money

The District and its assets belong to our Ratepayers. It is our responsibility to protect the public trust, safeguard all funds and exercise prudence and integrity in the management of those funds. Continually monitor our current and future funds to ensure long-term financial sustainability.

Objective 3.1 Provide a sound investment portfolio that maintains fiscally conservative investment policies that promote safety, liquidity, and rate of return in managing our capital assets and reserves.

Evaluate the District's financial/investment policies to identify opportunities to enhance investment portfolio yield and minimize future expenses.

Objective 3.2 Continually search and achieve revenue enhancements with cost savings that provide benefits to our Ratepayers.

Develop and execute a strategy to maximize the District's return on Building No. 1.

Objective 3.3 Continually update our financials in order to provide transparency of our District to its Ratepayers.

Objective 3.4 Continually update risk management that ensures our liability protection, emergency preparedness and internal controls.

Update the District's Emergency Response Plan and conduct an Emergency Response Exercise.

Update the Las Virgenes Municipal Water District Code.

Objective 3.5 Maintain the highest respect of the financial community.

Goal 4: Provide Excellent Service That Exceeds Customer Expectations

Excellent customer service is paramount. We listen and respond to customer feedback as a basis to continuously improve services.

Objective 4.1 Respond to changing customer expectations.

Update the Customer Service Procedure Handbook.

Objective 4.2 Utilize technology to improve service delivery.

Continue implementation of improvements to the District's website.

Develop and implement an Information Systems Master Plan with an emphasis on security and continuing education for users.

Plan next steps to complete the District's Automated Meter Reading/Infrastructure Project including initiation of customer interface with water consumption data and monthly billing.

Objective 4.3 Obtain feedback on customer service delivery and utilize feedback to improve service.

Goal 5: Assure a Quality, Continually Improving Workforce

Our employees are the District's most valuable resource. We assure they have the knowledge and skills to provide excellent services. We provide a safe, fair and cooperative work environment.

Objective 5.1 Develop employee skills, competencies and leadership.

Implement an employee development program including additional training for supervisors.

Objective 5.2 Hire, promote and retain the best qualified employees.

Recruit and select a new Director of Finance & Administration.

Objective 5.3 Foster a workforce that demonstrates integrity and ethical behavior.

Plan and hold a recognition event to improve morale and promote teamwork.

Goal 6: Construct, Manage and Maintain All Facilities and Provide Services to Assure System Reliability and Environmental Compatibility

As stewards of our customers and the environment, we balance the needs of the customers for safe and reliable water and sanitation services with the impact of these services on our watershed.

Objective 6.1 Design and construct high quality reliable facilities that operate efficiently and use technological advances while protecting the environment.

Objective 6.2 Develop comprehensive maintenance management and replacement programs.

Objective 6.3 Support reasonable, economically viable and technologically feasible efforts to reduce greenhouse gas emissions while achieving the District's mission of providing quality service.

Objective 6.4 Promote science based programs with regulatory agencies.

Goal 7: Sustain Community Awareness and Support

We operate under a policy of full transparency. We build public understanding of District activities. We work cooperatively with our customers, communities and stakeholders to advance District and community goals and to advocate sound public policy particularly regarding regulations.

Objective 7.1 Develop effective information and awareness programs as necessary to establish and maintain a meaningful working relationship with ratepayers beyond merely offering information.

Obtain the Special District Leadership Foundation Transparency Certificate of Excellence.

Objective 7.2 Promote water educations programs.

Objective 7.3 Promote advocacy and programs demonstrating community and industry leadership that advances customer interests.



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Proposed Insurance Providers for Plan Renewals

SUMMARY:

The District contracts with insurance plan carriers for employee dental, vision, life, and short-term disability, and long-term disability insurance. The District's Employee Assistance Program (EAP) is currently provided by Lincoln Financial as an included service in the District's contract for life, short-term disability and long-term disability insurance. The contracts for all of these plans, excluding dental, will expire on December 31, 2013. Poms and Associates, the District's current benefits insurance broker, marketed the plans for quotes from the various interested providers August.

All of the District's collective bargaining agreements with employee associations and unions allow for the District to select a health insurance plan different from the current plan as long as the level of benefits is not reduced. Renewal periods offer an opportunity to seek the best plan carrier with the same or similar level of benefits at the best possible rate.

For this renewal period and with the assistance of Poms and Associates, staff once again succeeded to find a comparable plan provider for the District's life insurance package with a quote that is considerably less than the current premium. Staff has continued to find plans with lower premiums and rate guarantees for consecutive years that result in an overall savings to the District, while maintaining benefit levels as agreed upon in the District's labor contracts.

RECOMMENDATION(S):

Authorize the General Manager to execute a two-year renewal with VSP Vision Care for vision insurance coverage at an annual cost of \$17,219; and a three-year contract with Sun Life Financial for life, short-term disability and long-term disability insurance coverage, including Employee Assistance Program services, at a total annual cost of \$69,059.

FINANCIAL IMPACT:

The recommended actions will result in an aggregate cost-savings of approximately \$52,020 over a three-year period.

The current annual premium and budget for the District's vision insurance is \$16,646. VSP Vision Care's proposed annual premium for 2014 and 2015 is \$17,219. The premium includes both employees and eligible family members; District employees pay the additional premium for eligible family member coverage in accordance with current collective bargaining agreements. Approval of this change will result in an annual additional cost of \$573 for two years. Sufficient funds are available in the budget for the proposed vision insurance premium.

The current annual premium and budget for the District's life insurance is \$25,984. Sun Life Financial's proposed annual premium for 2014, 2015 and 2016 is \$24,094. Approval of this change will result in an annual savings of \$1,890 per year for three years. Sufficient funds are available in the budget for the proposed life insurance premium.

ITEM 9A

The current annual premium and budget for the District's short-term insurance premium is \$24,451. Sun Life's proposed annual premium for 2014, 2015 and 2016 is \$16,541. Approval of this change will result in an annual savings of \$7,911 per year for three years. Sufficient funds are available in the budget for the proposed short-term insurance premium.

The current annual premium and budget for the District's long-term insurance premium is \$36,345. Sun Life's proposed annual premium for 2014, 2015 and 2016 is \$28,424. Approval of this change will result in an annual savings of \$7,921 per year for three years. Sufficient funds are available in the budget for the proposed long-term insurance premium.

DISCUSSION:

The District instructed Poms and Associated to request quotations for medical plans this year to ensure the premiums the District is receiving from ACWA/JPIA remain competitive. The plans solicited either declined to quote or were not competitive with ACWA/JPIA. The District currently contracts with United Concordia for dental insurance coverage. The contract began on January 1, 2013, and is a two-year contract that included a rate guarantee for the second year; therefore, the contract will not expire until December 31, 2014, and the rates will remain the same as the current year.

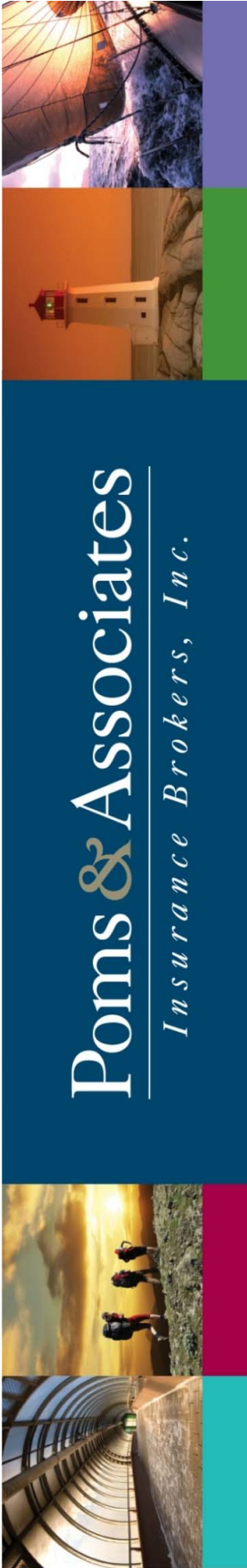
All interested vision insurance plans were solicited to provide quotes based on the size of our group, our census information and utilization of plan services. VSP is the District's current provider of employee vision insurance coverage. VSP had the only competitive quote. While VSP's quote comes in at about 3.4% higher than the current year, 2.5% of that increase is directly related to mandated changes related to the Affordable Care Act.

All interested life insurance, short-term disability and long-term disability insurance coverage plans were solicited to provide quotes based on the size of our group, our census information and utilization of plan services. While a few plans declined to quote or were not competitive, a total of three plans provided competitive quotes that would provide the desired coverage levels and include EAP services. Sun Life provided a quote representing a considerable decrease in premiums to the District. Sun Life also proposed a rate guarantee through December 31, 2016. Bringing in a plan that will provide the same or suitable coverage for less and without an increase in premiums for three (3) years makes Sun Life an obvious choice. Lincoln Financial, the District's current provider, could not compete with Sun Life's proposed rates. Additionally, service from Lincoln Financial has declined considerably over the last year.

Prepared By: Sherri Paniagua, Human Resources Manager

ATTACHMENTS:

[Proposed Insurance Providers for Plan Renewals](#)



Prepared for:

LAS VIRGENES MUNICIPAL WATER DISTRICT

Sherry Skarda
Senior Vice President, Employee Benefits

Kelly Nelson
Senior Account Manager, Employee Benefits

Effective Date: January 1, 2014

Respectfully Submitted by
Poms & Associates Insurance Brokers, Inc.
5700 Canoga Avenue, Suite 400 S Woodland Hills, CA 91367
[800] 578.8802 ■ fax [818] 449.9321 ■ www.pomsassoc.com

LAS VIRGENES MUNICIPAL WATER DISTRICT

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LAS VIRGENES MUNICIPAL WATER DISTRICT

Important Facts About This Proposal

Please note that you must provide COBRA participants 30 days notice of any increase in rates and/or reduction or termination of benefits. If you do not provide a renewal decision within 30 days of the renewal or change in rates, you may be responsible for any increase in premium for the initial 30 days for COBRA participants.

This proposal is based on the census data and information provided by your company. Final rates may be adjusted to reflect the overall health risk as determined through the carriers medical underwriting, based on the final enrollment data and forms required and submitted to the carrier prior to coverage going into effect. Final rates also may vary from those contained in this proposal as a result of differences in census information, or data entry or typographical errors.

This plan comparison is neither a contract, nor a solicitation of an application. Please consult insurance company certificates and/or policies for a complete description of benefits, limitations, exclusions and participation requirements.

This proposal assumes there are no medical conditions such as pregnancies, large claims or disabilities other than those listed on the Risk Assessment form completed and signed by an authorized representative of your company. If unfavorable underwriting conditions are discovered, the quoted rates may be adjusted.

Rates and underwriting requirements are subject to change without notice. Coverage, rates, and acceptance remain the exclusive authority of the insurance carrier.

A change of more than 10% in the final enrollment may necessitate re-rating from all carriers.

This proposal is not an offer of coverage and does not guarantee the acceptance of any application for insurance by any carrier represented herein. Existing coverage should not be canceled until the carrier has approved the new coverage in writing.

