



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

AGENDA
REGULAR MEETING

Members of the public wishing to address the Board of Directors are advised that a statement of Public Comment Protocols is available from the Clerk of the Board. Prior to speaking, each speaker is asked to review these protocols and MUST complete a speakers' card and hand it to the Clerk of the Board. Speakers will be recognized in the order cards are received.

The Public Comments agenda item is presented to allow the public to address the Board on matters not on the agenda. The public may present comments on any agenda item at the time the item is called upon for discussion.

Materials prepared by the District in connection with subject matter on the agenda are available for public inspection at 4232 Las Virgenes Road, Calabasas, CA 91302. Materials prepared by the District and distributed to the Board during this meeting are available for public inspection at the meeting or as soon thereafter as possible. Materials presented to the Board by the public will be maintained as part of the records of these proceedings and are available upon written request to the Clerk of the Board.

5:00 PM

March 11, 2014

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 _____, that the agenda for the Regular Meeting of March 11, 2014, 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. CONSENT CALENDAR

- A** List of Demands: March 11, 2014. Approve
- B** Directors' Per Diem: February 2014. Ratify
- C** Minutes: Regular Meeting of January 28, 2014. Approve

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

- A** Legislative and Regulatory Updates

6. TREASURER

7. BOARD OF DIRECTORS

- A** Board Meeting Minutes and Video Recording Retention

Determine the appropriate format and level-of-detail for Board meeting minutes; select a retention period for the Board meeting video recordings; and direct staff accordingly.

- B** Amended Minutes: Regular Meeting of January 14, 2014

Approve the amended minutes for the regular Board meeting of January 14, 2014.

- C** Agenda Preparation and Placement of Items on Future Agendas

Receive and file the memorandum prepared by the District's Legal Counsel entitled *Agenda Preparation and Placement of Items on Future Agendas*.

- D** Service Recognition Policy: Consideration of Amendment

Consider an amendment to the District's current Service Recognition Policy to clarify its applicability to Board Members.

8. FACILITIES AND OPERATIONS

- A** Backbone Improvements Program 5-Million-Gallon Tank: Memorandum of Understanding with City of Westlake Village

Approve and execute the Memorandum of Understanding with the City of Westlake Village, outlining mitigation measures for the construction of the 5-Million-Gallon Tank Project; and authorize the General Manager to implement additional mitigation measures that may be deemed necessary during the progress of construction.

9. FINANCE AND ADMINISTRATION

- A** Professional Independent Audit Services: Approval of Request for Proposals

Approve the Request for Proposals for professional independent audit services.

B Claim by Melody Woodman

Deny the claim from Melody Woodman.

C Proposed Revisions to Management Handbook

Approve the proposed revisions to the Management Handbook.

D Reduction to CalPERS Employer Paid Member Contribution

Pass, approve and adopt the proposed Resolution No. 03-11-2453, identifying the change in amount of Employer Paid Member Contributions (EPMC) for the District's unrepresented management employees; and approve the updated salary schedule reflecting the proposed salary range adjustments.

10. RESOURCE CONSERVATION AND PUBLIC OUTREACH

A Mow-No-Mow Turf Removal Program: Update and Eligibility of Synthetic Turf

Approve the eligibility of synthetic turf for incentives under the District's Mow-No-Mow Turf Removal Program.

B 2014 Water Summit: Proposed Timing and Preliminary Program

Review the proposed timing and preliminary program for the 2014 Water Summit and provide feedback to staff on the proposal.

11. INFORMATION ITEMS

A Potable Water System Master Plan Update: Preliminary Review

B Backbone Improvements Program 5-Million-Gallon Tank: Change Order No. 1

12. 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

13. FUTURE AGENDA ITEMS

14. 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)⁴ of Government Code Section 54954.2

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. San Diego County Water Authority v. Metropolitan Water District of Southern California, et al.
4. Pacific Bell Telephone Company v. Las Virgenes Municipal Water District, et al.

B Conference with Labor Negotiator (Government Code Section 54957.6(a)):

Agency designated representative: David W. Pedersen, General Manager

Unrepresented employees: Director of Finance and Administration, Director of Facilities and Operations, Director of Resource Conservation and Public Outreach, and Human Resources Manager.

16. OPEN SESSION AND ADJOURNMENT

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LEONARD POLAN, TREASURER

Payments for Board Meeting of: March 11, 2014

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. 65104 through 65229 were issued in the total amount of \$ 739,912.53

Payments through wire transfers as follows:

2/28/2014 Metropolitan Water Dist.	Payments for water deliveries in the month of December 2013	1,630,126.95
	Total payments	<u>\$ 2,370,039.48</u>

(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.)

ITEM 4A

**CHECK LISTING FOR BOARD MEETING
03/11/14**

Company Name	Company No.	Check No.	Check No.	Check No.	Total
		65104 thru 65147 02/25/14	65148 thru 65192 03/04/14	65193 thru 65229 03/11/14	
		Amount	Amount	Amount	
Potable Water Operations	101	88,617.66	49,714.04	9,858.79	148,190.49
Recycled Water Operations	102	505.59	2,275.00		2,780.59
Sanitation Operations	130	9,943.41	5,851.31	9,648.68	25,443.40
Potable Water Replacement	301	22,301.30	7,885.30	5,957.90	36,144.50
Sanitation Replacement	330				0.00
Internal Service	701	76,436.62	29,621.49	41,377.05	147,435.16
Joint Venture Operations	751	190,395.85	78,928.63	52,298.91	321,623.39
Joint Venture Construction	752		498.00		498.00
Joint Venture Replacement	754		5,110.30	52,686.70	57,797.00
Total Printed		388,200.43	179,884.07	171,828.03	739,912.53

Voided Checks/payment stopped:

Ck#	Amount	Amount	Amount	Total
Potable Water Operations	101			
Sanitation Operations	130			
Potable Water Replacement	301			
Internal Service	701			
Total Voids		0.00	0.00	0.00
Net Total		388,200.43	179,884.07	739,912.53



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

Table with 2 columns: Billing Period (December 2013) and Page No. (1 of 1)

Table with 2 columns: Mailed (01/10/2014) and Due Date (02/28/2014)

Table with 2 columns: Invoice Number (7895) and 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

Table with 2 columns: Description (Total Water Treated Delivered) and Volume (AF) (1,500.6)

SALES

Table with 5 columns: Type, Volume (AF), Rate (\$/AF), Total (\$). Rows include Tier 1 Supply Rate, System Access Rate, Water Stewardship Rate, System Power Rate, and Treatment Surcharge.

SUBTOTAL

\$1,271,008.20

OTHER CHARGES AND CREDITS

Table with 4 columns: Description, Volume (AF), Rate (\$/AF), Total (\$). Rows include Tier 2 Surcharge for 2013, Readiness To Serve Charge, and Capacity Charge.

SUBTOTAL

\$359,187.50

ADDITIONAL INFORMATION

Table with 5 columns: Description, Volume (AF), Tier 1 %, Peak Day, Flow (CFS). Rows include Purchase Order Commitment, Purchase Order Firm Delivery To Date, Tier 1 Annual Limit, Tier 1 YTD Deliveries, Tier 1 Current Month Deliveries, Tier 2 YTD Deliveries, and Capacity Charge.

INVOICE TOTAL

Volume AF 1,500.6

Amount Now Due \$1,630,126.95

Note: Amount Due is based on highlighted fields

Approved for Payment

David R. Lippman

Approved for Payment

David W. Pedersen, P.E.

P A I D

dated @ 2/28/14

ITEM 4A

Batch Number - 229417

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
65104	02/25/14	3077	AIRGAS USA, LLC	1/14 CYLINDER RENT	PV	130882	001	00701	626.46	9915947260
Alt Payee 6658 AIRGAS USA, LLC P. O. BOX 7423 PASADENA CA 91105-7423										
65105	02/25/14	2869	AT&T	Payment Amount					626.46	
				SRV 2/5~3/4/14	PV	130824	001	00701	304.05	9065/020514
				SRV 2/5~3/4/14	PV	130825	001	00701	301.11	92688/020514
				SRV 2/7~3/6/14	PV	130834	001	00101	387.46	2043/020714
				SRV 2/7~3/6/14	PV	130835	001	00101	191.79	2045/020714
				SRV 2/7~3/6/14	PV	130836	001	00701	111.55	7719/020714
				SRV 2/7~3/6/14	PV	130837	001	00701	111.55	7720/020714
				SRV 2/7~3/6/14	PV	130838	001	00701	81.31	7721/020714
				SRV 2/7~3/6/14	PV	130839	001	00101	64.06	0123/020714
				SRV 2/7~3/6/14	PV	130840	001	00101	31.56	0124/020714
				SRV 2/7~3/6/14	PV	130841	001	00130	191.79	2220/020714
				SRV 2/5~3/4/14	PV	130857	001	00101	186.18	0051/020514
				SRV 2/5~3/4/14	PV	130857	002	00101	128.30	0051/020514
				SRV 2/5~3/4/14	PV	130857	003	00101	606.71	0051/020514
				SRV 2/5~3/4/14	PV	130857	004	00101	5,526.79	0051/020514
				SRV 2/5~3/4/14	PV	130857	005	00101	56.97	0051/020514
				SRV 2/5~3/4/14	PV	130857	006	00101	1,063.05	0051/020514
				SRV 2/5~3/4/14	PV	130857	007	00101	465.30	0051/020514

Batch Number - 229417

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
				SRV 2/5 ~	PV	130857	008 00101	1,275.74	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	009 00101	85.57	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	010 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	011 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	012 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	013 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	014 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	015 00101	113.94	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	016 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	017 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	018 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	019 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	020 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	021 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	022 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	023 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	024 00101	56.97	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	025 00101	70.70	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	026 00101	28.48	0051/020514
				3/4/14					
				SRV 2/5 ~	PV	130857	027 00101	28.49	0051/020514
				3/4/14					
				Payment Amount				12,068.63	

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Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document	Key	Amount	Invoice Number
65105	02/25/14	18966	AT&T	SRV	130823	001 00701	689.26	1657020514
				2/5-3/4/14				
				Payment Amount			689.26	
65107	02/25/14	16253	AT&T MOBILITY	SRV	130934	001 00701	95.81	992789332
				01/04-02/03/1				
				4				
				SRV	130934	002 00701	17.32	992789332
				01/04-02/03/1				
				4				
				SRV	130934	003 00701	1,180.23	992789332
				01/04-02/03/1				
				4				
				SRV	130934	004 00701	139.04	992789332
				01/04-02/03/1				
				4				
				SRV	130934	005 00701	47.27	992789332
				01/04-02/03/1				
				4				
				SRV	130934	006 00701	59.48	992789332
				01/04-02/03/1				
				4				
				SRV	130934	007 00701	17.32	992789332
				01/04-02/03/1				
				4				
				SRV	130934	008 00701	12.12	992789332
				01/04-02/03/1				
				4				
				SRV	130934	009 00701	5.20	992789332
				01/04-02/03/1				
				4				
				SRV	130934	010 00701	189.08	992789332
				01/04-02/03/1				
				4				
				SRV	130934	011 00701	137.12	992789332
				01/04-02/03/1				
				4				
				SRV	130934	012 00701	29.95	992789332
				01/04-02/03/1				
				4				
				SRV	130934	013 00701	380.79	992789332
				01/04-02/03/1				

Payment Number	Payment Date	Address Number	Name	Payment Stub	Message	Document	Key	Key	Amount	Invoice Number
Number	Date	Number				Number	Item	Code		Number
4										
SRV	01/04-02/03/1			PV	130934	014	00701		17.74	992789332
4										
SRV	01/04-02/03/1			PV	130934	015	00701		17.32	992789332
4										
SRV	01/04-02/03/1			PV	130934	016	00701		47.27	992789332
4										
SRV	01/04-02/03/1			PV	130934	017	00701		56.90	992789332
4										
SRV	01/04-02/03/1			PV	130934	018	00701		69.34	992789332
4										
SRV	01/04-02/03/1			PV	130934	019	00701		17.32	992789332
4										
SRV	01/04-02/03/1			PV	130934	020	00701		29.95	992789332
4										
SRV	01/04-02/03/1			PV	130934	021	00701		57.77	992789332
4										
SRV	01/04-02/03/1			PV	130934	022	00701		137.12	992789332
4										
Payment Amount									2,764.46	
TEL CONF CHG				PV	130810	001	00101		79.77	49329297/JAN1
@ 1/21/14										4
Payment Amount									78.77	
55 YDS WOOD				PV	130858	001	00701		638.00	110896
CHIPS										
55 YDS WOOD				PV	130859	001	00701		638.00	110897
CHIPS										
55 YDS WOOD				PV	130860	001	00701		638.00	110898
CHIPS										
55 YDS WOOD				PV	130861	001	00701		638.00	110899
CHIPS										

65108 02/25/14

18654 AT&T
TELECONFERENC
E SERVICES

65109 02/25/14

7965 B&B PALLET
CO.

ITEM 4A

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Doc. Ty	Doc. Num	Key	Amount	Invoice Number
65110	02/25/14	2443	BENINER & CARPENTER	1/16/14 WLK DAM SURVEY	PV	130877	001 00701	1,857.50	11058
65111	02/25/14	18071	BLUE DIAMOND MATERIALS	1/30/14 SPEED BUMP SVY	PV	130952	001 00701	1,580.00	11086
65112	02/25/14	2418	BT INDUSTRIAL	3.94 TN PAVING MATL	PV	130878	001 00701	351.13	220805 RI
65113	02/25/14	5405	CALOLYMPIC SAFETY	2.53 TN PAVING MATL	PV	130879	001 00701	226.64	222891 RI
65114	02/25/14	2513	CAPCO ANALYTICAL SERVICES	WHF PAINT & PRIMER	PV	130883	001 00701	290.90	1394936
65115	02/25/14	16821	CLEAN SWEEP SUPPLY CO., INC	MISC. RESPIRTR SAFETY SUPPL	PV	130853	001 00701	2,422.19	324982-1
65116	02/25/14	5256	CMTA	2/14 DIGESTER GAS TEST	PV	130873	001 00701	366.25	140261
65117	02/25/14	8313	COUNTY OF LOS ANGELES	JANITORIAL PRODUCTS	PV	130852	001 00701	4,148.00	437594
65118	02/25/14	2547	COUNTY SANITATION DISTRICTS OF LA COUNTY	REG.-CMTA CONFALL	PV	130826	001 00701	380.00	7014134
65119	02/25/14	2601	DELL COMPUTER CORP	PESTICIDE SFTY TRNG	PV	130884	001 00701	541.29	1344 J
				1/29/14	PV	130874	001 00701	553.11	48892/013114
				1/14 GRIT & RAG HAULING	PV	130854	001 00701	4,678.84	XJC2D2964
				Payment Amount OPTIPLEX 3020 MINTWR	PV			553.11	

ITEM 4A

Batch Number - 229417
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document	Ty	Number	Item	Co	Key	Amount	Invoice Number
Alt Payee 7819 DELL MARKETING LP C/O DELL USA L.P. P.O. BOX 910916												
65120	02/25/14	18441	EMPLOYEE RELATIONS NETWORK	3 PRE-EMPL. REPORTS	PV	130889	001	00701			300.25	66415
											4,678.84	
65121	02/25/14	2654	FAMCON PIPE	6" TEE-HIGHLN TO CUST	PV	130855	001	00701			179.85	156141
											300.25	
65122	02/25/14	18815	FASTENAL COMPANY	1/14 BINSTOCK SRV	PV	130894	001	00701			1,286.72	CACHA15754
											179.85	
Alt Payee 18835 FASTENAL COMPANY P. O. BOX 1286 WINONA MN 55987-1286												
65123	02/25/14	2655	FERGUSON ENTERPRISES	PIPE WRENCHES & PLIERS	PV	130866	001	00701			443.44	0256024
											1,286.72	
Alt Payee 3207 FERGUSON ENTERPRISES, INC. #1083 FILE 56809 LOS ANGELES CA 90074-6809												
65124	02/25/14	2690	GIBBS INTERNATIONAL TRUCKS	VEH #136 AIR BRK CLRDRYER	PV	130893	001	00701			415.22	360201V
											23,436.09	
65125	02/25/14	18646	HDR ENGINEERING, INC.	SRVY BLDG DMG: 1/16-2/7/14 12/29-1/25/14 C-TANK REHAB	PV	130853	001	00701			3,408.10	00135784-B
											415.22	
65126	02/25/14	16423	JANO GRAPHICS	2014 #1	PV	130885	001	00701			13,222.86	00137006-B
											16,630.96	
											2,590.54	49220

EM4A

Batch Number - 229417

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Doc Ty	Document Number	Key Lim Co	Amount	Invoice Number
65127	02/25/14	6777	CAL-COAST MACHINERY	Payment Amount (2) COOL GARD II	PV	130892	001 00751	2,590.54 94.78	154888
Alt Payee 7133 JOHN DEERE FINANCIAL PO BOX 4450 CAROL STREAM IL 60197-4450									
65128	02/25/14	5230	KENNEDY/JENIKS CONSULTANTS	Payment Amount P/E 1/31/14-CONST DSGN SRV 10" WTRLN JAN CONST SUPPORT	PV	130863	001 00701	94.78 5,787.19	79680
65129	02/25/14	17447	KONECRANES INC.	Payment Amount RLV DE-WTR CRANE MTR RPR	PV	130864	001 00701	7,318.59 1,531.40	79746
65130	02/25/14	16754	NATURAL SURROUNDINGS	Payment Amount INDOOR PLANT MAINT.-FEB '14	PV	130891	001 00701	1,470.00 235.00	SFS00871717 5938
65131	02/25/14	15824	OUTBACK FOOTWEAR	Payment Amount SAFETY FOOTWEAR; D. J. SAFETY FOOTWEAR; J. S. SAFETY FOOTWEAR; J. C. SAFETY FOOTWEAR; J. O.	PV	130828	001 00701	235.00 225.00 213.91 213.91 213.91 213.91 213.91	23237 23266 23128 23043
65132	02/25/14	18042	PATCH.COM	Payment Amount DISPLAY ADS BANNER -FEB'14	PV	130832	001 00701	1,080.64 773.81	2000433992

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item Co	Amount	Invoice Number
65133	02/25/14	1940	POTABLE DIVERS INC.	Payment Amount CLN & INSPCT PW TNKS	PV	130867	001 00701	773.81 6,700.00	020314
65134	02/25/14	2585	PURETEC	Payment Amount 2/14 WTR TRMT FOR BOILER	PV	130933	001 00701	315.84	1290398
65135	02/25/14	2941	SIERRA TOWING	Payment Amount TOWING SRV VEH#880	PV	130869	001 00701	290.00	80383
65136	02/25/14	8732	SIMPLEXGRINNE LL LP	Payment Amount REPAIR DELUGE SYSTEM	PV	130871	001 00701	290.00 984.50	65648641
65137	02/25/14	2957	SOUTHERN CALIFORNIA EDISON	Payment Amount ENERGY-JAN. '14	PV	130856	001 00101	2,067.44	2869/021514
				ENERGY-JAN. '14	PV	130856	002 00101	27.18	2869/021514
				ENERGY-JAN. '14	PV	130856	003 00101	392.20	2869/021514
				ENERGY-JAN. '14	PV	130856	004 00101	452.49	2869/021514
				ENERGY-JAN. '14	PV	130856	005 00101	25.92	2869/021514
				ENERGY-JAN. '14	PV	130856	006 00101	119.88	2869/021514
				ENERGY-JAN. '14	PV	130856	007 00101	79.92	2869/021514
				ENERGY-JAN. '14	PV	130856	008 00101	25.92	2869/021514
				ENERGY-JAN. '14	PV	130856	009 00101	28.86	2869/021514
				ENERGY-JAN. '14	PV	130856	010 00101	28.58	2869/021514
				ENERGY-JAN. '14	PV	130856	011 00101	3,702.57	2869/021514
				ENERGY-JAN. '14	PV	130856	012 00101	2,059.21	2869/021514
				ENERGY-JAN. '14	PV	130856	013 00101	80.82	2869/021514
				ENERGY-JAN. '14	PV	130856	014 00101	12,372.37	2869/021514

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Payment Number	Date	Address Number	Name	Payment Stub Message	TY	Number	Key ltrn Co	Amount	Invoice Number
'14				ENERGY-JAN.	PV	130856	015 00101	850.55	2869/021514
'14				ENERGY-JAN.	PV	130856	016 00101	1,024.60	2869/021514
'14				ENERGY-JAN.	PV	130856	017 00101	27.59	2869/021514
'14				ENERGY-JAN.	PV	130856	018 00101	23.41	2869/021514
'14				ENERGY-JAN.	PV	130856	019 00101	204.09	2869/021514
'14				ENERGY-JAN.	PV	130856	020 00101	3,838.54	2869/021514
'14				ENERGY-JAN.	PV	130856	021 00101	3,979.11	2869/021514
'14				ENERGY-JAN.	PV	130856	022 00101	70,657.22	2869/021514
'14				ENERGY-JAN.	PV	130856	023 00101	17,664.30	2869/021514
'14				ENERGY-JAN.	PV	130856	024 00101	67,300.51	2869/021514
'14				ENERGY-JAN.	PV	130856	025 00101	16,825.13	2869/021514
'14				ENERGY-JAN.	PV	130856	026 00101	29.56	2869/021514
'14				ENERGY-JAN.	PV	130856	027 00101	841.48	2869/021514
'14				ENERGY-JAN.	PV	130856	028 00101	722.91	2869/021514
'14				ENERGY-JAN.	PV	130856	029 00101	1,074.14	2869/021514
'14				ENERGY-JAN.	PV	130856	030 00101	5,446.78	2869/021514
'14				ENERGY-JAN.	PV	130856	031 00101	324.88	2869/021514
'14				ENERGY-JAN.	PV	130856	032 00101	201.32	2869/021514
'14				ENERGY-JAN.	PV	130856	033 00101	745.96	2869/021514
'14				ENERGY-JAN.	PV	130856	034 00101	771.90	2869/021514

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Payment Number	Date	Address Number	Name	Payment Stub Message	Tr	Document Number	Key	Amount	Invoice Number
						Number	ltm Co		
				ENERGY-JAN.	PV	130856	035 00101	3,033.26	2869/021514
				ENERGY-JAN.	PV	130856	036 00101	30.12	2869/021514
				ENERGY-JAN.	PV	130856	037 00101	4,002.51	2869/021514
				ENERGY-JAN.	PV	130856	038 00101	32.36	2869/021514
				ENERGY-JAN.	PV	130856	039 00101	372.09	2869/021514
				ENERGY-JAN.	PV	130856	040 00101	28.29	2869/021514
				ENERGY-JAN.	PV	130856	041 00101	5,241.97	2869/021514
				ENERGY-JAN.	PV	130856	042 00101	5,576.06	2869/021514
				ENERGY-JAN.	PV	130856	043 00101	755.64	2869/021514
				ENERGY-JAN.	PV	130856	044 00101	1,641.84	2869/021514
				ENERGY-JAN.	PV	130856	045 00101	4,645.01	2869/021514
				ENERGY-JAN.	PV	130856	046 00101	11,809.81	2869/021514
				ENERGY-JAN.	PV	130856	047 00101	7,291.28	2869/021514
				ENERGY-JAN.	PV	130856	048 00101	945.00	2869/021514
				ENERGY-JAN.	PV	130856	049 00101	50.31	2869/021514
				ENERGY-JAN.	PV	130856	050 00101	49.51	2869/021514
				ENERGY-JAN.	PV	130856	051 00101	580.80	2869/021514
				ENERGY-JAN.	PV	130856	052 00101	183.64	2869/021514
				ENERGY-JAN.	PV	130856	053 00101	53.67	2869/021514
				ENERGY-JAN.	PV	130856	054 00101	958.59	2869/021514
				ENERGY-JAN.	PV	130856	055 00101	2,347.00	2869/021514

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
65139	02/25/14	18056	BARRY STEINHARDT	Payment Amount REIMB-MILEAGE	PV	130842	001 00701	1,138.79	012314
				ACWA MTG 1/23				43.68	
65140	02/25/14	15427	THE GATEKEEPER	Payment Amount TAPIA-HANDHLD KEYPAD	PV	130876	001 00701	147.15	87262
65141	02/25/14	19087	TOMASH & ASSOCIATES	Payment Amount SRV-WTR BDG CAL TOOL	PV	130868	001 00701	5,438.76	021014
65142	02/25/14	3003	U.S. POSTAL SERVICE	Payment Amount PRE-PD POSTAGE #239643	PV	130946	001 00701	5,000.00	239643/022114
65143	02/25/14	16271	USAMOBILITY WIRELESS, INC	Payment Amount SRV 2/10-3/10/14	PV	130891	001 00701	5,000.00	X0143084B
				SRV 2/10-3/10/14	PV	130891	002 00701	69.81	X0143084B
				SRV 2/10-3/10/14	PV	130891	003 00701	40.64	X0143084B
				SRV 2/10-3/10/14	PV	130891	004 00701	40.64	X0143084B
65144	02/25/14	2780	VALLEY NEWS GROUP	Payment Amount 2-7 AD DISPLAY	PV	130887	001 00101	216.91	2-7
65145	02/25/14	16122	VOLVO CONSTRUCTION EQUIPMENT	Payment Amount MISC. PARTS REPR LOADER	PV	130888	001 00701	350.00	P504036166
65146	02/25/14	3047	WESCO DISTRIBUTION, INC.	Payment Amount BOLTS SUPPLIES	PV	130844	001 00701	260.77	271725
			Alt Payee	6443 WESCO DISTRIBUTION, INC PO BOX 31001-0465 PASADENA CA 91110-0465				749.92	
65147	02/25/14	8510	WORK BOOT WAREHOUSE	Payment Amount SAFETY FOOTWEAR;	PV	130827	001 00701	749.92	165.79

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Payment Number	Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item	Co	Amount	Invoice Number
				H.M.						
				SAFETY	PV	130886	001	00701	225.00	44724
				FOOTWEAR; D.						
				B.						
				Payment Amount					390.79	
				Total Amount of Payments Written					388,200.43	
				Total Number of Payments Written					44	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Tr Number	Key	Amount	Invoice Number
55148	03/04/14	18445	AAA BACKFLOW DEVICE TESTING, INC.	SEPT 2013 TESTING	PV 130986	001 00701	2,275.00	B13-131018
65149	03/04/14	19136	AC-DC INDUSTRIES INC.	SEPT 2013 TESTING Payment Amount 50 VEH TIME DELAY RELAYS	PV 130982	002 00701 6,350.00 001 00701	4,075.00 2,975.00	B13-131018 0004709-IN
65150	03/04/14	17077	AECOM USA, INC.	UPS SHIPPING Payment Amount ELEC SPPT 11/30-1/31/14	PV 130982	002 00701 49.00 3,024.00 001 00701	49.00 5,110.30	0004709-IN 37416838
65151	03/04/14	2382	AMERICAN VAN EQUIPMENT, INC.	Payment Amount VEH#897 SHELIVING & RACK	PV 131017	001 00701 5,110.30	1,375.80	561284
65152	03/04/14	2859	AT&T	FREIGHT Payment Amount SRV 2/14-3/13/14	PV 131017	003 00701 204.06 1,579.86 001 00701	204.06 58.88	561284 4639/021414
65153	03/04/14	9631	AT&T LONG DISTANCE	SRV 2/14-3/13/14 Payment Amount SRV 1/04-2/04/14	PV 131021	001 00751 38.88 97.76 001 00701	38.88 185.63	4860/021414 806368136/020
				SRV 1/04-2/04/14	PV 130981	002 00701	.80	414 806368136/020
				SRV 1/04-2/04/14	PV 130981	003 00701	.77	414 806368136/020
				SRV 1/04-2/04/14	PV 130981	004 00701	17.24	414 806368136/020
				SRV 1/04-2/04/14	PV 130981	005 00701	.03	414 806368136/020
				SRV 1/04-2/04/14	PV 130981	006 00701	16.58	414 806368136/020
				SRV 1/04-2/04/14	PV 130981	007 00701	.04	414 806368136/020
				SRV 1/04-2/04/14	PV 130981	008 00701	16.78	414 806368136/020
				SRV 01/07/14	PV 130987	001 00701	.14	414 858625569/012

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Lim	Key Co	Amount	Invoice Number
65154	03/04/14	7965	B&B PALLET CO.	Payment Amount	PV	130940	001	00701	638.00	110900
				55 YDS WOOD CHIPS					238.01	
				55 YDS WOD CHIPS	PV	130941	001	00701	638.00	110901
				55 YDS WOOD CHIPS	PV	130942	001	00701	638.00	110902
				55 YDS WOOD CHIPS	PV	130943	001	00701	638.00	110903
				55 YDS WOOD CHIPS	PV	130944	001	00701	638.00	110904
65155	03/04/14	2425	BANK OF AMERICA	Payment Amount	PV	130992	001	00701	125.85	2738/020714
				VISA CHG-ADM OP-JAN'14					3,190.00	
				VISA CHG-ADM OP-JAN'14	PV	130992	002	00701	120.87	2738/020714
				VISA CHG-ADM OP-JAN'14	PV	130992	003	00701	79.00	2738/020714
				VISA CHG-FIN & ADM#2-JAN'14	PV	130993	001	00701	1,148.45	8185/020714
				VISA CHG-CONST. JAN'14	PV	130994	001	00101	402.38	8102/020714
				VISA CHG-CONST. JAN'14	PV	130994	002	00101	280.00	8102/020714
				VISA CHG-CONST. JAN'14	PV	130994	003	00101	47.93	8102/020714
				VISA CHG-R CNSRV-JAN'14	PV	130995	001	00701	849.00	0079/020714
				VISA CHG MAINT-JAN'14	PV	130996	001	00701	83.42	1302/020714
				VISA CHG MAINT-JAN'14	PV	130996	002	00701	112.72	1302/020714
				VISA CHG MAINT-JAN'14	PV	130996	003	00701	80.63	1302/020714
				VISA CHG MAINT-JAN'14	PV	130996	004	00701	317.04	1302/020714

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Payment Number	Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item	Co	Amount	Invoice Number
			VISA	CHG-OPS-JAN'14	PV	130997	001	00701	910.41	8418/020714
			VISA	CHG-ENGRG-JAN'14	PV	130998	001	00701	179.73	6262/020714
			VISA	CHG-D. LIPPMAN-JAN'14	PV	130999	001	00701	127.16	8243/020714
			VISA	CHG-RLV-JAN'14	PV	131000	001	00701	26.13	8037/020714
			VISA	CHG-TAPIA-JAN'14	PV	131001	001	00701	194.92	6228/020714
			VISA	CHG-WTR DIST#1-JAN'14	PV	131002	001	00701	203.19	8136/020714
			VISA	CHG-WTR DIST#1-JAN'14	PV	131002	002	00701	201.22	8136/020714
			VISA	CHG-WTR DIST#1-JAN'14	PV	131002	003	00701	40.17	8136/020714
			VISA	CHG-PEDERSON-JAN'14	PV	131003	001	00701	393.78	9981/020714
			VISA	CHG-PETERSON-JAN-14	PV	131004	001	00701	488.42	7026/020714
			VISA	CHG-WSTLK-JAN'14	PV	131005	001	00101	186.64	7493/020714
			VISA	CHG-WSTLK-JAN'14	PV	131005	002	00101	14.26	7493/020714
			VISA	CHG-WSTLK-JAN'14	PV	131005	003	00101	97.01	7493/020714
			VISA	CHG-WSTLK-JAN'14	PV	131005	004	00101	81.73	7493/020714
			VISA	CHG-R CNSRV-JAN'14	PV	131006	001	00701	141.90	9854/020714

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Key	Amount	Invoice Number
Number	Date	Number				Number	Item	Co		Number
65156	03/04/14	18080	BOOT BARN INC.	VISA CHG-R CNSRV-JAN'14	PV	131006	002	00701	479.42	9854/020714
				VISA CHG-R CNSRV-JAN'14	PV	131006	003	00701	205.78	9854/020714
				VISA CHG-R CNSRV-JAN'14	PV	131006	004	00701	224.42	9854/020714
				VISA CHG-R CNSRV-JAN'14	PV	131006	005	00701	156.00	9854/020714
				VISA CHG-R CNSRV-JAN'14	PV	131006	006	00701	200.00	9854/020714
				VISA CHG-R CNSRV-JAN'14	PV	131006	007	00701	100.00	9854/020714
				VISA CHG-ADM & FIN-JAN '14	PV	131007	001	00701	2,814.92	1471020714
				Payment Amount					11,124.50	
				SAFETY	PV	131049	001	00701	450.00	IVC0045125
				FOOTWEAR						
				Payment Amount					450.00	
65157	03/04/14	2583	CITY OF AGOURA HILLS	7/2-11/14/13 ENCROACHMENT	PV	130945	001	00101	4,845.00	201402100147
				PRMT						
				7/2-11/14/13 ENCROACHMENT	PV	130945	002	00101	498.00	201402100147
				PRMT						
				7/2-11/14/13 ENCROACHMENT	PV	130945	003	00101	322.00	201402100147
				PRMT						
				7/2-11/14/13 ENCROACHMENT	PV	130945	004	00101	1,681.00	201402100147
				PRMT						
				7/2-11/14/13 ENCROACHMENT	PV	130945	005	00101	498.00	201402100147
				PRMT						
				Payment Amount					7,844.00	
				AG#2 4X	PV	130936	001	00701	2,266.58	9009-690698
				ENCL-CNTL						
				UPGD						
				AUTO VOLTAGE	PV	130979	001	00701	1,373.40	9009-691077
				REGULATOR						
				FREIGHT	PV	130979	002	00701	10.50	9009-691077
				DISCOUNT	PD	131018	001	00101	7.81	9009-688838

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17114
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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TV	Document Number	Key	Amount	Invoice Number
					Number	Number	Co		
65159	03/04/14	12559	DATASTREAM BUSINESS SOLUTIONS, INC.	15 MINI CKT BRKRS	PV	131019	001 00701	567.84	9009-689838
				FREIGHT	PV	131019	002 00701	6.59	9009-689838
				Payment Amount			4,217.10		
				1/14 CONSLT & SUPPORT SVC	PV	131012	001 00701	1,910.00	14281
65180	03/04/14	2601	DELL COMPUTER CORP	Payment Amount	PV	130999	001 00701	1,910.00	
				PWR EDG R420-RMT SCADA				5,163.39	XJC3JRWK9
Alt Payee			7819 DELL MARKETING LP C/O DELL USA L.P. P.O. BOX 910916 PASADENA CA 91110-0916						
65161	03/04/14	19107	EVOQUA WATER TECHNOLOGIES LLC	Payment Amount	PV	131046	001 00701	261.34	901587157
				SMPPL MOTOR-CHLORIN E ANLZR				3.84	
Alt Payee			19108 EVOQUA WATER TECHNOLOGIES LLC P. O. 360766 PITTSBURGH PA 15250-8766						
65162	03/04/14	8173	EXCEL PRINT RESOURCES	Payment Amount	PV	130975	001 00701	64.75	2219
				APPPL STAMP-A/P				265.18	
65163	03/04/14	2654	FAMCON PIPE	Payment Amount	PV	130904	001 00701	292.67	156323
				STG-COUPPLING & BUSHING				64.75	
				STG-COUPPLING & BUSHING				74.94	
				4-8" ROMAC COUPLINGS				1,417.00	
65164	03/04/14	2658	FEDERAL EXPRESS CORP	Payment Amount	PV	130931	001 00701	38.72	156319
				1 PKG DEL 2/14/14				1,784.61	
65165	03/04/14	6770	G.I. INDUSTRIES	Payment Amount	PV	131023	001 00701	419.04	2-567-02023
				TAPIA DISP 1/28-2/15/14				38.72	2521883-0283-

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Ifm Co	Amount	Invoice Number
				SHOP DISP 1/28-2/15/14	PV	131045	001 00701	336.23	2676219-0283-7
65166	03/04/14	2690	G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065	Payment Amount VEH #163 PULLEY & FAN BELT	PV	131085	001 00701	567.24	437542
65167	03/04/14	2705	HACH COMPANY	Payment Amount ORP SENSORS/REAGE NTS	PV	131015	001 00701	323.52	8696010
				FREIGHT TUBING & FILTER ASSY FREIGHT	PV	131015	005 00701	78.43	8696010
					PV	131053	001 00701	192.70	8697917
					PV	131053	003 00701	17.07	8697917
65168	03/04/14	2897	HACH COMPANY 2207 COLLECTIONS CENTER DR CHICAGO IL 60683	Payment Amount ITX DETECTOR SENSORS	PV	130938	001 00701	771.12	00082599
					PV	130938	002 00701	3,084.48	00082599
					PV	130938	010 00701	42.42	00082599
65169	03/04/14	17447	KONECRANES INC.	Payment Amount QTRLY CRANE INSPECTION QTRLY CRANE INSPECTION	PV	131043	001 00701	1,013.00	SFS00872177
					PV	131043	003 00701	1,013.00	SFS00872177
65170	03/04/14	2511	LA DWP	Payment Amount RECTIFIER SRV 1/16-2/12/14 RECTIFIER SRV 1/17-2/17/14	PV	130947	001 00101	40.97	017-698/02121
					PV	130948	001 00101	36.42	503-850/02171
65171	03/04/14	3118	LAB SUPPORT	Payment Amount MCCAULEY, M: W/E 02/16/14 MCCAULEY, M:	PV	131024	001 00701	935.55	OAI-2207470
					PV	131047	001 00701	178.20	OAI-2208821

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
65172	03/04/14	2610	LOS ANGELES COUNTY DEPT. OF PUBLIC WORKS	WE 02/23/14 Payment Amount INSPECTION @ CLBS PIPELINE	PV	131066	001 00301	4,155.30	RE-PW-1402100 5407
								1,113.75	
				INSPECTION @ MLHDWMLK	PV	131067	001 00101	163.47	RE-PW-1402100 5469
				INSPECTION @ 1996 NEWELL	PV	131068	001 00101	898.00	RE-PW-1402100 6037
				INSPECTION @ 2028 CORRAL CYN	PV	131069	001 00101	898.00	RE-PW-1402100 6036
				INSPECTION @ 26211	PV	131070	001 00101	898.00	RE-PW-1402100 6036
				IDLEWILD					
				INSPECTION @ 3649 KANAN	PV	131088	001 00701	593.00	RE-PW-1402100 5883
				Payment Amount REAL ESTATE REC: 12/16/13	PV	131048	001 00701	9.00	14-1383
65173	03/04/14	3514	LOS ANGELES COUNTY, REGISTRAR-REC ORDER					7,605.77	
				Payment Amount BEARING	PV	131072	001 00701	137.56	CA22-574257
65174	03/04/14	2639	MOTION INDUSTRIES, INC.					9.00	
				Payment Amount DRIVE SHAFT BEARINGS BEARINGS	PV	131073	001 00701	935.31	CA22-574489
					PV	131074	001 00701	328.64	CA22-574510
					PV	131075	001 00701	245.61	CA22-574416
				Alt Payee 10317 MOTION INDUSTRIES INC. FILE 749376 LOS ANGELES CA 90074					
				Payment Amount MISC. OFFICE SUPPLIES LAMINATING POUCH PRINTER-HP LASER JET	PV	130926	001 00701	146.51	697432722001
					PV	130927	001 00701	19.53	697432723001
					PV	130951	001 00701	544.99	692869474001