LAS VIRGENES MUNICIPAL WATER DISTRICT

Poms & Associates Insurance Brokers, Inc. Privacy Statement

Purpose of this Policy

Poms & Associates is committed to protecting your privacy and safeguarding your personal information in whatever form obtained.

Information Collected

We may collect personal information such as that provided to us on applications or questionnaires (i.e. name, addresses, contact information, phone numbers, email addresses, etc.); or other personal information about you from insurance companies that underwrite your insurance; information from the Department of Motor Vehicles or other consumer reporting agencies; and trade secret information which is proprietary information related to your business. We may also collect private health information (PHI) that is related to the placing of health insurance contracts or health claims.

Information Disclosed to Third Parties

4 We generally do not disclose your personal information to third parties, except in the course of our general business practices to other Poms & Associates employees with a need to know who are performing a business, professional or insurance function on your behalf; to enable a third party to perform a business, professional or insurance function for us on your behalf; or to the extent required by law. Poms & Associates does not otherwise sell, exchange, publish or transfer your personal information without your consent.

Information Security

We restrict access to nonpublic personal information about you to those employees who need to know that information in order to provide products or services to you. We maintain physical, electronic and procedural safeguards appropriate to the sensitivity of the personal information we collect, use, and maintain. However, no security system is impenetrable and we cannot guarantee the security of our database. We cannot guarantee that information you supply will not be intercepted while being transmitted to us over the internet. We ask that you do your part by having policies and practices that are consistent with good security measures and best practices.

Correcting or Removing Your Personal Information

If you would like to correct the Confidential Information you have provided to us, or to request that we remove your information from our records, e-mail us at Privacy@pomsassoc.com or contact our corporate office with the correction or removal request at Poms & Associates Insurance Brokers, Inc., 5700 Canoga Ave., Ste 400, Woodland Hills, CA 91367.

Changes to our Privacy Policy

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A We reserve the right to make changes to our Privacy Policy at any time. We encourage you to review the Web site and the Privacy Policy in particular periodically for any updates or changes. Your continued access or use of this Web site shall be deemed your acceptance of all terms and conditions contained in this Privacy Policy.

LAS VIRGENES MUNICIPAL WATER DISTRICT

Commission Disclosure

Except in cases where Poms & Associates has a specific fee agreement to receive compensation from its client, Poms & Associates customarily receive compensation from insurers and TPA's for its professional services in the form of commissions. These commissions consist of a percentage of the premium collected by the insurers. Poms & Associates may also receive additional compensation under agreements with one or more insurers in the form of commission overrides or based on some combination of volume, profitability or other factors. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed. At your request, Poms & Associates will be pleased to supply further details of any such fee, override or other compensation that relates to your account.

LAS VIRGENES MUNICIPAL WATER DISTRICT

Proposal Assumptions

| | |
|----------------|-----------------|
| Effective Date | January 1, 2014 |
|----------------|-----------------|

| Census Assumptions | Medical | Dental | Vision |
|-------------------------|---------|--------|--------|
| Total Covered Employees | 197 | 124 | 126 |
| Single: | 54 | 25 | 40 |
| With Spouse: | 86 | 46 | 48 |
| Family: | 57 | 53 | 38 |

| Carriers Presented | Line(s) of Coverage | A.M. Best Rating | Rating Classification |
|--------------------|------------------------------|------------------|-----------------------|
| Aetna | Declined - Uncompetitive | A | Excellent |
| Anthem Blue Cross | Declined - Blue on Blue | A | Excellent |
| Blue Shield | Declined - Uncompetitive | A | Excellent |
| Cigna Group | Life/AD&D, STD, LTD | A | Excellent |
| Cigna HealthCare | Declined - Uncompetitive | A | Excellent |
| Guardian Life | Quoted - Uncompetitive | A++ | Superior |
| Hartford | Declined - Uncompetitive | A | Excellent |
| Health Net | Declined - Uncompetitive | B++ | Good |
| Kaiser Permanente | Quoted Break Away | NR-5 | not formally followed |
| Mutual of Omaha | Declined - Uncompetitive | A+ | Superior |
| Reliance Standard | Declined - Uncompetitive | A | Excellent |
| Sun Life | Life/AD&D, STD, LTD | A+ | Superior |
| United Healthcare | Declined - Too Many Retirees | A | Excellent |

While we strive to be certain that your insurance is placed with a reputable, highly rated insurance company, we have no way of guaranteeing the financial accuracy of the Best's Guide or the financial stability of any insurance company. For these reasons, we recommend that you take into account the financial stability of all the insurance companies prior to making your selection as to who will write your insurance.

LAS VIRGENES MUNICIPAL WATER DISTRICT

DPO DENTAL PLAN

| January 1, 2014 | | CURRENT UNITED CONCORDIA DPO / NON-DPO |
|---|-------------|--|
| Non-Network Reimbursement | | UCR 90th |
| Annual Deductible | Individual: | \$25 |
| | Family: | \$75 |
| Preventive/Diagnostic | | 100% / 100% |
| Deductible Applies: Applies to Annual Maximum: | | no |
| | | yes |
| Restorative (Fillings) | | 80% / 80% |
| Oral Surgery | | 80% / 80% |
| Endodontics | | 80% / 80% |
| Periodontics | | 80% / 80% |
| Crowns & Bridges | | 50% / 50% |
| Annual Maximum | | \$1,500 |
| Orthodontia | | 50% / 50% |
| Orthodontia Plan Maximum | | \$2,000 |
| Cost Summary | | |
| Single | 25 | \$44.36 |
| Two Party | 46 | \$87.73 |
| Family | 53 | \$129.87 |
| Total Monthly Premium | 124 | \$12,027.69 |
| Total Annual Premium | | \$144,332.28 |
| Renewal Date | | January 1, 2015 |

This is not a complete explanation of benefits. Please see actual plan brochure for complete details.

LAS VIRGENES MUNICIPAL WATER DISTRICT VISION PLAN

| January 1, 2014 | | CURRENT / RENEWAL VSP (CHOICE) |
|-------------------------------|--|---|
| <i>Copy</i> | <i>Examination: Materials:</i> | \$10 \$25 |
| <i>Service Availability</i> | <i>Examinations: Lenses: Frames:</i> | Once Every 12 Months 12 months 24 months |
| <i>Network Physicians</i> | <i>Examination: Standard Lenses: Frames:</i> | Plan Pays 100% 100% up to \$130 |
| | <i>Contact Lenses (Necessary): Contact Lenses (Elective):</i> | 100% up to \$130 |
| <i>Non-Network Physicians</i> | <i>Examination: Standard Lenses: Frames: Contact Lenses:</i> | Maximum Value Plan Pays \$45 \$30 - \$65 \$70 \$105 - \$210 |
| Cost Summary | | |
| <i>Single</i> | 40 | \$6.66 |
| <i>Two Party</i> | 48 | \$10.35 |
| <i>Family</i> | 38 | \$16.42 |
| <i>Total Monthly Premium</i> | 126 | \$1,387.16 |
| <i>Total Annual Premium</i> | | \$16,645.92 |
| <i>Renewal Date</i> | | January 1, 2016 |

Please note this is a summary of benefits and rates only. Please see actual plan brochure for complete details. Final rates will be determined by the carrier based on actual enrollment.

LAS VIRGENES MUNICIPAL WATER DISTRICT

BASIC LIFE / AD&D PLAN COMPARISON

| January 1, 2014 | | CURRENT / RENEWAL LINCOLN FINANCIAL | PROPOSED CIGNA | PROPOSED SUN LIFE |
|-------------------------------------|--|---|---|---|
| Eligibility | Class 1: Class 2: Class 3: | Supervisors & Above All others Board of Directors | | |
| Life / AD&D Benefit | Class 1: Class 2: Class 3: | 1 X BAE plus \$50,000 \$50,000 \$25,000 | 1 X BAE plus \$50,000 \$50,000 \$25,000 | 1 X BAE plus \$50,000 \$50,000 \$25,000 |
| Maximum Amount | Class 1: Class 2: Class 3: | \$300,000 \$50,000 \$25,000 | \$300,000 \$50,000 \$25,000 | \$300,000 \$50,000 \$25,000 |
| Guarantee Issue | | \$300,000 | \$300,000 | \$300,000 |
| Seat Belt Benefit (AD&D) | | < \$10,000 or 10% | < \$25,000 or 10% | < \$25,000 or 25% |
| Airbag Benefit (AD&D) | | < \$10,000 or 10% | < \$5,000 or 5% | < \$5,000 or 5% |
| Waiver of Premium | | included | included | included |
| Benefit Reduction | At Age 65: At Age 70: At Age 75: | n/a 65% 50% | n/a 65% 50% | n/a 65% 50% |
| Cost Summary | | | | |
| Volume of Insurance | | \$9,842,500 | \$9,842,500 | \$9,842,500 |
| Life Rate per \$1,000 | | \$0.190 | \$0.190 | \$0.184 |
| AD&D Rate per \$1,000 | | \$0.030 | \$0.020 | \$0.020 |
| Total Monthly Premium | | \$2,165.35 | \$2,066.93 | \$2,007.87 |
| Total Annual Premium | | \$25,984.20 | \$24,803.10 | \$24,094.44 |
| Cost Variance | | \$0.00 | (\$1,181.10) | (\$1,889.76) |
| Percentage Variance | | 0.00% | -4.55% | -7.27% |
| Renewal Date | | January 1, 2016 | January 1, 2016 | January 1, 2017 |

Please note this is a summary of benefits and rates only. Please see actual plan brochure for complete details. Final rates will be determined by the carrier based on actual enrollment.

LAS VIRGENES MUNICIPAL WATER DISTRICT SHORT TERM DISABILITY PLAN COMPARISON

| January 1, 2014 | CURRENT / RENEWAL LINCOLN FINANCIAL | PROPOSED CIGNA | PROPOSED SUN LIFE |
|--------------------------------|---|--------------------|----------------------|
| Eligibility | General Mgr & Dept Heads Executive Professionals Mgrs, Supervisors, Professionals, Confidential General & Office | | |
| Benefits Begin | | | |
| Class 1: | 31st day | 31st day | 31st day |
| Class 2: | 31st day | 31st day | 31st day |
| Class 3: | 66 2/3% | 66 2/3% | 66 2/3% |
| Class 4: | | | |
| Accident: | | | |
| Illness: | | | |
| Percentage of Earnings | | | |
| Class 1: | \$2,446 | \$2,446 | \$2,446 |
| Class 2: | \$1,685 | \$1,685 | \$1,685 |
| Class 3: | \$1,270 | \$1,270 | \$1,270 |
| Class 4: | \$831 | \$831 | \$831 |
| Minimum Weekly Benefit | \$0 | \$25 | \$25 |
| Benefit Duration Period | 22 weeks | 22 weeks | 22 weeks |
| Occupational Coverage | included | not included | included |
| Cost Summary | | | |
| Covered Benefit | \$119,860 | \$119,860 | \$119,860 |
| Rate per \$10 | \$0.170 | \$0.190 | \$0.115 |
| Total Monthly Premium | \$2,037.62 | \$2,277.34 | \$1,378.39 |
| Total Annual Premium | \$24,451.44 | \$27,328.08 | \$16,540.68 |
| Cost Variance | \$2,876.64 | \$1,294.49 | (\$7,910.76) |
| Percentage Variance | 11.76% | 5.29% | -32.35% |
| Renewal Date | January 1, 2016 | January 1, 2016 | January 1, 2017 |

Please note this is a summary of benefits and rates only. Please see actual plan brochure for complete details. Final rates will be determined by the carrier based on actual enrollment.