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document		Key Lim Co	Amount	Invoice Number
					Ty	Number			
65176	03/04/14	2871	PACIFIC COAST BOLT	LTR & LGL COPY PAPER	PV	130984	001 00701	808.50	692918191001
				LGL COPY PAPER	PV	130985	001 00701	76.25	692919207001
				Payment Amount 3/4" HEX BOLTS	PV	130908	001 00701	656.73	375546-00
				FREIGHT	PV	130908	002 00701	55.00	375546-00
				Payment Amount RPLNSH EXP-11/8/13-2 /6/14	PV	130977	001 00701	23.22	022414
65177	03/04/14	7745	PETTY CASH - CAROL PALMA	RPLNSH EXP-11/8/13-2 /6/14	PV	130977	002 00701	7.24	022414
				RPLNSH EXP-11/8/13-2 /6/14	PV	130977	003 00701	15.00	022414
				RPLNSH EXP-11/8/13-2 /6/14	PV	130977	004 00701	14.00	022414
				RPLNSH EXP-11/8/13-2 /6/14	PV	130977	005 00701	110.00	022414
				RPLNSH EXP-11/8/13-2 /6/14	PV	130977	006 00701	6.11	022414
				RPLNSH EXP-11/8/13-2 /6/14	PV	130977	007 00701	40.00	022414
				RPLNSH EXP-11/8/13-2 /6/14	PV	130977	008 00701	20.72	022414
				RPLNSH EXP-11/8/13-2 /6/14	PV	130977	009 00701	20.90	022414
				RPLNSH EXP-11/8/13-2 /6/14	PV	130977	010 00701	15.00	022414
				RPLNSH EXP-11/8/13-2 /6/14	PV	130977	011 00701	25.00	022414

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document		Key		Amount	Invoice Number
						Number	Item	Co	Co		
				/8/14							
				RPLNSH	PV	130977	012	00701		35.03	022414
				EXP-11/8/13-2							
				/6/14							
				RPLNSH	PV	130977	013	00701		4.00	022414
				EXP-11/8/13-2							
				/6/14							
				RPLNSH	PV	130977	014	00701		40.00	022414
				EXP-11/8/13-2							
				/6/14							
				RPLNSH	PV	130977	015	00701		9.79	022414
				EXP-11/8/13-2							
				/6/14							
				RPLNSH	PV	130977	016	00701		44.72	022414
				EXP-11/8/13-2							
				/6/14							
				RPLNSH	PV	130977	017	00701		24.11	022414
				EXP-11/8/13-2							
				/6/14							
				RPLNSH	PV	130977	018	00701		25.20	022414
				EXP-11/8/13-2							
				/6/14							
				RPLNSH	PV	130977	019	00701		15.00	022414
				EXP-11/8/13-2							
				/6/14							
				Payment Amount					495.04		
65178	03/04/14	2956	SOUTH COAST AIR QUALITY MGMT DIST	EMISSIONS-FY 13/14 RL	PV	131025	001	00751		117.87	2672084/84009
				OP							
				FEE-RLV/FARM #94009						6,529.26	267119594009
				Payment Amount					6,747.13		
65179	03/04/14	2957	SOUTHERN CALIFORNIA EDISON	BILL COR & CHGS-FEB'14	PV	131064	001	00701		.07-	2869/021914
				BILL COR & CHGS-FEB'14							
				BILL COR & CHGS-FEB'14							
				BILL COR & CHGS-FEB'14						1.44-	2869/021914
				BILL COR & CHGS-FEB'14						.40-	2869/021914

65179 03/04/14 TEM4

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item	Key Co	Amount	Invoice Number
				CHGS-FEB'14						
				BILL COR &	PV	131064	005	00701	.02-	2869/021914
				CHGS-FEB'14						
				BILL COR &	PV	131064	006	00701	.01-	2869/021914
				CHGS-FEB'14						
				BILL COR &	PV	131064	007	00701	65.66	2869/021914
				CHGS-FEB'14						
				BILL COR &	PV	131064	008	00701	17.98	2869/021914
				CHGS-FEB'14						
				BILL COR &	PV	131064	009	00701	3,502.75	2869/021914
				CHGS-FEB'14						
				BILL COR &	PV	131064	010	00701	5,555.00	2869/021914
				CHGS-FEB'14						
				BILL COR &	PV	131064	011	00701	11,014.05	2869/021914
				CHGS-FEB'14						
				BILL COR &	PV	131064	012	00701	400.40	2869/021914
				CHGS-FEB'14						
				BILL COR &	PV	131064	013	00701	3,421.86	2869/021914
				CHGS-FEB'14						
65180	03/04/14	2858	SOUTHERN CALIFORNIA GAS CO	Payment Amount CORNELL P/S SRV	PV	130949	001	00101	23,975.74 15.86	04/00/2614
65181	03/04/14	16385	SOUTHWEST VALVE & EQUIPMENT, INC.	Payment Amount 8" CHECK VALVES	PV	130989	001	00701	5,556.82	3903
65182	03/04/14	11907	STARQUEST VENTURES, INC.	FREIGHT Payment Amount 2/1/14-1/31/1	PV	130989	002	00701	134.12 5,690.94	3903
65183	03/04/14	16034	TASC	5 SQRD 10CC MAINT Payment Amount FSAADM FEES 4/1-6/30/14	PV	131008	001	00701	1,000.00 1,000.00 732.06	1026141 IN265141
65184	03/04/14	18095	TOTAL BARRICADE SERVICE, INC.	Payment Amount TRAFFIC EQUIP RNT-2/4	PV	130930	001	00301	732.06 1,820.00	22886
				Payment Amount					1,820.00	

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Batch Number - 229516

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
65185	03/04/14	19028	TURF CONSTRUCTION COMPANY INC.	CONSTRUCTION SERVICES	PV	130990	001 00701	15,610.00	12062
65186	03/04/14	3011	UNITED SPECIALTIES	Payment Amount CITRUS SOLVENTS	PV	130932	001 00701	942.63	82302
65187	03/04/14	19038	VALVE AUTOMATION & CONTROLS	Payment Amount CHESTERTON PACKING	PV	130905	001 00701	326.46	1484563
65188	03/04/14	9532	HENRY VIRAMONTES	CHESTERTON PACKING FREIGHT FREIGHT CHESTERTON SEALS &STUFFING BOX FREIGHT	PV	130905	002 00701	652.91	1484563
65189	03/04/14	3034	VORTEX INDUSTRIES	Payment Amount 1/23/14 REPR STEEL DOOR#4	PV	130896	001 00701	443.00	01-803296-1
65190	03/04/14	3037	WAITE BROS. PLUMBING	Payment Amount PLUMBING SERVICE	PV	130924	001 00701	443.00	37581
65191	03/04/14	18914	WECK LABORATORIES, INC.	Payment Amount LAB SRV MC-DIAZINON	PV	130915	001 00701	910.00	W4B0143-LV
				LAB SRV LAB SRV @ TAPIA EFFLUENT LAB SRV @ TAPIA LAB SRV @ TAPIA LAB SRV @ WILK	PV	130916 130917 130918 130919 130920	001 00701 001 00701 001 00701 001 00701 001 00701	25.00 90.00 185.00 180.00 39.00	W4B0147-LV W4B0541-LV W4B0537-LV W4B0591-LV W4B0535-LV

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Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
65182	03/04/14	3047	WESCO DISTRIBUTION, INC.	LAB SRV @ TAPIA	PV	130921	001	00701	45.00	W4B0339-LV
				LAB SRV @ TAPIA	PV	130922	001	00701	830.00	W4A1477-LV
				INFLUENT	PV	130923	001	00701	220.00	W4B0148-LV
				LAB SRV @ TAPIA	PV	131076	001	00701	211.46	276347
				Payment Amount					2,474.00	
				MOUNT PIPE CONDUITS	PV	131077	001	00701	79.79	275043
				CONDUIT STRAPS	PV	131078	001	00701	63.67	275042
				MALL PIPE STRAPS						
				Alt Payee						
				6443 WESCO DISTRIBUTION, INC						
				PO BOX 31001-0465						
				PASADENA CA 91110-0465						
				Payment Amount					354.92	
				Total Amount of Payments Written					179,884.07	
				Total Number of Payments Written					45	

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item	Key Co	Amount	Invoice Number
65193	03/11/14	2869	AT&T	SRV	PV	131112	001	00101	60.46	2150/022014
				2/20-3/19/14						
				SRV	PV	131113	001	00701	306.30	0119/022214
				2/22-3/21/14						
				Payment Amount					366.76	
65194	03/11/14	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	131054	001	00701	638.00	110905
				55 YDS WOOD CHIPS	PV	131055	001	00701	638.00	110906
				55 YDS WOOD CHIPS	PV	131056	001	00701	638.00	110907
				55 YDS WOOD CHIPS	PV	131057	001	00701	638.00	110908
				55 YDS WOOD CHIPS	PV	131058	001	00701	638.00	110909
				55 YDS WOOD CHIPS	PV	131059	001	00701	638.00	110910
				55 YDS WOOD CHIPS	PV	131060	001	00701	638.00	111200
				55 YDS WOOD CHIPS	PV	131061	001	00701	638.00	111201
65195	03/11/14	16654	JOSEPH CHILCO	Payment Amount TURF REMOVAL REBATE	PV	131087	001	00101	801.00	341278
				5,104.00						
65196	03/11/14	19147	COASTAL DESIGN BUILD, INC.	Payment Amount RFND BAL-CLOSED A/C	PV	131083	001	00101	867.47	9957842
				601.00						
65197	03/11/14	3515	DWYER INSTRUMENTS, INC.	Payment Amount 2 VALVE INST MANIFOLD	PV	131115	001	00701	215.82	03717670
				867.47						
65198	03/11/14	2654	FAMCON PIPE	SHIPPING Payment Amount 200 VALVE STCK RISERS CLA-VAL KIT-CAL.TNK 7-2" CORP STOP 3 HYDRANTS-8	PV	131115	002	00701	14.74	03717670
				230.56						
				1,526.00						156508
				2,968.90						156503
				1,379.35						156501
				5,032.53						156502

ITM4A

Batch Number - 229526

Bank Account - 00145807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item	Key Co	Amount	Invoice Number
65199	03/11/14	2655	FERGUSON ENTERPRISES	HOLE Payment Amount RW PRESSURE REG REBLD KITS FREIGHT	PV	131099	001 00701	10,906.78 334.63	0464605	
		All Payee	3207 FERGUSON ENTERPRISES, INC. #1083 FILE 56809 LOS ANGELES CA 90074-6809		PV	131099	003 00701	15.64	0464605	
65200	03/11/14	2661	FLO-SYSTEMS INC	Payment Amount L/S PUMP IMPELLERS-2	PV	131101	001 00701	350.27 9,648.68	F14688-14R016	
65201	03/11/14	4525	HARRINGTON INDUSTRIAL PLASTICS INC.	Payment Amount G. FISHER AQUA 2" VALVE -3 FREIGHT	PV	131062	001 00701	9,648.68 3,049.87	00594866	
		All Payee	7132 HARRINGTON INDUSTRIAL PLASTICS LLC P. O. BOX 5128 14480 YORBA AVENUE		PV	131062	003 00701	22.83	00594866	
65202	03/11/14	15755	HD SUPPLY WATERWORKS, LTD.	Payment Amount 65 METER BOX EXT	PV	131104	001 00701	3,072.70 5,356.26	B971740	
		All Payee	15948 HD SUPPLY WATERWORKS, LTD FILE #56214 LOS ANGELES CA 90074-6214		PV	130961	001 00101	1,144.42	9997812	
65203	03/11/14	19142	INTERMOUNTAIN SLURRY SEAL	Payment Amount RFND BAL-CLOSED A/C	PV	130992	001 00701	1,144.42 2,914.51	609312	
65204	03/11/14	3083	JCI JONES CHEMICALS, INC	Payment Amount 5,008 GAL HYPOCHLORITE 4,907 GAL HYPOCHLORITE 4,198 GAL BISULFITE 4,293 GAL	PV	131093	001 00701	2,855.73	609678	
					PV	131094	001 00701	5,709.28	609437	
					PV	131095	001 00701	5,838.48	610446	

65204 03/11/14 TEM 4A

Batch Number - 229526

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Alt Payee	13647	JCI JONES CHEMICALS, INC P.O. BOX 636877 CINCINNATI OH 45263-6877	Payment Stub Message		Document		Key	Amount	Invoice Number
							Ty	Number	Num	Co			
BISULFITE													
65205	03/11/14	5230	KENNEDY/JENKS CONSULTANTS				PV	131102	001	00701	17,318.00	35,586.70	79679
Payment Amount													
P/E 1/31/14													
CONST 3RD													
DIGESTER													
65206	03/11/14	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT				PV	130954	001	00101	35,586.70	153.42	0896/021914
Payment Amount													
EQUESTRIAN													
12/12/13-2/13													
/14													
							PV	131080	001	00101	483.83	483.83	0907/022614
WLK													
FLT-12/17/13-													
2/19/14													
							PV	131081	001	00101	430.07	430.07	0909/022614
WLK-12/17/13-													
02/19/14													
65207	03/11/14	18940	MP PRINTING & MAILING				PV	131120	001	00701	1,067.32	3,098.94	53673
Payment Amount													
'14 CUR FLOW													
#1 MAILING													
65208	03/11/14	2845	NATIONAL NOTARY ASSOC				PV	130972	001	00701	3,098.94	33.00	153326653/A52 364
Payment Amount													
NOTARY													
INS-M.NORTHRU													
P													
65209	03/11/14	13586	ORACLE AMERICA, INC.				PV	131121	001	00701	33.00	16,174.25	42041355
Payment Amount													
JDE													
MAINT-11/23/1													
3--2/22/14													
65210	03/11/14	18946	PACIFIC ADVANCED CIVIL ENGINEERING, INC.				PV	130957	001	00701	16,174.25	18,000.00	10499/#2
Payment Amount													
PMT #2-GRIT													
CONVYR													
							PD	130958	001	00754	900.00-	900.00-	10499/RTN#2
5% RETENTION-PMT #2													
65211	03/11/14	15588	MARK PASSIN				PV	130862	001	00101	17,100.00	288.21	019504
Payment Amount													
RFND													

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item	Key Co	Amount	Invoice Number
65212	03/11/14	19148	RAQUEL PRATT	BAL-CLOSED A/C Payment Amount RFND BAL- CLOSED A/C	PV	131084	001	00101	288.21 72.97	069297
65213	03/11/14	4456	ROTARY CLUB OF WESTLAKE VILLAGE	Payment Amount SPNSRSHP STREET FESTIVAL 4/6	PV	131109	001	00701	1,000.00	STFFSTVL/2014
65214	03/11/14	17174	ROTH STAFFING COMPANIES, LP	Payment Amount TEMP SRV-W/E:2/8/1 4.J.A.	PV	130955	001	00701	238.56	12950225
65215	03/11/14	2958	SOUTHERN CALIFORNIA GAS CO	Payment Amount CONDUIT P/S-1123-2124 /14	PV	131116	001	00101	15.78	8400/022614
65216	03/11/14	18684	STAR BRITE BUILDING MAINTENANCE, INC	Payment Amount 2/14 JANITORIAL SRV	PV	130957	001	00701	15.78 3,172.75	23954
65217	03/11/14	2969	STATE WATER RESOURCES CONTROL BOARD	2/14 JANITORIAL SRV	PV	130957	003	00701	390.25	23954
65218	03/11/14	19149	JAMES H STERNBERG	Payment Amount PRD FEE-5 MG TNK	PV	130959	001	00301	5,438.75 664.00	444498
65219	03/11/14	2977	TAFT ELECTRIC	Payment Amount RFND BAL-CLOSED A/C Payment Amount ELECTRICAL SUPPORT ELECTRICAL SUPPORT	PV	131082	001	00101	664.00 46.44	013821
					PV	131063	001	00701	18,867.00	20707B
					PV	131063	004	00701	2,953.30	20707B

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
65220	03/11/14	9505	TIRE MAN AGOURA	TIRE SERVICES ON VEH#714	PV	131028	001 00701	89.95	2030973
				TIRE SERVICES ON VEH#874	PV	131029	001 00701	702.35	2031116
				TIRE SERVICES ON VEH#969	PV	131030	001 00701	89.95	2031129
65221	03/11/14	18095	TOTAL BARRICADE SERVICE, INC.	Payment Amount 2/7/14 CALTRANS PERMIT	PV	131085	001 00301	1,045.00	22984
				2/7/14-RNTL EQUIP	PV	131086	001 00301	1,280.00	22983
				@TOPANGA CYN Payment Amount	PV	131110	001 00701	430.53	WO-243021
65222	03/11/14	16651	TOYOTA-LIFT OF LOS ANGELES	REPR COOLING LN & LEAK VEH#305 MAINT SRV VEH #202	PV	131111	001 00701	521.61	WO-243092
65223	03/11/14	7370	VALIN CORPORATION	Payment Amount PLATINUM FILTERS	PV	131103	001 00701	1,579.83	2926988
65224	03/11/14	3026	VENTURA COUNTY STAR	Payment Amount ADS DISPLAY-JAN'1	PV	130956	001 00701	423.85	1107030
				ADS DISPLAY-JAN'1	PV	130956	002 00701	448.75	1107030
				ADS DISPLAY-JAN'1	PV	130956	003 00701	315.00	1107030
				ADS DISPLAY-JAN'1	PV	130956	004 00701	597.00	1107030
				ADS DISPLAY-JAN'1	PV	130956	005 00701	185.00	1107030
65225	03/11/14	2436	VINCE BARNES	Payment Amount VEHICLE MAINT	PV	131027	001 00701	615.27	020206

ITEM 4A

Batch Number - 229526

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Sub Message	TY	Document Number	Key Item	Co	Amount	Invoice Number
65226	03/11/14	2729	VULCAN MATERIALS CO.	HOT MIX ASPHALT	PV	131034	001	00701	825.17	70261313
AUTOMOTIVE #874 Payment Amount 615.27										
65227	03/11/14	3035	VWR SCIENTIFIC	PH ELECTRODE ROSS	PV	130968	001	00701	486.98	8056679439
Alt Payee 8457 VULCAN MATERIALS COMPANY FILE 55572 LOS ANGELES CA 90074-5572 Payment Amount 825.17										
65228	03/11/14	3109	W. LITTEN	2/2--2/8/14	PV	130963	001	00701	2,413.90	0320286
All Payee 3216 VWR INTERNATIONAL, INC P. O. BOX 840169 PITTSBURGH PA 15284-0169 Payment Amount 332.75										
65229	03/11/14	18914	WECK LABORATORIES, INC.	LAB SRV @ TAPIA	PV	131035	001	00701	1,125.00	W4B0975-LV
Payment Amount 2,413.90										
All Payee 3216 VWR INTERNATIONAL, INC P. O. BOX 840169 PITTSBURGH PA 15284-0169 Payment Amount 332.75										
Payment Amount 2,413.90										
Payment Amount 1,125.00										
Payment Amount 605.00										
Payment Amount 90.00										
Payment Amount 120.00										
Payment Amount 360.00										
									2,300.00	
									171,828.03	

ITEM 4A

R04576

Batch Number - 229526

Bank Account - 00146807 Cash-General

Las Virgenes Municipal Water
A/P Auto Payment Register

09/04/14 14:45:15
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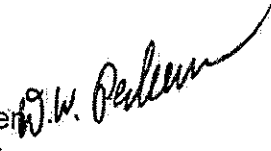
...	Payment Number	Date	Address Number	Name	Payment Stub Message	Document	Key	Co	Amount	Invoice Number	
						37	Total Number of Payments Written				

ITEM 4A

March 4, 2014

To: Payroll

From: David W. Pedersen
General Manager



RE: Per Diem Request – February 2014

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 me. Thank you.

On February 26, 2008, the Board unanimously voted to amend the daily per diem to \$200, effective February 27, 2008. On January 26, 2010, during the annual review of compensation, the Board opted for the per diem to remain at \$200 and requested that a per diem survey be conducted along with the next employee compensation study.

<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
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	4	\$200.00	\$800.00

*LVMWD Code Section 2-2.401(a): "not exceeding a total of ten (10) days in any calendar month"

**LVMWD Code Section 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: 3/01/2014
TO: 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>02/03/2014</u>	<u>LV-TSD JPA Bd Mtg.</u>
<u>02/11/2014</u>	<u>LVMWD - Regular Bd. Mtg.</u>
<u>02/20/2014</u>	<u>Santa Monica Bay Restoration Commission</u>
<u>02/25/2014</u>	<u>LVMWD - Reg. Bd Mtg.</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(4)

Marcia Del Rey

(Signed)

Charles Caspary
Charles Caspary

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

DATE: 3/4/17
TO: 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	LVMWD	LV	Description
3	LVMWD	LV	JPA
7	MWD	MWD	Nathan Com
10	MWD	MWD	Cynthia
11	LVMWD	LV/MWD	BOARDS
12	MWD	MWD	Coloretti Run Bar
17	MWD	MWD	BAY Delta Ave. Park
18	MWD	MWD	State Leg. Mtg
20	LVMWD	LV	AWA
21	LVMWD	LV	State Leg
23-27	MWD	MWD	ALWA Workshop

RWP
07/01/17 (4 of 5 days claimed)

LVMWD	4
MWD	9
TOTAL	13

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

DATE: 3-3-2014
TO: Executive Assistant/Clerk of the Board
FROM: Lee Renger
LVMWD Director, Division 3
SUBJECT: Meeting Attendance Per Diem Request

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

Date	Description
<u>2-3-14</u>	JPA Board Mtg
<u>2-11</u>	LVMWD " "
<u>2-20</u>	AWA Brkfst conf. w/...
<u>2-25</u>	LVMWD Board Mtg

(4)

(Signed) Lee Renger
Lee Renger

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

DATE: 2.28.14
TO: Executive Assistant/Clerk of the Board
FROM: Leonard Polan
LVMWD Director, Division 4
SUBJECT: Meeting Attendance Per Diem Request

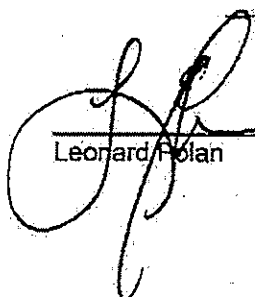
The following are Las Virgenes Municipal Water District Board of Directors Meetings, Committee Meetings/Conferences I have attended.

Date	Description
<u>2.1.14</u>	<u>LVMWD WATERSHED TOUR.</u>
<u>2.3.14</u>	<u>JPA MTR (BOARD)</u>
<u>2.11.14</u>	<u>LVMWD MTR (BOARD)</u>
<u>2.20.14</u>	<u>MLA MEETING (EDUCATION)</u>
<u>2.22.14</u>	<u>LVMWD PRESIDENTIAL</u>
	<u>TO COMMUNITY RE: THE TANK</u>
	<u>EVENT.</u>
<u>2.25.14</u>	<u>LVMWD BOARD MTR.</u>

Removed
per
discussion
WHP:
03/04/14

50

(Signed)



Leonard Polan



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

MINUTES
REGULAR MEETING

5:00 PM

January 28, 2014

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER AND ROLL CALL

A Call to order and roll call

The meeting was called to order at 5:01 p.m. by Board President Caspary in the District offices. Board Secretary, Barry Steinhardt called the roll. Those answering present were Directors Charles Caspary, Leonard Polan, Lee Renger and Barry Steinhardt. Director Glen Peterson was absent.

2. APPROVAL OF AGENDA

A Approval of agenda

On a motion by Director Lee Renger, seconded by Director Barry Steinhardt, the Board of Directors voted 4-0 -1 to Approve the agenda for the Regular Meeting of January 28, 2014, as presented.

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

ABSENT: Director(s) Peterson

3. PUBLIC COMMENTS

No speaker cards were received from the public.

4. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A **One-Year Service Awards: David Pedersen and Director Len Polan**

Service awards were presented to Director Polan and General Manager Pedersen for 1 year of service to the Las Virgenes Municipal Water District.

Director Steinhardt recalled receiving a "one-year pin" and asked why Director Polan did not receive one. (Paniagua: the District's policy does not call for providing service recognition pins

to directors)

B Legislative and Regulatory Updates

General Manger Pedersen presented that on January 17th, an emergency declaration by the Governor was made for voluntary water use reductions of 20%; actions included for the State agencies to minimize effects from the drought; Southern California and Metropolitan Agencies have quite a bit of water in storage; the District will be proposing measures in the coming month; talking points for staff and directors to use will be suggested; we will be getting speaker requests in the near future; Water Summit is a good opportunity to talk about conservation; more detail will be provided at the next meeting.

5. CONSENT CALENDAR

Board President Caspary asked if there were any questions on the Consent Calendar 5A-5C, and that a motion to approve be made.

On a motion by Director Lee Renger, seconded by Director Leonard Polan, the Board of Directors voted 4-0 -1 to Approve Consent Calendar 5A-5C as presented in the recommendations.

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

ABSENT: Director(s) Peterson

A Investment Review: Fourth Quarter of Calendar Year 2013. Receive and File

B Investment Report for the Month of December 2013. Approve

C List of Demands: January 28, 2014. Approve

6. TREASURER

Treasurer Polan stated that everything was in order for the List of Demands.

7. BOARD OF DIRECTORS

A Public Records Request by Louis E. Masry

Receive and file.

Director Glen Peterson arrived at 5:10 p.m.

General Manager Pedersen reported there was a Public Records Request by Louis E. Masry and it was responded to by the Clerk of the Board on December 12, 2013 with 3 key items: the name of the project was clarified, we stated that we needed 45 calendar days to respond with all of the information requested (there were 10,000 pages of records that took 10 employees to compile), and the records included paper and electronic records; due to being short staffed during the holidays, it took a bit longer than it normally would to get everything together; Legal Counsel sent a letter to Mr. Masry asking how he wanted the documents produced and that they would be readily available to be looked at as assembled; Masry's employees were at the District on two occasions to review records; January 26th was the end of the 45-day-period; the records production was completed on January 21st (five days early); 3,350 electronic files were placed on CD and Mr. Masry's office picked them up on January 28, 2013; the response required about 90 man-hours (\$8500).

Director Steinhardt asked if December 12th was the date we responded to Mr. Masry. (Pedersen: yes, we confirmed that we possessed responsive records on that date) Was this overtime hours? (Pedersen: no, day-to-day based hours) So there was no overtime on this or any other project? (Pedersen: not to my knowledge) (Lippman: it was not the case for my

staff) (Lillio: salaried employees are not paid overtime)

Director Renger noted that this request has caused a fair amount of disruption.

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

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

8. FINANCE AND ADMINISTRATION

A Financial Review: Second Quarter of Fiscal Year 2013-14

Receive and file.

Interim Director of Finance and Administration, Joe Lillio, gave an overview of the Second Quarter Financial Review as of December 31st; there was a lack of rain during November and December; there is a net positive operating income; sanitation revenue was on target; potable water revenue was \$1.6 million higher than anticipated; we were over budget by \$1.3 million due to a larger amount of purchased water.

Director Peterson asked if we are in the creek now? (Lippman: yes, discharging as of November 15th) What is the anticipated breach of tier 1? (Lippman: tier 1 is about 21,000 AF)

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

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

B CIS Infinity Software: Annual Support and Maintenance

Authorize the General Manager to execute a maintenance support agreement with Advanced Utility Systems in the amount of \$64,134.13 for on-going support and maintenance services.

Director Renger mentioned that budget billing will become more important.

Director Polan asked why the payment in full is due? (Pedersen: it is the company policy) (Lillio: they refuse to bill monthly or quarterly) Is that a fair price? (Lillio: yes)

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

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

C Unleaded and Diesel Fuel Petroleum Products: Award of Bid

Accept the bid from and authorize the General Manager to execute a one-year contract with Pinnacle Petroleum, Inc. in the amount of \$116,000 with three one-year renewal options for the supply of unbranded, unleaded, regular ethanol, 87 octane fuel; and accept the bid from and authorize the General Manager to execute a one-year contract with Petro Diamond, Inc. in the amount of \$13,000 with three one-year renewal options for the supply of ultra-low sulfur diesel fuel.

Director Polan had some questions as to why there were variations in the bids. Why did some have taxes and some did not? (Lemieux: Federal and State Excise Tax, bidders don't know what we pay and what we don't)

Director Polan stated that in light of the fact that the General Manager just got a hybrid vehicle, can we use fuel cell devices in the future? (Peterson: we have not had good luck with fuel cells)

ITEM 4C

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

D Mailing of Customer Bills and Notices: Award of Bid

Accept the bid from and authorize the General Manager to execute a one-year contract with V3 Printing Corporation in the amount of \$77,655.00 with three one-year renewal options for the pick-up, folding, stuffing, and mailing of customer bills and notices.

There was no discussion on this item.

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

9. LEGAL SERVICES

A Potable Water Replacement Fund Standby Charge: Adoption

The full reading of proposed Ordinance No. 01-14-273 as it relates to continuation of the Water Replacement Fund Standby Charge for the fiscal year commencing on July 1, 2014, be waived, and the Board order publication within 30-days of adoption using a summary of the Ordinance.

The Board by a roll call vote of Ayes: Noes: Abstain: Absent: that the Rules and Regulations for Water Standby Charge Deferrals be approved; and proposed Ordinance No. 01-14-273 as it relates to continuation of the Water Replacement Fund Standby Charge for the fiscal year commencing on July 1, 2014, be given second reading by title only, be passed, approved and adopted as presented.

ORDINANCE NO. 01-14-273

AN ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AS RELATES TO STANDBY CHARGES FOR THE FISCAL YEAR COMMENCING JULY 1, 2014

(Reference is hereby made to Ordinance No. 01-14-273 on file in the District's Ordinance Book and by this reference the same is incorporated herein and made a part hereof.)

There was no discussion on this item.

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

10. INFORMATION ITEMS

A GFOA Distinguished Budget Presentation Award

General Manger Pedersen reported that the GFOA Distinguished Budget Presentation Award was received and recognized the staff in Finance (Sandra Hicks, Joe Lillio, Mike Hamilton) for their efforts in producing a high-quality, understandable, and transparent budget.

11. NON-ACTION ITEMS

A Director's Comments

ITEM 4C

Director Polan noted that the Governor issued a declaration of drought and we have to work as hard as we can to get everyone to conserve water. ⁵⁰

Director Renger stated that we are still in red flag conditions; there is a chart that tells how much moisture can be held; at 100 degrees with 5% humidity it is 3 times what you would get at 65 degrees.

B Director's Reports on Outside Meetings

Director Peterson reported that he just got back from ACWA/JPIA; the new computer system is great (BSWIFT); domestic partners need to be registered with the state to be eligible for benefits.

Director Polan reported that he and Director Steinhardt attended the CASA meeting at Indian Wells; Districts are rebranding themselves; they have text on their trucks that say "This is what your dollars do".

Director Polan requested a future agenda item to discuss rebranding the District. Director Steinhardt seconded the request.

Director Steinhardt reported that CASA introduced sessions with with table-top discussions; Region 8 ACWA's first Board Meeting was held; they have an Outreach Program; if anyone wants a copy of the agenda, let him know; they are hoping to get better attendance from the Board this term; they are having a conference with 2 other regions.

Director Renger reported that he attended the AWA Meeting and Las Virgenes Homeowners Federation Water Forum; both were inter-related; this was the first time they passed the 400 parts per million milestone; there is less snow pack; dust is coming from Asia; depends on dust plumes for the precipitation that will drop out; extreme precipitation events; 3 participants on the Forum; price of water to the farmers is incredibly low; the use of water in California has been chaotic; 400,000 acres; we need to get the bond passed.

Director Peterson reported that he attended the same meeting as Director Renger; 50 years of mitigation; steel head fish need a place to hide because they are getting eaten; it is imperative to get the bond passed; \$150 AF for water; taking water rights is not going to happen; everyone did a good job on the presentation; the CASA sessions were very good; 100 year bond for things that will be gone in 60-70 years.

President Caspary reported that he attended the AWA breakfast in Oxnard; they talked about the winter outlook and that it will be dry; 5-10 storm days provide 1/2 of the precipitation.

Director Peterson stated that Texas passed a bond for Water Development.

C General Manager Reports

(1) General Business

(2) Follow-Up Items

General Manager Pedersen referenced a copy of the letter from Sue Hammond that was received in regards to the Turf Removal Program; staff will do more research on it and come back with a recommendation; incentive for artificial turf. (Polan noted that he is the Board Architect for HOA; he stated that it is a grey area and that there are issues with artificial matter)

The Budget Based Workshop will be from 8:00 a.m. to 11:00 a.m. on January 30, 2014; this will give the Board a chance to ask questions regarding Budget Based Rates.

A request was received from the Westlake Village City Manager's office to host a tour for newly elected Councilmember Brad Halpern.

Two proposals were reviewed for the Water Bond; ACWA has put out an alert on the Wolk Bill to oppose unless amended.

Branding: Utility Branding Network; Vision Statement.

General Manager Pedersen gave an update on Follow-Up Items:

Regarding the Vehicle Replacement Program, the Chevy Volt was selected; lease options were looked at but it was determined that there was no benefit in signing a lease in lieu of purchasing the vehicle; the lease includes mileage and if the mileage is exceeded it would cost much more; selecting the Volt gave an opportunity to "green the fleet".

Director Steinhardt stated that the old car was going by the wayside and after 110,000 miles another car would be purchased. (Pedersen: the vehicle purchase was recommended by staff and approved by the Board) The GM's car is a contract decision. (Lemieux: Is it in the GM's contract?) How was it authorized? (Director Peterson: the type of vehicle the GM drives is not in the contract; a vehicle just needs to be provided)

Director Steinhardt would like to see this as an agenda item.

General Manager Pedersen suggested that he provide a copy of his contract to the Board, so all could review the language pertaining to the vehicle. Then a decision can be made with regard to additional follow-up if necessary.

D Organization Reports

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

12. FUTURE AGENDA ITEMS

There were no future agenda items discussed.

13. PUBLIC COMMENTS

No speaker cards were received from the public.

The meeting convened to recess at 6:27 p.m.

14. CLOSED SESSION

The meeting convened to Closed Session at 6:29 p.m.

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

ITEM 4C

1. Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental⁵²
Protection Agency
2. Heal the Bay, Inc. v. Lisa P. Jackson
3. City of Agoura Hills v. Las Virgenes Municipal Water District, et al. (4 cases)

15. OPEN SESSION AND ADJOURNMENT

The meeting reconvened into Open Session at 6:38 p.m. No reportable actions were taken during Closed Session.

The Chair declared the meeting adjourned at 6:39 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)



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Board Meeting Minutes and Video Recording Retention

SUMMARY:

At the February 25, 2014 Board meeting, Director Barry Steinhardt requested a future agenda item to consider changing the format of the Board meeting minutes to "talking points" in conjunction with video recordings to be kept for 50 years, and for the Board to reconsider the retention period upon conclusion of the 50-year period.

RECOMMENDATION(S):

Determine the appropriate format and level-of-detail for Board meeting minutes; select a retention period for the Board meeting video recordings; and direct staff accordingly.

DISCUSSION:

Background:

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. Beginning on March 26, 2013, all board meetings have been audio and video recorded; the videos are posted to the District's webpage at www.lvmwd.com. On January 14, 2014, the Board renewed its contract for third-party video recording, covering an additional 20 meetings.

Retention Period:

Pursuant to Section 2-8.302 of the LVMWD Code, original Board meeting minutes are maintained in perpetuity. However, a retention period for Board meeting video recordings is not specified in the LVMWD Code or in the District's current Records Retention Schedule. On September 12, 2012, the Board specified a one-year retention period for audio recordings of Board meetings, but a similar retention period was not established in conjunction with the Board's approval to video record the meetings.

As a result, it would be prudent for the Board to select a retention period for the video recordings, all of which have been maintained to-date. Given the importance of the videos to supplement a summary transcription of the Board meetings, it may be advisable to maintain the videos in perpetuity rather than for one year as was previously approved for audio recordings.

Prepared By: David W. Pedersen, General Manager



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Amended Minutes: Regular Meeting of January 14, 2014

SUMMARY:

On February 25, 2014, the Board considered approval of the minutes of the regular meeting of January 14, 2014. Director Barry Steinhardt requested that the minutes be redone because he did not believe they accurately reflected the meeting. However, no specific comments or inaccuracies were identified. A motion to approve the minutes failed on a 2-2 vote.

On February 26th, the General Manager forwarded a copy of the minutes to each Board Member and requested a response to identify any specific revisions and/or inaccurate portions of the minutes by March 3rd. Only one response to the request was received; President Charles Caspary requested a revision to remove reference to an unclear and out-of-context comment on page 15. Additionally, staff corrected typographical errors on pages 4 and 14.

Attached for reference are copies of the original and amended versions of the minutes. The original version reflects the mark-ups that were incorporated in the amended version.

RECOMMENDATION(S):

Approve the amended minutes for the regular Board meeting of January 14, 2014.

Prepared By: David W. Pedersen, General Manager

ATTACHMENTS:

[Minutes of January 14, 2014 - Original Version w/Mark-ups](#)

[Minutes of January 14, 2014 - Amended Version](#)

[Signature Page](#)



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

MINUTES
REGULAR MEETING

5:00 PM

January 14, 2014

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Director Caspary.

1. CALL TO ORDER AND ROLL CALL

A Call to order and roll call

The meeting was called to order at 5:02 p.m. by Board President Caspary in the District offices, and Board Secretary Steinhardt called the roll. Those answering present were Directors Charlie Caspary, Glen Peterson, Leonard Polan, Lee Renger, and Barry Steinhardt.

2. APPROVAL OF AGENDA

A Approval of agenda

President Caspary proposed to make two changes to the agenda.

Move item 8E to item 4A and renumber items 4A and 4B to B and C, so members of the public can be accommodated on a timely basis.

A second item was proposed for closed session: threat of legal action from a Director that alleged Director Caspary has violated codes of the Water District, Los Angeles County and the State of California in the way that meetings are conducted.

A motion was made by President Caspary to make the changes and seconded by Director Renger.

President Caspary asked for discussion.

Director Steinhardt proposed to remove item 8E due to the fact that public comment has not been allowed on various issues pertaining to the tank; when a Board Member wants to put something on the agenda, it should be added in the proper fashion per the code of Las

Virgenes Municipal Water District and, when denied that it be put on the agenda; it is in violation of many acts in California. We don't have all of the information to discuss awarding a contract tonight because there are other items that should have been discussed first and it was not permitted. It is recommended that we amend, not move this up, and that it be eliminated and tabled until such items be put on the agenda.

Director Peterson added that a motion to table is not debatable. Legal Counsel Lemieux confirmed that motions to table are not debatable.

*On a motion by Director Barry Steinhardt, seconded by Director Leonard Polan, the Board of Directors voted 2-3 to Delete the item from the agenda. The motion failed.
AYES: Director(s) Polan , Steinhardt
NOES: Director(s) Caspary , Peterson , Renger*

*On a motion by Director Charles Caspary, seconded by Director Lee Renger, the Board of Directors voted 3-2 to Approve as amended at the request of President Caspary.
AYES: Director(s) Caspary , Peterson , Renger
NOES: Director(s) Polan , Steinhardt*

3. PUBLIC COMMENTS

There was one speaker card for public comment.

Louis Masry of 32495 Timberridge Court, Westlake Village, made a public records request on December 4th, which is a request under the Public Records Act per California Government Code Section 6253; it is day 41 of the request, and he still has not received the records requested; he believes it is a stall tactic; he wants per diem forms for Directors Caspary, Renger and Peterson from 2009 to 2013, attendance records, positions held, complaints, lawsuits, pay rate increases and checks to all directors; he will be filing recall papers against the three Board Members; he believes his rights have been violated and he is disappointed in the process.

Legal Counsel Lemieux: The District replied within 10 days stating when the records would be available for review; the law requires an estimate of cost for reproduction of the counted pages; there was a 45-day estimate to pull all of the records; email correspondence was requested along with digital documents and those will be ready within the 45 days; the delay was because there were a lot of documents requested and it takes time to get everything together; there is no observation of a violation of the Public Record Act.

President Caspary: Directors can only ask questions for clarification purposes. Director Renger: How much is this costing us? (Lemieux: regardless of the staff time, it is \$0.20 per page) The problem is the staff time and it is an expensive process. Director Steinhardt: What contact have you received regarding these requests? (Masry: several pages were received, but he has not heard from anyone in a while; he is aware of the charges; he had not heard anything about the amount of time it would take; he wants to know why he has not received the documents as they are assembled)

Director Steinhardt moved to have an agenda item added for the next meeting to investigate why it is taking so long and why one of the Directors is concerned about the cost and why cost would matter as the ratepayers would like to get information they are entitled to.

Director Peterson stated that this motion should be placed under the Future Agenda Item category.

President Caspary called for a second to the motion.

ITEM 7B

On a motion by Director Barry Steinhardt, seconded by Director Leonard Polan, an agenda item will be added to the next meeting to discuss this item further.

Director Renger: Have you or your staff member inquired why it is taking so long? (Masry: he would have to go back and look at the correspondence between himself and Mr. Lemieux as of a week ago; he did not have the correspondence available; a request was put in and he requested the documents as they were available; most people at the District are aware of the request) President Caspary thanked Mr. Masry for his time.

4. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Public Hearing: Potable Water Replacement Fund Standby Charge

The full reading of the proposed Ordinance as it relates to continuation of the Water Replacement Fund Standby Charge for fiscal year commencing July 1, 2014, be waived, and the Board order publication within 30-days of adoption using a summary of the ordinance.

The Board by a roll call vote of Ayes: Noes: Abstain: Absent: that the Rules and Regulations for Water Standby Charge Deferrals be approved; and the proposed Ordinance as it relates to continuation of the Water Replacement Fund Standby Charge for fiscal year commencing July 1, 2014, be given first reading by title only.

President Caspary opened the public hearing to consider continuation of a Water Standby Charge for the District for the 19th consecutive year.

There were no speaker cards.

Director Steinhardt read the script for the proposed Ordinance

General Manager Pedersen gave an overview of the Standby Charge. There were no comments or questions.

President Caspary asked if there was anyone to speak on the matter to come forward to testify; Director Steinhardt stated that exclusive of the General Managers inquiries, no other written or verbal comments have been received; Caspary noted that if any comments had been received, they would have been entered into the record; with no testimony presented to the Board, the hearing was declared closed.

Director Renger moved to waive the full reading of the ordinance.

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

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

B Legislative and Regulatory Updates

Legal Counsel Lemieux reported that SB751 requires each vote to be recorded in the minutes; when you vote unanimously, nobody votes no or abstains; if the vote is not unanimous, then you need to have a record of that and a roll call vote needs to be taken.

General Manager Pedersen added that it is the District's practice in the past to record the votes, so we are already in compliance.

5. CONSENT CALENDAR

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

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

- A Minutes: Regular Meetings of November 26, 2013, December 10, 2013 and December 24, 2013 Approve**
- B List of Demands: December 24, 2013 and January 14, 2014. Approve**
- C Directors' Per Diem: December 2013. Ratify**
- D Investment Report for the Month of November 2013. Approve**

6. TREASURER

Director Polan stated that upon review of the package submitted to the Board of Directors by Interim Director of Finance and Administration, Joseph Lillio, he finds everything to be in order.

7. BOARD OF DIRECTORS

A Local Agency Formation Commission: Election of Special District Alternate

Select one candidate to serve as the Local Agency Formation Commission Special District Alternate representative and authorize the General Manager to execute and return the official voting ballot on behalf of District no later than 5:00 p.m. on Friday, January 31, 2014.

President Caspary stated that a candidate needed to be selected; he asked Director Peterson for any recommendation or thoughts on the candidates; Director Peterson stated that the only candidate he knows is Matthews who is on Region 8; he nominated Matthews as the Election of Special District Alternate.

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

8. FACILITIES AND OPERATIONS

A Solar Generation Project: Approval of Scope Change for Field Electrical Inspections

Authorize the General Manager to execute a Change In Scope Agreement with AECOM in the amount of \$8,341 for additional field inspections of the electrical system for the Solar Generation Project.

President Caspary stated that this item is self explanatory and asked if anyone needed to hear from staff on the item.

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

B Rancho Las Virgenes Third Digester Project: Approval of Scope Change for Materials Testing Services

Authorize the General Manager to execute a Change In Scope Agreement with Geolabs-Westlake Village in the amount of \$22,079 for additional materials testing required for the Rancho Las Virgenes Third Digester Project.

President Caspary asked for any questions on the item; there were none.

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

5-0

C Award of Annual Contracts: AECOM and MSO Technologies, Inc.

Approve the annual contracts with AECOM and MSO Technologies, Inc., effective January 1, 2014, through December 31, 2014.

President Caspary stated that the award of contracts was approximately \$20,000 last year to AECOM and MSO Technologies; he asked for any questions on the item.

Director Polan asked if there were any alternatives requested from other engineering firms? (Lippman: no, there were not; we went with AECOM and MSO because of their knowledge of the system; these annual contracts are used for specific projects; MSO, our SCADA designer, understands all of the programming language, so if assistance is needed on SCADA, the annual contract can be utilized; we can only authorize up to \$25,000 under these annual contracts; AECOM is used for developer-funded work such as water system design reports, which they have done many of in the past) How many developer systems have been seen in the last year? (Lippman: there have been a couple in the past year).

Director Renger noted that the District changes auditors every once in a while and suggested to take a look at alternates to AECOM next time; it won't hurt to let them know we are looking at someone else.

Director Steinhardt commented that before he abstains, contracts are being awarded to AECOM and MSO for development purposes, correct? (Lippman: no, that was just an example of the type of work we could ask them to do; MSO is the SCADA system integrator, so if there is a problem, we are able to use their expertise; with the annual contract, terms and rates are already established; AECOM is used for water system design reports and may be used for other things; whenever we can, we go out for proposals for engineering type work).

On a motion by Director Lee Renger, seconded by Director Charles Caspary, the Board of Directors voted 5-0 to approved as presented.

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

D Calabasas Tank: Official Naming

Provide staff with direction on the official naming of the Calabasas Tank.

President Caspary asked public speaker Hal Helsley to take the podium.

Hal Helsley of 1970 McCain, Calabasas stated that the Calabasas Tank has been "The Mother Tank" for many years; it was the original supply tank for the District; it should not be named after the engineers or after design people; it should be named "The Mother Tank," which is the historical name.

Director Renger agreed with that suggestion.

Director Steinhardt recommended the tank be named after Dennis Washburn as he is involved with water today and is known as the "Father of Calabasas"; he has worked for conservation and worked for the community; it would be fitting to name it after Dennis Washburn.

Director Peterson made a motion to name the tank "The Mother Tank" and stated that the District has never had a tradition of naming tanks after people; Director Renger seconded the motion.

Directors Polan and Caspary agreed that the Calabasas tank was more appropriate; (Lippman: stated that the Calabasas Tank would be easiest)

ITEM 7B

Director Steinhardt made an alternative motion to call it "The Calabasas Tank," which was in amendment to the first motion; Director Caspary seconded the motion.

On a motion by Director Barry Steinhardt, seconded by Director Charles Caspary, the Board of Directors voted 3-2 to Approve to amend the motion.

AYES: Director(s) Caspary , Steinhardt , Polan

NOES: Director(s) Peterson , Renger

On a motion by Director Barry Steinhardt, seconded by Director Charles Caspary, the Board of Directors voted 4-0 -1 to Approve to call it "The Calabasas Tank".

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

ABSTAIN: Director(s) Renger

E Backbone Improvement Program: Construction Contract for 5-Million-Gallon Tank

Award a construction contract for the 5-Million-Gallon Tank Project to Pacific Hydrotech Corporation in the amount of \$10,754,620, waive the bid irregularity involving lack of an acknowledgment of Addendum No. 4, and reject all remaining bids upon receipt of duly executed contract documents; authorize the General Manager to execute professional services agreements with AECOM for services during construction and construction management services in the amounts of \$197,881 and \$529,924, respectively, and Geolabs-Westlake Village for materials testing services in the amount of \$47,504; and appropriate an additional \$8,787,716 to CIP No. 10476, which includes a 10% contingency, to complete the work.

General Manager Pedersen stated this item pertains to the 5-Million Gallon Tank Project; on October 22, 2013, the Board approved a call for bids for the project; the project is a component of the District's larger backbone improvement program; bids were received and evaluated by staff and the consulting team on December 10, 2013; those bids are being presented for the Board to consider; staff and the consulting team will give a presentation, which includes five parts including the history of the backbone water system, the backbone improvement program and its need, the public process or development and implementation of the backbone improvement program, the bid results for the project and options to consider going forward.

Director of Facilities & Operations Lippman: The history of the system; the recent analysis was initiated in 2008; there were recommended routine updates between 1961-2007; in addition, the Urban Water Management Plan was done in 2010; 2015 is being worked on currently; the East/West system forms the backbone of the District water system; in the last 52 years, there have been incremental improvements made to the system; in 1961 the Calleguas/Las Virgenes feeder was installed; in 1963, the Calabasas Tank; in 1971, the Equestrian Trails Tank was constructed; 1978-the connector with MWD; 1982-Cornell was expanded and in 1986 Morrison was constructed; 1989-Westlake Filter Plant was constructed; in 1990 LV-2 Pump Station; in 2002 the second leg of the Transmission Main; 2012-Agoura Road transmission main and in 2013 the Calabasas transmission main was done; the Master Plan showed various needs; need for storage of future needs; 2007 and 2009 Master Plan transmission mains; 5MG reservoir near Las Virgenes Reservoir and expansion of Westlake Filter Plant scheduled for 2014; alternatives looked at 6 different tanks sites; maximum day demands are calculated on land use projections; 1999 Master Plan projections; 2005 Urban Water Management Plan; annual demands and land use; Western Backbone System; 5000 gallons per minute for 5 hours; 5 hours of maximum day demand; 2007 Master Plan projected; 2007 4MG needed storage; it creeps up as the demand increases; 2014 projects needs to 2035; connection with LADWP; 19,530 gallons per minute will increase to 22,330; 2020 with and without conservation; if an earthquake happens now and we don't have the filter plant online, we will continue to provide service to the area, in

2020 we will be hard pressed to meet the demands; the 5MG tank expansion will help meet demands; the treatment plant needs to be expanded; attachment A provides a timeline of events starting in May of 2008; since that action, we have had 51 public meetings.

Steinhardt: How many Board meetings took place at 5:00 pm? (Lippman: 3 meetings were not at 5:00 pm; 3 offsite workshops were held and posted on our website and other websites, letters were also sent out and ads were placed) Who was included? (Lippman: ads and letters were across the District) Renger: Those meetings were well attended. Steinhardt: Not by others outside of Westlake Village.

Lippman: Reviews of tank sites and alternative excavation methods were studied such as rock hammering and other chemical types of excavation methods; an expert was brought in to do an evaluation and analysis of blasting at the reservoir because of the proximity of the Saddle Dam; additional analysis of the construction traffic to the community was done; the schedule of the contract was reviewed; they investigated the possibility of Valley Fever resulting from the grading of the project; they investigated a variety of routes from Triunfo Canyon to site C; they looked at the use of an onsite concrete plant versus trucking to eliminate some of the traffic; they looked at conservation and irrigation control in lieu of storage; in June of 2013, the Board selected site A as the preferred site for the tank; in January of 2013, Dave Pedersen was hired as the General Manager and he did his own assessment as well; his assessment was presented to the Board in April of 2013; there were 2 Board briefings by the LA County Fire Department and a Board briefing by the Department of Public Health; 44 alternatives to storage were investigated; there was a call for alternatives for storage; General Manager Pedersen presented information on the probability and risk management to the Board; October 22, 2013-a call for bids was sent out; the construction cost index was reviewed; 2007-2013 shows an increase of about 10%; actual cost for pipelines are the actual bid amounts; it's lower than the cost listed in the alternative study; \$220k difference; on December 10, bids were received for the 5-Million-Gallon tank; the Engineer's Estimate was \$8,900,000; 3 bids were received; the low bid from Pacific Hydrotech was about \$10.7 million dollars and the high bid was about \$15.6 million dollars.

Director Steinhardt stated that the Engineer's Estimate was \$8.9 million dollars and wanted to know who the the Engineering firm is? (Lippman: AECOM) Why are we coming up much higher now? We paid AECOM how much money to determine that? Lippman: they designed the tank and it was about \$600,000) So \$600,000 was paid for an \$8.9 million dollar estimate; is this the same AECOM that TSD was overcharged for their tank? (Lippman: it was not a tank and you are mischaracterizing it; they were not overcharged at all) They got the wrong estimates from AECOM, now we used AECOM and spent \$600,000 to be told it would cost \$8.9 million and have a far larger figure from the same company; why is that happening? (Lippman: The projects designers, Ryan Gallagher and John Coffman from AECOM will explain the 21% difference between the estimate and low bid; your answers should be covered in their presentation)

Ryan Gallagher from AECOM introduced himself; he presented on bid estimates and differences; there were four companies pre-qualified but only three bids; Pacific Hydrotech, Gateway Pacific and Skaar; when bid results come in, there are four areas to look at: how close is the bid to the estimate; how many bids were received; the quality of the bidders and the spacing between the bids, which is a reflection of the quality of the design, typically; four bidders were pre-qualified through a pre-qualification process; of those three turned out; in regards to the qualifications of the low bidder, Pacific Hydrotech is working with the District now on the Third Digester Project (also a concrete tank) with positive results; after talking with staff, their experience with the contractor has been positive with low change orders; to highlight and maybe answer Director Steinhardt's question about AECOM's experience, AECOM designed a 4-million-gallon potable water tank for the City of Santa Paula, similar to

the one being proposed in Westlake; they used Pacific Hydrotech; the project was completed in 2012 with less than 0.5% in change orders; the feedback received from the contractors explains the 21% increase on the Westlake job due to regulatory requirements, duration of job, constraints, contractor risks, rock excavation, pipelines, etc.

John Coffman from AECOM presented on the information gathered from three contractors; scope for the tank itself was estimated to cost \$3.5 million, \$4.5 million from the low bidder; part of the cost increase was regulatory; NSF (National Sanitation Foundation) approvals which is a new requirement that AECOM had not had on previous projects; the schedule resulted in more cost because there are no local concrete suppliers that have an approved NSF concrete mix design in Ventura County; one of the contractors added \$300,000 for the NSF approval risk; AECOM spoke with a blaster early on and got a price of \$17.00 per cubic yard for blasting, which they believed was low so they increased it to \$60.00 per cubic yard; the actual bid result came in at \$100.00 per cubic yard; DSOD (Division of Safety of Dams) had two criteria: monitoring peak particle velocity and scale distance factor requirements; blasting jobs have standards, more holes, and more blasting are overall constraints at Westlake Filtration Plant; high freight material cost; berm to shield the tank; more risk, more time, more money; the pre-qualified contractor that did not bid stated he did not submit because the strict general conditions of the project were difficult to manage; the working hours were 7:00 am to 4:00 pm and deliveries had to be between 9:00 am and 3:00 pm; if they did not deliver during those times, they would receive a \$1,000 penalty throughout the duration of the project, which translates into contractor risk; access restrictions with only one way in and out was also a factor.

General Manager Pedersen explained that the staff report includes three different options with a recommended motion to accomplish each option; option 1 involves awarding the contract to Pacific Hydrotech and proceeding with Professional Services Agreements to be executed by the General Manager to accomplish the work; option 2 is to reject all bids and revise the plans and specifications, reducing or eliminating some of the constraints, increasing the construction duration and rebidding the project with the same set of pre qualified contractors; option 3 is the same as option 2 but involves resoliciting qualified contractors; staff has a recommendation, which is to approve option 1; that recommendation is being made with the information just presented to the Board and the information related to the need of the 5-Million-Gallon tank; the cost is higher than estimated, but looking at the cost in comparison to other projects seen, it's not completely out of line for a tank like this in California; Calleguas Municipal Water District in recent years has built two similar tanks and the costs are not out of line; in December of 2009, they built a 7MG tank (Thousand Oaks Reservoir) and the bid price was \$12.8 million dollars; Pacific Hydrotech was the contractor on that project; in June of 2006, they built a 5MG reservoir, which was bid at \$13.2 million dollars; the recommendation is to approve option 1 and award the contract to Pacific Hydrotech in the amount of \$10,754,620 and to waive the bid irregularity involving the lack of acknowledgement for addendum No.4; reject all remaining bids upon execution of the contract documents and authorize the General Manager to execute professional services agreements with AECOM for services during construction.

President Caspary called for the public speakers and noted that the public speakers may raise questions of the presenters or staff so all questions will be answered at the end; all speakers will be limited to 5 minutes; questions from Directors will be for clarification purposes only.

Public Speakers:

Hal Helsley of 1970 McCain, Calabasas spoke in favor of building of the tank; Las Virgenes Reservoir gave the District flexibility and reliability; the District needs to move water from one side to another; the process started over 50 years ago and the system

needs to be built out; the backbone system is vital; delays cost money; move forward with option 1. ⁶⁴

President Caspary asked for any questions. None.

Frank Bonvino of 2506 Sandy Creek Drive, Westlake Village suggested to buy stock in Pacific Hydrotech; backbone has to be improved; when has there been a shortage in the District and what about the economics of water; he is opposed to the tank being built and using Three Springs as the route; he is the neighbor of Westlake Plant; everyone is in opposition of the tank; he is concerned of the risk of a construction zone in a residential community; he has written the District and has given legal notice to Mr. Lemieux about his concerns of risks of using a residential community as a construction zone; risk means liability and if someone is hurt, the cost is going to be astronomical in terms of litigation and the damages that result if someone gets hurt; he does not want Three Springs used for a construction area for the tank.

President Caspary asked for any questions. None.

Martin Jansen of 29406 Promontory Place, Agoura Hills stated that on July 18, 2013, he and Director Steinhardt stood for 15 minutes at the closed gate of the filtration plant and argued with General Manager Pedersen who would not let them in; he feels that is a breach of Constitutional Freedom, particularly for a Director who is Mr. Pedersen's boss; they got access anyhow when someone else drove out, they spoke with one of the operators and found out the plant was only operating at 40% capacity; if you take the 2010 UWMP (Urban Water Management Plan) 2020 with conservation, supply exceeds the demand; in a power failure, sprinkler valves are shut down; they will only use 30% of capacity if there is a failure; 3.12 billion gallons are in the Las Virgenes Reservoir with emergency diesel generators at the filtration plant; he suggests to table this item for 5 years and to replace the GM.

President Caspary asked for any questions.

Director Steinhardt asked Mr. Jansen what qualifies him to discuss the numbers that he presented? (Jansen: his background is in mechanical engineering)

Louis Masry of 32495 Timberridge Court, Westlake Village stated that he requested a pause on the project in November; at that time he spoke of the projects his family has been involved in such as \$1,000,000 to save Ahmanson Ranch and they are very actively involved in the community; he has had many people in the community who have asked to help them on this issue; he believes the Board has violated the trust of the public and there has been very little transparency on the issue; the fiscal impacts have gone from 5 million to 7 million to now 10.7 million; rates are going to increase because of this; he and his staff have looked at some of the documents in the library and the explosives report is alarming; explosives will be launched about 450 feet from homes and about 250 feet from the dam; the dam can be affected; because of that report, he will be imposing a ballot measure that will require any District with a local ordinance where public safety is a concern that blasting within 1,000 feet of a residence will be required to have authorization from the City of Westlake Village; he is concerned about Valley Fever issue and does not feel all of the issues have been addressed; he made a public information request; no experts were hired on environmental impacts; no wildlife inventories have been done; he does not feel the District is being fiscally responsible to the ratepayers.

President Caspary asked for any questions.

Neil Ticktin of 2805 Shellcreek Place in Westlake Village is not in favor of the tank, 25 months ago he told the District that they were not making the case for the need for the tank; the

District responded with 51 public meetings and workshops where questions were submitted in writing, but not all of them were read and topics were avoided; 44 alternatives were looked at but disqualified many of them before they were even considered, including ones that the General Manager thought may have been better than the tank; you have a draft MOU with the City of Westlake Village but it may not be supported by the members; you have very incomplete information; he requested a document from the General Manager for reasons for the tank and he could not provide that document but instead offered a 2012 document, some unrelated 2013 notes and a report that showed 23% population growth and 50% growth in water usage, which is wrong; Neil no longer knows the reasons for the tank.

President Caspary asked for any questions.

Director Polan asked Mr. Ticktin why he thought he was not receiving anything from staff? (Ticktin: the document is difficult for the staff to lay out; the staff has a series of assumptions and the staff wholeheartedly would like to have the tank and it would be easier for them to do their job; a tank may be good engineering solution but it is not necessarily the best solution; it's hard for them to say they made a mistake, and that there is a better way; no transparency)

President Caspary asked for any questions.

Jess Thomas of 6064 Chesebro Road, Agoura Hills is a 40-year resident of Old Agoura and has been through two wildfires in the Old Agoura area; the urgent reason for the new tank is one of delivery ability; the fires that burnt down to his fence line in Old Agoura in the past years, in both instances, his water pressure dropped to zero because everyone on the West end of the system had their hoses out trying to wet their homes and yards down; the new proposed tank would add greatly to the need throughout the future years; the water tanks and reservoirs are used during those fires and he strongly agrees with having the new tank put in.

President Caspary asked for any questions.

Director Steinhardt clarified that the District does not fight wildfires. (Thomas: the District does not, but the fire department relies on the supply) They do not for wildfires. Also, mentioned was that the District can pump untreated water into the system; for clarification, the water going into the reservoir has been treated once; it sits out there and needs to be treated before it goes back in the system; but this alleged problem if it ever happened, the filtration plant is running 24-hours-a-day, 7-days-a-week during that time so you will not get untreated water; if the filtration plant went down, you may look at a few days of boiling your water.

Joe Bowman: Mr. Bowman is a former Director and was on the Board from 2008 to 2012 working on the project; staff tried as hard as they could to properly present the project; a lot of people want the tank with the exception of Three Springs; they don't want the traffic but will not address the need; the staff has worked hard and it's not a black and white issue; Title 22, which said it was the responsibility of the Board to provide an adequate water system for peak hour demands is what made him vote on the issue and as a taxpayer, he wants the tank built; he has paid taxes since 1968 to help the east end to get a cadillac system, he wants a cadillac system in the west end too; he votes for option 1)

Director Caspary asked for questions.

Director Steinhardt stated that staff mentioned a 23% population growth, and when Joe was on the Board, he said it was more like 16% growth; do you remember where you got your 16% number? (Bowman: that was years ago and I have no recollection at this time) Do you remember anything about saying it was a lesser number than the Board was told? (Bowman: no) The Board also talked about conservation at that time; don't you think \$650 per household

would bring a lot of conservation to eliminate any possibility? (Bowman: the Board has always⁶⁶ been very proactive and progressive in conservation and the Board has directed staff to work on programs for conservation; should we rely on conservation for the sole solution and not complete the backbone system, no; this is a district-wide issue and the east end has theirs and the west end doesn't and the whole District should have a cadillac system) Have you ever had problems turning your water faucet on? (Bowman: not that I can recall because we are a good, sound progressive District)

Fred Hughes of 5916 Ruthwood Place, Calabasas applauded staff for a great presentation and the District for the financial responsibility they have taken throughout the years; funds have been set aside previously to cover situations such as the tank; the untreated water situation is something he does not know a lot about but should be looked into; water is our future; the Board needs to complete the project.

President Caspary asked for questions.

Will Stokes of 27014 Helmond Drive in Calabasas stated that he came to work for Las Virgenes in 1965 when there were 1,200 families in the District; when the District first formed, the only money it had was General Obligation Bond proceeds, which they used for everything that was legally possible; people did not pay individually for the facilities, even though they benefited from them; the money has accumulated through the years with connection fees and that is the money that is being paid with this project.

President Caspary asked for questions.

Lou Gates of 31817 Langspur Court in Westlake Village concurs with the Mr. Helsley, Mr. Bowman and Mr. Hughes; Lou stated that in 40 years he has lived in Westlake Village he has seen helicopters pulling water on several occasions from the reservoir at the top of the trails during the wildfires; he wants to build the tank.

Director Caspary asked for any questions.

Director Steinhardt clarified that the District is not set up to fight wildfires; there are tanker planes and helicopters with scoops that are allowed to go into the reservoir to scoop water, but it is not part of our fire flow that is being discussed for the tank.

Carol Solomon of 29678 Ridgeway Drive has been a customer for 27 years and is a member of the Morrison Ranch Estates Homeowners Association; as a customer, her children have grown up and moved out, but her bill is continually going up; staff is asking to approve a \$20 million water tank that she is not convinced is necessary; environmental and traffic studies have not been done and decisions are being questioned; approving the project this early is unwise and the faith of the customer-base will be lost; the Headquarters building is not being used to its full potential while another building across the way is sitting unoccupied; the financial situations have changed and there are homeowners and seniors that are hurting because of their water bills, so much that bullet-proof windows were installed in the front office to protect the staff from angry people; what is this going to cost the homeowners and how much more will the bills go up; she asks the Board who is very divided and not very behaved at times to postpone the tank until it is a necessary expense; she claims she did not see the 51 notices for the meetings.

President Caspary asked for any questions.

Norm Buehring of 5221 Edgeware Drive in Calabasas stated that he was a practicing Water Resource Engineer for 38 years, with LADWP and Las Virgenes and retired 11 years ago; this

is not an isolated project, it is part of the backbone project to bring standards up for everyone⁶⁷ in the District for their health, safety and reliability; it needs to be a fair shake across the District for what is provided to them; most system components are tested based on emergencies, such as fires, earthquakes, droughts and blackouts; he agrees to go with what County Fire says they need to deal with the structures within the system; it's been suggested to use untreated water to fight fires, which could be done, but there are no untreated pipelines in residential areas to be able to even use it and it is illegal; the best alternative has been presented to everyone tonight and he urged to approve the tank project.

Director Steinhardt asked what he meant by fair shake? (Buehring: the backbone program looked at the entire district to see where improvements needed to be made so everyone received the best service) Are you aware that when it comes to the pipes and the increase in size, this entire Board voted 5-0 each time to improve those items? (Buehring: yes) Regarding fire needs, unless if you have other data, nobody has ever said we were not meeting our water flow and that we must build the tank for it. (Buehring: looking at some of the testimony before the Board, he saw that comment)

Ed Corridori of 29307 Tree Hollow Glen, Agoura Hills is in favor of option 1; there has never been a shortage, and thank God when the tap is turned on, the water comes out, but it reminds him of the story of the coal miners when asked if they are afraid of the mine caving in; their answer was "it never has", but of course they do cave in; boil water orders can tide us over but some may not get the message in time; it's been mentioned that the need for the tank is low, but staff has made a case for the need; wildfires are different than structure fires, but wildfires often become structure fires; the cost of the tank pales in comparison to the cost of a life; looking at Title 22 and Regulation 8 of the Los Angeles County Fire Department, the Board has a responsibility to meet those requirements; Mr. Corridori suggests to go forward with the tank.

President Caspary asked for questions.

Director Polan asked if Mr. Corridori was aware that Regulation 8 of the Los Angeles County Fire Department for residential districts requires 1,250 gallons per minute for 2 hours which is well within the reserves at the present time? (Corridori: no)

Director Steinhardt noted that Mr. Corridori used to be the Mayor of Agoura Hills.

President Caspary asked if there were any other speaker cards? (Bodenhamer: no)

President Caspary stated several Directors expressed the desire to ask questions of staff and/or consultants present.

Director Polan asked why AECOM did not present to the Board that it was a sensitive site? (Gallagher: they felt the contractor had adequate space; cost estimate was an opinion of probable construction cost) Given the fact that the Governor has acknowledged that there are not enough Seismic Maps or they are not accurate enough, or the geotechnical aspect? (Gallagher: Fugro did the geotechnical reports and Gordon Revy was the blasting expert; no projects resulted in claims; preliminary design report showed a safe limit used at 12 locations without incident) Are there any known faults? (Lippman: blasting has been done at that site in the past similar to what will be done with this project)

Director Renger stated that the berm to be put in as a cosmetic feature. Was that at the request of the local homeowners? (Lippman: the suggestion was made at a Board Meeting to consider putting in the berm; the intent was to shield construction aesthetically as ~~SEMI AS~~ possible)

Director Steinhardt, with respect to the TSD project, stated that AECOM was given a bid by the contractor but felt it was inadequate? (Gallagher: no, it needs to fully encompass everything in the project) Las Virgenes paid \$600,000. There is concern about the cost of the rest of the project and if the same thing will happen to Las Virgenes as what happened to TSD. (Gallagher: \$497,000, not \$600,000; the cost rising should be a concern to everyone; AECOM will deliver their best; TSD was a turnout project, not a tank; they decided to take it as time and materials instead; they had a time and materials contractor with no limit) Did you tell TSD that it went to time and materials? Will you do the same to us? (Gallagher: TSD waited and had no choice but to go time and materials; AECOM will come with issues to LV as they see them arise) Why is the cost so much more? (Coffman: there were a lot of factors from tough working conditions, which translated from risk to dollars, delivery time restraints and working time restraints) (Lippman: AECOM worked with us in developing the mitigation issues such as delivery times, working hours etc; the City of Westlake was great to work with)

Director Polan asked why AECOM did not use an estimating company? (Gallagher: because of site constraints and the areas are difficult to gauge) Were specs issued after the bid was prepared? (Gallagher: they were not interpreted the same from a material and labor perspective; it wasn't missed, just interpreted differently)

Director Steinhardt stated that this is not the best site to build a water tank; with all of the problems noted; we should be looking at site C. (Lippman: the same risks would apply to site C; travel would be across Three Springs and across the shore line; there would be the same constraints and same risks) Would we need blasting at site C? (Lippman: yes)

President Caspary addressed staff that it has been stated that although it might be a health risk, it would be reasonable to supply untreated reservoir water in some circumstances rather than build a tank; can staff elaborate on what the raw water quality is in the reservoir in terms of percentages and the types of bacteria? (Pedersen advised that the California Department of Public Health requires that we test our water sources so the water is tested monthly; there are a variety of tests, but the key tests are for total coliform bacteria and fecal coliform bacteria; the test results show that 90% are positive for fecal coliform, which is known as a pathogenic bacteria, which comes from warm blooded animals; there is a acute health risk; a chronic health risk is exposure over many years, which causes health problems; acute health risk will cause problems immediately if the water is consumed; the Surface Water Treatment Rule with the California Code of Regulations does not allow unfiltered and undisinfected water to be put in the public water system so it is not legal; the boil water order is the best means to deal with bacteriological problems prior to consuming water; boiling is effective, but not everyone receives the notice at the same time) Is there data on the outbreaks? (Pedersen: there is no data) Director Steinhardt asked what time of the year are the tests done? (Pedersen: there are 12 samples done per year) Why would we use water and not have it treated? (Pedersen: it would not be advised to do that) When would we do that? (Pedersen: I can't answer that question, but it is not consistent with State and Federal Regulations to put untreated water in the public water system) You are not answering the question; it is consistent with the State in an emergency need to do so, why not say it? (Pedersen: it is not) If there was an emergency and it was the hottest day of the year, are you saying we wouldn't take water from the reservoir to fire fight internally in our District? Director Renger added that Steinhardt stated earlier that we don't fight fires. (Steinhardt: I said we don't fight brush fires, I did say we fight commercial and residential) (Pedersen: will not speculate on what we would do in a hypothetical situation where it is unclear on the circumstances)

Director Peterson stated that we tested for Valley Fever; did the Mitigated Negative Declaration go to the City of Westlake Village, Santa Monica Mountains Conservancy and

National Park Service? (Pedersen: yes it did) We would not design for a boil water order⁶⁹; we don't design for failure in the system and site C was more expensive; the mitigation measures addressed by the blasting; we've survived many earthquakes; there is inequity in our system; there are people who are saying there was no water coming out of their hoses and houses were burned down.

Director Renger expressed that he had sticker shock on the bids; the whole project is \$28 million (backbone improvement program); cost is \$25,000 per month to delay the process; requirement from the fire department is for a fire, not for a brush fire; when they have 90 units on the line, not fighting simultaneously; houses are backed up against the Chaparral; the Malibu Lagoon water, he wouldn't walk in it let alone drink out of it; if we fail to put in the tank, we would be legally and morally liable if people were killed; Director Renger votes for the tank to be built.

Mark

Philippa

Director Steinhardt apologized to the rate payers in the audience for getting passionate on the subject; he is trying to protect those in the community; he also apologized to the elected officials in the audience that out of respect, they should have announced that they were at the meeting (Mayor ~~Mark~~ Rutherford and Councilwoman ~~Philippa~~ Klessig); we have the highest storage in our reservoirs; construction costs will be more; do we need all of the staff here; the GM told ratepayers that we have alternatives to this tank that can possibly be used and have not even been looked at yet; I am against the tank, but for \$1 million, I can live with that.

Director Polan asked if any alternative proposals have been submitted? He is concerned about using AECOM. (Pedersen: two have been submitted) (Lippman: for construction management and testing support for shop drawings; four proposals were received) (Zhao: four proposals were received for construction management; AECOM's proposal was the lowest cost of the four proposals and staff's recommendation is to award to AECOM) Are there potential cost reduction measures? (Pedersen: we have numbers for options 2 and 3; the recommendation is to award the contract) Caspary: Is there a range in those numbers? He stated that all of the options start at zero and go up to a number, so there is a range of possibilities; the questions then becomes what is the likelihood that upon rebidding the low bidder might say they left money on the table last time and they aren't leaving it there this time; (Pedersen: there are some things in our control and some out of our control; we cannot change the market conditions, and market conditions have a major impact on how the project is bid a second time)

Director Peterson pointed out that we negotiated in good faith with the City of Westlake Village and there is no reason to walk away from provisions; Director Renger agrees and adds that the cost could go up because of the economy improving; the money was well spent on blasting and Valley Fever investigations. Director Polan asked Legal Counsel Lemieux if there were violations to the LVMWD Code if he votes no on the project? (Lemieux: no)

President Caspary stated that there are plenty of things the District could do to reduce the demand and the most recent one is the "Mow no Mow" program; where the District will pay you to take your lawn out; lawn in this area requires you to apply 5 feet of water per year to keep it green; that is a huge amount of water and approximately 70% of the water that is delivered to the customers; with the Mow no Mow program, some of the customers who have taken their lawns out have seen their bills go up and they are using more water than when they had lawns; that program is not the answer to reducing demands; the allocation program worked and there were substantial penalties for excess use; the District saw a 28% demand reduction; customers paid the District about \$6.7 million in excess use penalties; those penalties were banked by the District to pay the penalties that MWD said they would charge if we went over our allocation; by the vote of the Board, when the penalties never materialized from MWD, the District gave back every penny to each of the customers who paid it;

allocations and strict excess penalties are not a long term solution; if the project is not done,⁷⁰ the District will start losing reliability; he will stand in judgment of the voters any day; the system is delivering water with the lowest cost out of the 10 surrounding agencies; ~~the cost is \$5,000 per customer.~~

On a motion by Director Glen Peterson, seconded by Director Lee Renger, the Board of Directors voted 3-2 to Approve to approve as recommended by staff.

AYES: Director(s) Renger , Caspary , Peterson

NOES: Director(s) Polan , Steinhardt

Director Steinhardt asked for clarification on accepting a bid and changing it by asking to waive a bid irregularity. (Lemieux: in the case of a public works contract, there will always be change orders; after a contract is let, you can not substantially change the job; change orders are expected, but substantially changing the job is not; bidders can foul up documents in several ways and some of those ways have no consequence; in this case, an addendum was published on an information item; in this case, the low bidder did not acknowledge receipt of the addendum; the addendum added nothing to the bid documents; bid irregularities happen and some have exceptions) Why not go back to the bidder and have them put the addendum in? (Lemieux: that has been done)

Director Polan asked if the contractor only submitted the proposal or was there a list with cost saving alternatives or suggestions? (Lippman: no)

Director Peterson thanked everyone for attending the Board meeting, especially the staff; there were people in attendance who would not normally be there and it shows their interest in their jobs.

Convened to break at 8:50 pm.

9. FINANCE AND ADMINISTRATION

A Budget Planning Calendar for Fiscal Year 2014-15

Receive and file.

On a motion by Director Lee Renger, seconded by Director Charles Caspary, the Board of Directors voted 5-0 to Approve to receive and file as presented.

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

B J.D. Edwards Software: Annual Support and Maintenance Agreement

Authorize the General Manager to execute an annual support and maintenance agreement with Oracle Corporation in the amount of \$63,768.36, plus applicable taxes, for the District's J.D. Edwards financial software.