LAS VIRGENES MUNICIPAL WATER DISTRICT

LONG TERM DISABILITY PLAN COMPARISON

| January 1, 2014 | | CURRENT / RENEWAL / NEGOTIATED LINCOLN FINANCIAL | PROPOSED CIGNA | PROPOSED SUN LIFE |
|------------------------------------|--|---|---|---|
| Eligibility | Class 1: Class 2: Class 3: Class 4: | General Mgr & Dept Heads Executive Professionals Mgrs, Supervisors, Professionals, Confidential General & Office | | |
| Elimination Period | | 180 days | 180 days | 180 days |
| Percentage of Earnings | | 66 2/3% | 66 2/3% | 66 2/3% |
| Maximum Monthly Benefit | Class 1: Class 2: Class 3: Class 4: | \$10,600 \$7,300 \$5,500 \$3,600 | \$10,600 \$7,300 \$5,500 \$3,600 | \$10,600 \$7,300 \$5,500 \$3,600 |
| Minimum Monthly Benefit | | \$100 or 10% | \$100 or 10% | \$100 or 10% |
| Definition of Disability "Own Occ" | | 2 years | 2 years | 2 years |
| Benefit Duration Period | | later of age 65 of SSNRA | SSNRA | SSNRA |
| Earnings Test (Own Occ/Any Occ) | | 99% / 85% | 80% / 60% | 80% / 80% |
| Return to Work Incentive | | SSNRA | 24 months | 24 months |
| Mental/Nervous Limitation | | 24 months | 24 months | 24 months |
| Special Conditions Limitation | | none | none | none |
| Employee Assistance Program | | included | included | included |
| Pre-Existing Limitation | | 3 / 12 | 3 / 12 | 3 / 12 |
| Cost Summary | | | | |
| Covered Monthly Payroll | | \$776,601 | \$776,601 | \$776,601 |
| Rate per \$100 | | \$0.390 | \$0.399 | \$0.305 |
| Total Monthly Premium | | \$3,028.74 | \$3,098.64 | \$2,368.63 |
| Total Annual Premium | | \$36,344.93 | \$37,183.66 | \$28,423.60 |
| Cost Variance | | \$0.00 | \$838.73 | (\$7,921.33) |
| Percentage Variance | | 0.00% | 2.31% | -21.79% |
| Renewal Date | | January 1, 2016 | January 1, 2017 | January 1, 2017 |

Please note this is a summary of benefits and rates only. Please see actual plan brochure for complete details. Final rates will be determined by the carrier based on actual enrollment.



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Resource Conservation & Public Outreach

Subject: Landscape Maintenance Services: Agreement with Villa Esperanza Services

SUMMARY:

Villa Esperanza Services (VES) is a non-profit organization that provides programs to give developmentally-disabled individuals a chance to learn and work as productive members of the community. VES employees provide services including janitorial work, beach maintenance, moving, and vending and food preparation services. Notable VES clients include major supermarket chains, The Home Depot, Mann Theaters, PetSmart, and many other smaller companies. The VES crews always work under full supervision.

For the past nine years, VES has provided landscape maintenance services to the District at its various facilities. The quality of the maintenance work at the facilities has exceeded staff's expectations as demonstrated by the appearance of the grounds at the District's Headquarters, Tapia Water Reclamation Facility, Rancho Las Virgenes Composting Facility, Westlake Filtration Plant and Equestrian Tank.

VES proposes to maintain its current monthly fee of \$4,783.00, which has remained unchanged for the last three years. Staff recommends that VES continue to provide landscape maintenance services to the District.

RECOMMENDATION(S):

Authorize the General Manager to execute a one-year agreement with two (2) one-year renewal options with Villa Esperanza Services to provide landscape maintenance services in an amount not to exceed \$4,783.00 per month.

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2013-14 Budget for this work. The services will be charged to the appropriate business unit for each facility.

Prepared By: Carlos G. Reyes, Director of Resource Conservation and Public Outreach

ATTACHMENTS:

[Agreement](#)

LANDSCAPE SERVICES AGREEMENT

As of November 12, 2013, the **Las Virgenes Municipal Water District** hereinafter called "District," and **Villa Esperanza Services**, hereinafter called "Contractor," agree as follows:

1. Purpose.

Under this Agreement, Contractor shall provide landscape maintenance services.

2. Services.

The Contractor shall, in good workmanlike and professional manner, furnish the labor, supplies and materials, equipment, vehicles, transportation necessary to perform and provide the services as set forth in Exhibit A of this Agreement.

3. Consideration.

- (a) The District shall compensate Contractor \$4,783.00 per month.
- (b) The Contractor shall complete and submit an invoice showing date of work and supporting documentation. The District shall pay the Contractor within thirty (30) days of invoice being submitted.

4. Term.

- (a) This Agreement shall commence on the date above written, and shall continue for one year.
- (b) Either party may terminate this agreement on thirty (30) days' written notice. If this contract is terminated by District without cause, District shall pay Contractor for work performed prior to the date the notice of termination is received by contractor. If the contract is terminated by Contractor without cause, Contractor shall reimburse District for additional costs to be incurred by District in obtaining the work from another contractor.

5. Independent Contractor.

The Contractor is an independent contractor, and not an employee of District.

6. Indemnification.

Contractor shall defend, indemnify, and hold harmless District, its officers, employees and agents, from and against loss, injury, liability, or damages arising from any act or omission to act, including any negligent act or omission to act by Contractor or Contractor's officers, employees, or agents. Contractor's duty to indemnify and defend does not extend to the damages or liability caused by the District's sole negligence, active negligence, or willful misconduct.

7. Insurance.

- (a) Contractor shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work hereunder by the Contractor, officers, agents, employees, or volunteers as set forth on Exhibit A.

8. Miscellaneous.

(a) Neither party hereto shall assign, sublet or transfer interests hereunder without first obtaining written consent from the other party.

(b) The waiver by either party of any breach of this agreement shall not bar the other party from enforcing any subsequent breach thereof.

(c) Notices shall be deemed received when deposited in the U. S. Mail with postage prepaid and registered or certified addressed as follows unless advising in writing to the contrary:

Las Virgenes Municipal Water District
Attn: David W. Pedersen, General Manager
4232 Las Virgenes Road
Calabasas, CA 91302

Villa Esperanza Services

(d) If an action at law or in equity is brought to enforce this agreement, the prevailing party shall be entitled to reasonable attorney fees and costs.

9. Integration.

This Agreement represents the entire understanding of District and Contractor as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing, signed by both parties.

10. Governing Law.

This Agreement shall be interpreted and construed under, and the rights of the parties will be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereby have caused this Agreement to be executed the date first above written.

APPROVED:
Las Virgenes Municipal Water District

APPROVED:
Villa Esperanza Services

By: _____
David W. Pedersen, General Manager

By: _____

[Print Name & Title]

Attest:

By: _____
_____, Secretary

Approved as to Form:

By: _____
_____, District Counsel

Exhibit A

SCOPE OF WORK

A. Work Crews

Work crews will consist of four (4) highly-trained Villa Esperanza Services (VES) clients with a minimum of 6 months experience in landscape maintenance.

One (1) VES landscape supervisor (Job Coach) trained in CPR and First Aid, and knowledgeable and experienced in the field of Landscape Maintenance will assist and supervise the crew at all times when on site.

Work hours will be from Monday through Friday between the hours of 8:00 AM and 2:00 PM, with a one-half hour lunch break during the work day. The total net crew work hours shall equal 27.5 work hours per week.

B. Facilities

Work areas include:

Las Virgenes Municipal Water District Headquarters Campus
 Tapia Water Reclamation Facility
 Rancho Las Virgenes Composting Facility
 Westlake Filtration Plant
 Equestrian Tank

C. Activities

Work shall include the following tasks:

- Clean trash, debris, leaves, etc. from walks and drives
- Clean stains from walls and pavement
- Maintain drainage (v-ditches, curbs and gutters, etc.)
- Turf maintenance:
 - Mowing weekly with a mulching mower, unless directed otherwise
 - Dethatching, aerating and top dressing (utilizing compost from the Rancho Las Virgenes Composting Facility) on an as-needed basis as determined by the District, but not to exceed twice annually.
- Trim groundcover and shrubs (only as directed)
- Arbor care under 12 feet (only as directed)
- Fertilizing (only as directed)
- Ongoing weed control (using District-approved methods)
- Irrigation system inspections and repairs (as directed)
- Other tasks as requested by the District, such as removal of landscape plantings or installation of new plant materials (within work ability and safety guidelines)

VES shall provide a weekly schedule based on the District's priorities and seasonal requirements for certain tasks.

D. Liability

VES shall pay Workers Compensation, Unemployment Insurance, and FICA to all employees. VES shall carry its own liability policy and is responsible for its job coaches and all other VES staff members involved with the training and support of its crews.

VES shall provide comprehensive general liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. A Special Endorsement naming the District, its elected, appointed boards, officers, agents, and employees, as additional insured shall be provided on a form approved by District Counsel.

Automobile liability in the amount of one million (\$1,000,000) combined single limits per claim and aggregate for hired vehicles and non-owned vehicles.

VES shall obtain and maintain, during the life of this agreement, Worker's Compensation Insurance in the statutory amount.

E. Prevailing Wage

VES client-employees shall be paid sub-minimum wages based on productivity time studies performed bi-annually. The Department of Labor grants sub-minimum wage waivers to Community Rehabilitation Programs who provide Supported Employment Programs that service the disabled population.

VES staff employees shall be paid wages commensurate with other Community Rehabilitation Programs.

F. Billing

VES shall submit invoices for contract services at the end of each month. Payment shall in accordance with District payment schedule.

G. Guarantee

VES guarantees all work to be performed in a workman-like, professional manner.

H. Contract Provisions

Either party may terminate the agreement for services without cause with a 30-day written notice.



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Resolution of Intent for Continuation of Potable Water Standby Charge

SUMMARY:

The District desires to continue its Potable Water Standby Charge to support its Potable Water Replacement Program (Program). Prior to Fiscal Year (FY) 1995-96, the Program was funded entirely through the District's potable water rate structure. However, in June 1995, the District implemented a "Standby Charge," pursuant to the Municipal Water District Law of 1911, to augment the Potable Water Replacement Fund with a steady source of alternate income. The rationale was that the Program benefits both existing and future customers, so a Potable Water Standby Charge assessed on both improved and vacant properties would best ensure the water system's capability and reliability to current and future customers.

The Standby Charge has been renewed each year since FY 1995-96, and staff recommends its continuation for FY 2014-15. No change is proposed for the FY 2014-15 Standby Charge; it would continue to be ten dollars (\$10.00) per parcel per year for parcels of one acre and less, and ten dollars (\$10.00) per acre and each portion thereof per year for parcels greater than one acre. In FY 2012-13, the District received \$507,988.69 in Standby Charge revenue for the Potable Water Replacement Fund.