Director Polan asked Interim Director of Finance and Administration how secure our electronic banking system is for citizens in the area? (Lillio: JDE has nothing to do with the billing system, it is just the accounting software; we use a 3rd party billing system to process the payments and they have never had any security breaches) So this particular company is not the people who take care of the billing? (Lillio: no, this is just the accounting software for all internal purposes) Director Renger asked if the software includes wire transfers? (Lillio: no, Wells Fargo Bank takes care of those transactions).

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

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

ITEM 7B

C Claim by Brian Tabachnick

Deny the claim from Brian Tabachnick.

Director Peterson asked the General Manager to name the community where this claim took place? (Pedersen: Mr. Tabachnick is a resident of Agoura Hills, East of Reyes Adobe) What time of the year did it take place? (Pedersen: July of 2013) This is a serious situation; in Orange County there are very large lawsuits on MWD's part because Orange County would not defend them; there were some providers of copper who were not good players and that could be the reason for it; certainly, if no additives were put in the water, and the only additive that we put in would be chlorine and ammonia than Director Peterson would deny the claim; (Lemieux: other member agencies will be contacted)

Director Steinhardt asked Director Peterson why when he lived in San Diego, all of the pipes were bursting? (Peterson: it's from the salt) Could that be part of the problem here? (Peterson: yes, we use all State Water Project water) Wouldn't his neighbors have similar problems? (Peterson: they should be, but it's hard to say)

On a motion by Director Barry Steinhardt, seconded by Director Lee Renger, the Board of Directors voted 5-0 to Deny as presented.

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

Director Polan was still confused as there was no detail and it says it "may" involve the corrosion of copper pipe. (Pedersen: that was one of the points made in the staff report; that there is no evidence provided in the claim that there is a correlation; it even says "possibly caused by")

10. RESOURCE CONSERVATION AND PUBLIC OUTREACH

A Video Recording of Board Meetings: Contract Renewal

Approve the continuation of Board meeting video recording services by Stephen's Video & Photography for 20 additional meetings in the amount of \$10,900.

There were no questions on this item.

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

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

President Caspary asked if this was the same price as the original contract? (Pedersen: it is, he has agreed to the same price) Director Renger was originally worried that having video recordings would cause grand standing, but he is in favor of it (Lemieux: sometimes it does the opposite)

11. LEGAL SERVICES

A Street Lighting District: Negotiated Tax Exchange Resolutions Resulting from Annexation of Territory Parcel Map No. 72018 to County Lighting Maintenance District 1687

Pass, approve and adopt Resolution No. 01-14-2449 Approving and Accepting The Negotiated Exchange of Property Tax Revenues Resulting From Annexation of Parcel Map No. 72018 to County Lighting Maintenance District 1687 (LVMWD); pass, approve and adopt Resolution No. 01-14-2450 Approving and Accepting The Negotiated Exchange of Property Tax Revenues Resulting From Annexation of Parcel Map No. 72018 to County Lighting Maintenance District 1687 (LVMW-Improvement District No. 9); and pass, approve and adopt Resolution No. 01-14-2451 Approving and Accepting The Negotiated Exchange Of

Property Tax Revenues Resulting From Annexation of Parcel Map No. 72018 to County⁷²
Lighting Maintenance District 1687 (LVMW-Improvement District U-1)

RESOLUTION NOS. 01-14-2449; 01-14-2450 and 01-14-2451: JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, THE BOARD OF TRUSTEES OF THE LOS ANGELES COUNTY WEST VECTOR CONTROL DISTRICT, THE BOARD OF DIRECTORS OF THE RESOURCE CONSERVATION DISTRICT OF THE SANTA MONICA MOUNTAINS, THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER DISTRICT, THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER IMPROVEMENT DISTRICT NO. 9 AND THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER IMPROVEMENT DISTRICT U-1 APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM ANNEXATION OF PARCEL MAP NO. 72018 TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687

(Reference is hereby made to Resolution Nos. 01-14-2449, 01-14-2450 and 01-14-2451 on file in the District's Resolution Book and by this reference the same are incorporated and made a part hereof.)

There were no questions on this item.

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

12. INFORMATION ITEMS

There were no questions on these items.

- A 1,235 Ft. Backbone Improvement Project Calabasas Pipeline: Change Order No. 2**
- B Vault Access Cover Retrofit Program: Response to Questions**

13. NON-ACTION ITEMS

A Organization Reports

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

Director Peterson reported on MWD business.

B Director's Reports on Outside Meetings

C General Manager Reports

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

General Manager Pedersen reported that there will be a Special Board Workshop on Budget Based Water Rates. The workshop will take place at Las Virgenes Municipal Water District on January 30th from 8:00 - 11:00 am. The workshop will give an overview of how budget based rates would apply to your own property.

ITEM 7B

D Director's Comments

There were no comments.

14. FUTURE AGENDA ITEMS

No future agenda items were discussed.

15. PUBLIC COMMENTS

No speaker cards were received.

16. CLOSED SESSION

The meeting adjourned to break at 9:40 pm.

The meeting convened into Closed Session at 9:42 pm.

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. San Diego County Water Authority v. Metropolitan Water District of Southern California (Cases 1 and 2)
4. City of Agoura Hills v. Las Virgenes Municipal Water District, et al. (3 Cases)

17. OPEN SESSION AND ADJOURNMENT

The meeting reconvened into Open Session at 10:01 p.m. No reportable actions were taken during Closed Session.

The Chair declared the meeting adjourned at 10:02 p.m.



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

MINUTES
REGULAR MEETING

5:00 PM

January 14, 2014

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Director Caspary.

1. CALL TO ORDER AND ROLL CALL

A Call to order and roll call

The meeting was called to order at 5:02 p.m. by Board President Caspary in the District offices, and Board Secretary Steinhardt called the roll. Those answering present were Directors Charlie Caspary, Glen Peterson, Leonard Polan, Lee Renger, and Barry Steinhardt.

2. APPROVAL OF AGENDA

A Approval of agenda

President Caspary proposed to make two changes to the agenda.

Move item 8E to item 4A and renumber items 4A and 4B to B and C, so members of the public can be accommodated on a timely basis.

A second item was proposed for closed session: threat of legal action from a Director that alleged Director Caspary has violated codes of the Water District, Los Angeles County and the State of California in the way that meetings are conducted.

A motion was made by President Caspary to make the changes and seconded by Director Renger.

President Caspary asked for discussion.

Director Steinhardt proposed to remove item 8E due to the fact that public comment has not been allowed on various issues pertaining to the tank; when a Board Member wants to put something on the agenda, it should be added in the proper fashion per the code of Las

Virgenes Municipal Water District and, when denied that it be put on the agenda; it is in violation of many acts in California. We don't have all of the information to discuss awarding a contract tonight because there are other items that should have been discussed first and it was not permitted. It is recommended that we amend, not move this up, and that it be eliminated and tabled until such items be put on the agenda.

Director Peterson added that a motion to table is not debatable. Legal Counsel Lemieux confirmed that motions to table are not debatable.

*On a motion by Director Barry Steinhardt, seconded by Director Leonard Polan, the Board of Directors voted 2-3 to Delete the item from the agenda. The motion failed.
AYES: Director(s) Polan , Steinhardt
NOES: Director(s) Caspary , Peterson , Renger*

*On a motion by Director Charles Caspary, seconded by Director Lee Renger, the Board of Directors voted 3-2 to Approve as amended at the request of President Caspary.
AYES: Director(s) Caspary , Peterson , Renger
NOES: Director(s) Polan , Steinhardt*

3. PUBLIC COMMENTS

There was one speaker card for public comment.

Louis Masry of 32495 Timberridge Court, Westlake Village, made a public records request on December 4th, which is a request under the Public Records Act per California Government Code Section 6253; it is day 41 of the request, and he still has not received the records requested; he believes it is a stall tactic; he wants per diem forms for Directors Caspary, Renger and Peterson from 2009 to 2013, attendance records, positions held, complaints, lawsuits, pay rate increases and checks to all directors; he will be filing recall papers against the three Board Members; he believes his rights have been violated and he is disappointed in the process.

Legal Counsel Lemieux: The District replied within 10 days stating when the records would be available for review; the law requires an estimate of cost for reproduction of the counted pages; there was a 45-day estimate to pull all of the records; email correspondence was requested along with digital documents and those will be ready within the 45 days; the delay was because there were a lot of documents requested and it takes time to get everything together; there is no observation of a violation of the Public Record Act.

President Caspary: Directors can only ask questions for clarification purposes. Director Renger: How much is this costing us? (Lemieux: regardless of the staff time, it is \$0.20 per page) The problem is the staff time and it is an expensive process. Director Steinhardt: What contact have you received regarding these requests? (Masry: several pages were received, but he has not heard from anyone in a while; he is aware of the charges; he had not heard anything about the amount of time it would take; he wants to know why he has not received the documents as they are assembled)

Director Steinhardt moved to have an agenda item added for the next meeting to investigate why it is taking so long and why one of the Directors is concerned about the cost and why cost would matter as the ratepayers would like to get information they are entitled to.

Director Peterson stated that this motion should be placed under the Future Agenda Item category.

President Caspary called for a second to the motion.

ITEM 7B

On a motion by Director Barry Steinhardt, seconded by Director Leonard Polan, an agenda item will be added to the next meeting to discuss this item further.

Director Renger: Have you or your staff member inquired why it is taking so long? (Masry: he would have to go back and look at the correspondence between himself and Mr. Lemieux as of a week ago; he did not have the correspondence available; a request was put in and he requested the documents as they were available; most people at the District are aware of the request) President Caspary thanked Mr. Masry for his time.

4. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Public Hearing: Potable Water Replacement Fund Standby Charge

The full reading of the proposed Ordinance as it relates to continuation of the Water Replacement Fund Standby Charge for fiscal year commencing July 1, 2014, be waived, and the Board order publication within 30-days of adoption using a summary of the ordinance.

The Board by a roll call vote of Ayes: Noes: Abstain: Absent: that the Rules and Regulations for Water Standby Charge Deferrals be approved; and the proposed Ordinance as it relates to continuation of the Water Replacement Fund Standby Charge for fiscal year commencing July 1, 2014, be given first reading by title only.

President Caspary opened the public hearing to consider continuation of a Water Standby Charge for the District for the 19th consecutive year.

There were no speaker cards.

Director Steinhardt read the script for the proposed Ordinance

General Manager Pedersen gave an overview of the Standby Charge. There were no comments or questions.

President Caspary asked if there was anyone to speak on the matter to come forward to testify; Director Steinhardt stated that exclusive of the General Managers inquiries, no other written or verbal comments have been received; Caspary noted that if any comments had been received, they would have been entered into the record; with no testimony presented to the Board, the hearing was declared closed.

Director Renger moved to waive the full reading of the ordinance.

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

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

B Legislative and Regulatory Updates

Legal Counsel Lemieux reported that SB751 requires each vote to be recorded in the minutes; when you vote unanimously, nobody votes no or abstains; if the vote is not unanimous, then you need to have a record of that and a roll call vote needs to be taken.

General Manager Pedersen added that it is the District's practice in the past to record the votes, so we are already in compliance.

5. CONSENT CALENDAR

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

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

- A Minutes: Regular Meetings of November 26, 2013, December 10, 2013 and December 24, 2013 Approve**
- B List of Demands: December 24, 2013 and January 14, 2014. Approve**
- C Directors' Per Diem: December 2013. Ratify**
- D Investment Report for the Month of November 2013. Approve**

6. TREASURER

Director Polan stated that upon review of the package submitted to the Board of Directors by Interim Director of Finance and Administration, Joseph Lillio, he finds everything to be in order.

7. BOARD OF DIRECTORS

A Local Agency Formation Commission: Election of Special District Alternate

Select one candidate to serve as the Local Agency Formation Commission Special District Alternate representative and authorize the General Manager to execute and return the official voting ballot on behalf of District no later than 5:00 p.m. on Friday, January 31, 2014.

President Caspary stated that a candidate needed to be selected; he asked Director Peterson for any recommendation or thoughts on the candidates; Director Peterson stated that the only candidate he knows is Matthews who is on Region 8; he nominated Matthews as the Election of Special District Alternate.

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

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

8. FACILITIES AND OPERATIONS

A Solar Generation Project: Approval of Scope Change for Field Electrical Inspections

Authorize the General Manager to execute a Change In Scope Agreement with AECOM in the amount of \$8,341 for additional field inspections of the electrical system for the Solar Generation Project.

President Caspary stated that this item is self explanatory and asked if anyone needed to hear from staff on the item.

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

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

B Rancho Las Virgenes Third Digester Project: Approval of Scope Change for Materials Testing Services

Authorize the General Manager to execute a Change In Scope Agreement with Geolabs-Westlake Village in the amount of \$22,079 for additional materials testing required for the Rancho Las Virgenes Third Digester Project.

President Caspary asked for any questions on the item; there were none.

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

C Award of Annual Contracts: AECOM and MSO Technologies, Inc.

Approve the annual contracts with AECOM and MSO Technologies, Inc., effective January 1, 2014, through December 31, 2014.

President Caspary stated that the award of contracts was approximately \$20,000 last year to AECOM and MSO Technologies; he asked for any questions on the item.

Director Polan asked if there were any alternatives requested from other engineering firms? (Lippman: no, there were not; we went with AECOM and MSO because of their knowledge of the system; these annual contracts are used for specific projects; MSO, our SCADA designer, understands all of the programming language, so if assistance is needed on SCADA, the annual contract can be utilized; we can only authorize up to \$25,000 under these annual contracts; AECOM is used for developer-funded work such as water system design reports, which they have done many of in the past) How many developer systems have been seen in the last year? (Lippman: there have been a couple in the past year).

Director Renger noted that the District changes auditors every once in a while and suggested to take a look at alternates to AECOM next time; it won't hurt to let them know we are looking at someone else.

Director Steinhardt commented that before he abstains, contracts are being awarded to AECOM and MSO for development purposes, correct? (Lippman: no, that was just an example of the type of work we could ask them to do; MSO is the SCADA system integrator, so if there is a problem, we are able to use their expertise; with the annual contract, terms and rates are already established; AECOM is used for water system design reports and may be used for other things; whenever we can, we go out for proposals for engineering type work).

On a motion by Director Lee Renger, seconded by Director Charles Caspary, the Board of Directors voted 5-0 to approved as presented.

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

D Calabasas Tank: Official Naming

Provide staff with direction on the official naming of the Calabasas Tank.

President Caspary asked public speaker Hal Helsley to take the podium.

Hal Helsley of 1970 McCain, Calabasas stated that the Calabasas Tank has been "The Mother Tank" for many years; it was the original supply tank for the District; it should not be named after the engineers or after design people; it should be named "The Mother Tank," which is the historical name.

Director Renger agreed with that suggestion.

Director Steinhardt recommended the tank be named after Dennis Washburn as he is involved with water today and is known as the "Father of Calabasas"; he has worked for conservation and worked for the community; it would be fitting to name it after Dennis Washburn.

Director Peterson made a motion to name the tank "The Mother Tank" and stated that the District has never had a tradition of naming tanks after people; Director Renger seconded the motion.

Directors Polan and Caspary agreed that the Calabasas tank was more appropriate; (Lippman: stated that the Calabasas Tank would be easiest)

ITEM 7B

Director Steinhardt made an alternative motion to call it "The Calabasas Tank," which was in amendment to the first motion; Director Caspary seconded the motion.

On a motion by Director Barry Steinhardt, seconded by Director Charles Caspary, the Board of Directors voted 3-2 to Approve to amend the motion.

AYES: Director(s) Caspary , Steinhardt , Polan

NOES: Director(s) Peterson , Renger

On a motion by Director Barry Steinhardt, seconded by Director Charles Caspary, the Board of Directors voted 4-0 -1 to Approve to call it "The Calabasas Tank".

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

ABSTAIN: Director(s) Renger

E Backbone Improvement Program: Construction Contract for 5-Million-Gallon Tank

Award a construction contract for the 5-Million-Gallon Tank Project to Pacific Hydrotech Corporation in the amount of \$10,754,620, waive the bid irregularity involving lack of an acknowledgment of Addendum No. 4, and reject all remaining bids upon receipt of duly executed contract documents; authorize the General Manager to execute professional services agreements with AECOM for services during construction and construction management services in the amounts of \$197,881 and \$529,924, respectively, and Geolabs-Westlake Village for materials testing services in the amount of \$47,504; and appropriate an additional \$8,787,716 to CIP No. 10476, which includes a 10% contingency, to complete the work.

General Manager Pedersen stated this item pertains to the 5-Million Gallon Tank Project; on October 22, 2013, the Board approved a call for bids for the project; the project is a component of the District's larger backbone improvement program; bids were received and evaluated by staff and the consulting team on December 10, 2013; those bids are being presented for the Board to consider; staff and the consulting team will give a presentation, which includes five parts including the history of the backbone water system, the backbone improvement program and its need, the public process or development and implementation of the backbone improvement program, the bid results for the project and options to consider going forward.

Director of Facilities & Operations Lippman: The history of the system; the recent analysis was initiated in 2008; there were recommended routine updates between 1961-2007; in addition, the Urban Water Management Plan was done in 2010; 2015 is being worked on currently; the East/West system forms the backbone of the District water system; in the last 52 years, there have been incremental improvements made to the system; in 1961 the Calleguas/Las Virgenes feeder was installed; in 1963, the Calabasas Tank; in 1971, the Equestrian Trails Tank was constructed; 1978-the connector with MWD; 1982-Cornell was expanded and in 1986 Morrison was constructed; 1989-Westlake Filter Plant was constructed; in 1990 LV-2 Pump Station; in 2002 the second leg of the Transmission Main; 2012-Agoura Road transmission main and in 2013 the Calabasas transmission main was done; the Master Plan showed various needs; need for storage of future needs; 2007 and 2009 Master Plan transmission mains; 5MG reservoir near Las Virgenes Reservoir and expansion of Westlake Filter Plant scheduled for 2014; alternatives looked at 6 different tanks sites; maximum day demands are calculated on land use projections; 1999 Master Plan projections; 2005 Urban Water Management Plan; annual demands and land use; Western Backbone System; 5000 gallons per minute for 5 hours; 5 hours of maximum day demand; 2007 Master Plan projected; 2007 4MG needed storage; it creeps up as the demand increases; 2014 projects needs to 2035; connection with LADWP; 19,530 gallons per minute will increase to 22,330; 2020 with and without conservation; if an earthquake happens now and we don't have the filter plant online, we will continue to provide service to the area, in

2020 we will be hard pressed to meet the demands; the 5MG tank expansion will help meet demands; the treatment plant needs to be expanded; attachment A provides a timeline of events starting in May of 2008; since that action, we have had 51 public meetings.

Steinhardt: How many Board meetings took place at 5:00 pm? (Lippman: 3 meetings were not at 5:00 pm; 3 offsite workshops were held and posted on our website and other websites, letters were also sent out and ads were placed) Who was included? (Lippman: ads and letters were across the District) Renger: Those meetings were well attended. Steinhardt: Not by others outside of Westlake Village.

Lippman: Reviews of tank sites and alternative excavation methods were studied such as rock hammering and other chemical types of excavation methods; an expert was brought in to do an evaluation and analysis of blasting at the reservoir because of the proximity of the Saddle Dam; additional analysis of the construction traffic to the community was done; the schedule of the contract was reviewed; they investigated the possibility of Valley Fever resulting from the grading of the project; they investigated a variety of routes from Triunfo Canyon to site C; they looked at the use of an onsite concrete plant versus trucking to eliminate some of the traffic; they looked at conservation and irrigation control in lieu of storage; in June of 2013, the Board selected site A as the preferred site for the tank; in January of 2013, Dave Pedersen was hired as the General Manager and he did his own assessment as well; his assessment was presented to the Board in April of 2013; there were 2 Board briefings by the LA County Fire Department and a Board briefing by the Department of Public Health; 44 alternatives to storage were investigated; there was a call for alternatives for storage; General Manager Pedersen presented information on the probability and risk management to the Board; October 22, 2013-a call for bids was sent out; the construction cost index was reviewed; 2007-2013 shows an increase of about 10%; actual cost for pipelines are the actual bid amounts; it's lower than the cost listed in the alternative study; \$220k difference; on December 10, bids were received for the 5-Million-Gallon tank; the Engineer's Estimate was \$8,900,000; 3 bids were received; the low bid from Pacific Hydrotech was about \$10.7 million dollars and the high bid was about \$15.6 million dollars.

Director Steinhardt stated that the Engineer's Estimate was \$8.9 million dollars and wanted to know who the the Engineering firm is? (Lippman: AECOM) Why are we coming up much higher now? We paid AECOM how much money to determine that? Lippman: they designed the tank and it was about \$600,000) So \$600,000 was paid for an \$8.9 million dollar estimate; is this the same AECOM that TSD was overcharged for their tank? (Lippman: it was not a tank and you are mischaracterizing it; they were not overcharged at all) They got the wrong estimates from AECOM, now we used AECOM and spent \$600,000 to be told it would cost \$8.9 million and have a far larger figure from the same company; why is that happening? (Lippman: The projects designers, Ryan Gallagher and John Coffman from AECOM will explain the 21% difference between the estimate and low bid; your answers should be covered in their presentation)

Ryan Gallagher from AECOM introduced himself; he presented on bid estimates and differences; there were four companies pre-qualified but only three bids; Pacific Hydrotech, Gateway Pacific and Skaar; when bid results come in, there are four areas to look at: how close is the bid to the estimate; how many bids were received; the quality of the bidders and the spacing between the bids, which is a reflection of the quality of the design, typically; four bidders were pre-qualified through a pre-qualification process; of those three turned out; in regards to the qualifications of the low bidder, Pacific Hydrotech is working with the District now on the Third Digester Project (also a concrete tank) with positive results; after talking with staff, their experience with the contractor has been positive with low change orders; to highlight and maybe answer Director Steinhardt's question about AECOM's experience, AECOM designed a 4-million-gallon potable water tank for the City of Santa Paula, similar to

the one being proposed in Westlake; they used Pacific Hydrotech; the project was completed⁸¹ in 2012 with less than 0.5% in change orders; the feedback received from the contractors explains the 21% increase on the Westlake job due to regulatory requirements, duration of job, constraints, contractor risks, rock excavation, pipelines, etc.

John Coffman from AECOM presented on the information gathered from three contractors; scope for the tank itself was estimated to cost \$3.5 million, \$4.5 million from the low bidder; part of the cost increase was regulatory; NSF (National Sanitation Foundation) approvals which is a new requirement that AECOM had not had on previous projects; the schedule resulted in more cost because there are no local concrete suppliers that have an approved NSF concrete mix design in Ventura County; one of the contractors added \$300,000 for the NSF approval risk; AECOM spoke with a blaster early on and got a price of \$17.00 per cubic yard for blasting, which they believed was low so they increased it to \$60.00 per cubic yard; the actual bid result came in at \$100.00 per cubic yard; DSOD (Division of Safety of Dams) had two criteria: monitoring peak particle velocity and scale distance factor requirements; blasting jobs have standards, more holes, and more blasting are overall constraints at Westlake Filtration Plant; high freight material cost; berm to shield the tank; more risk, more time, more money; the pre-qualified contractor that did not bid stated he did not submit because the strict general conditions of the project were difficult to manage; the working hours were 7:00 am to 4:00 pm and deliveries had to be between 9:00 am and 3:00 pm; if they did not deliver during those times, they would receive a \$1,000 penalty throughout the duration of the project, which translates into contractor risk; access restrictions with only one way in and out was also a factor.

General Manager Pedersen explained that the staff report includes three different options with a recommended motion to accomplish each option; option 1 involves awarding the contract to Pacific Hydrotech and proceeding with Professional Services Agreements to be executed by the General Manager to accomplish the work; option 2 is to reject all bids and revise the plans and specifications, reducing or eliminating some of the constraints, increasing the construction duration and rebidding the project with the same set of pre qualified contractors; option 3 is the same as option 2 but involves resoliciting qualified contractors; staff has a recommendation, which is to approve option 1; that recommendation is being made with the information just presented to the Board and the information related to the need of the 5-Million-Gallon tank; the cost is higher than estimated, but looking at the cost in comparison to other projects seen, it's not completely out of line for a tank like this in California; Calleguas Municipal Water District in recent years has built two similar tanks and the costs are not out of line; in December of 2009, they built a 7MG tank (Thousand Oaks Reservoir) and the bid price was \$12.8 million dollars; Pacific Hydrotech was the contractor on that project; in June of 2006, they built a 5MG reservoir, which was bid at \$13.2 million dollars; the recommendation is to approve option 1 and award the contract to Pacific Hydrotech in the amount of \$10,754,620 and to waive the bid irregularity involving the lack of acknowledgement for addendum No.4; reject all remaining bids upon execution of the contract documents and authorize the General Manager to execute professional services agreements with AECOM for services during construction.

President Caspary called for the public speakers and noted that the public speakers may raise questions of the presenters or staff so all questions will be answered at the end; all speakers will be limited to 5 minutes; questions from Directors will be for clarification purposes only.

Public Speakers:

Hal Helsley of 1970 McCain, Calabasas spoke in favor of building of the tank; Las Virgenes Reservoir gave the District flexibility and reliability; the District needs to ~~be able to~~ move water from one side to another; the process started over 50 years ago and the system

needs to be built out; the backbone system is vital; delays cost money; move forward with option 1. ⁸²

President Caspary asked for any questions. None.

Frank Bonvino of 2506 Sandy Creek Drive, Westlake Village suggested to buy stock in Pacific Hydrotech; backbone has to be improved; when has there been a shortage in the District and what about the economics of water; he is opposed to the tank being built and using Three Springs as the route; he is the neighbor of Westlake Plant; everyone is in opposition of the tank; he is concerned of the risk of a construction zone in a residential community; he has written the District and has given legal notice to Mr. Lemieux about his concerns of risks of using a residential community as a construction zone; risk means liability and if someone is hurt, the cost is going to be astronomical in terms of litigation and the damages that result if someone gets hurt; he does not want Three Springs used for a construction area for the tank.

President Caspary asked for any questions. None.

Martin Jansen of 29406 Promontory Place, Agoura Hills stated that on July 18, 2013, he and Director Steinhardt stood for 15 minutes at the closed gate of the filtration plant and argued with General Manager Pedersen who would not let them in; he feels that is a breach of Constitutional Freedom, particularly for a Director who is Mr. Pedersen's boss; they got access anyhow when someone else drove out, they spoke with one of the operators and found out the plant was only operating at 40% capacity; if you take the 2010 UWMP (Urban Water Management Plan) 2020 with conservation, supply exceeds the demand; in a power failure, sprinkler valves are shut down; they will only use 30% of capacity if there is a failure; 3.12 billion gallons are in the Las Virgenes Reservoir with emergency diesel generators at the filtration plant; he suggests to table this item for 5 years and to replace the GM.

President Caspary asked for any questions.

Director Steinhardt asked Mr. Jansen what qualifies him to discuss the numbers that he presented? (Jansen: his background is in mechanical engineering)

Louis Masry of 32495 Timberridge Court, Westlake Village stated that he requested a pause on the project in November; at that time he spoke of the projects his family has been involved in such as \$1,000,000 to save Ahmanson Ranch and they are very actively involved in the community; he has had many people in the community who have asked to help them on this issue; he believes the Board has violated the trust of the public and there has been very little transparency on the issue; the fiscal impacts have gone from 5 million to 7 million to now 10.7 million; rates are going to increase because of this; he and his staff have looked at some of the documents in the library and the explosives report is alarming; explosives will be launched about 450 feet from homes and about 250 feet from the dam; the dam can be affected; because of that report, he will be imposing a ballot measure that will require any District with a local ordinance where public safety is a concern that blasting within 1,000 feet of a residence will be required to have authorization from the City of Westlake Village; he is concerned about Valley Fever issue and does not feel all of the issues have been addressed; he made a public information request; no experts were hired on environmental impacts; no wildlife inventories have been done; he does not feel the District is being fiscally responsible to the ratepayers.

President Caspary asked for any questions.

Neil Ticktin of 2805 Shellcreek Place in Westlake Village is not in favor of the tank, 25 months ago he told the District that they were not making the case for the need for the tank; the

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District responded with 51 public meetings and workshops where questions were submitted in writing, but not all of them were read and topics were avoided; 44 alternatives were looked at but disqualified many of them before they were even considered, including ones that the General Manager thought may have been better than the tank; you have a draft MOU with the City of Westlake Village but it may not be supported by the members; you have very incomplete information; he requested a document from the General Manager for reasons for the tank and he could not provide that document but instead offered a 2012 document, some unrelated 2013 notes and a report that showed 23% population growth and 50% growth in water usage, which is wrong; Neil no longer knows the reasons for the tank.

President Caspary asked for any questions.

Director Polan asked Mr. Ticktin why he thought he was not receiving anything from staff? (Ticktin: the document is difficult for the staff to lay out; the staff has a series of assumptions and the staff wholeheartedly would like to have the tank and it would be easier for them to do their job; a tank may be good engineering solution but it is not necessarily the best solution; it's hard for them to say they made a mistake, and that there is a better way; no transparency)

President Caspary asked for any questions.

Jess Thomas of 6064 Chesebro Road, Agoura Hills is a 40-year resident of Old Agoura and has been through two wildfires in the Old Agoura area; the urgent reason for the new tank is one of delivery ability; the fires that burnt down to his fence line in Old Agoura in the past years, in both instances, his water pressure dropped to zero because everyone on the West end of the system had their hoses out trying to wet their homes and yards down; the new proposed tank would add greatly to the need throughout the future years; the water tanks and reservoirs are used during those fires and he strongly agrees with having the new tank put in.

President Caspary asked for any questions.

Director Steinhardt clarified that the District does not fight wildfires. (Thomas: the District does not, but the fire department relies on the supply) They do not for wildfires. Also, mentioned was that the District can pump untreated water into the system; for clarification, the water going into the reservoir has been treated once; it sits out there and needs to be treated before it goes back in the system; but this alleged problem if it ever happened, the filtration plant is running 24-hours-a-day, 7-days-a-week during that time so you will not get untreated water; if the filtration plant went down, you may look at a few days of boiling your water.

Joe Bowman: Mr. Bowman is a former Director and was on the Board from 2008 to 2012 working on the project; staff tried as hard as they could to properly present the project; a lot of people want the tank with the exception of Three Springs; they don't want the traffic but will not address the need; the staff has worked hard and it's not a black and white issue; Title 22, which said it was the responsibility of the Board to provide an adequate water system for peak hour demands is what made him vote on the issue and as a taxpayer, he wants the tank built; he has paid taxes since 1968 to help the east end to get a cadillac system, he wants a cadillac system in the west end too; he votes for option 1)

Director Caspary asked for questions.

Director Steinhardt stated that staff mentioned a 23% population growth, and when Joe was on the Board, he said it was more like 16% growth; do you remember where you got your 16% number? (Bowman: that was years ago and I have no recollection at this time) Do you remember anything about saying it was a lesser number than the Board was told? (Bowman: no) The Board also talked about conservation at that time; don't you think \$650 per household

would bring a lot of conservation to eliminate any possibility? (Bowman: the Board has always⁸⁴ been very proactive and progressive in conservation and the Board has directed staff to work on programs for conservation; should we rely on conservation for the sole solution and not complete the backbone system, no; this is a district-wide issue and the east end has theirs and the west end doesn't and the whole District should have a cadillac system) Have you ever had problems turning your water faucet on? (Bowman: not that I can recall because we are a good, sound progressive District)

Fred Hughes of 5916 Ruthwood Place, Calabasas applauded staff for a great presentation and the District for the financial responsibility they have taken throughout the years; funds have been set aside previously to cover situations such as the tank; the untreated water situation is something he does not know a lot about but should be looked into; water is our future; the Board needs to complete the project.

President Caspary asked for questions.

Will Stokes of 27014 Helmond Drive in Calabasas stated that he came to work for Las Virgenes in 1965 when there were 1,200 families in the District; when the District first formed, the only money it had was General Obligation Bond proceeds, which they used for everything that was legally possible; people did not pay individually for the facilities, even though they benefited from them; the money has accumulated through the years with connection fees and that is the money that is being paid with this project.

President Caspary asked for questions.

Lou Gates of 31817 Langspur Court in Westlake Village concurs with the Mr. Helsley, Mr. Bowman and Mr. Hughes; Lou stated that in 40 years he has lived in Westlake Village he has seen helicopters pulling water on several occasions from the reservoir at the top of the trails during the wildfires; he wants to build the tank.

Director Caspary asked for any questions.

Director Steinhardt clarified that the District is not set up to fight wildfires; there are tanker planes and helicopters with scoops that are allowed to go into the reservoir to scoop water, but it is not part of our fire flow that is being discussed for the tank.

Carol Solomon of 29678 Ridgeway Drive has been a customer for 27 years and is a member of the Morrison Ranch Estates Homeowners Association; as a customer, her children have grown up and moved out, but her bill is continually going up; staff is asking to approve a \$20 million water tank that she is not convinced is necessary; environmental and traffic studies have not been done and decisions are being questioned; approving the project this early is unwise and the faith of the customer-base will be lost; the Headquarters building is not being used to its full potential while another building across the way is sitting unoccupied; the financial situations have changed and there are homeowners and seniors that are hurting because of their water bills, so much that bullet-proof windows were installed in the front office to protect the staff from angry people; what is this going to cost the homeowners and how much more will the bills go up; she asks the Board who is very divided and not very behaved at times to postpone the tank until it is a necessary expense; she claims she did not see the 51 notices for the meetings.

President Caspary asked for any questions.

Norm Buehring of 5221 Edgeware Drive in Calabasas stated that he was a practicing Water Resource Engineer for 38 years, with LADWP and Las Virgenes and retired 11 years ago; this

is not an isolated project, it is part of the backbone project to bring standards up for everyone in the District for their health, safety and reliability; it needs to be a fair shake across the District for what is provided to them; most system components are tested based on emergencies, such as fires, earthquakes, droughts and blackouts; he agrees to go with what County Fire says they need to deal with the structures within the system; it's been suggested to use untreated water to fight fires, which could be done, but there are no untreated pipelines in residential areas to be able to even use it and it is illegal; the best alternative has been presented to everyone tonight and he urged to approve the tank project.

Director Steinhardt asked what he meant by fair shake? (Buehring: the backbone program looked at the entire district to see where improvements needed to be made so everyone received the best service) Are you aware that when it comes to the pipes and the increase in size, this entire Board voted 5-0 each time to improve those items? (Buehring: yes) Regarding fire needs, unless if you have other data, nobody has ever said we were not meeting our water flow and that we must build the tank for it. (Buehring: looking at some of the testimony before the Board, he saw that comment)

Ed Corridori of 29307 Tree Hollow Glen, Agoura Hills is in favor of option 1; there has never been a shortage, and thank God when the tap is turned on, the water comes out, but it reminds him of the story of the coal miners when asked if they are afraid of the mine caving in; their answer was "it never has", but of course they do cave in; boil water orders can tide us over but some may not get the message in time; it's been mentioned that the need for the tank is low, but staff has made a case for the need; wildfires are different than structure fires, but wildfires often become structure fires; the cost of the tank pales in comparison to the cost of a life; looking at Title 22 and Regulation 8 of the Los Angeles County Fire Department, the Board has a responsibility to meet those requirements; Mr. Corridori suggests to go forward with the tank.

President Caspary asked for questions.

Director Polan asked if Mr. Corridori was aware that Regulation 8 of the Los Angeles County Fire Department for residential districts requires 1,250 gallons per minute for 2 hours which is well within the reserves at the present time? (Coridori: no)

Director Steinhardt noted that Mr. Coridori used to be the Mayor of Agoura Hills.

President Caspary asked if there were any other speaker cards? (Bodenhamer: no)

President Caspary stated several Directors expressed the desire to ask questions of staff and/or consultants present.

Director Polan asked why AECOM did not present to the Board that it was a sensitive site? (Gallagher: they felt the contractor had adequate space; cost estimate was an opinion of probable construction cost) Given the fact that the Governor has acknowledged that there are not enough Seismic Maps or they are not accurate enough, or the geotechnical aspect? (Gallagher: Fugro did the geotechnical reports and Gordon Revy was the blasting expert; no projects resulted in claims; preliminary design report showed a safe limit used at 12 locations without incident) Are there any known faults? (Lippman: blasting has been done at that site in the past similar to what will be done with this project)

Director Renger stated that the berm to be put in as a cosmetic feature. Was that at the request of the local homeowners? (Lippman: the suggestion was made at a Board Meeting to consider putting in the berm; the intent was to shield construction aesthetically as ~~SEOM AS~~ possible)

Director Steinhardt, with respect to the TSD project, stated that AECOM was given a bid by the contractor but felt it was inadequate? (Gallagher: no, it needs to fully encompass everything in the project) Las Virgenes paid \$600,000. There is concern about the cost of the rest of the project and if the same thing will happen to Las Virgenes as what happened to TSD. (Gallagher: \$497,000, not \$600,000; the cost rising should be a concern to everyone; AECOM will deliver their best; TSD was a turnout project, not a tank; they decided to take it as time and materials instead; they had a time and materials contractor with no limit) Did you tell TSD that it went to time and materials? Will you do the same to us? (Gallagher: TSD waited and had no choice but to go time and materials; AECOM will come with issues to LV as they see them arise) Why is the cost so much more? (Coffman: there were a lot of factors from tough working conditions, which translated from risk to dollars, delivery time restraints and working time restraints) (Lippman: AECOM worked with us in developing the mitigation issues such as delivery times, working hours etc; the City of Westlake was great to work with)

Director Polan asked why AECOM did not use an estimating company? (Gallagher: because of site constraints and the areas are difficult to gauge) Were specs issued after the bid was prepared? (Gallagher: they were not interpreted the same from a material and labor perspective; it wasn't missed, just interpreted differently)

Director Steinhardt stated that this is not the best site to build a water tank; with all of the problems noted; we should be looking at site C. (Lippman: the same risks would apply to site C; travel would be across Three Springs and across the shore line; there would be the same constraints and same risks) Would we need blasting at site C? (Lippman: yes)

President Caspary addressed staff that it has been stated that although it might be a health risk, it would be reasonable to supply untreated reservoir water in some circumstances rather than build a tank; can staff elaborate on what the raw water quality is in the reservoir in terms of percentages and the types of bacteria? (Pedersen advised that the California Department of Public Health requires that we test our water sources so the water is tested monthly; there are a variety of tests, but the key tests are for total coliform bacteria and fecal coliform bacteria; the test results show that 90% are positive for fecal coliform, which is known as a pathogenic bacteria, which comes from warm blooded animals; there is an acute health risk; a chronic health risk is exposure over many years, which causes health problems; acute health risk will cause problems immediately if the water is consumed; the Surface Water Treatment Rule with the California Code of Regulations does not allow unfiltered and undisinfected water to be put in the public water system so it is not legal; the boil water order is the best means to deal with bacteriological problems prior to consuming water; boiling is effective, but not everyone receives the notice at the same time) Is there data on the outbreaks? (Pedersen: there is no data) Director Steinhardt asked what time of the year are the tests done? (Pedersen: there are 12 samples done per year) Why would we use water and not have it treated? (Pedersen: it would not be advised to do that) When would we do that? (Pedersen: I can't answer that question, but it is not consistent with State and Federal Regulations to put untreated water in the public water system) You are not answering the question; it is consistent with the State in an emergency need to do so, why not say it? (Pedersen: it is not) If there was an emergency and it was the hottest day of the year, are you saying we wouldn't take water from the reservoir to fire fight internally in our District? Director Renger added that Steinhardt stated earlier that we don't fight fires. (Steinhardt: I said we don't fight brush fires, I did say we fight commercial and residential) (Pedersen: will not speculate on what we would do in a hypothetical situation where it is unclear on the circumstances)

Director Peterson stated that we tested for Valley Fever; did the Mitigated Negative Declaration go to the City of Westlake Village, Santa Monica Mountains Conservancy and

National Park Service? (Pedersen: yes it did) We would not design for a boil water order⁸⁷; we don't design for failure in the system and site C was more expensive; the mitigation measures addressed by the blasting; we've survived many earthquakes; there is inequity in our system; there are people who are saying there was no water coming out of their hoses and houses were burned down.

Director Renger expressed that he had sticker shock on the bids; the whole project is \$28 million (backbone improvement program); cost is \$25,000 per month to delay the process; requirement from the fire department is for a fire, not for a brush fire; when they have 90 units on the line, not fighting simultaneously; houses are backed up against the Chaparral; the Malibu Lagoon water, he wouldn't walk in it let alone drink out of it; if we fail to put in the tank, we would be legally and morally liable if people were killed; Director Renger votes for the tank to be built.

Director Steinhardt apologized to the rate payers in the audience for getting passionate on the subject; he is trying to protect those in the community; he also apologized to the elected officials in the audience that out of respect, they should have announced that they were at the meeting (Mayor Mark Rutherford and Councilwoman Philippa Klessig); we have the highest storage in our reservoirs; construction costs will be more; do we need all of the staff here; the GM told ratepayers that we have alternatives to this tank that can possibly be used and have not even been looked at yet; I am against the tank, but for \$1 million, I can live with that.

Director Polan asked if any alternative proposals have been submitted? He is concerned about using AECOM. (Pedersen: two have been submitted) (Lippman: for construction management and testing support for shop drawings; four proposals were received) (Zhao: four proposals were received for construction management; AECOM's proposal was the lowest cost of the four proposals and staff's recommendation is to award to AECOM) Are there potential cost reduction measures? (Pedersen: we have numbers for options 2 and 3; the recommendation is to award the contract) Caspary: Is there a range in those numbers? He stated that all of the options start at zero and go up to a number, so there is a range of possibilities; the questions then becomes what is the likelihood that upon rebidding the low bidder might say they left money on the table last time and they aren't leaving it there this time; (Pedersen: there are some things in our control and some out of our control; we cannot change the market conditions, and market conditions have a major impact on how the project is bid a second time)

Director Peterson pointed out that we negotiated in good faith with the City of Westlake Village and there is no reason to walk away from provisions; Director Renger agrees and adds that the cost could go up because of the economy improving; the money was well spent on blasting and Valley Fever investigations. Director Polan asked Legal Counsel Lemieux if there were violations to the LVMWD Code if he votes no on the project? (Lemieux: no)

President Caspary stated that there are plenty of things the District could do to reduce the demand and the most recent one is the "Mow no Mow" program; where the District will pay you to take your lawn out; lawn in this area requires you to apply 5 feet of water per year to keep it green; that is a huge amount of water and approximately 70% of the water that is delivered to the customers; with the Mow no Mow program, some of the customers who have taken their lawns out have seen their bills go up and they are using more water than when they had lawns; that program is not the answer to reducing demands; the allocation program worked and there were substantial penalties for excess use; the District saw a 28% demand reduction; customers paid the District about \$6.7 million in excess use penalties; those penalties were banked by the District to pay the penalties that MWD said they would charge if we went over our allocation; by the vote of the Board, when the penalties never materialized from MWD, the District gave back every penny to each of the customers who paid it;

allocations and strict excess penalties are not a long term solution; if the project is not done,⁸⁸ the District will start losing reliability; he will stand in judgment of the voters any day; the system is delivering water with the lowest cost out of the 10 surrounding agencies.

On a motion by Director Glen Peterson, seconded by Director Lee Renger, the Board of Directors voted 3-2 to Approve to approve as recommended by staff.

AYES: Director(s) Renger , Caspary , Peterson

NOES: Director(s) Polan , Steinhardt

Director Steinhardt asked for clarification on accepting a bid and changing it by asking to waive a bid irregularity. (Lemieux: in the case of a public works contract, there will always be change orders; after a contract is let, you can not substantially change the job; change orders are expected, but substantially changing the job is not; bidders can foul up documents in several ways and some of those ways have no consequence; in this case, an addendum was published on an information item; in this case, the low bidder did not acknowledge receipt of the addendum; the addendum added nothing to the bid documents; bid irregularities happen and some have exceptions) Why not go back to the bidder and have them put the addendum in? (Lemieux: that has been done)

Director Polan asked if the contractor only submitted the proposal or was there a list with cost saving alternatives or suggestions? (Lippman: no)

Director Peterson thanked everyone for attending the Board meeting, especially the staff; there were people in attendance who would not normally be there and it shows their interest in their jobs.

Convened to break at 8:50 pm.

9. FINANCE AND ADMINISTRATION

A Budget Planning Calendar for Fiscal Year 2014-15

Receive and file.

On a motion by Director Lee Renger, seconded by Director Charles Caspary, the Board of Directors voted 5-0 to Approve to receive and file as presented.

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

B J.D. Edwards Software: Annual Support and Maintenance Agreement

Authorize the General Manager to execute an annual support and maintenance agreement with Oracle Corporation in the amount of \$63,768.36, plus applicable taxes, for the District's J.D. Edwards financial software.

Director Polan asked Interim Director of Finance and Administration how secure our electronic banking system is for citizens in the area? (Lillio: JDE has nothing to do with the billing system, it is just the accounting software; we use a 3rd party billing system to process the payments and they have never had any security breaches) So this particular company is not the people who take care of the billing? (Lillio: no, this is just the accounting software for all internal purposes) Director Renger asked if the software includes wire transfers? (Lillio: no, Wells Fargo Bank takes care of those transactions).

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

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

ITEM 7B

C Claim by Brian Tabachnick

Deny the claim from Brian Tabachnick.

Director Peterson asked the General Manager to name the community where this claim took place? (Pedersen: Mr. Tabachnick is a resident of Agoura Hills, East of Reyes Adobe) What time of the year did it take place? (Pedersen: July of 2013) This is a serious situation; in Orange County there are very large lawsuits on MWD's part because Orange County would not defend them; there were some providers of copper who were not good players and that could be the reason for it; certainly, if no additives were put in the water, and the only additive that we put in would be chlorine and ammonia than Director Peterson would deny the claim; (Lemieux: other member agencies will be contacted)

Director Steinhardt asked Director Peterson why when he lived in San Diego, all of the pipes were bursting? (Peterson: it's from the salt) Could that be part of the problem here? (Peterson: yes, we use all State Water Project water) Wouldn't his neighbors have similar problems? (Peterson: they should be, but it's hard to say)

On a motion by Director Barry Steinhardt, seconded by Director Lee Renger, the Board of Directors voted 5-0 to Deny as presented.

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

Director Polan was still confused as there was no detail and it says it "may" involve the corrosion of copper pipe. (Pedersen: that was one of the points made in the staff report; that there is no evidence provided in the claim that there is a correlation; it even says "possibly caused by")

10. RESOURCE CONSERVATION AND PUBLIC OUTREACH

A Video Recording of Board Meetings: Contract Renewal

Approve the continuation of Board meeting video recording services by Stephen's Video & Photography for 20 additional meetings in the amount of \$10,900.

There were no questions on this item.

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

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

President Caspary asked if this was the same price as the original contract? (Pedersen: it is, he has agreed to the same price) Director Renger was originally worried that having video recordings would cause grand standing, but he is in favor of it (Lemieux: sometimes it does the opposite)

11. LEGAL SERVICES

A Street Lighting District: Negotiated Tax Exchange Resolutions Resulting from Annexation of Territory Parcel Map No. 72018 to County Lighting Maintenance District 1687

Pass, approve and adopt Resolution No. 01-14-2449 Approving and Accepting The Negotiated Exchange of Property Tax Revenues Resulting From Annexation of Parcel Map No. 72018 to County Lighting Maintenance District 1687 (LVMWD); pass, approve and adopt Resolution No. 01-14-2450 Approving and Accepting The Negotiated Exchange of Property Tax Revenues Resulting From Annexation of Parcel Map No. 72018 to County Lighting Maintenance District 1687 (LVMW-Improvement District No. 9); and pass, approve and adopt Resolution No. 01-14-2451 Approving and Accepting The Negotiated Exchange Of

Property Tax Revenues Resulting From Annexation of Parcel Map No. 72018 to County⁹⁰
Lighting Maintenance District 1687 (LVMW-Improvement District U-1)

RESOLUTION NOS. 01-14-2449; 01-14-2450 and 01-14-2451: JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, THE BOARD OF TRUSTEES OF THE LOS ANGELES COUNTY WEST VECTOR CONTROL DISTRICT, THE BOARD OF DIRECTORS OF THE RESOURCE CONSERVATION DISTRICT OF THE SANTA MONICA MOUNTAINS, THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER DISTRICT, THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER IMPROVEMENT DISTRICT NO. 9 AND THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER IMPROVEMENT DISTRICT U-1 APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM ANNEXATION OF PARCEL MAP NO. 72018 TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687

(Reference is hereby made to Resolution Nos. 01-14-2449, 01-14-2450 and 01-14-2451 on file in the District's Resolution Book and by this reference the same are incorporated and made a part hereof.)

There were no questions on this item.

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

12. INFORMATION ITEMS

There were no questions on these items.

- A 1,235 Ft. Backbone Improvement Project Calabasas Pipeline: Change Order No. 2**
- B Vault Access Cover Retrofit Program: Response to Questions**

13. NON-ACTION ITEMS

A Organization Reports

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

Director Peterson reported on MWD business.

B Director's Reports on Outside Meetings

C General Manager Reports

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

General Manager Pedersen reported that there will be a Special Board Workshop on Budget Based Water Rates. The workshop will take place at Las Virgenes Municipal Water District on January 30th from 8:00 - 11:00 am. The workshop will give an overview of how budget based rates would apply to your own property.

D Director's Comments

ITEM 7B

There were no comments.

14. FUTURE AGENDA ITEMS

No future agenda items were discussed.

15. PUBLIC COMMENTS

No speaker cards were received.

16. CLOSED SESSION

The meeting adjourned to break at 9:40 pm.

The meeting convened into Closed Session at 9:42 pm.

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. San Diego County Water Authority v. Metropolitan Water District of Southern California (Cases 1 and 2)
4. City of Agoura Hills v. Las Virgenes Municipal Water District, et al. (3 Cases)

17. OPEN SESSION AND ADJOURNMENT

The meeting reconvened into Open Session at 10:01 p.m. No reportable actions were taken during Closed Session.

The Chair declared the meeting adjourned at 10:02 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)



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Agenda Preparation and Placement of Items on Future Agendas

SUMMARY:

At the February 25, 2014 Board meeting, President Charles Caspary requested that staff, in consultation with the District's Legal Counsel, report back to the Board with clarification on the proper means for items to be placed on future Board meeting agendas. Attached is a memorandum prepared by Legal Counsel Wayne Lemieux, describing the agenda preparation process and means for items to be placed on future agendas.

RECOMMENDATION(S):

Receive and file the memorandum prepared by the District's Legal Counsel entitled *Agenda Preparation and Placement of Items on Future Agendas*.

Prepared By: David W. Pedersen, General Manager

ATTACHMENTS:

[Memo on Agenda Preparation and Placement of Items on Future Agendas](#)

March 4, 2014

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

Re: Agenda Preparation and Placement of Items on Future Agendas

Questions arose during the past several weeks on how the agenda is prepared and how items may be placed on future agendas. The following summarizes state and district regulations on the subject.

State Law

The primary state law effecting the agenda is the Brown Act. This law requires the posting of an agenda prior to meetings so the public can know what will be discussed at the meeting. The Act mandates a public comment period during regular meetings on items not on the agenda, and public comment before action regardless of meeting type. The Brown Act is otherwise silent on the content of the agenda.

The most common agenda question is whether the public has been given reasonable notice of the matters to be discussed at the meeting. The clarity of the agenda is usually questioned in two areas: (1) whether closed session items are sufficiently identified, (2) the extent of “manager’s comments.”

The Brown Act contains suggested language to identify closed session items. If this language is used, the District will be “deemed” to have complied with notice requirements. The statutory language is not mandatory; it is a safe harbor.

Usually, manager’s comments are reserved to non-action items arising in the days before the agenda and other items not ripe for board action. The manager can report on the schedule of meetings, industry developments, and issues on the horizon. The Brown Act prohibits action on items not on the agenda so non-action reports should not be subject to the agenda requirement. But, this does not entirely resolve the issue. If the manager’s report is part of an ongoing discussion leading to a decision, the items should be identified on the agenda.

Local Regulations

Agencies can adopt rules of procedure. Many agencies adopt Robert’s Rules of Order. (State government uses Mason’s Rules of Order.) These rules represent policy on how to proceed, but violation of rules of order has no legal consequence.

Robert's Rules does not specify how matters are to be placed on the agenda. But, even if it did, the District has modified Robert's Rules by the enactment of section 2-2.305 as part of its administrative code. This section deals with the agenda by providing:

“(a) The General Manager shall prepare the agenda. The President shall approve the agenda before distribution. At least seventy-two hours before a regular meeting, or at least twenty-four hours prior to a special meeting, the Secretary shall post an agenda containing a brief, general description of each item of business to be transacted or discussed at the meeting, including the items to be discussed in closed session. The posting shall be freely accessible to the public.

(b) The agenda for all meetings shall include the opportunity for the public to address the board prior to taking action on any matter. The agenda for regular and adjourned regular meetings shall include the opportunity for the public to address the board on matters within the jurisdiction of the district but not on the agenda. During public comments, a director may request a matter be included on the agenda for a future meeting. With the concurrence of a second director, the General Manager shall arrange for the matter to be placed on a future agenda as promptly as feasible.

(c) No action shall be taken on matters not shown on the posted agenda, except members may briefly respond to statements made or questions posed during public comment; request for clarification; provide a reference to staff or other resources for factual information; request staff to report back to the board at a subsequent meeting or direct staff to place a matter of business on a future agenda.

(d) Prior to discussion of any matter on the agenda, the board may add matters to the agenda upon a majority finding an emergency exists or upon at least a two-thirds vote finding there is a need to take immediate action and the need for action came to the attention of the district subsequent to the posting of the agenda. If only three directors are present, the finding of the need for action shall be by unanimous vote.

(e) The agenda shall describe matters to be discussed in closed session in substantially the following form:

(1) For closed session under Government Code Section 54956.7: ‘License/Permit Determination’;

(2) For closed session under Government Code Section 54956.8 “Conference with Real Property Negotiator [property identity, negotiating partners, subject of negotiations]”;

(3) For closed session under Government Code Section 54956.9: “Conference with Legal Counsel - Existing Litigation [name of case unless disclosure would jeopardize service or settlement]”; or “Conference with Legal **ITEM 7C**

Counsel - Anticipated Litigation [potential case name] ‘Liability Claims [name of claimant]’”;

(4) For closed session under Government Code Section 54956.94:
“Liability Claims [name of claimant]”;

(5) For closed session under Government Code Section 54957:
“Threat to Public Services or Facilities [name of law enforcement agency and title of officer]”; or “Public Employee [specify position]”; or “Public Employee Performance Evaluation [specify position]”; or “Public Employee Discipline/Dismissal/Release”;

(6) For closed session under Government Code Section 54957.6
“Conference with Labor Negotiator [name of agency representative and employee organization or un-represented employee]”.

(f) Meetings to consider new or increased general tax or assessment shall be preceded by at least forty-five days notice as specified by law.” (Emphasis added to show material not contained in the Brown Act.)

Under the Administrative Code, the general manager and president are primarily responsible for creating the agenda. During public comment, two directors may request an item be included on a future agenda. (The Code places the request in public comment because the Brown Act does not create a specific exemption from the agenda mandate for adding items to future agendas.) After this provision was adopted, the general manager began to report progress on items assigned by the board and list future agenda items. Both of these subjects have something to do with placing matters on future agendas and may be the source of confusion about when the agenda permits matters to be added. You may wish to consider amending section 2-2.305 by moving the highlighted material in subsection (b) to a new concluding subsection and changing the reference to public comments to a new agenda item at the end of the agenda called “future agenda items.”

Very truly yours,

LEMIEUX & O'NEILL


Wayne K. Lemieux

WKL/mdd

ITEM 7C



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Service Recognition Policy: Consideration of Amendment

SUMMARY:

On February 25, 2014, the Board recognized Director Len Polan and General Manager David Pedersen for one year of service with the District. At the meeting, a question arose regarding the District's policy and/or past practice regarding service recognition pins for Board Members. Several Board Members recalled receiving service recognition pins in the recent past. As a result, staff reviewed the District's policies and past practice and recommends that the Board consider an amendment to the current Service Recognition Policy to clarify its applicability to Board Members.

RECOMMENDATION(S):

Consider an amendment to the District's current Service Recognition Policy to clarify its applicability to Board Members.

FINANCIAL IMPACT:

This item involves a minimal financial impact to the District.

DISCUSSION:

Current Service Recognition Policy:

Staff reviewed the District's current Service Recognition Policy (copy attached). The policy provides for employees to receive gifts of appreciation on their one-year anniversary, five-year anniversary and every five years thereafter. The one-year anniversary gift is a gold key chain; additional anniversary gifts thereafter are selected by the employee via an on-line system. Also, employees are provided with a one-time monetary award of \$100 after 10 years of service, increasing in \$50 increments to a maximum of \$250 after 25 years of service and beyond. There is no mention in the policy of its potential application to Board Members.

Previous Employee Recognition Policy:

Additionally, staff obtained a copy of the District's previous Employee Recognition Program policy (also attached), which was superseded with the adoption of the current policy on January 1, 2006. The previous policy provided for service pins or gifts to be provided to employees as follows: a district pin without a diamond after one year of service; a district pin with one diamond after five years of service; and a district pin with an additional diamond for each additional five years of service. Also, the policy provided for the same one-time monetary awards specified in the current Service Recognition Policy. Again, the policy included no mention of Board Members.

Policy Implementation and Past Practice:

Staff contacted Board Members to determine if they had received a service pin or other gift for their last major anniversary. Most Board Members had received a service pin with the most recent one received by Director Barry Steinhardt for his one-year anniversary in 2012. Based on this information, it appears that the

ITEM 7D


District's past practice has not been strictly consistent with its policy. As a result, staff recommends that the Board review the current Service Recognition Policy and consider clarifying its applicability to Board Members. The clarification will support its consistent application in the future.

Prepared By: David W. Pedersen, General Manager

ATTACHMENTS:

[Service Recognition Policy - Current](#)

[Employee Recognition Program - 2001](#)

	SERVICE RECOGNITION POLICY	
	Effective: 1/1/2006 Revised: 5/1/2007	Page 1 of 1

POLICY

It is the policy of the District to recognize years of service by employees. This policy ensures recognition occurs in a timely fashion.

Employees will be awarded gifts of appreciation on their first year anniversary. Gifts will also be awarded on the fifth year anniversary and on five year multiples there after. Human Resources will contact employees who reach the applicable years of service with instructions on how to receive their gift.

A one time monetary award be given in the amount of:

\$100.00	After ten years of service
\$150.00	After fifteen years of service
\$200.00	After twenty years of service
\$250.00	After twenty-five years and each five year increment thereafter.

Employees completing service years set forth above will be recognized in the employee newsletter.

The employee's department head, manager and/or supervisor will recognize an employees' service, during their department or work crew's staff meeting and award the gift and check (as appropriate).

The presentation, at 20 or more years of service will include a cake and punch at a district wide meeting. The total expense amount shall be authorized by the General Manager.

For retiring employees with 10 or more years of service, there will be a District-wide meeting with cake and punch. The total expense amount shall be authorized by the General Manager.

EMPLOYEE RECOGNITION PROGRAM
 (Applies to all district employees)

1. Employee service pins or gifts will be awarded at the following intervals:

After one year of service with the district, a district pin without diamond.

After five years of service with the district, a district pin with one diamond or choice of gift.

After each additional five years of service, a district pin with an additional diamond, i.e., two diamonds embedded after 10 years, 3 diamonds after 15 years, etc., or choice of gift.

2. A one time monetary award be given in the amount of:

\$ 50.00 After ten years of service

\$ 75.00 After fifteen years of service

\$100.00 After twenty years of service

\$200.00 After twenty-five years and each five year increment thereafter.

3. Employees completing service years set forth above will be recognized in the employee newsletter, The Main Break.

4. The employee's department head, manager and/or supervisor will recognize an employees' service, during their department or work crew's staff meeting and award the pin and check (as appropriate).

At 20 and 25 years service, the departmental presentation will include a cake, the cost of which should not exceed \$75.

At 30 or more years service the presentation will include a food buffet presented at a district wide meeting hosted by the department head. These latter events for 30 and more years of service, will be arranged by the Resource Conservation department working with the department to which the recognized employee is assigned.

5. Retiring employees with 20 or more years of service will be entitled to a party.

Retiring employees with 20-29 years of service will be eligible for a party with cake and soft drinks, the cost of which should not exceed \$75.

Retiring employees with 30 or more years of service will be eligible for a party, which will include a food buffet. This event will be arranged by the Resource Conservation Department working with the department to which the retiring employee is assigned.



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Backbone Improvements Program 5-Million-Gallon Tank: Memorandum of Understanding with City of Westlake Village

SUMMARY:

On February 26, 2014, the Westlake Village City Council approved a Memorandum of Understanding (MOU) with the District outlining mitigation measures for the construction of the 5-Million-Gallon Tank Project.

The MOU and attached mitigation measures matrix (matrix) memorializes the District's commitment to implement specified measures to ensure public safety, reduce public inconvenience from construction activities, protect public and private properties, ensure that timely information is provided to the community and respond to concerns that arise during construction of the project. Staff recommends that the Board approve the MOU with the City of Westlake Village.

RECOMMENDATION(S):

Approve and execute the Memorandum of Understanding with the City of Westlake Village, outlining mitigation measures for the construction of the 5-Million-Gallon Tank Project; and authorize the General Manager to implement additional mitigation measures that may be deemed necessary during the progress of construction.

FINANCIAL IMPACT:

Most of the mitigation measures described in the MOU were included in the construction contract documents for the project or will be performed by District staff. As a result, these costs are already incorporated in the construction bid. However, there are several mitigation measures, such as the District contracting with the Los Angeles County Sheriff's Department during heavy construction days for increased patrols, that were not included in the contract documents. These mitigation measures were included in the project budget, though, and sufficient funding is available for their implementation. Mitigation measures that involve costs in excess of the General Manager's approval authority will be presented to the Board for approval.

DISCUSSION:

In October 2009, the Board certified a Mitigated Negative Declaration (MND) for the Backbone Improvements Program, including: transmission main improvements in Agoura Hills and Calabasas; expansion of the Westlake Filtration Plant; modernization of the Westlake Pump Station; and a 5-million-gallon storage tank near the Las Virgenes Reservoir. The MND described a variety of mitigation measures to lessen potential impacts of the Backbone Improvement Program's projects. The City of Westlake Village (City) submitted comments on the MND, and the comments were incorporated into the final adopted MND.

During the planning and design process for the tank, several public meetings were held where the District received suggestions and input from the community and City representatives on potential additional mitigation measures. These comments and mitigation measures, together with those described in the MND, constituted the foundation of the attached MOU and matrix with the City. The MOU and matrix memorialize the District's commitment to the City and community to employ pre-determined mitigation measures during construction of the tank.

ITEM 8A

Staff worked collaboratively with Three Springs HOA representatives, City staff and members of the City's Public Safety Committee in drafting the MOU and matrix. An earlier version of the MOU and matrix were presented to the Board for informational purposes on November 26, 2013; however, several changes have been made to the documents since that time. The changes stemmed from additional meetings with Three Springs HOA representatives, City staff, or were requested during the Westlake Village City Council meeting on February 26, 2014.

Recital D and Condition 3.B were added to the MOU, and Condition 2.D was modified to include the following:

“Should the City determine that the speed humps need to be removed during this construction period, the City will prepare a comprehensive Contingency Plan that addresses all safety measures needed during daily construction periods and during non-work hours and weekends. This plan shall be prepared in advance of any removal activity to allow sufficient time for review by the Three Springs Homeowners Association”.

Mitigation Measures 2.3 and 8.2 were modified, from requiring the District to contract with the Sheriff's Department during heavy construction days should unsafe conditions arise as directed by the City, to require the District to contract with the Sheriff's Department during heavy construction days and additional days as mutually agreed by the City and District. Also, the following mitigation measures were added: 2.4 and 8.3 (requiring flagmen be used during heavy construction days), 2.5 (requiring the posting of “no parking” signs on Three Springs Drive when directed by the City), 2.6 (requiring centerline and edge stripping on Three Springs Drive, if deemed necessary by the City), 2.7 (requiring a meeting with City staff and Three Springs HOA representatives to plan for non-heavy construction days), 21.3 (requiring a specific safety plan be prepared in advance of the heavy construction days), and 21.4 (requiring progress meetings with the City, Three Springs HOA, Sheriff's Department to evaluate the effectiveness of the mitigation measures). Lastly, Item 20 was added to matrix, stating that delivery vehicles shall utilize Westlake Boulevard for ingress to Three Springs and Lindero Canyon Road for egress.

Prepared By: David R. Lippman, Director of Facilities & Operations

ATTACHMENTS:

[Memorandum of Understanding w/City of Westlake Village](#)

[Exhibit A - Mitigation Measure Matrix](#)

Memorandum of Understanding
(City of Westlake Village/Las Virgenes Municipal Water District)

This Memorandum of Understanding (“MOU”) is executed by the City of Westlake Village (“City”) and the Las Virgenes Municipal Water District (“District”), and is dated _____, 2014 for reference purposes.

RECITALS

- A. As a component of its Backbone System Improvement Project (“Backbone Project”), District is constructing a five million gallon water storage tank (“Tank Project”) on the western shore of the Las Virgenes Reservoir (“Reservoir”).
- B. District’s construction vehicle access to the Reservoir for the Tank Project will require use of City’s public streets.
- C. The parties have executed this MOU to memorialize their commitments regarding accommodation of Tank Project construction vehicles and mitigation of potential impacts on City’s residents including traffic, noise, and pavement degradation.
- D. The City has not taken a position on, or validated the need for, the Tank Project. The execution of this MOU is not intended to be, and shall not be interpreted as, a determination by City regarding the merits or necessity of the Tank Project.

NOW, THEREFORE, the parties agree as follows:

1. TERM.

This MOU shall be effective upon execution and shall expire upon performance of all of the obligations specified herein.

2. DISTRICT COMMITMENTS.

- A. District shall in good faith implement the mitigation measures set forth in the attached Exhibit A.
- B. District shall perform a video survey of Three Springs Drive and Torchwood Place prior to construction. Still photographs shall also be used to document agreed upon areas. The video survey and still photographs shall be used to determine any damage to the roadway caused by construction traffic. The cost of any required repairs based on a mutual District and City review shall be paid to City by District. The restoration work shall be performed as a part of City’s Annual Street Maintenance Program.
- C. District shall conduct a pre and post survey of the speed humps’ profile. The survey shall be used to determine any damage to the speed humps caused by construction traffic. The cost of any required repairs based on a mutual District and City review shall be paid to City by District. The restoration work shall be performed as a part of City’s Annual Street Maintenance Program.

ITEM 8A

- D. If it becomes necessary to remove the speed humps during construction, City and District shall equally share the cost of removal and replacement to be performed by the City. Should the City determine that the speed humps need to be removed during this construction period, the City will prepare a comprehensive Contingency Plan that addresses all safety measures needed during daily construction periods and during non-work hours and weekends. This plan shall be prepared in advance of any removal activity to allow sufficient time for review by the Three Springs Homeowners Association.
- E. District shall be responsive to concerns raised by City or the community.

3. CITY COMMITMENTS.

- A. City shall in good faith accommodate District’s access to the Tank Project. As part of its commitment under this Section, City shall reasonably process any applications received from District or its contractors in connection with the Tank Project.
- B. When deemed appropriate by the City, the City shall initiate an informational "All Call" to residents within the Three Springs Neighborhood on Heavy Construction Days, or other significant days of construction activity.

4. CEQA.

The parties acknowledge that District has adopted an October 2009 Mitigated Negative Declaration (“MND”) for the Backbone Project, and that the MND includes an environmental analysis of the Tank Project. The parties jointly find that, on the basis of substantial evidence in the light of the whole record, there are no substantial changes to the Tank Project, no substantial changes in the circumstances under which the Tank Project is being undertaken, and no new information of substantial importance that was not known to District at the time the MND was adopted that trigger any of the conditions identified in Public Resources Code Section 21166 or State CEQA Guidelines Section 15162 that would require an environmental impact report, subsequent negative declaration, or addendum.

5. INTEGRATION.

Exhibit A is incorporated herein by reference. This MOU (including the Exhibit) represents the entire and integrated agreement between the parties and supersedes all prior oral or written negotiations, representations or agreements between the parties regarding this subject matter.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this MOU by signing below.

City of Westlake Village

Las Virgenes Municipal Water District

Mark Rutherford, Mayor

Charles Caspary, President

Attest:

Beth Schott, City Clerk

Barry S. Steinhardt, Secretary

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

Wayne K. Lemieux, District Counsel
Lemieux & O'Neill

ITEM 8A

EXHIBIT A
Mitigation Measure Matrix

(attached)

Las Virgenes 5 MG Tank Mitigation Matrix

February 26, 2014

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	Construction Issues	Mitigation	Spec./Dwg.
1.	Slow trucks impeding traffic	1. Heavy construction truck traffic on Three Springs Drive and Torchwood during non-major concrete pouring days & non-road paving days shall be restricted to traffic hours that do not conflict with neighborhood commute and school pick up/drop off periods, for example 8:15 AM to 2:15 PM.	015526.1.07
2.	Speeding trucks/cars raising safety concerns	1. Seventy-two hours in advance of concrete pours for the floors and roof, and asphalt and base laying, Contractor shall install radar trailer/sign to raise driver awareness of speed.	015526.1.07.G
		2. Contractor shall use pilot car and/or chase vehicle, as appropriate, to control construction truck traffic if deemed necessary by City or LVMWD.	LVMWD to provide if needed (outside of Contract)
		3. LVMWD to contract with Sheriff Dept. to provide increased patrolling during Heavy Construction Days (estimated to be 14-16 days) and on additional days as mutually agreed to by LVMWD & City.	
		4. LVMWD shall be responsible for posting flaggers as appropriate during heavy construction days or at other times when deemed necessary by LVMWD or City.	
		5. When directed by the City, LVMWD shall post Three Springs Drive for "No Parking" and notify all HOA residents of this requirement at least 72 hours in advance of each occurrence.	
		6. If deemed necessary by the City for safety reasons, centerline and/or edge line striping shall be implemented along the Three Springs Drive corridor at LVMWD cost.	
		7. The District shall hold a meeting(s) with the HOA and City for the purpose of determining safety plan components for non-pave/pour days.	
3.	Trucks vs. engine brake (Jake brake) noise	1. Contractor shall restrict diesel truck engine braking on Three Springs Drive, Torchwood Place and LVMWD access road.	015526.1.07.I
		2. LVMWD shall assess \$1,000 penalty per violation if Contractor does not comply with this noise limiting policy	015526.1.07.D
4.	Employee vehicle noise (radios, tools clattering, etc.)	1. If deemed necessary by the City or LVMWD, Contractor shall require employees to keep personal vehicle windows rolled up and materials and tools covered/tied down while in transit.	Supplement to General Provisions
5.	Litter / tracking of dirt	1. Contractor shall inspect the street daily and sweep street when necessary or when directed by the District or when the City requests the District to direct the contractor.	017410.1.02.E.
		2. Contractor shall construct a paved access road to reservoir site, as soon as possible, to minimize dirt tracking/dust.	DWG C-01, Note 2
6.	Construction parking/staging	1. LVMWD/Contractor to develop an employee and construction truck parking and staging area/plan. All construction related vehicles and staging to be accommodated on construction site. No parking and staging on public streets.	015526.1.07.H, DWG G-05
7.	No Parking or Staging on Torchwood Place	1. No Parking or staging allowed on Torchwood Place. Construction site access gate to remain open during construction hours at all times. Further, no construction truck traffic allowed outside of construction hours on Torchwood Place.	015526.1.07.F, DWG G-05
8.	Conflicts with school pedestrian traffic	1. Heavy construction truck traffic on Three Springs Drive and Torchwood during non-major concrete pouring days & non-road paving days shall be restricted to traffic hours that do not conflict with neighborhood commute and school pick up/drop off periods, for example 8:15 AM to 2:15 PM.	015526.1.07.B 015526.1.07.C
		2. LVMWD to contract with Sheriff Dept. to provide increased patrolling during Heavy Construction Days (estimated to be 14-16 days) and on additional days as mutually agreed to by LVMWD & City.	
		3. LVMWD shall be responsible for posting flaggers as appropriate during heavy construction days or at other times when deemed necessary by LVMWD or City.	
9.	Roadway damage	1. Any required roadway repairs shall be performed by the District per Section 2A of the MOU.	Refer to MOU
10.	Construction worker appearance/behavior	1. A Contractor/LVMWD representative shall be onsite to monitor and correct appearance/behavior. (Character of workers/Removal from the work)	Contract Agreement Section 19
		2. Public Convenience. Contractor shall cause no unnecessary public inconvenience. The access rights of the public shall be considered at all times.	Contract Agreement Section 27
		3. Contractor shall exercise due care to avoid damages to existing improvements or facilities, utility facilities, adjacent property, and trees and shrubbery that are not to be removed.	DWG G-04, Notes 7
		4. Contractor shall designate and keep a competent superintendent on the project while work is being performed who shall not be replaced without a written notice to the District's representative.	DWG G-04, Notes 8
		5. No smoking is allowed within the jobsite or site access areas.	DWG G-04, Notes 17
11.	Coordination of deliveries	1. Deliveries on Three Springs Drive restricted to traffic hours that do not conflict with neighborhood commute and school pick up/drop off periods. Deliveries to be limited between 8:15 AM to 2:15 PM.	015526.1.07.B 015526.1.07.C
		2. LVMWD shall assess \$1,000 penalty per violation if Contractor does not restrict deliveries within normal working hours.	015526.1.07.D
12.	Blasting	1. Contractor shall complete a pre- and post-survey to monitor ground movement near residences.	312310.1.08.A
		2. LVMWD shall require the Contractor to hire a pre-qualified blasting subcontractor. No blasting shall occur until a blasting safety plan has been prepared to the satisfaction of LVMWD.	312310.1.04.A
		3. Contractor shall complete a visual/documented survey of houses before and after blast operations	312310.1.08
		4. City shall review the project specifications and plans related to blasting mitigations and the District will revise the specifications and plans based on the City's comments prior to contract award. During the blasting work, District will address complaints received by the City and inform the City of the corrective actions taken.	
13.		1. Contractor shall construct a paved access road prior to clearing and grubbing to reservoir site to minimize dirt tracking/dust.	DWG C-01, Note 8A

Las Virgenes 5 MG Tank Mitigation Matrix

February 26, 2014

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	Dust control	2. Contractor shall inspect the street daily and sweep street when necessary or when directed by the District inspector or when the City requests the District to direct the contractor..	017410.1.02.E
14.	Noise Control	1. All construction equipment and all Contractor employee vehicles shall have properly operating mufflers and be maintained in good operating condition.	011100.1.14 B
		2. Signs shall be posted at the construction site that include permitted construction days and hours, a day and evening contact number for the job site, and a contact name and number in the event of problems.	011100.1.14 B
		3. The Contractor shall implement the following measures whenever any major impulsive noise source (such as blasting) is operating within 200 feet of a residential home: (1) Notify Three Spring Neighborhood of blasting schedule through mailers, street signs, and the HOA. (2) Meet with closest neighbors within 200 feet of construction site to discuss blasting schedule; (3) Erect temporary barriers to separate the noise-generating equipment from adjacent residences if needed to meet noise thresholds; and (4) No blasting shall occur before 9:00 AM or after 4:00 PM. City to be notified three (3) days prior to any blasting activities.	011100.1.14 B
		4. The Contractor shall implement the following measures: (1) Equipment and trucks used for project construction shall use the best available noise control techniques; (2) Adjacent land uses within 200 feet of the construction site shall be notified about the estimated duration and hours of construction activity at least 30 days before the start of construction.	011100.1.09 B
		5. Due to the close proximity of blasting to the dam and the nearest residence, a survey shall be taken before the start of construction with photo or video inventory of all existing cracks inside and outside buildings with sufficient detail for comparison after construction to determine whether actual vibration damage occurred from construction.	312310.1.08
		6. LVMWD shall develop neighborhood outreach / noticing program for major changes in construction (meetings, community BBQ, webcams, website, single point of contact, etc.).	
15.	Public Outreach	1. In coordination with the City, LVMWD shall establish the process for soliciting, tracking, and responding to inquiries from the public, and establish a "rapid response" process to address pressing or unanticipated issues that can arise during any construction project. The plan may include (1) Site tours; (2) Signage; (3) Project FAQ and construction schedule updates including electronic and social media updates (website, Facebook, Twitter, etc.); and public information meetings.	
		2. LVMWD shall require Contractor to provide advance construction schedules at least very 2-3 weeks and LVMWD shall furnish these schedules to the City and shall keep the City informed of any significant changes.	
		3. District shall identify all contact names and phone number for those personnel available: A. M-F, 8-5; B. 7 days per week at all hours of the day.	
16.	Air Quality	1. Construction operation on any unpaved road shall be suspended if winds exceed 25 mp	011100.1.14 B
		2. Water shall be used as dust suppression for construction activities. Non-potable water shall be used where feasible.	011100.1.14 B
		3. Haul trucks shall be covered and two feet of freeboard shall be left between the top of the load and the top of the truck bed	011100.1.14 B
17.	Neighborhood point of contact	1. The primary contact for residents shall be LVMWD's representative	
		2. District shall identify all contact names and phone number for those personnel available: A. M-F, 8-5; B. 7 days per week at all hours of the day.	
18.	Aesthetics	1. Lighting shall be manually activated or on motion-activate (security); the tank exterior shall be finished with a non-reflective material in an earth tone that blends in with the natural environment; LVMWD shall implement a vegetation restoration plan around the tank site including on the slopes of the earthen berm.	011100.1.14 B
		2. LVMWD shall prepare and implement a vegetation restoration plan around the tank site including on the slopes of the earthen berm. The restoration plan shall utilize native plants similar to the surrounding open space habitat in an effort to blend in with the surrounding habitat.	011100.1.14 B
19.	Hours of Construction	1. Regular Working hours 7:00 AM to 4:00 PM Monday through Friday. Workers arriving early shall not park on City streets.	Plans G-5 Note 1
		2. Heavy construction traffic/delivery: 8:15 AM to 2:15 PM. Monday through Friday	15526.1.07
		3. Concrete pour dates and asphalt/base lay dates (estimated at 14-16 days) : 7:00 AM to 4:00 PM, LVMWD shall notify City and the Three Springs HOA 3 days prior to each pour.	15526.1.07
		4. LVMWD shall assess \$1,000 penalty per violation if Contractor does not restrict deliveries within normal working hours.	015526.1.07D
20	Equipment and Material Delivery Routes	Delivery routes to this project site shall ingress via Westlake Boulevard to Triunfo Canyon Road and egress via Triunfo Canyon Road to Lindero Canyon Road.	
21.	City Coordination	1. City staff shall be included in progress/construction coordination meetings	LVMWD to coordinate
		2. The City shall be shown as an additional insured under the contractor's project insurance.	Section 20 of Agreement
		3. In advance of each heavy construction day, the District shall provide the City and HOA a specific Safety Plan exhibit showing/describing the extent and placement of safety measures to be implemented.	LVMWD to coordinate
		4. When requested by the HOA and/or City following a heavy construction day, the District shall hold a debriefing meeting with the District, contractor, City and HOA to review the effectiveness of the Safety Plan and to consider changes/modifications, as needed, for future safety operations during this project.	LVMWD to coordinate

ITEM 8A



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Professional Independent Audit Services: Approval of Request for Proposals

SUMMARY:

The Government Finance Officers Association (GFOA) recommends that governmental entities periodically undertake a full-scale competitive process for the selection of independent auditors, consistent with applicable legal requirements. The District has not issued a request for proposals (RFP) for its audit services since 2012. As a result, staff prepared an RFP to solicit proposals for professional independent audit services and recommends its approval.