Attached for approval and adoption is a Resolution of Intent (ROI) to continue the Potable Water Standby Charge.

RECOMMENDATION(S):

Pass, approve and adopt the proposed Resolution of Intent (Resolution No. 11-13-2447) continuing the Standby Charge pursuant to the Municipal Water District Law of 1911; order notification of properties that changed ownership since the last Standby Charge assessment; order publication of a Notice of Public Hearing in a newspaper of general circulation once a week for a two-week period; and set a Public Hearing for 5:00 p.m. on January 14, 2014, to consider the continuation of the Standby Charge.

RESOLUTION NO. 11-13-2447

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT INITIATING PROCEEDINGS FOR THE CONTINUATION OF THE WATER AVAILABILITY OR STANDBY CHARGE FOR THE FISCAL YEAR COMMENCING JULY 1, 2014.

(Reference is hereby made to Resolution No. 11-13-2447 on file in the District's Resolution Book and by this reference the same is incorporated herein and made a part of hereof.)

FINANCIAL IMPACT:

Funds to cover the costs related to administration of the Potable Water Standby Charge, including consultant fees and staff labor, were included in the adopted FY 2013-14 Budget.

DISCUSSION:

For the first three years of assessing the Standby Charge, the District notified all landowners with the District by postcard of the public hearing to initiate or continue the Standby Charge. In conjunction with the

ITEM 11A

mass mailing, a notice of the time, place and purpose of the public hearing was published in a newspaper of general circulation once a week for a two-week period. As this procedure was followed for three consecutive years, state law allows for an alternative procedure to notify only those properties that have changed ownership since the last Standby Charge assessment. The alternative procedure was used for the FY 1998-99 through FY 2012-13 Standby Charge notification and is recommended for the FY 2014-15 notification. In addition, a publication of the Notice of Public Hearing will again be made in a newspaper of general circulation once a week for a two-week period.

A Standby Charge Deferral Program is available for property owners who receive little or no benefit from the District's water system. The deferral, once executed, remains in effect until: (1) the property owner receives a benefit from the District's water system, (2) the Standby Charge is discontinued, or (3) the property owner terminates the deferral in writing and pays the deferred charges due to the District for up to a ten-year maximum. Currently, the Standby Charges for 175 parcels less than one acre (\$1,750 total) and 481 parcels greater than one acre (\$102,090.30 total) have been deferred.

Staff recommends continuance of the Standby Charge to provide a fixed source of income that will supplement the Potable Water Replacement Fund and provide an equitable means of assessing existing and future customers for a portion of costs of replacing the potable water system.

On October 9, 2012, the Board approved a three-year agreement with Datastream Business Solutions, Inc., to assist the District with administration of the Standby Charge by maintaining the tax database, which is submitted to Los Angeles County for the tax assessment, conducting necessary mailings and performing other program support. Datastream has provided this service to the District since inception of the Standby Charge.

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

ATTACHMENTS:

[Resolution No. 11-13-2447](#)

[Notice of Intent ~ Standby Charge](#)

RESOLUTION NO. 11-13-2447

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT INITIATING PROCEEDINGS FOR THE CONTINUATION OF THE WATER AVAILABILITY OR STANDBY CHARGE FOR THE FISCAL YEAR COMMENCING JULY 1, 2014

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT as follows:

Section 1. Purpose and Scope

This resolution initiates proceedings to continue to levy a water standby charge for the fiscal year commencing July 1, 2014, to finance water replacement programs of the district.

Section 2. Affected Lands

Lands within the Las Virgenes Municipal Water District service boundaries are affected by this resolution.

Section 3. Proposed Charge

(a) The proposed standby charge shall not exceed \$10.00 per acre per year or \$10.00 per parcel of less than one acre per year for each parcel of affected land.

(b) It is also proposed that variance to the above charges be granted for unusual circumstances.

Section 4. Public Hearing

(a) The board shall conduct a public hearing at Las Virgenes Municipal Water District, 4232 Las Virgenes Road, Calabasas, California, on January 14, 2014, at the hour of 5:00 o'clock p.m., or as soon thereafter as the matter can be heard, to consider the continuation of the standby charges described herein. The board will hear and consider all objections or protests, if any, to the proposed charges.

(b) The notice of hearing shall be in the form required by law. The notice shall be mailed at least twenty-one days prior to the date set for hearing to each owner of land for which ownership has changed since the last standby assessment or availability charge was fixed as shown on the last equalized assessment roll, or known to the secretary of the district. The notice shall also be published at least once a week for two weeks prior to the date set for the hearing in a newspaper of general circulation printed and published within the district, if there is one, and if not, then in a newspaper of general circulation printed and published in Los Angeles County.

PASSED, APPROVED, AND ADOPTED this 12th day of November 2013.

Charles Caspary, President

ATTEST:

APPROVED AS TO FORM:

Barry Steinhardt, Secretary

Wayne K. Lemieux, Legal Counsel

(SEAL)

ITEM 11A

**Notice of Public Hearing
Las Virgenes Municipal Water District
Standby Charge**

Las Virgenes Municipal Water District, to continue its record of reliability in providing quality water service, proposes to continue to levy a standby charge to replace its potable water system.

The system now consists of more than 385 miles of water line, 24 storage tanks, 24 pump stations, Las Virgenes Reservoir and Westlake Filtration Plant. Las Virgenes' prompt restoration of water service to its customers following the January 1994 earthquake demonstrates the importance and inherent vulnerability of water delivery systems.

Standby charge revenue is used to assure the existing Las Virgenes water system continues to be sound, safe, and reliable. To accomplish this, the district proposes to continue its annual fee of \$10 per parcel (one acre or less) and \$10 per acre (over one acre), to replace pipes, equipment and other elements of the water system.

For a typical family, this will amount to less than 85 cents per month. If adopted, the charge will continue to be collected as part of annual property tax bills. Certain properties may qualify for deferral under the general headings of zoning, land use, and dedicated open space. To be considered for the 2014-2015 fiscal year, deferral requests must be submitted on forms available from the district no later than April 15, 2014. If your property has been previously granted a deferral by the district, no further action is necessary.

At its regular meeting beginning at 5:00 PM on January 14, 2014, the Board of Directors of the Las Virgenes Municipal Water District, 4232 Las Virgenes Road, Calabasas, CA 91302, the district will hold a public hearing to inform property owners and provide the opportunity to comment on or object to the proposal. Written remarks may be submitted to the address below, not later than 5:00 PM on January 14, 2013. All communications must identify the property owner and contain sufficient description to identify their lands. Copies of the resolution and the schedule of charges are available for review at the district office.

Following the public hearing, the Board of Directors of the district will vote on the proposed standby charge at its regular meetings on January 14 and 28, 2014.

Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302-1994
(800) 675-2141



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Regional BDCP Briefing and Proposed 2014 Water Summit

SUMMARY:

At the October 22nd Board meeting, Director Barry Steinhardt requested a future agenda item to discuss the District organizing and hosting a regional water summit. The summit would be intended to bring together local elected officials, water professionals, community and business leaders, and staff to discuss important water issues.

As an example, Director Steinhardt explained that the Bay Delta Conservation Plan (BDCP) would be a good topic to cover. Prior to this request, staff had been working with MWD's legislative and public outreach groups along with the Southern California Water Committee to organize a regional workshop on the BDCP. Staff recently selected November 19th at 6:00 p.m. in District Headquarters for the Regional BDCP Briefing, with the intent to educate local elected officials and community leaders on the topic before requesting them to formally support the BDCP's co-equal goals of environmental restoration and water supply reliability. The timing of the BDCP Briefing leaves little opportunity to change the format and content of the event to cover a wider range of water-related topics that would be of value for a proposed water summit.

As a result and due to the approaching holidays, staff recommends scheduling a water summit covering a broader range of topics next year and believes it would be more effective in attracting participation at that time. Potential topics for the water summit may include: an update on the Malibu Creek TMDL, information on the statewide and local water supply situation, new measures to promote water conservation, and development of water budgets as a key strategy for 20% x 2020 compliance.

Staff will provide the Board with more information on a proposed 2014 Water Summit next year.

Prepared By: David W. Pedersen, General Manager



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Bond Financing of Capital Improvement Projects

SUMMARY:

At the October 22, 2013 Board meeting, Director Barry Steinhardt requested a future agenda item to discuss bond financing of the District's capital improvement projects.

Since 1999, the District has utilized a broad-based set of Board-adopted financial policies to guide it in making important financial decisions. The policies are reviewed and updated periodically to address changing conditions and adopted annually as an integral part of the budget. Financial Policy No. 4 (see below) covers the issue of financing alternatives for capital improvement projects and states the Board's long-standing policy to favor a pay-as-you-go approach (pay-go) to fund infrastructure improvements.

Additionally, Financial Policy No. 4 establishes that the District will examine options available to pay for proposed projects, including the option of financing, as part of the annual Infrastructure Investment Plan budgeting process. The District's current Infrastructure Investment Plan for Fiscal Years 2013-14 through 2016-17 was adopted by the Board on March 26, 2013, and included no plans for bond financing of capital improvement projects. The Infrastructure Investment Plan will be updated and reconsidered by the Board in March 2014.

Any future decision to consider bond financing of the District's capital improvement projects would need to include a thorough assessment of the stability of revenues from the associated Enterprise Fund. For example, the Potable Water Enterprise Fund has experienced significant fluctuations in net revenue over the years and operated at a deficit since Fiscal Year 09-10; therefore, issuance of a revenue bond for potable water infrastructure projects would not be possible.

Financial Policy No. 4: Financing Alternatives

As part of the annual Infrastructure Investment Plan (IIP) budgeting process, the District will examine options available to pay for the proposed projects, including the option of financing.

Each year the Board reviews needs for capital improvements and major maintenance over the next five years (the capital improvement plan "CIP"). Expenditures are projected on an annual basis, but the available fund balance for replacement or major maintenance is not always adequate to cover the need when it arises. The Board favors a pay-as-you-go program for the IIP program, but the District may not have funds available to pay for projects in any given year, or projects anticipated in future years may be of a type that would be difficult to finance. Such considerations may dictate financing as the preferred alternative. If a project requires substantial expenditures over several years and interest rates are low, the District may consider issuing financing now and reserving the available funds for need at time when interest rates are higher.

Prepared By: David W. Pedersen, General Manager



November 12, 2013 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Rancho Las Virgenes Third Digester Construction: Approval of Change Order No. 3

SUMMARY:

On February 4, 2013, the JPA Board awarded a contract to construct the Rancho Las Virgenes Third Digester Project to Pacific Hydrotech Corporation in the amount of \$5,796,000.00. Change Order No. 3 includes the replacement of five plug valves with knife gate valves, addition of two flange to victaulic fittings, modification of the digester cover gas seals to include a pressure relief valve with a flame arrestor, addition of a 48-volt DC power supply to provide power to digital inputs, and reduction of the contract retention from 10% to 5% based on updated State statute. The total cost of Change Order No. 3 is \$14,940.69, and it was administratively approved by the General Manager.

FINANCIAL IMPACT:

The adopted Fiscal Year 2013-14 Budget for CIP No. 10487 is \$6,841,790. No additional appropriation is needed for this change order. The revised construction contract amount is \$5,931,444.81.