RECOMMENDATION(S):

Approve the Request for Proposals for professional independent audit services.

DISCUSSION:

In its publication entitled *Recommended Practices for State and Local Governments*, the GFOA recommends that governmental entities periodically issue an RFP for the selection of independent auditors. Additionally, the GFOA recommends that:

“Governmental entities should enter into multiyear agreements when obtaining the services of independent auditors...Such agreements allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit. Multiyear agreements can also help to reduce audit costs by allowing auditors to recover certain “start-up” costs over several years, rather than over a single year.”

In 2012, the District awarded a two-year contract to White Nelson Diehl Evans (WNDE), LLP, which has recently expired. Prior to the recent two-year contract, WNDE was awarded a three-year contract with two one-year renewal options that were exercised. Over the past seven years, WNDE has done excellent work for the District. However, staff believes that it is appropriate to release an RFP for the services at this time given GFOA recommendations. WNDE will likely be among the firms to submit a proposal.

The scope of work for the RFP includes a proposed three-year term with two one-year renewal options. Staff anticipates that the most qualified firm can be selected in late April and recommended for Board approval in May 2014.

Prepared By: Joseph Lillio, Finance Manager

ATTACHMENTS:

[RFP for Auditing Services](#)

LAS VIRGENES MUNICIPAL WATER DISTRICT

4232 Las Virgenes Road, Calabasas, California 91302



REQUEST FOR PROPOSALS

For

PROFESSIONAL AUDIT SERVICES

Proposal Issue Date

March 12, 2014

Proposal Submittal Due Date

Before 5:00 p.m. on April 4, 2014

Documents available online at:

www.lvmwd.com

LAS VIRGENES MUNICIPAL WATER DISTRICT

REQUEST FOR PROPOSALS

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LAS VIRGENES MUNICIPAL WATER DISTRICT REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Las Virgenes Municipal Water District (District) is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending June 30, 2014, and the two subsequent fiscal years. The District's accounting records are maintained on the accrual basis, and the accounting policies and procedures conform to generally accepted accounting principles. The financial statements are presented as required for enterprise funds – a statement of net position, a statement of revenues, expenses and changes in net position, and a statement of cash flows.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing their proposal in response to this request. Any inquiries concerning the request for proposals should be addressed to Mr. Joseph Lillio, Finance Manager (818-251-2128).

To be considered, four copies of a proposal must be received by **5:00 p.m. on April 4, 2014** addressed to:

Mr. Joseph P. Lillio
Las Virgenes Municipal Water District
Finance and Administration Department
4232 Las Virgenes Road
Calabasas, CA 91302

Proposals received after the above date and time will not be considered.

The District reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by Finance and Administration personnel.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

It is anticipated the selection of a firm will be completed by April 25, 2014 and the firm will be notified by May 2, 2014. Following the notification of the selected firm it is expected a contract will be executed between both parties by May 14, 2014.

B. Term of Engagement

A three-year contract (Fiscal Years 2013/14, 2014/15 and 2015/16) is contemplated, subject to the annual review and recommendation of the Finance Department. Depending on service performance, timeliness of reports, and responsiveness to the District's needs, there will be a possibility of contract renewal on an annual basis for an additional two years for a possible total of five (5) Fiscal Years ending June 30, 2018. Audit fees for the additional two years will be negotiated between the District and the selected firm, subject to the concurrence of the District Board and the annual availability of an appropriation.

II. NATURE OF SERVICES REQUIRED

A. General

The District is soliciting the services of qualified firms of Certified Public Accountants to audit its financial statements for three years, beginning with the fiscal year ending June 30, 2014, with the option to audit the District's financial statements for each of the two subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

The District may require on-going infrequent consulting services for financial issues throughout the year. No additional charges are to be made by the selected audit firm for these financial consulting services.

B. Scope of Work to be Performed

The District desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles for both the District and for the Joint Powers Authority (JPA) of Las Virgenes Municipal Water District and Triunfo Sanitation District.

The auditor is not required to audit the Management Discussion and Analysis section and the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" report on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the statistical section of the report.

The auditor is not required to audit the schedule of federal financial assistance. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements. The auditor is also required to perform any additional tests or procedures as required by *Government Auditing Standards*.

The auditor is also expected to provide informal advice and consultation throughout the year on matters relating to accounting and financial reporting. This would not include any task that entails significant research or a formal report.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be conducted in accordance with generally accepted auditing standards; *Government Auditing Standards*; the Single Audit Act Amendments of 1996 (the Single Audit Act); the provisions of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; OMB Circular A-102, *Grants and Cooperative Agreements with State and Local Governments*; OMB Circular A-87; the State Controllers' Minimum Audit Requirements for California Special Districts; and applicable laws and regulations.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles for the District and Joint Powers Authority.
2. A report on compliance with applicable laws and regulations.
3. Single Audit Report on Federal Awards Program, if required.
4. The Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations, if required.
5. A report on Internal Control and Compliance.
6. The auditor shall communicate in a letter to management on any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware.

E. Special Considerations

The District will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program.

The auditor may be required to provide special assistance to the District to meet the requirements of these programs.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the District of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. The Cognizant Federal Audit Agency

2. U. S. General Accounting Office (GAO)
3. Parties designated by the federal or state governments or by the District as part of an audit quality review process.
4. Auditors of entities of which the District is a sub recipient of grant funds.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Background Information

Las Virgenes Municipal Water District (LVMWD) is a California Special District formed by local residents in 1958 to secure a reliable source of high-quality water for the portion of Los Angeles County located between the City of Los Angeles boundary at the west end of the San Fernando Valley, and to the Ventura County line to the west and north, and south to the coastal range that rises above Malibu. Created in 1958 during a drought that saw local wells run dry, LVMWD rose from a grassroots effort to find a water supply without annexing to the City of Los Angeles. Upon its creation by voters, the District sought, and ultimately achieved annexation to the Metropolitan Water District of Southern California, which remains the only source of potable water to LVMWD's 122 square-mile service area.

Las Virgenes Municipal Water District is organized under the Municipal Water District Act of 1911 (California Water Code 7100). A five-member board of directors, each elected by geographic divisions, provides governance. Directors serve overlapping four-year terms, and every two years - concurrent with installation of the newly elected board – they select board officers. The board also selects a local representative from LVMWD to serve on the Board of Directors of the Metropolitan Water District of Southern California.

The LVMWD service area includes the cities of Agoura Hills, Calabasas, Hidden Hills and Westlake Village, and adjacent unincorporated portions of western Los Angeles County.

B. Name and Telephone Number of Contact Person/Organizational Chart

The auditor's principal contact with the District will be Mr. Joseph Lillio, Finance Manager, who will coordinate the assistance to be provided by the District to the auditor. The alternate contact is, Mr. Donald Patterson, Director of Finance & Administration.

An organizational chart (Appendix A, Page 15) and a list of key personnel (Appendix B, Page 16) are attached.

C. Fund Structure

The District reports as a single enterprise fund.

ITEM 9A

D. Budgetary Basis of Accounting

The District prepares its budgets on a basis consistent with generally accepted accounting principles, including capital projects that may have commitments longer than one year.

E. Federal Financial Assistance

The District currently receives no federal financial assistance. However, this may change during the years of the audit services.

F. Pension Plans

The District contributes to the California Public Employees Retirement System (PERS), an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for participating public entities within the State of California. The District has an actuarial study regarding OPEB and expects timely compliance with related GASB pronouncements.

G. Component Units

The District does not have any component units.

H. Joint Powers Authority

The District participates in a Joint Powers Authority with Triunfo Sanitation District to provide sanitation services in the Malibu Creek Watershed (which includes parts of Los Angeles and Ventura counties.)

I. Magnitude of Finance Operations

The Finance and Administration Director is Don Patterson. The Finance Manager, Joseph Lillio, manages a staff of eight employees and is responsible for accounting, payroll, budgeting, investments and purchasing.

J. Computer System

Hardware

TYPE OF EQUIPMENT

IBM iSeries, Model 720, OS400 v5r4

Dell PCs, Windows XP/7, networked with Windows 2003/2008/2012 servers

Software

<u>APPLICATION</u>	<u>VENDOR</u>	<u>EQUIPMENT</u>
General Ledger Accounts Payable 9.0 Purchasing Job Cost Human Resource Payroll Inventory	J. D. Edwards Enterprise One (Oracle)	IBM iSeries
Financial Reporting Timekeeping Office Suite	Cetova Kronos Microsoft Office 2010	Windows Server Web-based, PCs PCs

K. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Ms. Violet Liou. The District will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposal.

IV. TIME REQUIREMENTS**A. Proposal Calendar**

The following is a list of key dates up to and including the date proposals are due to be submitted:

1. Request for proposals issued: **March 12, 2014**
2. Due date for proposals: **April 4, 2014 before 5p.m.**

B. Notification and Contract Dates

1. Selected firm notified: **by May 2, 2014**
2. Contract date: **May 14, 2014**

C. Schedule for the 2013/14 Fiscal Year Audit

A similar schedule will be developed for audits of future fiscal years if the District exercises its option for additional audits.

Each of the following shall be completed by the auditor no later than the dates indicated.

ITEM 9A

1. **Interim Work**
The auditor shall complete all interim work by the agreed upon date.
2. **Detailed Audit Plan**
The auditor shall provide the District by the first week of July, both a detailed audit plan and a list of all schedules to be prepared by the District.
3. **Fieldwork**
The auditor shall complete all fieldwork by October 17, 2014.
4. **Draft Reports**
The auditor shall have drafts of the audit report(s) (basic financial statements) available for review by October 31, 2014.

D. Entrance Conference, Progress Reporting and Exit Conference

A similar time schedule will be developed for audits of future fiscal years if District exercises its option for additional audits. At a minimum, the following conferences should be held by the dates indicated on the schedule:

Entrance conference to commence audit work	To be announced
--	-----------------

The purpose of this meeting will be to discuss prior audit concerns, year end and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor.

Progress conference	To be announced
---------------------	-----------------

The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested.

Progress conference	To be announced
---------------------	-----------------

The purpose of this meeting will be to discuss the year-end work to be performed.

Exit conference	To be announced
-----------------	-----------------

The purpose of this meeting will be to summarize the results of the field work and to review significant findings.

E. Date Final Report is Due

The District shall provide draft transmittal letter notes and statistical data by October 31, 2014, and Management's Discussion and Analysis by November 4, 2014. The auditor shall provide all recommendations, revisions and suggestions for improvement to the Director of Finance and Administration by November 6, 2014. A revised report, including draft auditor's reports shall be delivered or emailed to the District by November 10, 2014.

The Finance and Administration Director and the key Finance personnel will complete their interview

of the draft report as expeditiously as possible. It is not expected that this process should exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered or emailed to the District by November 13, 2014, at the latest, to meet the deadline for the November 25, 2014 Board Meeting.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance and Administration Department and Clerical Assistance

The auditor will be given access to the records of the District and reasonable access to District staff for the purpose of interviews and the verification of items within the terms of the audit. Sufficient help will be made available to the auditor for such items as the pulling and re-filing of accounting records. The preparation of confirmations will be the responsibility of the District. It is expected that the auditor will organize work in such a way as to minimize disruption of work of the District staff.

B. Statements and Schedules to be Prepared by the Staff of the District

The staff of the District will prepare the following statements and schedules for the auditor. Additional statements or schedules may be prepared if mutually agreed upon in advance:

Revenue and Expense Report	Expense Summary Report
Signed and Typed Confirmations	Bank Reconciliations
Cash and Investments	Interest Receivable & Income Detail
Accounts Receivables Listing	Due to / Due From
Fixed Asset Schedule	Accounts Payable Listing
Payroll Detail	PERS Summary of Covered Payroll and Contributions
Compensated Absences	Bonds Payable
Debt Agreements	Prepaid Connection Fees
Capital Lease Detail	County Property Tax Reconciliation
Arbitrage Calculations	Assistance with Footnote Disclosures
Grant Agreements (if any)	
Board Minutes	

C. Work Area, Telephones, Photocopying, FAX Machines and Computer Equipment

The District will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to telephone lines, photo copying facilities, FAX machines, a Personal Computer for account inquiries and internet access.

D. Report Preparation

For the Las Virgenes Municipal Water District report, report preparation and editing shall be the responsibility of the auditor and the District will handle the printing. For the Joint Powers Authority report, report preparation, editing and printing shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Mr. Joseph P. Lillio, Finance Manager
Las Virgenes Municipal Water District
4232 Las Virgenes Road, Calabasas, CA 91302
(818) 251-2128 or (818) 251-2100

CONTACT WITH PERSONNEL OF THE DISTRICT OTHER THAN ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of Proposals

The following material is required to be received by 5 p.m., April 4, 2014 for a proposing firm to be considered:

a. Four (4) copies of the Proposal to include the following:

1. Title Page

Title page showing the request for proposals' subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

2. Table of Contents

3. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

4. Detailed proposal

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

5. Executed copies of Proposer Warranties, attached to this Request for Proposals (Appendix D, Page 26).

ITEM 9A

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the District in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposals requirements.

The technical proposal should address all the points outlined in the Request for Proposals (excluding any cost information which should only be included in the dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the Request for Proposals. While additional data may be presented, the following subjects, items Nos. 2 through 7, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the District as defined by generally accepted auditing standards and generally accepted government auditing standards.

3. License to Practice in California

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in California.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

Upon availability the firm is requested to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three

(3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a Certified Public Accountant in California. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality and the continuity of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the District. However, in either case, the District retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this Request for Proposals can only be changed with the express prior written permission of the District which retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (minimum 3) performed in the last five years that are similar to the engagement described in this Request for Proposals. These engagements should be ranked on the basis of total staff hours.

Indicate the scope of work, date, engagement partners, and the name and telephone number of the principal client contact.

7. Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposals (i.e. proposed segmentation of the engagement; approach to be taken to gain and document an understanding of the District's internal control structure).

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this Request for Proposals.

The total all inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses and should follow the format as outlined in Appendix C, Part I and II, Page 17 and 18.

The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

The first page of the dollar cost bid should include the following information:

- Name of Firm
- Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the District
- A Total All-inclusive Maximum Price for the 2013/14 engagement
- Basis for fees for subsequent two fiscal years

2. Rates by Partner, Specialist, Supervisory and Staff Level

The second page of the dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in attachment Appendix C, Part II, Page 18. The cost of special services described in Section II, Paragraph E of this request for proposals should be disclosed as separate components of the total all-inclusive maximum price using the format provided in Appendix C, Part I, Page 17.

3. Rates for Additional Professional Services

If it should become necessary for the District to request the auditor to render any additional services to either supplement the services requested in this Request for Proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the District and the firm. Any such additional work agreed to between the District and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the proposal.

4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month.

VII. EVALUATION PROCEDURES

A. Review of Proposals

Proposals submitted will be evaluated by key District personnel who will first review and evaluate the technical proposal by criteria described in Section VII B below. After the technical section has been reviewed and evaluated, the qualified firms will be evaluated based on total all-inclusive dollar bid.

The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposal evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- The audit firm is independent and licensed to practice in California.
- The audit firm's professional personnel have received adequate continuing professional education within the preceding two years.
- The firm has no conflict of interest with regard to any other work performed by the firm for the District.
- The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.

2. Technical Qualifications

- Expertise and Experience
 1. The firm's past experience and performance on comparable District engagements.
 2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
 3. In addition, upon availability, special consideration will be given to the firms submitting a copy of its most recent external quality control review report and the firm that has a record of quality audit work. Please note this is not a mandatory requirement.
- Other
 1. Audit approach

2. Adequacy of proposed staffing plan for various segments of the engagement
3. Ability to meet time table set forth
4. Assurance on continuity of staff

3. Price:

Cost will not be the primary factor in the selection of an audit firm.

C. Oral Presentation

During the evaluation process, the District may, at its discretion, request any one, all, or no firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the District may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

The District will select a firm based upon the recommendation of the key Finance and Administration Department personnel.

It is anticipated that a firm will be selected by April 25, 2014. Following notification of the firm selected, it is expected a contract will be executed between both parties by May 15, 2014.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

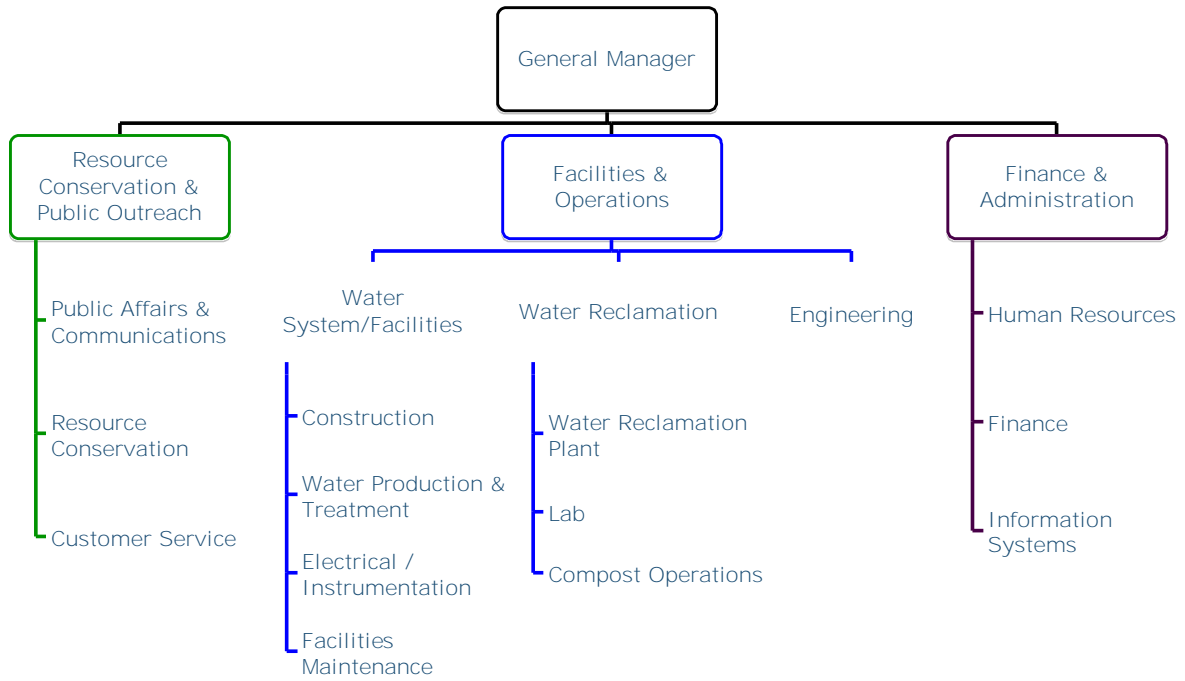
The District reserves the right without prejudice to reject any or all proposals.

F. Insurance

Proposer shall maintain such insurance as will protect it from claims under Workers' Compensation laws, and such liability insurance as will protect against claims for damages for bodily injury, including death, and damages to property in accordance with the terms of the Agreement. Coverage of which is to be no less than \$1,000,000/\$2,000,000 per occurrence/aggregate, with the District named as an additional insured.

The proposing firm must be willing and able to obtain an errors and omissions insurance policy for coverage of no less than \$1,000,000 per occurrence for the willful or negligent acts of the firm and its officers, employees and agents. Proposer shall maintain evidence of coverage in an updated form during the term of the Agreement.

"APPENDIX A"
ORGANIZATIONAL CHART



"APPENDIX B"

LIST OF KEY PERSONNEL

LAS VIRGENES MUNICIPAL WATER DISTRICT

OFFICERS

Charles Caspary, President

Glen Peterson, Vice President, MWD Representative

Lee Renger, Director

Leonard Polan, Treasurer

Barry Steinhardt, Secretary

David W. Pedersen, General Manager

Wayne K. Lemieux, Counsel

FACILITIES & OPERATIONS DEPARTMENT

David Lippman, Director of Facilities & Operations

RESOURCE CONSERVATION & PUBLIC OUTREACH DEPARTMENT

Carlos Reyes, Director of Resource Conservation & Public Outreach

FINANCE & ADMINISTRATION DEPARTMENT

Don Patterson, Director of Finance & Administration

Joseph Lillio, Finance Manager

Harold Matthews, Information Systems Manager

Sheri Paniagua, Human Resources Manager

Jennifer Chen, Senior Accountant

Michael Hamilton, Financial Analyst

"APPENDIX C"

PART I

ALL INCLUSIVE DOLLAR BID

SCHEDULE OF PROFESSIONAL FEES FOR
THE AUDIT OF 2013/14 FINANCIAL STATEMENTS

Described in the Request for Proposals Section II:

LAS VIRGENES MUNICIPAL WATER DISTRICT Comprehensive Annual Financial Report	\$
Joint Powers Authority	\$
Single Audit (if applicable)	\$
Out-Of-Pocket	
Meals, Lodging, Transportation	\$
Other (Specify):	\$
(Any discounts or adjustments)	\$
Total All-Inclusive Maximum price for 2013/14 Audit	\$

"APPENDIX C"

PART II

**SCHEDULE OF PROFESSIONAL SERVICES
FOR ADDITIONAL SERVICES**

	STANDARD HOURLY RATE	QUOTED HOURLY RATE (IF DIFFERENT)
PARTNERS	\$	\$
JUNIOR PARTNERS	\$	\$
MANAGERS	\$	\$
SUPERVISOR STAFF	\$	\$
STAFF	\$	\$
OTHER (SPECIFY)	\$	\$
	\$	\$
	\$	\$
	\$	\$

"APPENDIX D"

PROPOSER WARRANTIES

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the District.

Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Claim by Melody Woodman

SUMMARY:

On February 24, 2014, the District received a claim from the Law Offices of Robert A. Stutman, P.C., representing Mercury Insurance Group, the property insurer for Melody Woodman. The claim alleges that the District's use of additives in the potable water system caused corrosion of copper pipe at Ms. Woodman's property in the Lake Creekside community of Calabasas (near Calabasas Lake), resulting in water loss due to a pinhole leak. The damages were unspecified and estimated to be \$20,000.

Staff reviewed and investigated the claim, which includes no documentation to substantiate the alleged damages to Ms. Woodman's property. No evidence is provided to indicate that additives placed in the water supply by the District caused the pinhole leak. In fact, the claim alleges that the pinhole leak was "possibly" caused by corrosion due to additives placed in the water supply by the District. Also, the District has no record of a customer service call or complaint regarding the alleged incident.

Notwithstanding the foregoing, state and federal drinking water regulations require the District to monitor and maintain a detectable disinfectant residual in its potable water system. The District cannot be held liable for injuries or damages alleged to be caused by the District's required compliance with regulatory standards.

The District's legal counsel has reviewed the claim and recommends the claim be denied.

Based on the preliminary investigation, staff recommends that the claim be denied.

RECOMMENDATION(S):

Deny the claim from Melody Woodman.

Prepared By: Joseph Lillio, Finance Manager

ATTACHMENTS:

[Claim by Melody Woodman](#)



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

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

Name of claimant: Melody Woodman

Address/location of accident or occurrence:

[REDACTED]
Calabasas, CA

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

Melisa A. Iozzi, Esquire
500 Office Center Drive, Suite 301
Fort Washington, PA 19034

Telephone numbers: Home () _____; Work (215) 283-1177, Ext. 145

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

1. When did damage or injury occur? (Give exact date and hour)
9/23/2013
2. Where did the damage or injury occur?
[REDACTED] Calabasas, CA
3. How did the damage or injury occur? (Give full details)
Water loss due to a pinhole leak in a copper pipe possibly caused by arrosion due to additives in the water supply by the water district.
4. What damage or injuries do you claim?
Water damage to Claimant's property

5. If this claim is for damage to property, are you the legal owner of said property?
Yes X No _____ . If not, please list name and address of property owner.

Claimant, Melody Woodman.

6. What is the name or names of the District employee or employees causing the injury, damage or loss, if known?

Las Virgenes Municipal Water District.

7. If District employees were involved in causing the damage or injury, do you believe there was a particular act or omission on the part of the employees that caused it?

Additives placed in the water supply by the water district.

8. What is the amount of claim to date – actual? (Bills verifying such amounts may be required)

\$20,000.00 in estimated damages. This figure could change as this is just an estimate.

9. What is the amount of claim to completion date? (Estimates verifying such amounts may be required. Three (3) estimates are recommended.)

9. Other details? (Names, addresses of witnesses, doctors and hospitals)

* Melisa Iozzi

Signature of Claimant or Person Acting on Claimant's Behalf

2/12/2014

Date

*Melisa A. Iozzi, Esquire, counsel for Mercury Insurance Group, a/s/o Melody Woodman

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

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

Date Received: 02/24/14 Time: 6:56 a.m. Recorded by: A. W. Palmer

STUTMAN

Melisa E. Iozzi
IozziM@stutmanlaw.com

February 11, 2014

VIA CERTIFIED MAIL

Executive Clerk of the Board
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

**Re: Mercury Insurance Group Insured: Woodman, Melody - CPL
Mercury Insurance Group Claim No.: HY013380-33
Date of Loss: 9/23/2013
Loss location: [REDACTED] Calabasas, CA**

Dear Sir/Madam:

Please be advised that our offices represent Mercury Insurance Group, the property insurer for Melody Woodman, in connection with the above-referenced matter. On September 23, 2013, a water loss occurred at the property located at [REDACTED] Calabasas, California, causing damages that have been estimated at \$20,000.00.

According to our preliminary investigation, the water loss may involve the corrosion of a copper pipe due to additives placed in the water supply by the water district. Under the circumstances, your entity may be responsible for the damage sustained by Mercury's insured. Therefore, we are placing you on notice of this potential claim and have enclosed the completed Claim Form. If there are any additional notice requirements, please immediately contact our offices. If this is not the proper governmental entity or water district, please immediately advise.

The evidence is currently being preserved for inspection. Please advise your liability insurance carrier about Mercury Insurance Group's potential claim against your company. If a representative of your company and/or your liability insurer would like to inspect the evidence, please contact our office.

Very truly yours,

Melisa E. Iozzi

Melisa E. Iozzi
MEI:slb

Law Offices of Robert A. Stutman, P.C.
500 Office Center Dr., Suite 301, Fort Washington, PA 19034
Phone 215.283.1177 • Fax 215.283.1188
www.stutmanlaw.com

ITEM 9B



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Proposed Revisions to Management Handbook

SUMMARY:

In an effort to balance the need to provide attractive benefits, retain valued employees, and limit exposure to escalating current and future costs, staff periodically reviews the level of benefits provided to employees. With the recent recruitment of a new Director of Finance and Administration, an at-will and unrepresented management position, the District has a unique opportunity to reconsider the level of benefits provided for the position and other unrepresented positions.

After reviewing the current level of benefits provided for the unrepresented management employees, the General Manager recommends a change in the District-provided medical insurance coverage for both active and retired employees, accomplished through a tiered approach. Attached is a red-lined version of the Management Handbook, reflecting the revisions necessary to effect the proposed changes in medical insurance coverage. The changes are intended to be made in conjunction with a separate action to approve a reduction in the Employer Paid Member Contribution to CalPERS for these employees.

RECOMMENDATION(S):

Approve the proposed revisions to the Management Handbook.

FINANCIAL IMPACT:

The approval of these changes to the level of benefits to unrepresented management employees will result in an annual savings of \$3,605, based on 2014 medical rates. Additional savings for the change in retiree medical insurance coverage will be realized beginning as early as 2024.

DISCUSSION:

In accordance with the LVMWD Code, Section 2-3.105, Personnel Rules & Regulations, the General Manager shall submit recommended personnel rules and regulations, including salary recommendations, from time-to-time, to the Board for approval. Such recommendations may be in the form of amendments to Memoranda of Understanding for represented employee groups or revisions to a Management Handbook.

The General Manager proposes revisions to the medical insurance coverage for both active employees and retirees who are covered by the Management Handbook. The District currently provides a maximum contribution to medical insurance premiums of 98% of the Blue Cross Classic Family Plan for active employees. Any premium cost above the District's contribution is paid by the employee. The proposed revision to this section reflects the creation of a new tier, which provides that employees hired after January 1, 2014, will receive a District maximum contribution equal to 98% of the lowest premium HMO family plan .

Currently for retirees, there are two tiers for retiree medical insurance. Tier 1 provides that employees with five years of District service are eligible for retiree health insurance, which shall cover only the retiree and one dependent. If the District changes plans or providers, there shall be no change to the level of health insurance benefits provided for District retirees. Tier 2 provides that employees hired after March 31, 2006 shall receive a retiree medical contribution in the amount of 75% of the PPO rate for the retiree and one dependent, if the employee retires with at least 10 years of District service and is age 55 or older at

retirement. The General Manager proposes Tier 3 to provide that employees hired after January 1, 2014,¹³⁸ with at least 10 years of District service, who are age 55 or older at retirement, are eligible for a retiree medical benefit in the amount of 75% of the least expensive plan offered by the District at the time of retirement at the employee only level.

The proposed revisions to the Retirement Section of the Management Handbook also reflect a proposed reduction in Employer Paid Member Contribution (EPMC) to CalPERS, from 7% to 0%, which is included in a separate action recommended to the Board.

Prepared By: Sherri Paniagua, Human Resources Manager

ATTACHMENTS:

[Proposed Revisions to Management Handbook](#)



MANAGEMENT HANDBOOK OF BENEFITS

As required by Section 2-4.103 of the LVMWD Administrative Code

For

**Department Heads
& Human Resources Manager**

~~July 1, 2010~~ March 11, 2014

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LVMWD LEADERSHIP MODEL

Leadership Principle	Supporting Behavior
Being Fair	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Assign duties fairly 2. Promote fairness in the application of District policies and procedures 3. Willingly explain to others the basis for my decisions 4. Show consistency in my actions 5. Treat others as I would like to be treated
Demonstrating Commitment	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Support decisions made by my Department, the District or the Board 2. Support the efforts of other Departments 3. Support and follow through on my commitments and decisions to my Employees 4. Make timely decisions
Being Responsible and Accountable	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Lead by example 2. Accept total responsibility for my own actions 3. Acknowledge my own mistakes and not blame others 4. Provide input on topics of concern <i>before</i> decisions are made 5. Inform others as soon as I know when I cannot keep a commitment or promise 6. Regularly give my employees complete and accurate information on their performance along with clear and concise expectation of future performance. 7. Continue my personal growth in management, my professional field, as well as water/wastewater management through education, certification and participation in professional associations
Having Integrity	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Keep my word and commitments 2. Say what I mean and mean what I say; have the courage to be forthright and straightforward 3. Set and enforce high standards for services and products we receive from others or distribute from my work group 4. Set/develop high standards for hiring/promoting people 5. Support and follow the intent of District policies and procedures 6. Conduct myself at the highest level of ethical standards
Being an Effective Communicator	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Speak clearly and concisely; make my message and intent easy to understand 2. Regularly and frequently inform those who should know of my work progress and intentions 3. Regularly and frequently give each member of my staff pertinent feedback on how they are performing with suggestions for improvement when appropriate 4. Be an active listener, demonstrating understanding without judging or criticizing the other person 5. Be an active participant in meetings; when I have nothing to add I will invite quiet members to contribute

Leadership Principle	Supporting Behavior
Being Innovative and Encouraging Innovation	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Ask myself and employees "What is the right thing to be doing" before starting any new assignment 2. Not whine about what is wrong; I will look for ways to be part of the solution 3. Encourage new ideas and methods from others 4. Not criticize new ideas; I will help others think through their ideas by asking for the "pros" and "cons" of new ideas 5. Spend at least 5% of my work time staying up-to-date on industry trends by reading, attending conferences, visiting other agencies, talking with others in the industry, etc.
Being a Mentor	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Review the developmental needs of each employee at least annually and work with each employee to create a development plan that is appropriate for him or her 2. Make sure employees get the training opportunities they need and I will meet with each of them before and after training to make sure they use the training 3. Work with other groups and Departments to make sure employees receive needed cross-training 4. When an employee makes a mistake ask what he or she learned and how can it be prevented from happening again 5. Be available to other employees outside my own work area to be a good active listener or to share my experiences, strategies and successes
Developing and Supporting Effective Teams	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Hold a team meeting at least once every two weeks; stay within time limits (e.g. 30 minutes) 2. Share what I know from other District sources 3. Invite each person in the team to participate by sharing what they are doing or by asking questions 4. Recognize those who make contributions, especially those who have new or different ideas 5. Not tolerate disparaging comments by team members toward each other or other staff 6. Ask the team at each meeting if there is anything we can be doing better

WHAT POSITIONS ARE COVERED BY THE MANAGEMENT HANDBOOK?

Positions covered by benefits contained in this Management Handbook are:

	Supervisory Responsibility	Exempt under FLSA
Department Head		
Director of Facilities & Operations	Yes	Yes
Director of Finance & Administration	Yes	Yes
Director of Resource Conservation and Public Outreach	Yes	Yes
EP Group		
Human Resources Manager	Yes	Yes

BEREAVEMENT LEAVE

A Department Head or unrepresented management employee may be provided up to 27 hours paid leave to attend the funeral of a member of the employee's immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or the employee's spouse/domestic partner. If additional time off is required, the employee may request sick leave as provided in the Sick Leave benefit provisions.

DEFERRED COMPENSATION PLAN

Unrepresented management employees may elect to participate in the District's Deferred Compensation Plan. The purpose of the Plan is to defer a portion of the employee's compensation for his/her use at retirement. Social Security taxes are paid at the time wages are earned while Federal and State income taxes are deferred until the employee withdraws the funds.

Participation in deferred compensation commences the month following sign-up for new employees.

Employees are eligible to have salary deferred on their behalf by the District, with a match of \$1 from the District for every \$1 the employee defers up to the following maximum match:

Department Head	HR Manager
\$3,500	\$3,000

Effective January 1, 2007, employees are eligible to have 3% of their base salary or the amount listed above matched on a 1 to 1 basis, whichever is greater.

For employees newly promoted or hired to positions at a date other than January 1, the district payment per calendar year shall be pro-rated for partial year employment.

All participation is optional to employees and is in accordance with plan rules and IRS regulations applicable to IRC Section 457 deferred compensation plans. All employees considering participation in any deferred compensation plan are encouraged to consult with a tax accountant and/or attorney as the district neither promotes nor recommends employee participation.

Additional details are available in the brochures in the Human Resources Office.

EDUCATIONAL ASSISTANCE PROGRAM

The General Manager may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. A refund of expenditures, to a maximum of \$685.00 per class, for registration and course supplies will be made to the employee upon presentation of proof of completion with a passing grade.

FAMILY AND MEDICAL LEAVE

Employees are granted rights for Family Medical Leave as provided under state and federal laws and pursuant to the Family Medical Leave Policy of the District.

HOLIDAYS

The district shall observe the holidays listed below and upon which the district is normally closed:

January 1
Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the following Friday
December 24
December 25
December 31

If any of the holidays set forth above falls on the first day of an employee's weekend, the holiday will be observed on the previous work day.

If any of the holidays set forth above falls on the last day of an employee's weekend, the holiday will be observed on the following work day.

A weekend is any two or three regularly scheduled consecutive days off. An employee working a 9/80 workweek will alternate between two and three-day weekends.

The December 24/25 and December 31/January 1 holidays often provide four consecutive days off for employees. If the holiday schedule provides four-day weekend for employees with Monday through Friday schedules then the district will try to schedule four consecutive days off for employees working an irregular workweek.

INSURANCE

LIFE INSURANCE

Life insurance equivalent to the sum of \$50,000 plus one year's salary is provided by the District for each regular full-time employee upon completion of one month of continuous employment with the District and upon submission of application for membership. Employees not applying within thirty (30) days will be required to provide medical evidence of insurability.

(NOTE: There is a tax liability for life insurance in excess of \$50,000 per year.)

DENTAL INSURANCE

The District provides dental insurance for regular, full-time employees, their spouses, domestic partner and unmarried dependent children less than 25 years. Coverage commences on the first of the month following the month of employment with the District and upon submission of application for membership. Coverage for the employee's dependents becomes effective at the same time as the employee's personal coverage.

DISABILITY INSURANCE

The District shall provide disability insurance for each employee. The District retains the right to select a plan(s) different from the current plan. Coverage commences after the employee has completed one month of continuous employment with the District and upon submission of an application for membership.

An employee eligible for disability benefits shall use available sick leave to cover time off during the 30 calendar day elimination period. After the elimination period, the employee has the option of using the balance of his/her sick leave or vacation leave to coordinate with gross income. The monthly benefit for a disability in the plan will be two-thirds of the employee's monthly base up to a maximum of:

Department Heads	\$8,000
HR Manager	\$6,389

MEDICAL COVERAGE

The District shall make every reasonable effort to provide health insurance coverage to employees in this Group subject to the District retaining the right to select a plan(s) different from the current plan.

The District's maximum contribution to medical insurance premiums shall be benchmarked to 98% of Blue Cross Classic (PPO) Plus Two (or more) Plan. Any premium cost above the District's

contribution shall be borne by the active or retired employee. Employees hired after January 1, 2014 will receive a District maximum contribution equal to 98% of the lowest premium HMO family plan rate.

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The employee, his/her spouse, domestic partner and unmarried dependent children age 26 years and under are eligible for medical insurance coverage on the first of the month following the date of hire. Subscribing members may add new dependents without a health statement within thirty-one (31) days of marriage, in the case of a new spouse, or the date of birth, in the case of a child. Employees can generally only change plans during "open" enrollment which is determined by the medical plan.

EXTENSION OF COVERAGE

The District will continue to contribute to an employee's medical, dental, vision, disability and basic life insurance premiums up to six (6) months duration during sickness or injury on the same terms and conditions as prior to the period of absence. Insurance will not be continued for leave-of-absence without pay for causes other than sickness or injury.

RETIREMENT/RETIREE MEDICAL

An employee must have at least five years of LVMWD service to be eligible for retiree medical insurance and that retiree medical insurance shall cover only the retiree and one dependent who is a designated dependent at the time of retirement.

The retiree and covered dependent who reach the age of 65 must enroll in Medicare Part A, B and D, if D is available. The District will be obligated to contribute the cost of the medical premiums only for those covered as provided herein.

Employees hired after March 31, 2006, shall receive a retiree medical contribution in the amount of 75% of the PPO rate if the employee retires with at least 10 years of District service and are age 55 or older at retirement.

Employees hired after January 1, 2014, with at least 10 years of District service who are age 55 or older at retirement, are eligible for a retiree medical benefit in the amount of 75% of the least expensive plan premium offered by the District at the time of retirement at the employee only level.

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VISION CARE

The district will provide a vision program through a third party vendor at no cost to the employee. The employee may elect to cover dependents by paying for such coverage.

JURY DUTY

Full-time, regular employees will be paid his/her regular salary while he/she is on jury duty for up to 40 hours per fiscal year, less the amount received from the Court for such service as a juror. An attendance record from the Court for the time spent on jury duty and a copy of the check for such service must be submitted to the District's payroll section. The amount received from the Court for service as a juror will be deducted from the employee's paycheck following completion of such service.

LEAVE OF ABSENCE

A leave of absence without pay may be granted by department heads for up to 40 hours within a fiscal year. Such leaves do not require General Manager approval.

Such leave without pay must be pre-approved before the time can actually be used. Also, such leaves may be taken even if the employee has existing comp time or vacation on the books. In no case, may a leave of absence without pay exceed 40 hours in a fiscal year without the General Manager's approval.

In addition, leave without pay may be granted by the General Manager and shall not exceed a continuous period of 30 calendar days, except for extended unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave.

Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. Leave of absence without pay includes unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave or any other leave where the District is not paying wages to the employee.

MANAGEMENT LEAVE

Department Heads receive 88 hours and the Human Resources Manager receives 72 hours management leave, which is granted each fiscal year beginning July 1 and is for use within the fiscal year it is granted ending June 30.

At the end of each fiscal year the following shall occur:

All management leave must be used; or

Management leave to a maximum 60 hours may be carried over at June 30; Unused management leave in excess of 60 hours must be used by June 30th or be forfeited; or

Department Heads may sell back up to 60 hours and the Human Resources Manager may sell back up to 50 hours of unused management leave, respectively, provided they have used 80 hours of vacation and/or management leave within the fiscal year ending June 30; and

In lieu of forfeiture, the employee may donate any unused management leave to the Catastrophic Leave Bank.

The roll-over of 60 hours or buyback of either 60 (DH) or 50 (HR Mgr.) hours cannot be combined. The option is to either roll-over the time or to buy it back. However, donations can also be made in either case.

PARENTAL LEAVE

An employee may be granted an unpaid leave of absence for not more than 1,040 hours to care for or to bond with their newly-born or adopted child. Such leave is to be completed within one year after the date of birth or adoption.

An employee who is granted such leave must use it concurrently with FMLA/CFRA. However, once the employee has exhausted the 12 weeks of leave as provided by FMLA/CFRA, the employee will be responsible for the cost of group insurance (medical, dental, vision, disability and life).

PHYSICAL FITNESS PROGRAM

An amount of \$500 shall be made available to Department Heads and unrepresented managers every July 1st for payment of costs with primary emphasis on preventive health maintenance, relative to obtaining/receiving a comprehensive physical examination. In general, expenses may be reimbursed to the employee when incurred relative to receipt of a medical examination and required exam-related follow up procedures/activities to the extent such expenses are not covered by the employee's district-provided medical insurance coverage. Costs not covered by the dental or vision care programs are not reimbursable under this benefit.

Documentation must be provided to the General Manager of medical examination by a licensed physician before reimbursement will be authorized.

PREGNANCY LEAVE

The district will provide pregnancy leave for an employee as required by State and Federal law.

Employees who are temporarily unable to perform their usual and customary work due to a pregnancy-related disability, will be granted a pregnancy leave of absence.

Pregnancy Leaves will be granted on the basis of a physician's written statement that an employee is no longer able to work due to a pregnancy-related disability.

An employee who is granted a pregnancy leave is required to utilize accrued sick leave, if available, until the commencement of disability payments. The employee may then coordinate salary and disability payments as provided in STD Insurance. The District will continue to pay group insurance premiums while the employee is on paid leave. Once the employee is in an unpaid status, insurance premiums will be the responsibility of the employee.

An employee who plans to take a pregnancy leave must provide the District reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a pregnancy leave, the employee must cause the District to be notified of the situation within three working days. Without notification to the District, the employee will be considered to have voluntarily resigned.

Pregnancy disability leave may be granted up to a maximum of four months in duration. Employees returning to work after any pregnancy leave must have a written release from a physician verifying that they are able to return to work and safely perform their duties.

Employees who return to work from a Pregnancy Leave will be accorded the same reinstatement rights as an employee returning from any other form of disability leave.

PROFESSIONAL ORGANIZATIONS REIMBURSEMENT

Employees may be reimbursed for personal memberships in professional organizations which benefit both the employee's field of expertise and the district by the employee's direct involvement in the organization.

Maximum annual reimbursements shall be:

Department Heads	\$400
HR Manager	\$200

RETIREMENT – Public Employees Retirement System

The District contracts with CalPERS to provide retirement benefits to employees. Employees who are described as “classic employees” under the Public Employees’ Retirement Law, receive the 2% at 55 benefit formula. The District provides Full Formula CalPERS coverage for past and future service of its employees. Employees are eligible to retire at age 50.

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Employees hired on or after January 1, 2013 who are “new members” as defined in the Public Employees’ Pension Reform Act of 2013 (PEPRA), are provided the following retirement benefits: 2% @ 62 benefit formula with a three year (36 month) final compensation period. Employees may designate the highest 36 month period.

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Employees will pay one-half of the total normal cost rate as determined by CalPERS.

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The District pays the required employer contribution for employees’ retirement benefit as required by CalPERS.

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Effective March 15, 2014, employees shall pay their seven percent (7%) member contribution. On this date, since the classic employees will be paying the entire employee/member contribution, the District will no longer report member contribution as compensation earnable to CalPERS.

~~Permanent employees of the District are covered under the retirement program of the State of California. The District provides the 2% at 55 benefit formula. The District provides Full Formula CalPERS coverage for past and future service of its employees.~~

~~The District contributes as the employer’s contribution a percentage of each employee’s annual basic salary toward retirement. The 7% employee’s contribution will be paid by the District to PERS and shall be reported to PERS as Special Compensation.~~

~~Employees are eligible to retire at 50 provided they have been covered by the PERS for five (5) years. Death benefits are payable by PERS upon an employee’s death and amount to a lump sum payment of one month’s salary for each year worked up to six (6) year’s maximum. This is in addition to the employee’s contributions which would be paid to his/her heirs with interest.~~

If any employee terminates employment with the District before retirement, his/her contributions plus accrued interest may be refunded upon application to the Public Employees Retirement System. Contributions may be left on deposit until normal retirement age is reached if the employee has a vested interest; i.e., 5 years’ service. Employees who expect to commence employment with another PERS-covered agency are not permitted by PERS to withdraw their contributions.

Additional details are available in the PERS brochures in the Human Resources Office.

RETIREMENT – Social Security/Medicare

The District also participates in the Social Security program of the Federal government. FICA/Medicare tax will be deducted from an employee's pay as required by Federal law.

SALARY ADMINISTRATION

The District maintains a Salary Program for all Department Heads, unrepresented management employees which:

Establishes externally competitive and internally equitable pay levels.

Enables the District to control compensation costs in proper relation to total costs.

Complies with applicable federal and state laws.

The major elements of the base salary program are:

- A. Organization Structure
- B. Position Definition
- C. Position Evaluation
- D. Salary Structure
- E. Performance Appraisal
- F. Salary Review
- G. Promotional Increase
- H. Performance Incentive

Through utilizing the following procedures, management can be assured that employees:

- Are being treated equitably with regard to salary matters;
- Are being paid externally and internally competitive salaries; and
- Have the opportunity to be rewarded for performance in a systematic non-discriminatory manner.

POSITION EVALUATION

Based upon the approved position definition, each position is periodically evaluated to ensure external and internal compensation equity for District.

1. Externally Competitive

External competitiveness is determined by periodically surveying the marketplace for average salaries paid. The approved position definition is used to compare the scope and responsibility of the position being surveyed. Private and published surveys of labor market competitors are used to determine the average salary paid in the market place based on markets in which the district competes for talent and the level at which we will compete.

2. Internal Equity

Internal equity is evaluated by grouping positions of similar scope and responsibility within the organization. This is accomplished through successively higher levels of management aligning positions of relatively comparable value based upon such factors as knowledge and skill required for the position, complexity and supervisory responsibility exercised.

Based upon the above factors, positions are evaluated and assigned a base salary range that provides employees an opportunity to earn a salary that is externally competitive and internally equitable.

SALARY STRUCTURE

The salary structure consists of a series of salary ranges. Each position has a dollar rate range with an established maximum pay control point. Human Resources will maintain current salary schedules.

EMPLOYEE COMMUNICATION

To achieve the objectives of the Salary Program and its potential benefits, each employee should know what the program is intended to accomplish and how it affects him/her. At a minimum, each employee should know:

- The salary range of his/her position;
- His/her place in that range;
- The rationale and evidence for any salary adjustment decision;
- The manager's view of how well the employee is accomplishing the objectives of the position and the long range outlook for position and salary advancement.

The communications supporting salary administration should be a two-way process. Each employee should be encouraged to discuss his/her work assignment or work relationship and opportunities for advancement. Depending on individual circumstances, the manager may wish to schedule a separate meeting for such a discussion.

INITIAL HIRING AND SALARY RANGE PLACEMENT

Before an applicant may be hired for any position, the position definition must be prepared and approved. In addition, the position itself must have been approved by the Board of Directors. Management will review the position and evaluate the current need to fill the position.

As a general rule the hiring salary for new employees shall be at that point in the salary range which reflects his/her experience, knowledge, skills, and abilities he/she brings to the job under consideration.

SENIORITY BONUS

The District recognizes seniority and provides for the following cash sums payable annually as of January 1st of each year:

After 10 years of District Service	\$300
After 15 years of District Service	\$500
After 20 years of District Service	\$700

SICK LEAVE

Full-time, regular employees are provided sick leave with pay under the conditions outlined below.

- A. If an employee has accumulated sick leave, it shall be used for the following:
 - 1. When an employee is ill.
 - 2. When a member of an employee's immediate family is ill, and the employee must care for such ill family member subject to Family Medical Leave Act policy limits.
 - 3. For visits to doctors, dentists and optometrists for physicals, treatment or preventative care.
 - 4. For funerals in the immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or employee's spouse/domestic partner.
- B. Sick leave accrual will be cumulative, without limit as to time, and if not taken in any given year, will be usable in subsequent year's employment, the purpose being to make accrued sick leave available to an employee in times of urgent need.
- C. The amount of sick leave an employee is entitled to is computed to include weekends, holidays, paid vacation time and paid sick leave as continuous service.
- D. Accrual of sick leave will be at the rate of eight hours per calendar month beginning with the date of hire and computed to the date of termination, prorated to the nearest hour.
- E. The smallest unit for which sick leave will be granted will be one half-hour.
- F. An employee who is absent on sick leave may be contacted by his/her Supervisor. For absences due to illness if justified in the opinion of a Division or Department Head, the employee must obtain a statement from his/her doctor stating: (a) that the employee could not work during the period of absence; and (b) that the employee is now able to return to work.
- G. Frequent use of short periods of sick leave is indicative of inability to perform as expected by the District and may result in dismissal for lack of reliability.

SICK LEAVE PAYOFF UPON VOLUNTARY TERMINATION OF EMPLOYMENT

A program is provided for payment, upon voluntary resignation with notice, retirement or death, for accrued but unused sick leave earned after July 1, 1974. Vesting in the sick leave program and payment therefore will be on the following basis.

- A. After five years of full-time, regular employment with the District (the sixth year), an employee will be paid, upon voluntary termination, retirement or death, for 25% of all hours of accrued but unused sick leave at the rate of his/her then current base rate. An additional 5% of all hours of accrued but unused sick leave of his/her salary will be paid for each additional completed year of service.
- B. Upon completion of 20 years of service with the District, the employee would be paid for 100% of unused sick leave.

VACATION SCHEDULE

Vacations are subject to approval. Employees will be granted vacation leave with pay, if they have enough accrued vacation time to cover the amount of leave requested.

ENTITLEMENT

The number of hours an employee is entitled to for vacation leave with pay is computed as follows:

- A. Full-time regular employees shall accrue vacation on the following basis. Part-time regular employees shall accrue vacation on a pro-rated basis.

During Service Years	Annual Entitlement Hours	Hours Accrued at end of Each Pay Period (based on 26 pay periods)
1,2&3	104	4.00
4,5 & 6	112	4.31
7, 8 & 9	120	4.62
10, 11 & 12	128	4.92
13,14 & 15	136	5.23
16, 17 & 18	144	5.54
19, 20 & 21	152	5.85
22, 23 & 24	160	6.15
25 & above	168	6.46

The maximum number of vacation hours that may be earned in any year is 168.

Accrual of vacation time will be by month beginning with the date of hire and computed to the date of termination, pro-rated to the nearest one-half day.

- B. The vacation leave time earned each year will be available to the employee for vacation or may be accrued, wholly or partially, in the employee's Leave Account.
- C. Normally, no more than 311 hours will be permitted to accrue in an employee's Leave Account.
- D. The maximum vacation an employee can take is 21 consecutive working days, unless special circumstances warrant approval by the General Manager for a longer period.
- E. Pay during vacation leave will be at the monthly rate currently paid the employee at the time the vacation is taken.

- F. When an employee is discharged or terminated, he/she will be paid for his/her accumulated vacation leave at his/her then current rate of pay.
- G. In computing the amount of vacation leave entitlement, holidays, weekends, paid vacation time and paid sick leave will be included as continuous service.
- H. The smallest unit of vacation leave granted will be one hour. The supervisor will either approve or disapprove the request prior to the employee actually taking the time off.
- I. Vacation generally cannot be taken in lieu of sick leave except in certain family leave qualifying events.



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Reduction to CalPERS Employer Paid Member Contribution

SUMMARY:

The Public Employees' Pension Reform Act of 2013 (PEPRA) prohibits Employer Paid Member Contributions (EPMC) to be paid for new members employed by public agencies; however, EPMC may continue to be paid for classic members pursuant to existing Public Employees Retirement Law (PERL). The District, through building stronger employer/employee relations, made significant advancements in supporting pension reform in July 2013 by reaching an agreement with two of the District's four bargaining groups. The agreement provided for the employees to pay their full 7% CalPERS employee contribution toward their retirement benefits. This action reduced the EPMC from 6% to 0% for the two groups.

In continuing this advancement, the General Manager recommends that the unrepresented group of District management employees also begin paying their full 7% CalPERS employee contribution, beginning with the pay period immediately following approval of this item. The unrepresented management positions include the Director of Facilities and Operations, Director of Finance and Administration, Director of Resource Conservation and Public Outreach, and Human Resources Manager.

As was done with the represented groups, the General Manager recommending a salary increase for each of the director-level positions equivalent to the CalPERS required 7% employee contribution plus an additional 2%, for a total adjustment of 9%. The increase in the salary ranges would allow for a salary increase to offset the employee pick-up of the CalPERS required employee contributions and would further allow the General Manager to provide up to a 2% increase in salary to the District's existing department directors provided that it is warranted by their performance. The salary range adjustments are proposed to increase the top of range only. These position ranges have not been increased since July 2009.

The salary range for the Human Resources Manager position is proposed to be increased by 1% to allow for the salary increase to offset the employee pick up of the 7% CalPERS required employee contributions only. A new salary range that is 1% higher than existing would be assigned to the Human Resources Manager position.

RECOMMENDATION(S):

Pass, approve and adopt the proposed Resolution No. 03-11-2453, identifying the change in amount of Employer Paid Member Contributions (EPMC) for the District's unrepresented management employees; and approve the updated salary schedule reflecting the proposed salary range adjustments.

FINANCIAL IMPACT:

This action will result in an estimated cost to the District of \$6,086 for Fiscal Year 2014-15. The amount is based on Fiscal Year 2014-15 projections and could vary slightly depending on individually-selected benefits and position vacancies.

DISCUSSION:

CalPERS requires that all employers who pay and report the value of EPMC to have language in a written

ITEM 9D

labor agreement or policy that acknowledges the percent an employer is paying and reporting as the value of EPMC for everyone in a particular group or class and to adopt a resolution that reflects those agreed upon percentages.

In March 2001, the Board passed, approved and adopted a resolution identifying its election to pay 7% of the normal contributions as EPMC and reporting the same percent (value) of compensation earnable as additional compensation for all employees. In November 2011, the Board passed, approved and adopted a resolution changing the election to pay 6% of the normal contributions as EPMC and reporting the same percent (value) of compensation earnable as additional compensation for employees in the Management and Supervisor, Professional and Confidential Units. In July 2013, the Board passed, approved and adopted a resolution changing the election to pay 0% of the normal contributions as EPMC and reporting the same percent (value) of compensation earnable as additional compensation for employees in the Management and Supervisor, Professional and Confidential Units.

Approval of this recommendation would result in all classic employees, other than those in the General and Office Units, paying the full CalPERS required 7% employee contributions towards retirement.

Prepared By: Sherri Paniagua, Human Resources Manager

ATTACHMENTS:

[Change in EPMC Resolution](#)

[Proposed Salary Schedule](#)

RESOLUTION NO: 03-11-2453

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING EMPLOYER PAID MEMBER CONTRIBUTIONS (EPMC) FOR UNREPRESENTED MANAGEMENT EMPLOYEES

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

Section 1. Purpose.

This resolutions initiates procedures to commence Employer Paid Member Contribution (EMPC) for specified employees.

Section 2. Conditions.

EMPC shall be paid as follows:

- a. This benefit shall apply to only unrepresented management employees.
- b. This benefit shall consist of paying zero (0) percent of the normal contributions as EPMC and reporting the same percent (value) of compensation earnable (excluding Government Code Section 20636 (d)(4) as additional compensation).

PASSED, APPROVED AND ADOPTED this 11th day of March 2014.

Charles Caspary, President

ATTEST:

APPROVED AS TO FORM:

Barry S. Steinhardt, Secretary

Wayne K. Lemieux, Legal Counsel

(SEAL)

EXECUTIVE GROUP SALARY SCHEDULE

As of 8/3/2013

		2013		2014		Adj
Director of Facilities & Ops	E142	\$62,559	\$87,582	\$62,559	\$95,465	9.0%
Director of Finance & Admin.	E142	\$10,843.49	\$15,180.880	\$10,843.49	\$16,547.27	9.0%
Dir. Resource Cons. & P.O.	E142	\$62,559	\$87,582	\$62,559	\$95,465	9.0%
Human Resources Manager	E115	\$10,843.49	\$15,180.880	\$10,843.49	\$16,547.27	1.0%
		\$50,189	\$70,265	\$50,189	\$70,968	
		\$8,699.48	\$12,179.27	\$8,699.48	\$12,301.12	

General Manager

Annual Salary: \$224,000



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Resource Conservation & Public Outreach

Subject: Mow-No-Mow Turf Removal Program: Update and Eligibility of Synthetic Turf

SUMMARY:

Last December, the District re-started its Mow-No-Mow Turf Removal Program, which provides residential customers with a \$1.00 per square-foot financial incentive to replace their lawns with drought-tolerant plant materials. This update provides information on estimated water savings for District customers who removed their lawns, in comparison with regional estimates for similar programs within the service area of Metropolitan Water District of Southern California (MWD), and recommends the approval of eligibility of synthetic turf for the program. Additionally, the update provides information on customers whose water use increased following lawn removal.

RECOMMENDATION(S):

Approve the eligibility of synthetic turf for incentives under the District's Mow-No-Mow Turf Removal Program.

FINANCIAL IMPACT:

There is no financial impact associated with this item. The District's Mow-No-Mow Turf Removal Program is funded by MWD as a member agency-administered water conservation program.

DISCUSSION:

On average, participants in the District's Mow-No-Mow Program have reduced their overall water usage by 11% one year after replacing their lawns. For comparison, a recent study of MWD's larger, regional turf replacement program found that participants reduced their water use on average by about 18%, although this higher value may reflect selective reporting (positive bias) according to the study's authors^[1].

Assuming these savings persist over a 10-year post-project lifetime, MWD estimates that, on average, 494 gallons of water will be saved per square foot of lawn removed. Given the average size of lawn removed through the District's Mow-No-Mow Program (1,120 sq. ft.), this equates to about 550,000 gallons of water (1.7 acre-feet) saved per site. At the current incentive rate (\$1.00/square foot), the cost to conserve water via lawn removal under the Mow-No-Mow Program is approximately \$660 per acre-foot.

It should be noted these are average water savings for the entire program. Individual customers' water savings can vary substantially, even for equivalently-sized lawns. In fact, when staff last reviewed program water savings in October 2013, it was discovered that seven sites actually experienced *increased* water usage after lawn removal.

Staff has since learned that MWD has also seen this counter-intuitive result (increased usage despite lawn removal) across the region and attributed it to the relatively short period of post-project water usage available for analysis and higher initial watering rates necessary to establish some species of otherwise drought tolerant plants^[2]. This may also be true for some Mow-No-Mow Program customers, who had higher water usage after lawn removal. At least one Mow-No-Mow Program customer, who initially appeared to have higher water usage after lawn removal, has since reversed that trend, based on a longer

period of post-project billing data. However, for other customers, neither the limited post-project billing record nor high initial watering of drought-tolerant plants appeared to explain the higher usage.

Accordingly, staff sought more detailed information on both pre- and post-project water usage for these customers via site visits and customer interviews (Attachment 1), and updated their water usage data with more recent billing information (Attachment 2). In one case, the source of the discrepancy was traced to an atypically low *pre*-project water demand, which yielded an artificially-low pre-project baseline usage[3]. In three more cases, the discrepancy was traced to higher *post*-project water usage independent of lawn irrigation, such as one customer who replaced their lawn with a food garden and another who added a corral and now has horses on the property[4]. As such, higher post-project water usage was *not* attributable to higher watering rates to establish California-friendly plants.

In the remaining two cases, staff has not been able to contact the property owners, and updated post-project billing data still shows no decrease in usage following lawn removal. However, when staff extended the *pre*-project period of water use for these sites to five years, it was discovered that their baseline water usage (before lawn removal) had already been steadily rising following the last water shortage emergency (2007-09 drought), as it has for most District customers.

This “drought rebound” effect, where water usage rises following suspension of waste penalties, may explain why water usage overall at these two sites continues to increase despite lawn replacement. It may also help to explain why our overall program water savings (11%) was lower than the regional average (18%), as not all water districts within the MWD service area are experiencing post-drought rebound in water demand. Probably the most important lesson staff has learned is that quantifying water savings from lawn removal or any other intervention is very difficult in the absence of more detailed information on water usage (especially indoor usage), either from customer interviews and site visits or more detailed water audits.

However, overall the water usage data from the Mow-No-Mow Program is very clear: replacing lawns can achieve substantial reductions in water use in less than a year, and it appears to be the most effective water-savings intervention *for those who choose to participate*. Participation in these programs has been very modest across the region, but like all incentive programs to-date, it appears to be sensitive to the amount of the incentive rebate[5]. This year, staff will be working with local cities and the County to obtain grants to increase this incentive, particularly for customers who also take steps to eliminate irrigation runoff from the remainder of their properties.

Eligibility of Synthetic Turf:

Currently, the District's Mow-No-Mow Program does not allow the use of synthetic turf as a replacement material for lawns, as it tends to promote the aesthetics of lawns in those neighborhoods where it is used, and works at cross-purposes with the District's promotion of “California-friendly” gardens and landscaping with drought-tolerant native plants (“nativescaping”). It also works at cross-purposes with efforts by local cities to reduce the use of plastic in the environment and the conveyance of plastic debris into storm drains and local waterways, has virtually no habitat value to suburban wildlife (e.g. bees and other pollinator insects), and increases peak stormwater runoff volumes due to its limited infiltration capacity.

However, currently the use of synthetic turf is allowed under the regional turf replacement program administered by the MWD, per their approach to provide options that fit homeowners' lifestyles and specific situations[6]. Staff's proposal to expand the allowed lawn replacement materials to include synthetic turf under the Mow-No-Mow Program is intended to follow this rationale (i.e. recommend but not dictate the customer's choice of replacement material, so long as it provides water savings). As with any type of landscaping change, it would continue to be the responsibility of the homeowner to ensure that their use of synthetic turf is consistent with any landscaping restrictions within their HOA and local municipality.

One recent change worth noting in both the regional (MWD) and local (District) lawn replacement programs is that “brown” lawns are eligible for replacement incentives if they include installed irrigation systems. Previously, applicants needed to demonstrate that the lawn being replaced was actually being watered, via submission of photographs and site inspections. The rule was intended to ensure that water savings following turf replacement would actually occur. However, it was decided that, over the long term, any lawn with an irrigation system posed a potential future demand on municipal water supplies should the homeowner later decide to start re-watering their lawn. Providing a financial incentive to remove the lawn entirely helps reduce that potential, whether the lawn is currently irrigated or not.

[1] Appendix E: Water Savings from Turf Replacement. Resource Analysis Unit, Metropolitan Water District of Southern California, Dec. 16, 2013.

[2] As for our own program, some sites in the larger regional study did not have an entire year of post-project water use data, which forced them to rely on post-project water use data uncontrolled for season.

[3] This property had been rented-out the year before the owner removed their lawn, and pre-project water use was artificially low because the tenant had not been watering the landscaping while renting the home.

[4] One of these customers replaced their lawn with a food garden (which typically uses more water than low-demand xeriscaping). The other two customers collectively removed 2,807 sq. ft. of lawn, but also re-did their landscaping on other areas of their property, adding irrigated area and increasing overall water demand (albeit less than overall demand had the lawn not been removed).

[5] Program participation increased by 20% when we increased the turf rebate to \$1.25 for customers who took extra steps to ensure no irrigation runoff from the remainder of their property.

[6] This is also why the MWD program provides rebates for both weather-based and soil moisture-based sensors for irrigation control and different kinds of sprinkler retrofits.

Prepared By: Randal Orton, Resource Conservation Manager

ATTACHMENTS:

Attachment 1

Attachment 2



Attachment 1

Dedicated to Providing Quality
Water & Wastewater Service

OFFICERS

President **Charles
P. Caspary**
Director, Division 1

Vice President
Glen D. Peterson
Director, Division 2
MWD Representative

Secretary **Barry
S. Steinhardt**
Director, Division 5

Treasurer **Leonard
E. Polan**
Director, Division 4

Lee Renger
Director, Division 3

David W. Pedersen, P.E.
General Manager

Wayne K. Lemieux
Counsel

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RECLAMATION FACILITY
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COMPOSTING FACILITY
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www.LVMWD.com

MEMBER AGENCY OF THE
METROPOLITAN WATER
DISTRICT
OF SOUTHERN CALIFORNIA

December 2013

[REDACTED]
Agoura Hills, CA 91301

Dear [REDACTED],

Thank you again for taking action to reduce your water consumption and capture water that might otherwise have run off of your property and into the storm drain system!

Because it has been a few months since you put the finishing touches on your new garden, we thought we would check in with you to see how things are going. While most folks see an immediate reduction in their water use with their new garden, we've learned that some see no reduction and a few even see their water use increase. In most cases, not seeing a decrease in water use signals that the irrigation system is either not working properly or not scheduled properly, even taking into account the additional water that new plantings might need.

Because we want you to realize the water savings that you should, we would like to offer our assistance in evaluating your irrigation system and fine tuning the irrigation schedule. There is no charge for this service.

If you are interested in this free service, please give me a call to arrange a time for me to stop by.

Sincerely,

Scott Harris

ITEM 10A

Attachment 2

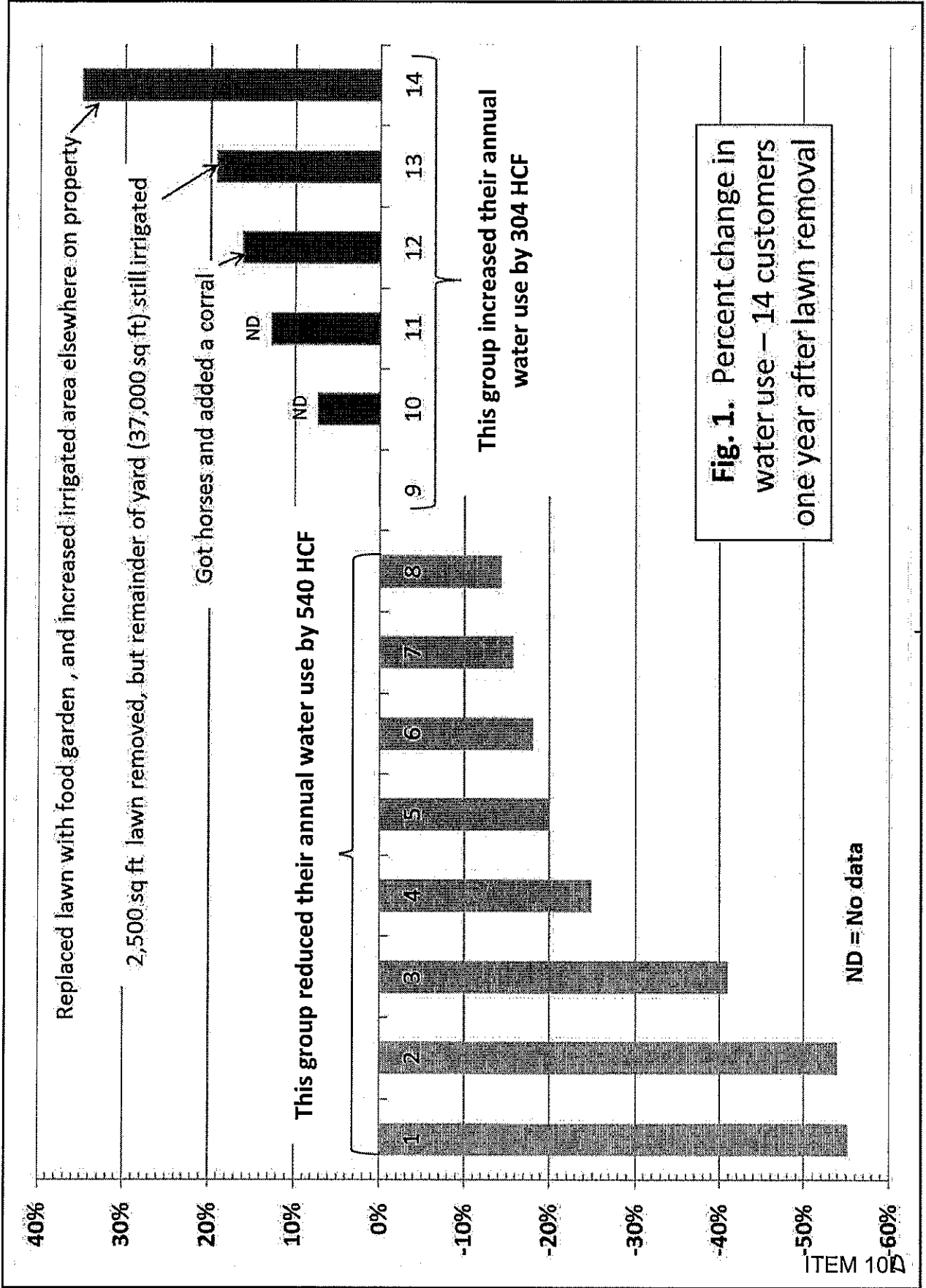


Fig. 1. Percent change in water use – 14 customers one year after lawn removal



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Resource Conservation & Public Outreach

Subject: 2014 Water Summit: Proposed Timing and Preliminary Program

SUMMARY:

At the November 12, 2013 Board meeting, Director Barry Steinhardt requested a future agenda item to discuss a proposed Water Summit to be hosted by the District. Shortly thereafter, staff reported that it would begin work to prepare a preliminary program for the Water Summit for the Board's consideration, and that, due to the holidays, a spring 2014 event date would be most appropriate. This item is intended to provide the Board with additional information on the proposed timing and preliminary program for the 2014 Water Summit and to receive feedback on the proposal before making additional arrangements.

RECOMMENDATION(S):

Review the proposed timing and preliminary program for the 2014 Water Summit and provide feedback to staff on the proposal.

DISCUSSION:

At the February 25, 2014 Board meeting, staff reported that it had made progress on the proposal for the 2014 Water Summit and that additional information would be presented for the Board's consideration at the next regular meeting. Also, in reviewing the Community Calendar, staff highlighted that the evening of April 3, 2014 had tentatively been identified for the 2014 Water Summit. Director Steinhardt noted a conflict with the California Water Policy Conference that will be held during the day on April 3rd and 4th at Claremont McKenna College.

Keynote/Anchor Speaker and Proposed Timing:

To maximize the success of the event, staff proposes that the District secure a well-recognized and influential water policy leader to serve as a keynote or anchor speaker for the Water Summit. Given that Senator Fran Pavley represents the District's service area in the Legislature and considering her role as Chair of the Senate Natural Resources and Water Committee, staff felt that she would be an ideal keynote speaker. Through her Committee, Senator Pavley plays a major role in shaping California water policy, particularly discussions related to the various water bond proposals. Additionally, Senator Pavley is a District customer residing in Agoura Hills.

Staff contacted Senator Pavley's office to explore the possibility of her participation in the event and received a favorable response. The District proposed several potential dates; however, Senator Pavley has a very busy schedule and was unavailable on the proposed dates. Senator Pavley's office indicated that she would be available on the evening of April 3, 2014, so staff requested that the date and time be secured on the Senator's calendar.

Preliminary Program:

Attached for review is a preliminary program for the 2014 Water Summit, indicating potential speakers and topics of discussion. The overall goal of the event would be to inform and educate the District's ~~ITEM #13~~ on key local and statewide water policy issues by facilitating discussions with their elected representatives,

state officials and industry leaders. As such, speakers from both the State and regional levels would be invited to participate. The topics for discussion would include the Bay Delta Conservation Program, the current drought, various versions of the water bond, status of the regional water supplies, and local drought response efforts. As suggested at the last Board meeting, other managers in the water community would be invited to share their experiences and views on the discussion topics. The audience would consist of local elected officials, community leaders, influential customers, and other water agency managers.

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

ATTACHMENTS:

Preliminary Program for 2014 Water Summit

DRAFT
Water Summit 2014: Securing a Sustainable California Water Supply
April 3, 2014

Water issues have been at the forefront of state, regional and local concerns. Topics include the Bay Delta Conservation Project, drought, at least ten different versions of water bonds to fund projects that include conservation, securing safe supplies for disadvantaged communities, conveyance, environmental restoration and preservation, recycled water development, desalination, storage (both above and below ground level), “shovel-ready” projects that help promote conservation and reliability and finally, what all this means to the average customer.

A panel discussion is envisioned, led by Senator Fran Pavley who represents the LVMWD service area. However, her role as Chair of the Senate’s Natural Resources and Water Committee takes precedence as the nucleus for a program intended to inform the community and provide a sounding board for those who prominent in the formation of water-policy for the state, region and local agencies.

Some additional panelists might include:

- John Laird, California Secretary for Natural Resources or
- Mark Cowan, Director of Water Resources

Either of the above individuals can provide a statewide perspective.

- Jeffrey Kightlinger, General Manager, Metropolitan Water District of Southern California
- Karen Ross, Secretary, California Department of Food & Agriculture

The above individuals could speak to providing reliable supplies and what conservation measures have been taken to increase water use efficiency in their respective areas of expertise in urban and agricultural usage.

- Dave Pedersen, General Manager LVMWD
- Rich Nagel, General Manager West Basin MWD (or other managers)

The local agency General Managers can relate how statewide policy relates to their abilities to provide reliable service to residential, industrial and commercial customers. Both agencies have well-developed recycled water programs; West Basin has made significant steps toward direct potable reuse.

Other possibilities:

- Federal perspective from the Bureau of Reclamation or
- Federal policy from a legislative standpoint (Staff of Boxer, Feinstein or Waxman)



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Potable Water System Master Plan Update: Preliminary Review

SUMMARY:

On December 10, 2012, the Board approved a proposal from Kennedy/Jenks Consultants (KJ) to prepare the Potable Water Master Plan Update. A technical memorandum describing future demands and the correlation between water use among various customer types, weather (i.e. evapotranspiration rates and precipitation), and economic factors (i.e. unemployment rates) was presented to the Board on July 23, 2013.

The results of the analysis showed that water use for all account types and lot sizes is better correlated with economic factors than weather-related variables. When strong economic conditions result in low unemployment rates, water demands increase. Partial drought recovery, rather than full drought recovery, was also used in the analysis to account for changing patterns of water use related to conservation ethics.

Water demands are expected to increase by 15 to 24 percent, depending on customer type, under good economic conditions (unemployment rate of 3.24 percent) and with partial drought recovery from a 2012 base. The District's long-range annual water demands are projected to reach approximately 33,750 acre-feet by 2035.