DISCUSSION:

Two change orders were previously approved for this project. Change Order No.1 was at no cost and consisted of modifications to the piping layout. Change Order No.2 was in the amount of \$120,504.12 for additional foundation excavation.

A total of five (5) items are included in Change Order No. 3:

1. Replacement of four 20-inch and one 8-inch plug valves with knife gate valves in the amount of \$3,304.68 to address conflicts with the types of valves called for in the construction specifications. The amount is based on the actual cost difference between plug valves and knife gate valves.
2. Addition of two flange by victaulic fittings at the tie-in locations to the existing pipes in the amount of \$3,061.53. These fittings were necessary once the tie-in locations were exposed. Flange to victaulic fittings were needed instead of flange to flange fittings as called for in the construction specifications.
3. Modification of gas seals near the center of the digester tank cover to include a pressure relief valve with a flame arrestor in the amount of \$8,104.48. This modification was necessary to address a design issue that the specified gas seals would only work at pressures greater than the digester design pressure of 10-inches of water column.
4. Addition of a 48-volt DC power supply to provide power to digital inputs in the amount of \$470.00. The power supply was not included in the construction specifications.
5. Reduction of the contract retention from 10% to 5% based on updated State statute.

The total amount for Change Order No. 3 is \$14,940.69, which is 0.26% of the original contract amount. The cumulative amount for Change Orders Nos. 1, 2, and 3 is \$135,444.81, or 2.3% of the original contract amount. Based on the LVMWD Administrative Code Section 2-5.507(b), the General Manager is authorized

to approve single change orders less than or equal to 5% of the original contract amount, or cumulative¹⁸³ change orders less than or equal to 10% of the original contract amount, for projects over \$1,000,000. As a result, Change Order No. 3 was administratively approved by the General Manager.

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

ATTACHMENTS:

[Change Order No.3](#)



CONTRACT CHANGE ORDER
No. 03

4232 Las Virgenes Road
Calabasas, California 91302-1994

Project Las Virgenes – Triunfo Joint Powers Authority Rancho Las Virgenes Third Digester

Project No. Acct. No. 10487.1880.505

Contractor Pacific Hydrotech Corporation

Date 23 October 2013

CONTRACTOR CHANGE ORDER NO. 03 The Contractor is hereby authorized and directed to make the herein described changes from the Plans and Specifications or do the following work not included in the Plans and Specifications for the construction of this project.

This change requested by: Pacific Hydrotech Corporation

DESCRIPTION OF CHANGES:

- 1) Work Directive Change No. 2 (attached):
 - a. Replacement of 4 – 20-inch plug valves with 20-inch knife gate valves.
 - b. Replacement of 1 – 8-inch plug valve with an 8-inch knife gate valve.
- 2) Work Directive Change No. 3 (attached):
 - a. Providing two flange X victaulic adapters on the 20-inch DSL lines at the tie-in locations to the existing pipes behind the existing digester building.
- 3) Work Directive Change No. 4 (attached):
 - a. Providing and installing an additional Pressure Relief Valve with Flame Arrestor and associated penetration nozzle, fittings, piping, and supports.
 - b. Adding a 1.5-inch REW waterline that extends to near the center of the digester tank cover and providing and installing a 3/4" hose bibb for water service. Including pipe supports.
 - c. Elimination of the following:
 - two (2), 12-inch, "J-type Gas Seals" that penetrate the digester cover
 - 1 1/2" and 1/2" REW and associated fittings and pipe supports to each gas seal
 - capacitance probe, electrical conduit, boxes, wire, and supports to each gas seal (The circuit breakers, 19 and 21, should remain as spares)
 - gas seal water flow switch and solenoids
 - control panels for each gas seal
- 4) Work Directive Change No. 5 (attached):
 - a. Furnishing and installing a 48 VDC power supply rated at 60 Watts. The power supply will be powered from 120 VAC from Fuse F06, TB1.12 (N), and TB1.18 (G). This power supply will be used to provide power for the digital inputs.

DESCRIPTION OF CHANGES CONTINUED:

- 5) Modification of the Agreement for the Construction of Rancho Las Virgenes Third Digester, Section 3, Payments, paragraph a, subparagraph 3, in the first line change 90% to 95% in accordance with updated state regulations. The paragraph shall now be as follows:

"(3) Agency shall pay Contractor, 95% percent of the invoice amount reduced by: amounts due to Agency for equipment, services or materials furnished by Agency; amounts of claims or liens by the Agency or others, and amounts required to be deducted by federal, state or local governmental authorities."

INCREASES
TOTAL AT AGREED PRICES OR FORCE ACCOUNT \$ 14,940.69
DECREASES

Contract Change Order No. 03 Project No. _____ Accl. No. 10487-1880.505

Date 23 October 2013

(2) Estimate of increases and/or decreases in contract items at contract unit prices:

INCREASES

| Item | Description | Quantity | Unit Price | Total |
|------|--------------|----------|------------|------------|
| 1 | (see page 1) | | | \$3,304.68 |
| 2 | (see page 1) | | | \$3,061.53 |
| 3 | (see page 1) | | | \$8,104.48 |
| 4 | (see page 1) | | | \$470.00 |
| 5 | (see page 2) | | | \$0.00 |

TOTAL INCREASES \$14,940.69

DECREASES

| Item | Description | Quantity | Unit Price | Total |
|------|-------------|----------|------------|-------|
| None | | | | |

TOTAL DECREASES \$ 0.00

TOTAL NET decrease IN CONTRACT ITEMS AT CONTRACT UNIT PRICES \$ 0.00

INCREASE

TOTAL COST OF THIS CHANGE ORDER **\$14,940.69**

DECREASE

It is agreed 0 consecutive calendar days extension of time will be allowed by reason of this change.

Recommended by
John Zhao
John Zhao, P.E.
Principal Engineer

Departmental Approval

David R. Lippman
Director of Facilities and Operations

ACCEPTED:
Pacific Hydrotech Corporation

APPROVED:
Las Virgenes Municipal Water District

By: Kyle Brown

By: _____
David Pedersen, P.E.
General Manager
Date: _____

Date: 10/23/13

Note: Attention is called to the sections of the Special Provisions and Standard Provisions on EXTRA, ADDITIONAL OR OMITTED WORK.

- o THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY OWNER
- IF ACCEPTABLE TO THE CONTRACTOR, THIS CHANGE ORDER IS EFFECTIVE IMMEDIATELY

Work Directive Change No. 02

Kennedy/Jenks Consultants

To: Dale McKay/Kyle Bremer
Pacific Hydrotech Corporation
314 E. 3rd Street
Perris, CA 95270

Sheet: 1 of 1
Date: 26 August 2013
K/J Job No.: 1389014*00 (13, 18)
Project: Las Virgenes –Triunfo JPA Rancho Las Virgenes Third Digester

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract. All new work herein described shall be done in accordance with the applicable provisions of the plans and specifications, except as specifically modified by this contract change order.

NOTE: This change order is not effective until approved by the Owner.


By reason of this proposed change 0 days extension of time will be allowed.

The adjusted contract completion date will not change.

Total cost of increase of change not to exceed \$ 3,304.68

Change shall include:

1. Replacement of 4 – 20-inch plug valves with 20-inch knife gate valves
2. Replacement of 1 – 8-inch plug valve with a 8-inch knife gate valve.

Submitted by  Title Const. Man Date 8/26/13

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree. If this change order is approved, we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above.

| | |
|--------------------------------|-------------|
| Accepted by (Print Name) _____ | Title _____ |
| Contractor (Sign) _____ | Date _____ |
| Approved by (Print Name) _____ | Title _____ |
| Owner (Sign) _____ | Date _____ |

July 8, 2013

Las Virgenes Water District

3700 Las Virgenes Rd

Calabasas, CA 91302

Attention: **Mr. Bill Yates**

Reference: **Rancho Las Virgenes Third Digester**

Dear Bill,

Please see the attached COR 001 to replace (4) 20" and (1) 8" plug valves with knife gate valves that meet the specification from RFI 001. The total amount of the COR is \$3,304.68. Please let us know if you have any questions.

Sincerely,

Pacific Hydrotech Corporation

Kyle Bremer

Project Coordinator



286 Rickenbacker Circle
 Livermore, CA 94551
 925-961-8888 tel
 925-961-8890 fax
www.frankolsen.com

Quotation

To: Pacific Hydrotech Corp.
Attn: Kyle Bremer
Tel:
Fax:

Date: 6/26/2013
Quote # BP062613

SIC Code
 4952 Wastewater

Project: Third Digester

Bid: n/a
Owner: Triunfo Joint Power Auth
Eng: Kenndey Jenks
FOB: Factory (Full Freight Allowed)
Terms: Net 30

C/O Frank A. Olsen Company
 286 Rickenbacker Circle
 Livermore, CA 94551

By: Brent Phillips
 925-575-4508 direct

brent.phillips@frankaolsen.com

ANY PURCHASE ORDER ISSUED AS A RESULT OF THIS QUOTATION IS SUBJECT TO ALL OF THE MANUFACTURER'S CONDITIONS AND FINAL ACCEPTANCE BY MANUFACTURER.

| Item | Qty | Size | Description | Leadtime | Unit Price | Total |
|------|-----|------|---|----------|------------|-------------|
| 1 | 2 | 20" | AC Valve Knife Gate Model L77D4B Cast Iron Body, 304 Stainless Steel Wetted parts & Gate & Stem, ANSI 150lbs drilling, Metal Seat with Neoprene Seal w/ Bevel Gear & 2" Op Nut | 3-4 wks | \$5,554.00 | \$11,108.00 |
| 2 | 2 | 20" | AC Valve Knife Gate Model L77D4B Cast Iron Body, 304 Stainless Steel Wetted parts & Gate & Stem, ANSI 150lbs drilling, Metal Seat with Neoprene Seal w/ Bevel Gear & Chainwheel | 3-4 wks | \$5,898.00 | \$11,796.00 |
| 3 | 1 | 8" | AC Valve Knife Gate Model L77D4B Cast Iron Body, 304 Stainless Steel Wetted parts & Gate & Stem, ANSI 150lbs drilling, Metal Seat with Neoprene Seal w/ Bevel Gear & 2" Op Nut | 3-4 wks | \$1,200.00 | \$1,200.00 |

Total: \$24,104.00

ITEM 12C

Technical Notes:

General Notes:

- 1) Pricing does not include taxes; terms are 100% Net 30 Days.
- 2) standard warranty & Terms of Conditions from shipment date applies (See attached). Extended warranty is subject to additional charge.
- 3) This proposal does not include any flange bolts, insulated flange kits, nuts, gaskets, valve boxes, floor stands, extension stems, position indicators, chain wheel and chain, or other accessories unless noted on the quotation.
- 4) Manually operated valves requiring a combination of sensors, limit switches, or controls which may be specified in other sections are not part of this quotation.
- 5) Manufacturer's standard actuator orientation is included. Any changes to actuator orientation, additions or deletions to quantities, type, or construction of valves or accessories, may require a correction in quoted pricing, or delivery.
- 6) Electric motor operators, pneumatic operators with remote control stations are not included unless noted on quotation.
- 7) Manufacturer is not responsible for costs associated with factory witness testing. Any shop inspection is an extra charge per trip.
- 8) Pricing does not include any spare parts unless noted on the quotation.
- 9) Pricing does not include certified testing unless noted on the quotation.
- 10) Quotation is valid for (60) days from above date.
- 11) This quotation contains no provision for special tagging, field inspection, field adjustments, start-up, or training of personnel unless noted on quotation.
- 12) "This quotation reflects our policy of sourcing raw materials in the most cost effective manner. Any requirements for specific U.S. content shall require a revised quotation."
- 13) The above list of materials represents our interpretation of plans and specifications and is not guaranteed to be complete or correct. All material is quoted "Subject to Approval of Agency and/or Engineer."
- 14) Freight paid quotations are contingent on all items ordered.
- 15) Startup if not quoted above is \$1800 a day for a (8) hour (1) man day, work performed by All West Technical Services
- 16) This quotation price above includes (1) set of Electronic Submittals for review and (1) set of Electronic O&M manuals. All additional paper or binded copies are subject to time and material charge regardless of contract requirements. Submittals and O&M charges not to exceed \$1,800.00.