Using an updated hydraulic model that links to the District's 2012 billing data, existing and future pipeline deficiencies, storage requirements and pump station capacities were analyzed. Based on the results, the Master Plan Update identified no additional backbone system deficiencies upon completion of the current Backbone Improvements Program. However, the Master Plan Update identified current and future capital improvements necessary to address non-backbone system deficiencies. Total needs for \$10,326,100 in current capital improvements and \$32,159,050 in future capital improvements were identified. The timing of the improvements, in particular the need to address existing deficiencies, is based on a variety of factors, including funding availability and the pace of actual versus projected growth.

At the Board meeting, KJ staff will provide a detailed presentation on the content of the draft Potable Water Master Plan Update. Attached is the Executive Summary for the Master Plan Update. The complete version of the Master Plan Update will be provided to the Board in May 2014.

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

ATTACHMENTS:

[Executive Summary](#)

Executive Summary

The Las Virgenes Municipal Water District (LVMWD, District) is located on the western edge of Los Angeles County and includes the cities of Agoura Hills, Calabasas, Hidden Hills, and Westlake Village, as well as some unincorporated county areas. The District provides potable water, recycled water, and sanitation services to roughly 65,000 people over a 122 square mile service area.

The District's Potable Water, Recycled Water, Sanitation, and Integrated Master Plans were completed in 2007/2008. In 2010, the Urban Water Management Plan (UWMP) was completed, charting the course for SBx7-7 compliance. In 2011, a financial plan was updated, establishing rates to continue to improve financial stability of the three funds and positioning LVMWD for a potential rate structure change to budget-based rates. LVMWD now desires to update the three utility master plans, which will establish an updated capital improvement program for the District's potable water system.

Goals and Purpose

The primary goals of this project are to update the LVMWD's 2007 Potable Water Master Plan with updated water usage data and growth planning data from the cities and the County, and provide additional project planning enhancements. These include:

- New water demand projections, which incorporate the most current information regarding population, land use and census information for the LVMWD service area projected to the year 2035. The water demand projections consider the effects of weather (including drought) and economic conditions on future water demand in order to increase defensibility in a time of increased pressure to reduce potable water demands in response to State legislation,
- A comprehensive update to the District's water system hydraulic model, including an interactive verification process of the water system model to increase confidence in master plan findings,
- An evaluation of infrastructure improvements to accommodate existing requirements and meet future needs, including an evaluation of system infrastructure fire flow (FF) requirements, and
- An updated capital improvement program to support the District's short and long-range capital improvement requirements.

Service Area Description

LVMWD's service area includes the incorporated cities of Agoura Hills, Calabasas, Hidden Hills, and Westlake Village as well as unincorporated portions of Los Angeles County. A large portion of this area consists of undeveloped land characterized by the Santa Monica Mountains. These open space areas comprise about 35 to 40 percent of the total service area and are mostly held in public ownership, such as state and national parks that will not require water service. The remaining portion of the service area consists primarily of mixed residential and commercial uses, with only a small portion of the service area designated for industrial and agricultural land use. As such, LVMWD's

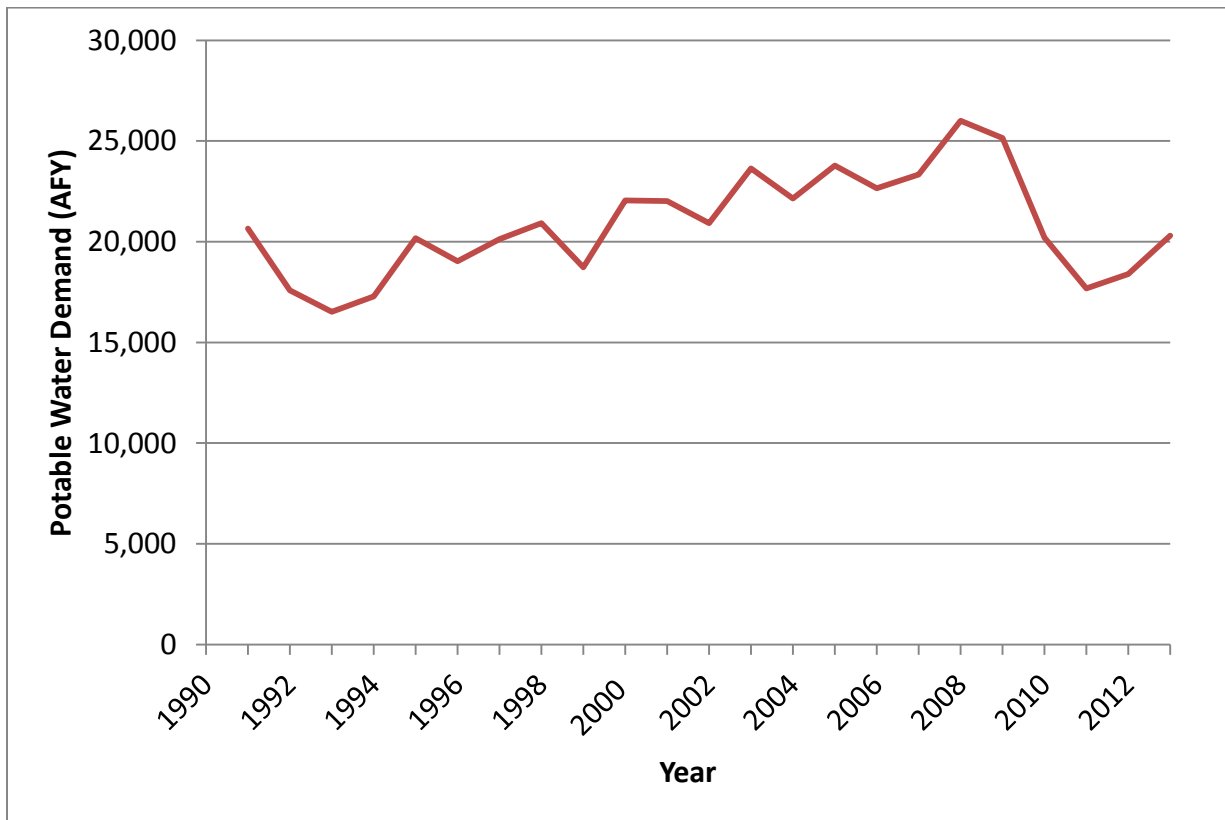
water demands are primarily residential in nature and consist primarily of many small users (i.e., single family residential homes) with associated landscape irrigation.

Historical and Current Water Demands

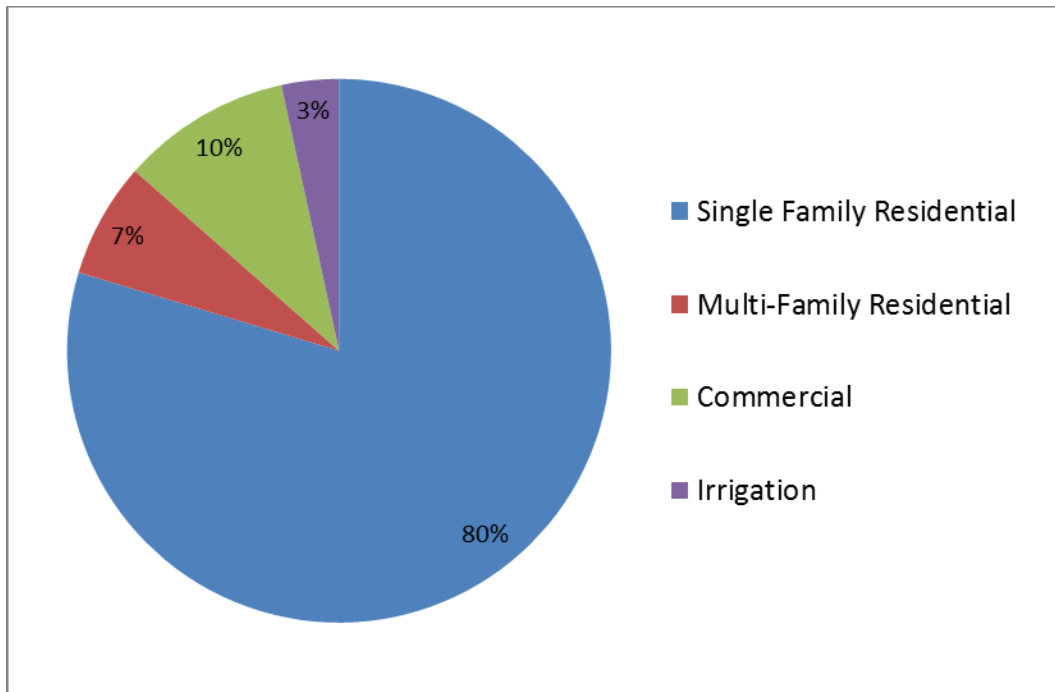
In general, LVMWD’s water demand has not grown as rapidly in the last 15 years as it did in the early history of the agency. This is generally due to a decline in the rate of development and increased customer awareness for needed conservation. In addition to these factors, recycled water use has increased, relieving the potable water system's general increase in demands.

LVMWD’s historical water use has varied substantially from year-to-year, with a general increasing trend through 2008. Water demands dropped in the 2009-2011 period, most likely due to a combination of factors, such as absence of hot summers, the economic downturn, and water conservation efforts by LVMWD. An increase in water demand was observed in 2012, suggesting a rebound in water use upon the end of the drought and/or improving economic conditions. LVMWD’s historical water use since 1990 is shown in Figure ES-1. The 2012 usage by customer type is shown in Figure ES-2

Figure ES-1: LVMWD Historical Water Demand 1990-2012



Source: LVMWD water billing data.

Figure ES-2: Water Demands by Customer Type

Source: LVMWD water billing data.

Projected Future Water Demand

In order to move from using actual water usage information to forecasting future water demands, the Master Plan needed to consider three key questions. These were: 1) how has the weather and/or the economy affected recent/current water demands, 2) how has the drought and associated rationing affected water demands, and 3) is there any statistical evidence to suggest that any or all of these factors will affect water demands in the future. To address these questions, regression analyses were performed on LVMWD's billing data (years 2003 through 2013) to evaluate the correlation between water use among various customer types and weather (ETo, precipitation) and economic (unemployment rate) factors.

Results of the regression analyses indicated that the water use for multi-family residential, commercial, irrigation, and single family residential accounts of all lot sizes correlate better with unemployment rate (R^2 of 0.646 to 0.924) than with weather related variables. In fact, depending on the customer type, water usage is predicted to increase as much as 20 to 38 percent (weighted average of 25 percent) based on the 2010 data and 15 to 24 percent (weighted average of 17 percent) based on 2012 data under good economic conditions (unemployment rate of 3.24 percent). The correlation analyses findings suggest that the projection of future water demands should incorporate an increase in water demands that is likely to occur with an improvement in the economy.

In addition to this statistical analysis performed by Kennedy/Jenks, Dr. Randall Orton, Resource Conservation Manager, studied the impacts of drought on water demands. The objective of the study was to estimate the pace and magnitude of post drought response on water demands, based on previous LVMWD's experience. Dr. Orton found

annual water demand following the end of the recent drought will continue to rise, attaining its pre-drought level in approximately 6 years and 85 percent of that level in two years.

To account for the probable impact of both economic and drought recovery factors, an economic factor of 25 percent was applied to the 2010 potable water usage values, and various drought-recovery factors were also considered. As a result, water demand projections were calculated under for the following three scenarios:

- Scenario 1: Full Drought Recovery
- Scenario 2: No Drought Recovery
- Scenario 3: Partial (50 percent) Drought Recovery

As discussed with District staff and the Board of Directors, Scenario 3 is believed to be the most appropriate demand scenario and is used as the basis for long range planning in this master plan. As shown in Table ES-1, the District's long range water demands are projected to reach approximately 33,750 Acre Feet by the year 2035.

Table ES-1: Water Demand Projection

Description	2015	2020	2025	2030	2035
Water Demand (AFY)	21,680	24,700	27,710	30,730	33,750

Notes: Based on a partial drought recovery projection (Scenario 3).

Inherent in the conduct of long-range planning studies is the need to consider alternative futures. This need is based on the reality that growth can't be precisely predicted and demands for service such as water that are driven by individual behavior is uncertain. It is for this reason that the projections derived herein utilized the best available data to quantify both population and water usage values, but attempted to frame or bracket these findings for the purposes of long-range water planning.

To further frame the discussion of long-range population and water demand projections, the results of several of LVMWD's previous planning efforts were also consolidated. The consolidation of previous population and water demand projections are shown in Figures ES-3 and ES-4, respectively. As shown, the findings presented herein are very comparable with all previous planning studies performed for the District since 2005.

Figure ES-3: Population Projection Comparison with Other Studies

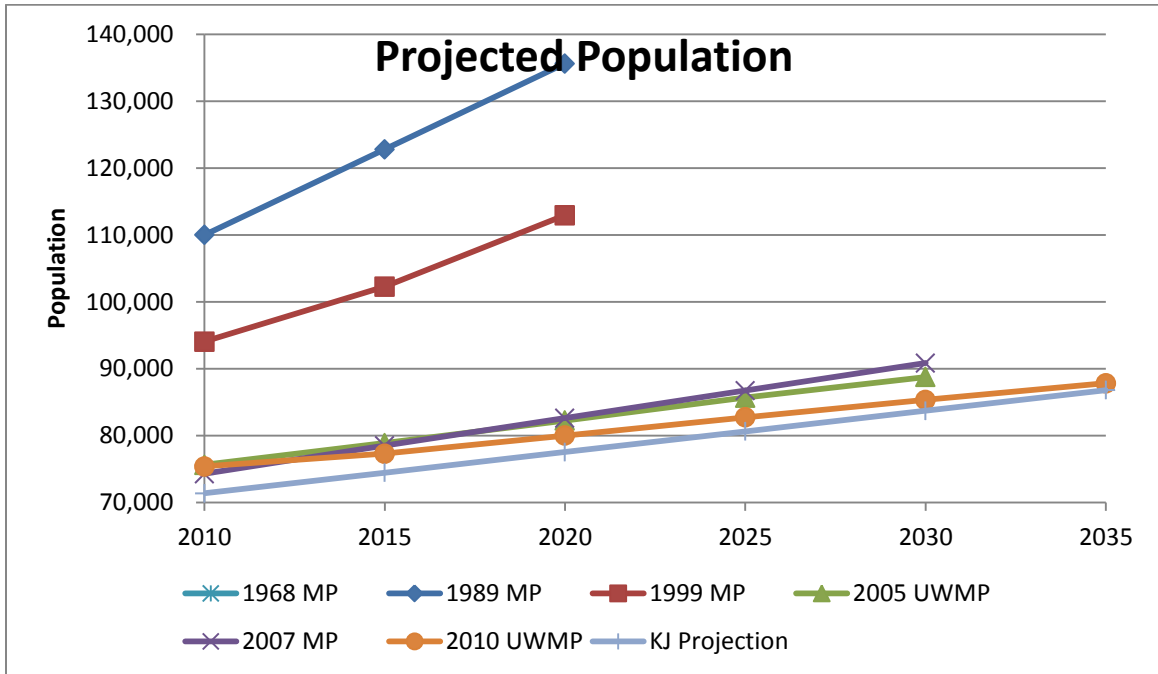
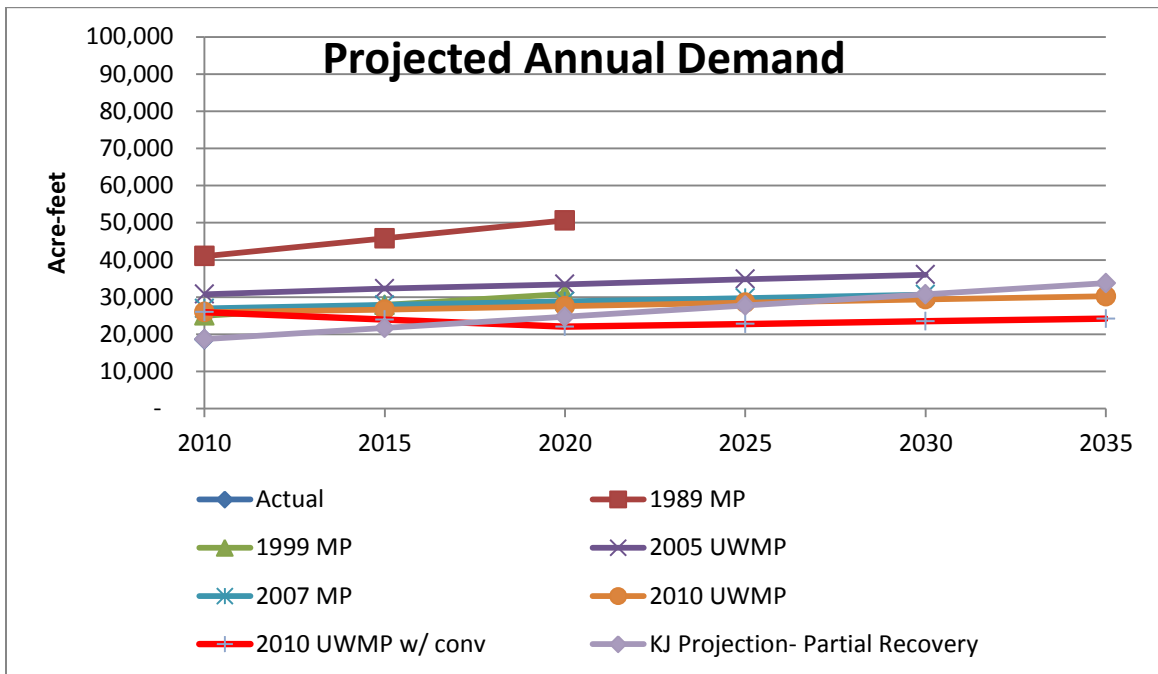


Figure ES-4: Annual Water Demand Projection Comparison with Other Studies



Summary of Existing Water Supplies and Availability

Located in the Santa Monica Mountains, LVMWD has limited availability of natural water resources and is currently limited to four sources: treated, potable water imported from Metropolitan Water District of Southern California (MWDSC), recycled water from the Tapia Water Reclamation Facility (TWRP), groundwater from the Russell Valley Basin (which is only used to supplement the TWRP), and surface runoff into Las Virgenes Reservoir. LVMWD has developed these water resources to provide increased water reliability using an approach that has included aggressive use of recycled water, minimal use of groundwater to augment recycled water supplies, and reservoir storage of water during low demand periods for use during the peak demand periods.

Imported water is LVMWD's primary water supply and supplies virtually all potable water demands. The imported water supplied to LVMWD originates from the State Water Project (SWP). The capacity of the three connections to the MWDSC system is approximately 73 cfs, (32,800 gpm). Assuming MWDSC has adequate supply, the District has ample turnout capacity to meet its long-range average annual water demands of approximately 32,750 AFY(20,920 gpm).

Based on these and other factors, the District has concluded that it is reasonable to expect that MWDSC would have sufficient supplies available to accommodate LVMWD's projected demands under average year conditions, as LVMWD would get its proportional share of the increased supplies as one of MWDSC's 26 member agencies. Demand management should also continue as LVMWD enhances its water conservation and recycled water programs to meet its SBX7-7 targets.

Existing Water System

LVMWD's potable water system consists of an elaborate system of pumps, pressure zones, supply connections and reservoirs/tanks. There are 22 main pressure zones created by numerous facilities. Within these main zones are multiple sub-zones created by pressure regulation, containing no independent storage facilities. The topography plays a large role in the complexity of LVMWD's water delivery system. The complex nature of the current system is derived from a combination of the service area's rugged topography and its east to west linearity. To support the delivery of water throughout the District's service area, the District maintains over 400 miles of pipelines, 24 pumping stations, 25 storage tanks, and over 75 pressure regulating stations to improve system performance and reliability.

The 1235-foot main zone is considered LVMWD's "backbone" system, which feeds almost every other system in the District. This system provides the transmission of potable water from MWDSC turnouts on the eastern portion of the LVMWD service area through the Ventura Freeway Corridor to the far west of the service area and Las Virgenes Reservoir. This main system serves approximately 90 percent of LVMWD's customers, either directly or by distribution to smaller subsystems within the service area.

The Cornell Pump Station is operated to move water either to the east or to the west, boost pressures and maintain the balance between supply and demand. This pump station is important during peak demand conditions, and when supplies are low. West of Cornell, the backbone system is sometimes referred to as the 1227 zone, based on the

high water level of the Equestrian Trails Tank. Seasonal storage for LVMWD is provided by Las Virgenes Reservoir, which has a pump station and filtration plant to deliver the water back to the 1235 zone. This zone also has operational storage in the 8 million gallon (MG) Calabazas Tank, the 4.2 MG Equestrian Trails and the 3 MG Morrison Tank. Additionally, a new 5 MG tank is currently being constructed at the filtration plant. This facility will store water at the filtration plant, which will then be pumped into the 1235 zone. Incorporation of this new tank in the water storage balance analyses eliminated a significant existing system storage deficiency.

System Analysis and Recommended Improvements

To evaluate the potable water system, the District's 2007 computerized hydraulic model was updated with new facility information and water billing data. Model accuracy was verified by analyzing a 24-hour scenario, and comparing tank levels in the model results with tank level measurements taken from the District's SCADA data. Once verified, the model was populated with new projections of future water demands throughout the system, and used to investigate high and low pressure locations, low pressure locations under fire flow demands, pipeline velocities, and tank refill conditions. Proceeding in this manner, the potable water system was evaluated under both current and future conditions for each of the 22 pressure zones.

In addition to the use of the updated hydraulic model, the District's storage and pumping facilities were evaluated against maximum day demand conditions to ensure that the system can operate properly. For storage, each zone was evaluated to determine if the storage was adequate to provide sufficient operational, emergency and fire storage. The pumping facilities for each zone were evaluated to determine if there is sufficient capacity to provide maximum day demands in one of three time periods. These include 24 hours, 18 hours or 9 hours. The purpose of this analysis is to determine if the facilities have sufficient capacity to accommodate off-peak pumping, when energy costs are lower. Recommendations were made to allow the system to achieve the 18-hour pumping scheme. The storage and pumping facilities were evaluated together, as off-peak pumping requires both more pumping capacity and more storage.

Recommendations to address the findings of the potable water system analysis are divided into three categories: piping, storage, and pumping. A summary of the findings and recommended improvements for each of these areas of the system follows:

Pipeline Findings and Recommendations

Pipeline deficiencies were identified using the updated hydraulic model to locate facilities that did not meet the District's pressure and velocity criteria. District staff was engaged in a discussion of findings to promote prioritization of the distribution deficits and integration in the pipeline Capital Improvement Program (CIP). The prioritization consisted of the following four categories.

- Priority 1 - consist of projects that address existing capacity deficiencies in the system.
- Priority 2 - consist of projects that address existing capacity deficiencies that were less significant, and which were in areas, such as Hidden Hills and Monte

Nido, that the District had acquired. These legacy systems were likely designed for lower fire flow requirements.

- Priority 3 - consist of projects that address relatively smaller capacity deficiencies.
- Priority 4 - consist of projects where the capacity deficiency was less than 10%. The Priority 4 projects were removed from the CIP, but will be retained in an appendix so that these areas can be looked at more closely in future master plan updates. These areas could have more significant capacity deficiencies in the future if growth in demands differs from the estimates used in this master plan update.

The District's pipeline evaluation criteria are shown in Table ES-2. The recommended distribution system pipeline improvements under both current and future demand conditions are shown in Tables ES-3 and ES-4, respectively. Note that the CIP projects identified under future demand conditions were not prioritized.

Table ES-2: Water Distribution System Evaluation Criteria

Description	Evaluation Criteria
Minimum pressure for max day or peak hour	35 psi
Minimum pressure for max day plus fire flow	20 psi
Maximum pressure	150 psi
Max velocity for existing pipes	10 fps
Max velocity for fire flow conditions	15 fps
Max velocity for new pipes	5 fps
Max headloss for existing pipes	10 ft/1000 ft
Max headloss for new pipes	5 ft/1000 ft

Table ES-3: Pipeline Improvements for Existing Demand Conditions

Existing CIP Priority	Length (Ft)	Estimated Cost
1	2,400	\$927,450
2	13,297	\$4,575,150
3	3,913	\$1,410,750
Total	19,611	\$6,913,350

Table ES-4: Pipeline Improvements for Future Demand Conditions

Future CIP Priority	Length (Ft)	Estimated Cost
Total	28,975	\$13,548,600

Note: Approximately \$10.7M is associated with new Seminole System pipelines.

Storage Findings and Recommendation

The findings of the storage analysis in the 2014 Master Plan update were comparable to the findings in the 2007 Master Plan. Through this update, the Master Plan confirmed the need for the new 5 MG tank in the main zone to meet its storage requirements, and that the Jed Smith and to some degree the Upper Oaks systems continue to operate with a storage deficit. With the addition of the new 5 MG tank, the existing water system contains approximately 38.8 MG of storage.

Based on the degree of deficiency and discussions with District staff, only the Jed Smith storage deficit is considered for improvement under existing demands. The estimated cost (including contingencies) to meet the 0.8 MG storage deficit in this zone is shown in Table ES-5.

Table ES-5: Storage Projects for Existing Demand Conditions

Pressure Zone	Storage Needed (gallons)	Estimated Cost
Jed Smith	820,000	\$1,912,000

To meet future demand conditions, the overall system storage needs increasing to approximately 44.7 MG, indicating storage deficits in eight pressure zones and a total storage volume deficit of approximately 5.9 MG. In fact, even with the new 5 MG tanks, the volume of available storage in the main 1235 foot zone falls short of the calculated storage needs under future demands. While this small deficit is assumed to be met under MDD events from the Las Virgenes Reservoir, the level of storage needed in other zones should be included in the District's future CIP.

A summary of these findings is included in Table ES-6. Note that the storage needed for Jed Smith for future conditions is in addition to the storage needed for existing demand conditions.

Table ES-6: Storage Projects for Future Demand Conditions

Pressure Zone	Total Storage Needed (gallons)	Estimated Cost
Jed Smith	1,430,000 ⁽¹⁾	\$1,403,000
McCoy	300,000	\$699,000
Mulwood	180,000	\$423,000
Seminole	1,170,000	\$3,951,000
Twin Lakes	1,510,000	\$3,504,000
Upper Oaks	150,000	\$360,000
Upper Woolsey	470,000	\$1,098,000
Warner	1,040,000	\$2,415,000
Total	6,250,000	\$13,853,000

Notes: Total existing and future storage cost is \$ 15,801,750.

(1) The 1.4 MG is total storage need including existing. Future only need is 600,000 gallons.

Pumping System Findings and Recommendation

The analysis of the capacity of the pumping facilities revealed no significant deficiencies for existing demand conditions. However, there are several pump stations that do not appear to have pumps designated as standby pumps. For some of these pump stations, the analysis shows that the capacity of the existing pumps is such that one of the pumps could be designated as a standby pump. For the other pump stations, standby pump was estimated and summarized in Table ES-7.

Table ES-7: Potential Standby Pumping Needs for Existing Conditions

Pressure Zone	Standby Pumping Needed (hp)	Standby Pumping Needed (gpm)	Estimated Cost
McCoy	69	1133	\$959,900
Mulwood	39	750	\$540,850
Total			\$1,500,750

Notes: Note: Existing pumping capacity appears sufficient for Oak Ridge, Saddle Tree, Upper Oaks, and Upper Twin Lakes pumping facilities.

The analysis of the pumping capacity for each zone under future conditions indicated that several zones will become capacity deficient. To assure analysis and recommendation consistency, the storage and pumping for each zone were analyzed together to determine the pumping needs for each zone. Table ES-8 summarizes the capacity deficiencies identified for future demand conditions.

Table ES-8: Pumping Needs for Future Conditions

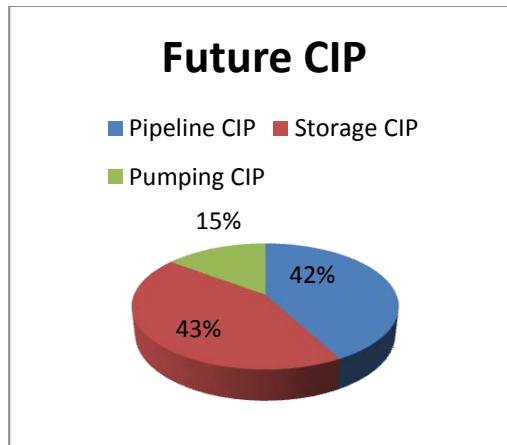
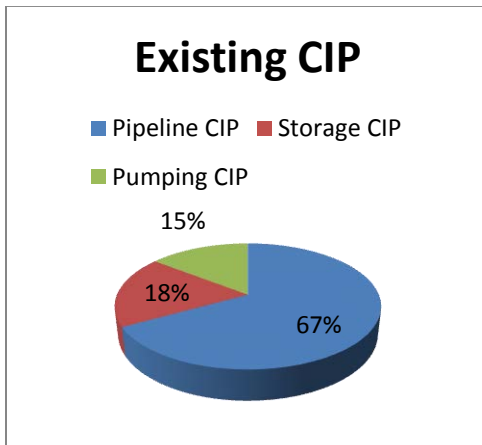
Pressure Zone	Pumping Needed (hp)	Standby Pumping Needed (gpm)	Estimated Cost
Jed Smith/Mountain Gate	47	987	\$653,950
Mulwood	25	485	\$348,000
McCoy	60	981	\$804,750
Seminole	79	2934	\$1,059,950
Twin Lakes	163	1878	\$1,890,800
Total			\$4,757,450

Capital Improvement Program (CIP)

Identified improvements are typically prioritized into a capital improvement program based on the assessment of a wide variety of factors. The most prevalent factor for this master plan is capacity considerations under current and future demand conditions. The identification of these capacity improvements is based on the results of the computerized hydraulic modeling and pumping/storage balance analyses discussed herein. The results are summarized by facility type for both existing and future demand conditions in Table ES-9.

Table ES-9: Capital Improvement Program Estimated Summary of Costs

CIP Description	Existing Costs	Future Costs
Pipeline CIP	\$6,913,350	\$13,548,600
Storage CIP	\$1,912,000	\$13,853,000
Pumping CIP	\$1,500,750	\$4,757,450
Total CIP	\$10,326,100	\$32,159,050



As shown, existing system improvements represents approximately 25% of the total Capital Improvement Program. While these improvements would generally have a higher priority than future system needs, the final implementation schedule for the identified improvements will encumber a broader set of factors. These factors typically include: funding availability, pace of actual growth, implementation of potable water reduction programs such as conservation and recycled water system expansion, and other asset management and operational reliability considerations. As such, the phased timing of these improvements will be evaluated by District staff as an ongoing component of the District’s budgeting process.



March 11, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Backbone Improvements Program 5-Million-Gallon Tank: Change Order No. 1

SUMMARY:

On January 14, 2014, the Board awarded a contract to Pacific Hydrotech Corporation (PHC) for the construction of the 5-Million-Gallon Tank Project. A Notice of Award and Notice to Proceed was issued on January 15, 2104. The construction kick-off meeting was held on January 22, 2014, and the attendees included PHC, the construction management team and representatives from the City of Westlake Village.

After the kick-off meeting, staff received a request from the City of Westlake Village to postpone construction activities until the City Council had an opportunity to consider a proposed Memorandum of Understanding (MOU) between the District and City at its February 12, 2014 City Council meeting. At the February 12, 2014 City Council meeting, consideration of the MOU was continued until February 26, 2014. The MOU was approved by the City Council at its February 26, 2014 meeting.

Change Order No. 1 was negotiated with PHC for a no cost 45-day time extension. The conditions of the change order delayed construction until March 1, 2014 but allowed the contractor to mobilize at the site prior to March 1, 2014. The revised contract completion date is June 23, 2015.

Prepared By: Lindsay Cao, P.E., Associate Engineer



Tuesday, March 11, 2014 Meeting Schedule		
7:00-8:00 a.m.	Rm. 2-413	Dirs. Computer Training
8:30 a.m.	Board Room	L&C
10:00 a.m.	Rm. 2-456	C&L
12:00 p.m.	Board Room	Board Meeting

Regular Board Meeting

March 11, 2014

12:00 p.m. -- Board Room

Videoconference Participation:

500 New Jersey Avenue
Suite 500
Washington D.C. 20001

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

1. Call to Order

- (a) Invocation: Elisa Giron, Human Resources Assistant, Human Resources Division
- (b) Pledge of Allegiance: Director Glenn Brown

2. Roll Call

3. Determination of a Quorum

PUBLIC HEARINGS

- 1. Public hearing to consider suspending the tax rate limitations in Section 124.5 of the Metropolitan Water District Act to maintain the ad valorem tax rate
 - 2. Comments on proposed water rates and charges
-

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

5. OTHER MATTERS

- A. Approval of the Minutes of the Meeting for February 11, 2014. (A copy has been mailed to each Director)
Any additions, corrections, or omissions
- B. Report on Directors' events attended at Metropolitan expense for month of February
- C. Induction of new Director, Steve Blois, from Calleguas Municipal Water District
 - (a) Receive credentials
 - (b) Report on credentials by General Counsel
 - (c) File credentials
 - (d) Administer Oath of Office
 - (e) File Oath
- D. Induction of new Director, Yvonne Arceneaux, from city of Compton
 - (a) Receive credentials
 - (b) Report on credentials by General Counsel
 - (c) File credentials
 - (d) Administer Oath of Office
 - (e) File Oath
- E. Presentation of five-year service pin to Director Fern Steiner, representing San Diego County Water Authority
- F. Presentation of five-year service pin to Director Keith Lewinger, representing San Diego County Water Authority
- G. Approve committee assignments
- H. Chairman's Monthly Activity Report

6. DEPARTMENT HEADS' REPORTS

- A. General Manager's summary of Metropolitan's activities for the month of February
- B. General Counsel's summary of Legal Department activities for the month of February

ITEM 12A

- C. General Auditor's summary of activities for the month of February
- D. Ethics Officer's summary of activities for the month of February

7. CONSENT CALENDAR ITEMS — ACTION

- 7-1** Grant conditional approval for 43rd Fringe Area Annexation to Western Municipal Water District and Metropolitan; and adopt resolution of intention to impose water standby charge. (F&I)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is not subject to CEQA and is categorically exempt, and

- a. **Grant conditional approval for the 43rd Fringe Area Annexation concurrently to Western and Metropolitan, conditioned upon receipt in full of annexation fee of \$228,595.58 to Metropolitan if completed by December 31, 2014, or if completed later, at the then-current annexation charge rate;**
- b. **Approve Western's Water Use Efficiency Compliance Statement with the current Water Use Efficiency Guidelines; and**
- c. **Adopt the resolution of intention to impose water standby charge within the proposed annexation territory, substantially in the form of Attachment 3 to the board letter.**

- 7-2** Adopt final resolutions for annexation and water standby charge levy for Annexation No. 98 to Calleguas Municipal Water District and to Metropolitan Water District. (F&I)

Recommendation:

Option #1:

Review and consider information provided in the certified Final Environmental Impact Report and adopt the Lead Agency's findings related to the proposed actions, and

- a. **Adopt resolution granting Calleguas' request for approval of Annexation No. 98 concurrently to Calleguas and Metropolitan and establish Metropolitan's terms and conditions for the annexation, conditioned upon approval by Ventura Local Agency Formation Commission, and upon receipt of annexation fee of \$487,059.66; and**
- b. **Adopt resolution to impose water standby charge at a rate of \$9.58 per acre, or per a parcel of less than one acre, within the proposed annexation area.**

ITEM 12A

- 7-3** Appropriate \$900,000; and authorize two rehabilitation projects at the Joseph Jensen Water Treatment Plant (Approps. 15371 and 15442). (E&O)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is categorically exempt, and

- a. Appropriate \$900,000; and**
- b. Authorize design to rehabilitate flocculators and traveling bridges at Jensen Modules Nos. 2 and 3.**

(END OF CONSENT CALENDAR)

8. OTHER BOARD ITEMS — ACTION

- 8-1** Appropriate \$32.5 million; and award \$22,888,888 contract to S. J. Amoroso Construction Co., Inc. to construct a chlorine containment system at Metropolitan's Chemical Unloading Facility (Approp. 15346). (E&O)

Recommendation:

Option #1:

Determine that the proposed action has been previously addressed in the 2011 categorical exemptions, and

- a. Appropriate \$32.5 million; and**
- b. Award \$22,888,888 contract to S. J. Amoroso Construction Co., Inc. to construct a containment system at the Chemical Unloading Facility.**

- 8-2** Appropriate \$8.5 million; and award \$5,946,507 contract to J. F. Shea Construction, Inc. for prestressed concrete cylinder pipe repairs on the Second Lower Feeder (Approp. 15471). (E&O)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is statutorily exempt, and

- a. Appropriate \$8.5 million; and**
- b. Award \$5,946,507 contract to J. F. Shea Construction, Inc. for PCCP repairs on the Second Lower Feeder.**

ITEM 12A

- 8-3** Authorize entering into a Water Savings Incentive Program agreement with Altman Specialty Plants, Inc. to provide financial incentives for a water use efficiency project. (WP&S)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is categorically exempt and authorize entering into a Water Savings Incentive Program agreement with Altman Specialty Plants, Inc.

- 8-4** Authorize entering into agreement for a pilot program to fund water use efficiency measures for the Colorado River and approve payment of up to \$2 million. (WP&S)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is not subject to CEQA, and

- a. Authorize the General Manager to enter into an agreement for a pilot program for funding the creation of Colorado River system water through voluntary reductions in use on the terms described in the board letter and in a form approved by the General Counsel; and**
- b. Approve payment of up to \$1 million for partially funding the program.**

- 8-5 Authorize entering into a three-year agreement with Fraser Communications for regional communications and advertising services and media buys related to water awareness and conservation, not to exceed \$5.5 million annually. (C&L) **(To be mailed separately)**

- 8-6 Express a watch position on H.R. 3964 (Valadao, R-CA) – Sacramento-San Joaquin Valley Emergency Water Delivery Act. (C&L) **(To be mailed separately)**

- 8-7 Express support, if amended, for S. 2016 (Feinstein, D-CA) and H.R. 4039 (Costa, D-CA) – California Emergency Drought Relief Act of 2014. (C&L) **(To be mailed separately)**

- 8-8 Express support for SB 103 (Senate Committee on Budget and Fiscal Review) – Budget Act of 2013. (C&L) **(To be mailed separately)**

ITEM 12A

- 8-9 Express support for SB 104 (Senate Committee on Budget and Fiscal Review) – Drought Relief. (C&L) **(To be mailed separately)**

9. BOARD INFORMATION ITEMS

- 9-1 Transmittal of Governor's California Water Action Plan. (WP&S) **(To be mailed separately)**
- 9-2 Proposed Capital Investment Plan for fiscal years 2014/15 and 2015/16. (E&O) **(To be mailed separately)**

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

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

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

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

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

ITEM 12A