FERGUSON WATERWORKS

32543 Corydon Road, Unit B, Lake Elsinore, Ca. 92530

Phone: (951) 674-1323 / Fax: (951) 674-1084

E-Mail: mike.nahigian@ferguson.com



Material Quotation by Mike Nahigian

Project: Las Virgenes

Type: Private

City/District: Calabasas, Ca.

Quote Date: 5/7/2013

The following material take-off is an estimate only and should not be considered a guarantee of all material necessary to complete the project. Quoted prices are based upon Buyer's receipt of the Seller's total quoted quantity for immediate shipment in full truckloads to the project site. Quotations are offered contingent upon the Buyer's acceptance of Seller's terms and conditions. Seller objects to all other terms and conditions. Seller not responsible for delays or lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into transit. Purchaser's sole warranties, if any, are those provided by the manufacturer.

Seller disclaims all express or implied warranties, including all implied warranties of merchantability and fitness for a particular purpose. In no event will seller be liable for any incidental, punitive, special or consequential damages arising directly or indirectly from the operation or use of the product. Seller's liability if any, shall be limited to the net sales price received by seller. Complete Terms and Conditions are available upon request or can be viewed on the web at www.ferguson.com/salesterms.html

| <u>Qty</u> | <u>U/M</u> | <u>Product Description</u> | <u>Unit Price</u> | <u>Extension</u> |
|------------|------------|----------------------------|-------------------|------------------|
|------------|------------|----------------------------|-------------------|------------------|

***** **Important Bid Note** *****

The following is not a guaranteed list of materials. This quote is the estimator's best interpretation of the information that was provided at the time of bid.

It is recommended that the contractor verify all materials and quantities contained in this quote.

Knife Gate Valves

| | | | | |
|---|----|---|-------------|--------------|
| 2 | ea | 20" knife gate valve w/ 2" op nut for buried service * Delivery is 8 - 10 weeks. | \$ 8,175.00 | \$ 16,350.00 |
| 1 | ea | 20" knife gate valve w/ handwheel * Delivery is 4 - 6 weeks. | \$ 6,298.09 | \$ 6,298.09 |
| 1 | ea | 20" knife gate valve w/ chain wheel * Delivery is 4 - 6 weeks. | \$ 7,600.00 | \$ 7,600.00 |
| | | | Item Total: | \$ 30,248.09 |

Plug Valves

| | | | | |
|---|----|---|-------------|--------------|
| 2 | ea | 20" plug valve w/ 2" op nut for buried service * Delivery is 8 - 10 weeks. | \$ 5,821.33 | \$ 11,642.66 |
| 1 | ea | 20" plug valve w/ handwheel * Delivery is 8 - 10 weeks. | \$ 3,674.00 | \$ 3,674.00 |
| 1 | ea | 20" plug valve w/ chain wheel * Delivery is 8 - 10 weeks. | \$ 5,268.00 | \$ 5,268.00 |
| | | | Item Total: | \$ 20,584.66 |

Kyle Bremer

From: Mike.Nahigian@Ferguson.com
Sent: Thursday, May 09, 2013 11:54 AM
To: Kyle Bremer
Cc: Jim.Trzop@Ferguson.com
Subject: RE: Knife Gates

Kyle,
Pricing per your request.

8" knife gate: \$1272.00

8" Plug Valve: \$934.67

Regards,
Mike

*Mike Nahigian
Waterworks Sales Department*

*Ferguson Waterworks
Branch 1078
32543 Corydon Road, Unit B
Lake Elsinore, Ca. 92530-9130
Work Phone: (951) 674-1323
Fax: (951) 674-1084*

E-Mail: mike.nahigian@ferguson.com

From: Kyle Bremer [<mailto:kbremer@pachydro.com>]
Sent: Thursday, May 09, 2013 9:35 AM
To: Nahigian, Mike [Ferguson] - 1078 Lake Elsinore
Subject: Knife Gates

Mike,
I also need a price on 1-8" knife gate vs 1-8" plug valve.

Thank you,

Kyle Bremer
Project Coordinator
Pacific Hydrotech Corp.
314 E. 3rd st.
Perris, CA 92570
Ph: 951.943.8803
Fax: 951.943.1093

Response to RFI No. 001 (RRFI No.001)**Kennedy/Jenks Consultants**

2191 East Bayshore Road, Suite 200
 Palo Alto, California 94303
 650-852-2800
 FAX: 650-856-8527

To: Pacific Hydrotech Corporation
 314 E. 3rd Street
 Perris, CA 95270

DATE: 22 April 2013

K/J JOB NO.: 1389014*00
 PROJECT NAME: Las Virgenes- Triunfo JPA
 Rancho Las Virgenes Third
 Digester

DRAWING P-02, P-03, and P-06

REFERENCE:
 SPEC SECTION: 15050

ATTENTION: Dale McKay
 Project Manager

PAGE: 1 of 1

Our response to Request for Information (RRFI) No. 001 is as follows:

All four 20-inch Digested Sludge Line (DSL) knife gate valves shown on Drawings P-02, 03, and 06 shall be provided, similar to the existing knife gate valves on the existing digester, and installed per the plans. These valves shall be provided in conformance with the specification below.

Knife Gate Valves:

Wafer type suitable for long term use with raw sewage with minimum working pressure ratings as follows:
 2-inch – 36 inch = 90 psi, 42 inch – 54 inch = 50 psi. Rovalve by Tyco; equivalent by Fabrivalve; equivalent by DeZurik, or equal.

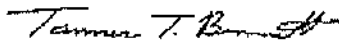
1. Materials:
 - a. Wetted Parts: AISI Type 304 stainless steel. Body may be Class 25 gray iron.
 - b. Valve Stem: AISI Type 304 stainless steel.
2. Wafer Flanges: ANSI B16.1 Class 150 drilled. Flange holes may either be tapped or be drilled through the valve body. Bolts and nuts to be ASTM A276 stainless steel.
3. Protective Coating: All non-stainless steel surfaces shall be coated with a minimum thickness of 16 mils epoxy in accordance with Specification 09960.
4. Seat/Seal Material: Chloroprene, sewage and grease resistant.
5. Packing: PTFE impregnated synthetic fiber.
6. Operator: Each valve to be factory equipped with a chain wheel operator.
7. Testing: Each valve shall be factory tested.

It is understood that the above response to the RFI does not change the scope of work or require a change order. Notify the Owner and Kennedy/Jenks Consultants in writing prior to performing work you consider to be extra work. If Contractor estimates an impact on Project time or price based upon Response, submit Reply within 5 working days of receipt.

Kennedy/Jenks Consultants

| DISTRIBUTION | | RRFI | ENCL. |
|---------------------------|-------------|------|-------|
| LVMWD | John Zhao | 1 | 1 |
| Contractor (Pac Hydro) PM | Dale McKay | 1 | 1 |
| LVMWD Inspector | Doug Barrow | 1 | 1 |
| KJ Construction Manager | Bill Yates | 1 | 1 |

By: _____


 Tanner Bennett

Rancho Las Virgenes Third Digester

REQUEST FOR INFORMATION (RFI) # 01

| | | | |
|-----------|--|-------|--|
| To: | Las Virgenes Municipal Water District 3700 Las Virgenes Road Calabasas, CA 91302 | From: | Pacific Hydrotech Corp. 314 E. 3 rd Street Perris, CA 92570 |
| Attn: | William Yates | | |
| Project: | Cal Poly Pomona Water Treatment Plant Building 27 | WO #: | |
| Subject: | Rancho Las Virgenes Third Digester | | |
| Ref | | | |
| Dwg/Spec: | P-1,2, 3, 6 and I-3 | | |

INFORMATION IS REQUESTED AS FOLLOWS:

Drawings P-2, 3, and 6 show four 20" DSL lines that eventually lead to the digester tank. Coming from the digester tank, the P-drawings show (4ea) knife gate valves, one on each line.

Drawing I-3 shows four 20" plug valves being the first valves coming from the tank. We estimated these four valves to be plug valves because we could not find a specification on knife gate valves.

Please let us know how to proceed.

| | |
|-------------|------------------------------|
| Date: | 3/29/13 |
| By: | Kyle Bremer Project Engineer |
| Contractor: | Pacific Hydrotech |

Work Directive Change No. 03

Kennedy/Jenks Consultants

To: Dale McKay/Kyle Bremer
Pacific Hydrotech Corporation
314 E. 3rd Street
Perris, CA 95270

Sheet: 1 of 1
Date: 26 August 2013
K/J Job No.: 1389014*00 (13.18)
Project: Las Virgenes -Triunfo JPA Rancho Las
Virgenes Third Digester

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract. All new work herein described shall be done in accordance with the applicable provisions of the plans and specifications, except as specifically modified by this contract change order.

NOTE: This change order is not effective until approved by the Owner.

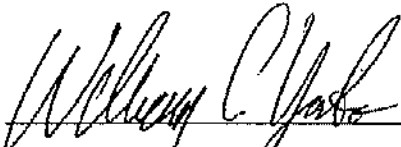
By reason of this proposed change 0 days extension of time will be allowed.

The adjusted contract completion date will not change.

Total cost of increase of change not to exceed \$ 3,061.53

Change shall include:

1. Providing flange X victaulic adapters on the 20-inch DSL lines at the tie-in locations to the existing pipes behind the existing digester building. Refer to RRFI No. 043.

Submitted by  Title CONST. MGR. Date 8/26/2013

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree. If this change order is approved, we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above.

Accepted by (Print Name) _____ Title _____
 Contractor (Sign) _____ Date _____
 Approved by (Print Name) _____ Title _____
 Owner (Sign) _____ Date _____

Rancho Las Virgenes Third Digester

REQUEST FOR INFORMATION (RFI) # 043

| | | | |
|-----------|--|-------|--|
| To: | Las Virgenes Municipal Water District 3700 Las Virgenes Road Calabasas, CA 91302 | From: | Pacific Hydrotech Corp. 314 E. 3 rd Street Perris, CA 92570 |
| Attn: | William Yates | | |
| Project: | Rancho Las Virgenes Third Digester WO # : _____ | | |
| Subject: | Victaulic Flange Adapter | | |
| Ref | | | |
| Dwg/Spec: | P-10 | | |

INFORMATION IS REQUESTED AS FOLLOWS:

Drawing P-10, details A and B indicate how to tie in the new DSL lines to the existing 20" DSL lines. The plans indicate a flange connection for the 20" 90 bends, however, per our discussion at the meeting on 8/12, there are Victaulic couplings there, not flanges.

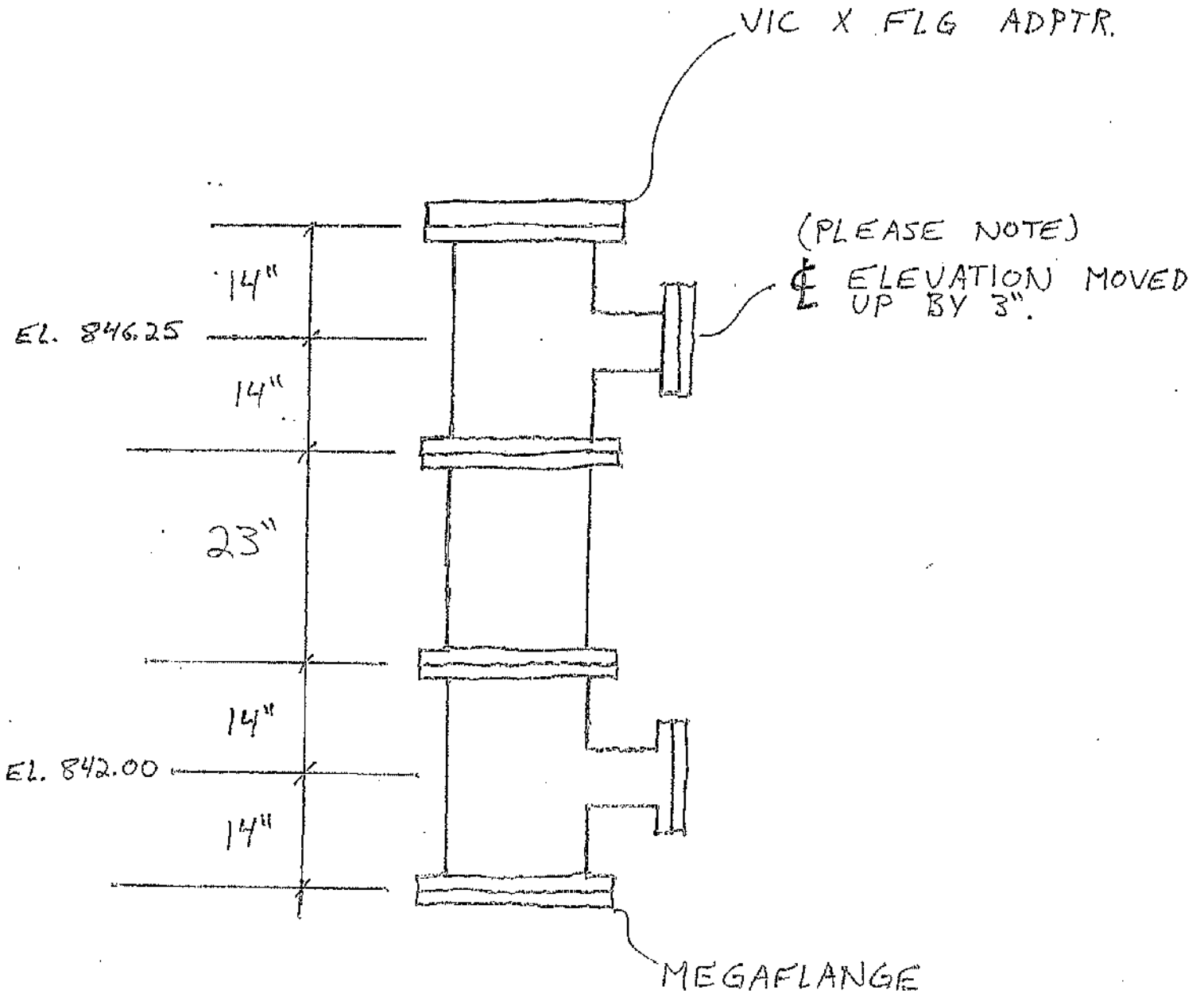
We propose remove the existing Victaulic couplings and add two Victaulic flange adapters to bolt the flanged tees to the existing 90 bends per the attached drawing. As a result of having to add the two Victaulic flange adapters, please see the attached price for the Victaulic flange adapters.

Please let us know if this will be acceptable. If not acceptable, please let us know how you would like us to proceed.

| | |
|-------------|---------------------------------|
| Date: | 8/14/13 |
| By: | Kyle Bremer Project Coordinator |
| Contractor: | Pacific Hydrotech |

P A C I F I C
HYDROTECH
 GENERAL ENGINEERING CONTRACTORS
 314 E. 3RD STREET, PERRIS, CA 92570 (951) 943-8803

ALL DUCTILE IRON PIPE/FITTINGS



PACIFIC HYDROTECH CORPORATION

314 E 3rd Street
 Perris, CA 92570
 (951) 943-8803

199
EXTRA WORK

DESCRIPTION: Adding (2) Victaulic Flange Adapters
 PROJECT NAME: Las Virgenes Third Digester
 JOB #: C1301
 DATE: August 14, 2013

| EQUIPMENT | Hours | Rate | Total |
|----------------|-------|---------|-------------|
| | | | \$ - |
| | | | \$ - |
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| | | | \$ - |
| Subtotal | | | \$ - |
| 15% Markup | | 15% | \$ - |
| Total Cost | | | \$ - |
| MATERIAL | Quant | Cost | Total |
| Ferguson Quote | 1 | 2610.00 | \$ 2,610.00 |
| | | | \$ - |
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| | | | \$ - |
| Subtotal | | | \$ 2,610.00 |
| 15% Markup | | 15% | \$ 391.50 |
| Total Cost | | | \$ 3,001.50 |
| SUBCONTRACTS | Unit | Cost | Total |
| | | | \$ - |
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| | | | \$ - |
| Subtotal | | | \$ - |
| 15% Markup | | 15% | \$ - |
| Total Cost | | | \$ - |

| LABOR | Hours | Rate | Total |
|------------|-------|------|-------|
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| | | | \$ - |
| Subtotal | | | \$ - |
| 15% Markup | | 15% | \$ - |
| Total Cost | | | \$ - |

| | | |
|-------------------------|----|--------------------|
| Equipment Total Cost | | \$ - |
| Material Total Cost | | \$ 3,001.50 |
| Subcontracts Total Cost | | \$ - |
| Labor Total Cost | | \$ - |
| Subtotal | | \$ 3,001.50 |
| Bond | 1% | \$ 30.02 |
| Insurance | 1% | \$ 30.02 |
| TOTAL COSTS | | \$ 3,061.53 |



FERGUSON WATERWORKS #1078
 32543 CORYDON RD
 UNIT B
 LAKE ELSINORE, CA 92530-9130

Deliver To: jason.marano@ferguson.com
 From: Jason Marano
 Comments:

17:21:15 AUG 14 2013

FERGUSON WATERWORKS #1078

Price Quotation

Page # 1

Phone : 951-674-1323

Fax : 951-674-1084

Bid No.....: B214149

Bid Date.....: 08/14/13

Quoted By.: JLM

Cust 951-943-8803

Terms.....: NET 10TH PROX

Customer: PACIFIC HYDROTECH CORPORATION
 C1301-RANCHO LAS VIRGENES
 314 EAST 3RD STREET
 PERRIS, CA 92570

Ship To: PACIFIC HYDROTECH CORPORATION
 C1301-RANCHO LAS VIRGENES
 314 EAST 3RD STREET
 PERRIS, CA 92570

Cust PO#....:

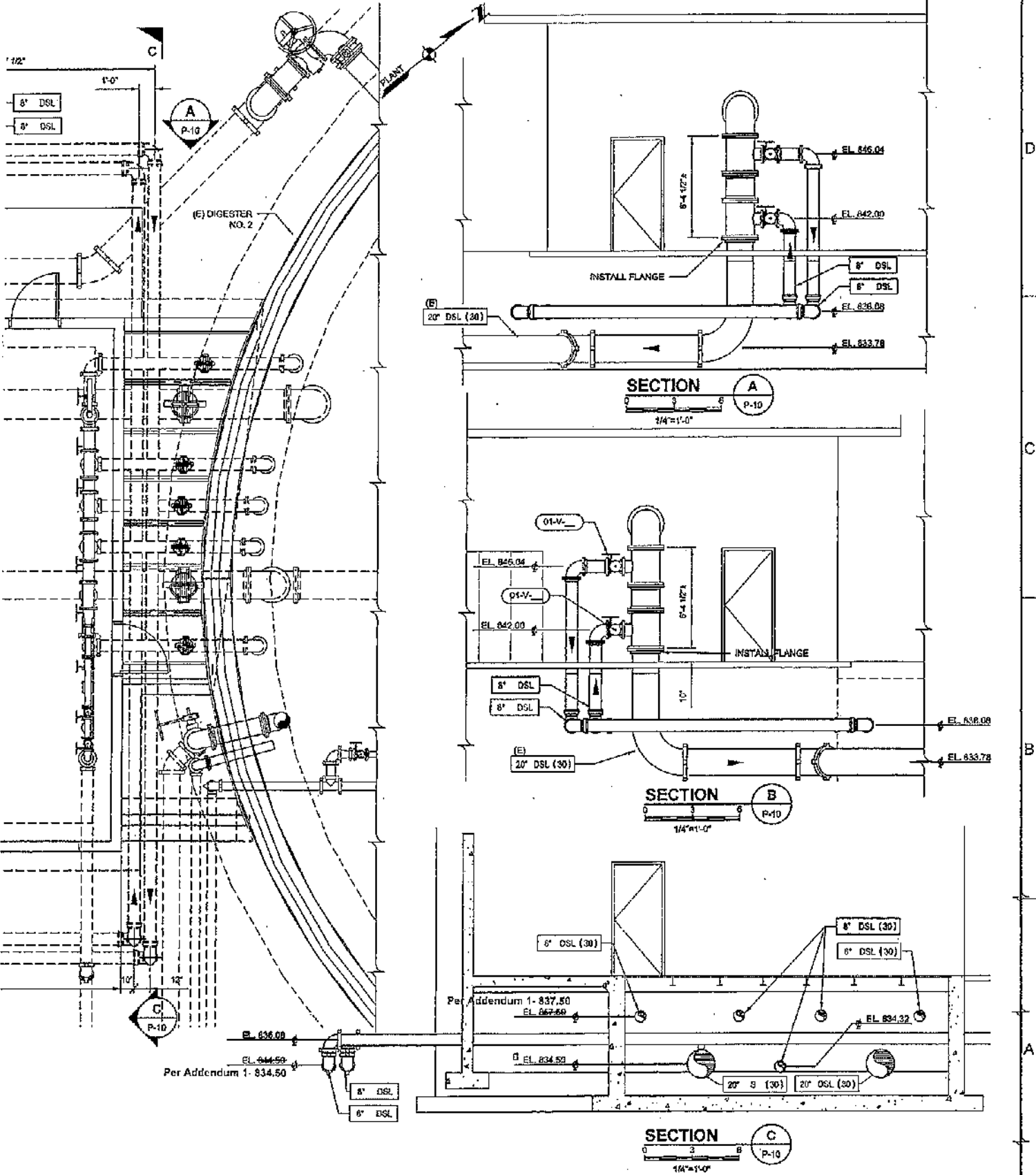
Job Name: C1301-RANCHO LAS VIRGENES

| Item | Description | Quantity | Net Price | UM | Total |
|-------------|-------------------------------------|----------|-----------|----|---------|
| VC200341PM0 | *CVR* 341 20 FLG 341 M T37-77 VIC-F | 1 | 1197.350 | EA | 1197.35 |

| | |
|-------------------|------------|
| Net Total: | 2,394.70 |
| Tax: | 215.52 |
| Freight: | 0 |
| Total: | 2,610.22 ✓ |

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This quote is offered contingent upon the buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at http://wolseley.com/terms_conditionsSale.html.
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW NOTICE: Brass/bronze products without "LF" in the description field may contain lead and thus not comply with low lead laws. These products must not be used in potable water applications.



LAS VIRGENES - TRIUNFO JOINT POWERS AUTHORITY
RANCHO LAS VIRGENES THIRD DIGESTER

DIGESTERS NOS. 1 AND 2
HEATING SYSTEM IMPROVEMENTS

DRAWING
P-10

SHEET 22 of 88
ITEM 12C



7811 Deering Avenue
 Canoga Park, CA 91304
 818.346.6532 ~ 818.884.6458 fax
 www.hirsch.com

Price/Quote/Estimate 202

| | |
|------------|---------------------|
| Quote # | 259518 |
| Quote Date | 08/15/2013 |
| Exp. Date | 09/14/2013 |
| Printed | 08/26/2013 09:18:35 |
| Warehouse | 17 |
| Page | 1 of 1 |

Applied To: SCP19 34879

PREFERRED CASH CUSTOMER
 CANOGA PARK*
 7811 DEERING AVE
 CANOGA PARK, CA 91304

Shipped To: SCP19 34879

PREFERRED CASH CUSTOMER
 CANOGA PARK*
 7811 DEERING AVE
 CANOGA PARK, CA 91304

| | | | |
|-----------------|---------------|-------------------|---------------------|
| Sales Associate | Glenn Workman | Salesperson Email | gworkman@hirsch.com |
|-----------------|---------------|-------------------|---------------------|

Notes: KENNEDY/JENKS DUCTILE IRON

| Line | Quan | Description | Net Price | UOM | Ext Price |
|------|------|--|-----------|-----|-----------|
| 1 | 1 | 677477 20"x8" FLG TEE DI (677477) | 1,504.188 | EA | 1,504.19 |
| 2 | | | | | |
| 3 | | NO BID VICXVICXFLG8 | | | |
| 4 | | | | | |
| 5 | 1 | 677478 20"X8" GRVXGRV TEE DI (677478) | 2,885.138 | EA | 2,885.14 |
| 6 | 1 | 677480 8" GRVX FLG ADAPT DI (677480) | 157.450 | EA | 157.45 |
| 7 | | | | | |
| 8 | 1 | 677481 20"FLG SPOOLX23" FLGXGRV DI (677481) | 875.000 | EA | 875.00 |
| 9 | 1 | 677482 20"FLGXGRV DI SPOOL 23" (677482) | 653.750 | EA | 653.75 |
| 10 | 1 | 677483 20" GROOVED COUPLING (677483) | 551.813 | EA | 551.81 |
| 11 | | | | | |
| 12 | | SPOOLS ARE CUSTOM | | | |
| 13 | | NON RETURNABLE UPON ORDER | | | |
| 14 | | | | | |
| 15 | 1 | 678386 AF42000M 20X20 GRVXFLG ADAPTER (678386) | 1,102.113 | EA | 1,102.11 |

***Prices are subject to change without notice.
 ***This quotation may not include all applicable taxes and freight charges.

| | |
|-----------|---------|
| Subtotal | 7729.45 |
| Sales Tax | 0.00 |
| Tax | 695.66 |
| Total | 8425.11 |

Work Directive Change No. 04

Kennedy/Jenks Consultants

To: Dale McKay/Kyle Bremer
Pacific Hydrotech Corporation
314 E. 3rd Street
Perris, CA 95270

Sheet: 1 of 1
Date: 21 October 2013
K/J Job No.: 1389014*00 (13.18)
Project: Las Virgenes –Triunfo JPA Rancho Las Virgenes Third Digester

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract. All new work herein described shall be done in accordance with the applicable provisions of the plans and specifications, except as specifically modified by this contract change order.

NOTE: This change order is not effective until approved by the Owner.

By reason of this proposed change 0 days extension of time will be allowed.

The adjusted contract completion date will not change.

Total cost of increase of change not to exceed \$ 8,104.48

Change shall include:

1. Provide and install an additional Pressure Relief Valve with Flame Arrestor and associated penetration nozzle, fittings, piping, and supports. (See Details attached)
2. Add a 1.5-inch REW waterline REW that extends to near the center of the digester tank cover and provide and install a ¾" hose bibb for water service. Include pipe supports.
3. Elimination of the following:
 - two (2), 12-inch, "J-type Gas Seals" that penetrate the digester cover
 - 1½" and ½" REW and associated fittings and pipe supports to each gas seal
 - capacitance probe, electrical conduit, boxes, wire, and supports to each gas seal (The circuit breakers, 19 and 21, should remain as spares)
 - gas seal water flow switch and solenoids
 - control panels for each gas seal
 - conduit and wires (2#12) from radar level transmitter LIT-132 to LP "A", ckt 13

Submitted by _____ Title _____ Date _____

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree. If this change order is approved, we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above.

| | |
|--------------------------------|-------------|
| Accepted by (Print Name) _____ | Title _____ |
| Contractor (Sign) _____ | Date _____ |
| Approved by (Print Name) _____ | Title _____ |
| Owner (Sign) _____ | Date _____ |

ITEM 12C

Work Directive Change No. 05

Kennedy/Jenks Consultants

To: Dale McKay/Kyle Bremer
Pacific Hydrotech Corporation
314 E. 3rd Street
Perris, CA 95270

Sheet: 1 of 1
Date: 21 October 2013
KJJ Job No.: 1389014*00 (13.18)
Project: Las Virgenes –Triunfo JPA Rancho Las
Virgenes Third Digester

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract. All new work herein described shall be done in accordance with the applicable provisions of the plans and specifications, except as specifically modified by this contract change order.

NOTE: This change order is not effective until approved by the Owner.

By reason of this proposed change 0 days extension of time will be allowed.

The adjusted contract completion date will not change.

Total cost of increase of change not to exceed \$ 470.

Change shall include:

1. The contractor shall furnish and install a 48 VDC power supply rated at 60 Watts. The power supply will be powered from 120 VAC from Fuse F06, TB1.12 (N), and TB1.18 (G). This power supply will be used to provide power for the digital inputs.

Submitted by _____ Title _____ Date _____

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree. If this change order is approved, we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above.

Accepted by (Print Name) _____ Title _____

Contractor (Sign) _____ Date _____

Approved by (Print Name) _____ Title _____

Owner (Sign) _____ Date _____

ITEM 12C



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

MWD MEETING AGENDA

Regular Board Meeting

November 19, 2013

12:00 p.m. --

MWD Headquarters Building

700 N. Alameda Street

Los Angeles, CA 90012

1. Call to Order

- (a) Invocation: Mojgan Hashemi, Principal Engineer, Water System Operations
- (b) Pledge of Allegiance: Director Russell Lefevre

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 October 8, 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 October
- C. Approve committee assignments
- D. Chairman's Monthly Activity Report

6. DEPARTMENT HEADS' REPORTS

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

6D Report

7. CONSENT CALENDAR ITEMS — ACTION

- 7-1 Authorization to award three-year contract for external audit services to Macias Gini & O'Connell, LLP for the maximum amount of \$915,096. (A&E)
- 7-2 Appropriate \$680,000; and award \$368,480 contract to Atlas-Allied, Inc. to replace a domestic water pipeline at the F. E. Weymouth Water Treatment Plant (Approp. 15477). (E&O)

7-2 Board Letter and Attachments

- 7-3 Appropriate \$1.4 million; and award \$835,000 contract to Kaveh Engineering & Construction, Inc. for rehabilitation of pipe

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expansion joints at Gene Pumping Plant (Approp. 15374). (E&O)

7-3 Board Letter and Attachments

- 7-4 Appropriate \$1.48 million; and authorize two rehabilitation projects at the F. E. Weymouth Water Treatment Plant (Approps. 15369 and 15440). (E&O)

7-4 Board Letter and Attachments

- 7-5 Approve amendments to the Metropolitan Water District Administrative Code to conform to current laws, practices and regulations. (L&C)

7-5 Board Letter and Attachments

8. OTHER BOARD ITEMS -- ACTION

- 8-1 Appropriate \$8.2 million; and award \$4,901,567 contract to J. F. Shea Construction, Inc. to replace the hydroelectric turbine at the Yorba Linda Power Plant (Approp. 15446). (E&O)

8-1 Board Letter and Attachments

- 8-2 Appropriate \$4.5 million; and award \$2,292,000 contract to Kiewit Infrastructure West Co. for prestressed concrete cylinder pipe repairs on the Second Lower Feeder (Approp. 15471). (E&O)

8-2 Board Letter and Attachments

- 8-3 Authorize reimbursable agreement with the Los Angeles Department of Water and Power to refurbish solids lagoons; and authorize agreement with MWH Americas for engineering services. (E&O)

8-3 Board Letter and Attachment

- 8-4 Adopt resolution designating authorized agents to accept federal and state funding for declared disasters and to sign official correspondence for disaster assistance. (E&O)

8-4 Board Letter and Attachment

- 8-5 Authorize increase in maximum amount payable under contract with Richard B. Deriso for expert consultant services and litigation support by \$100,000 to a maximum of \$600,000; and report on Consolidated Delta Smelt Cases, USDC Case No. 1:09-CV-407 LJO-DLB, and Consolidated Salmonid Cases, USDC Case No. 1:09-CV-1053 LJO-DLB. (L&C) [Conference with legal counsel-existing litigation; to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(1)]

- 8-6 Report on existing litigation; San Diego County Water Authority v. Metropolitan Water District of Southern California, et al., San Francisco County Superior Court Case Nos. CPF-10-510830 and CPF-12-512466; and authorize increase in maximum amount payable under contracts with (1) Bingham McCutchen LLP for legal services by \$3 million to an amount not to exceed \$8 million; (2) Morrison & Foerster LLP for legal services by \$3 million to an amount not to exceed \$6 million; (3) Hanson Bridgett LLP for legal services by \$300,000 to an amount not to exceed \$1.1 million; and (4) Executive Presentations, Inc. for trial and other graphics services by \$600,000 to an amount not to exceed \$950,000. [Conference with legal counsel-existing litigation; to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(1)]

9. BOARD INFORMATION ITEMS

- 9-1 Oral report on the California Water Action Plan Public Review Draft, released by the State on October 31, 2013. (WP&S)

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.

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